WordPerfect™ OFFICE REFERENCE

for IBM® Personal Computers
and PC Networks

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WordPerfect Corporation • 1555 N. Technology Way • Orem, Utah 84057 U.S.A.
Telephone: (801) 225-5000 • Telex: 820618 • Fax: (801) 222-5077

Introduction

The first five major sections of the *WordPerfect Office Reference Manual* are reference sections for the following desktop utility programs included with both WordPerfect Office LAN and WordPerfect Office PC: Calculator, Editor, File Manager, Notebook, and Shell. These sections are followed by the *Macro Reference* section, which contains instructions for creating advanced Editor and Shell macros using the WordPerfect programming language.

The last three reference sections are for the network-dependent WordPerfect Office programs (Calendar, Mail, and Scheduler). The Mail and Scheduler programs are only included in the WordPerfect Office LAN package, the network version of WordPerfect Office. If you have WordPerfect Office LAN, the Calendar and Scheduler programs communicate with each other using the network.

Important: *If you are using WordPerfect Office PC on a stand-alone machine, your package also includes the Calendar program, which you can use as a personal calendar without the scheduling functions.*

Several appendix sections and a comprehensive index are included at the end of the manual. You will find International Affiliate and Distributor lists along with information on how to contact Customer Support in the front of the manual.

Contents

	Customer Support	iii
	WordPerfect Office Software	iii
	Developer's Toolkit	iv
	Authorized International Affiliates	iv
	Authorized International Distributors	v
Reference	Calculator	1
	Editor	27
	File Manager	97
	Notebook	161
	Shell	245
	Macro	311
	Calendar	421
	Mail	491
	Scheduler	565
Appendix	A: ASCII Conversion Chart	655
	B: DOS and WordPerfect Office	660
	C: Error Messages	665
	D: Network Printers	677
	E: Notify	681
	F: PIF Files	689
	G: Printer Troubleshooting	691
	H: Program Files	694
	I: Repeat Performance	702
	J: Shell Macro Conversion	713
	K: Startup Options	715
	L: TSR Manager	748
	M: WordPerfect Characters	754
	N: WPOPTR Program	759
Index		761

Customer Support

WordPerfect Office is supported by a customer support system designed to offer you courteous service. If you have exhausted all other Help avenues and need a friendly voice to help you with your problem, follow these steps:

1 Try to duplicate the problem, keystroke by keystroke, to see exactly what was done.

2 Gather the following information:

- The product name, version, and release date (found on the first help screen).
- Your computer brand and model (including amount of memory, video adapter card and monitor type), and printer brand and model.
- Your operating system type and version. For network products, your network type and version.

3 Be at your computer and call WordPerfect Office Customer Support. For IBM personal computers and compatibles, Customer Support takes calls Monday through Friday between 7:00 a.m. and 6:00 p.m. Mountain Time.

If you are within the United States, Puerto Rico, the U.S. Virgin Islands, or Canada, toll-free support is available by dialing:

(800) 321-3253

If you are in an area where the phone system does not handle toll-free numbers, you can reach Customer Support by dialing:

(801) 226-4440

You will be charged by the phone company for the call if you use the 801 number.

WordPerfect Office Software

WordPerfect Office is office automation software that includes the Calculator, Calendar, Editor, File Manager, Notebook, Mail, and Scheduler programs. It is also available on Data General, VAX, and UNIX-based systems. Contact your local WordPerfect dealer for more information.

Versions of WordPerfect Office are also available in other languages. Contact an authorized international affiliate or distributor, or the International Division at WordPerfect Corporation for more information.

Developer's Toolkit

WordPerfect Corporation offers a *Developer's Toolkit* for third-party developers who are creating products that will interact with WordPerfect Office and other WordPerfect Corporation products. The *Developer's Toolkit* contains documentation and disks that help create interactive applications.

The toolkit is intended for experienced programmers. Novice programmers will probably not understand much of the toolkit's documentation or how to use the files on disk.

To order the *Developer's Toolkit*, or to find out more about it, call WordPerfect Corporation's Information/Orders number: (801) 225-5000.

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Contents

Introduction to Calculator 5
Alt Menu 9
Clear 10
Colors 11
Financial Functions 11
Help 14
Memory 15
Programmer Functions 15
Scientific Functions 18
Shell 20
Statistical Functions 22
Tape 24

Introduction to Calculator

You can use Calculator to perform basic arithmetic calculations, as well as financial, scientific, statistical, and programming functions.

Entries and results are recorded in a continuous *tape* display, similar to an adding machine tape. You can scroll through the tape, print it, or save it to a file.

This introduction provides a brief overview of Calculator. For more information on specific features, refer to the alphabetically listed sections that follow the introduction.

Starting Calculator

To start Calculator from the Shell menu, type the appropriate menu letter (usually **c**), or move the cursor to the Calculator menu item and press **Enter**.

To start Calculator from DOS, change to the directory containing the CALC.EXE file, then enter **calc**.

If you have added the WordPerfect Office program directory to your DOS path, you do not need to change directories before you enter **calc** (see *Appendix B: DOS and WordPerfect Office* for details on the DOS PATH command).

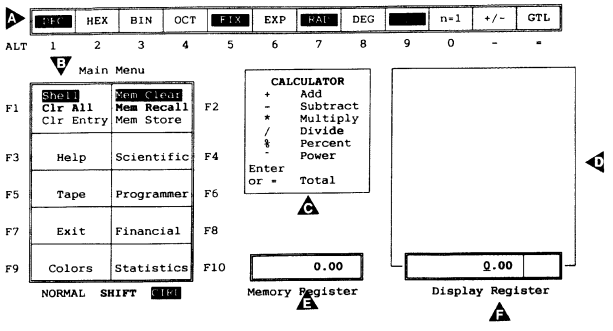
The options (switches) you can use when starting Calculator are briefly described below. For a more detailed explanation of these startup options and instructions on how to use them, see *Appendix K: Startup Options*.

Option	Action
/m-*macro name*	Executes the Shell macro indicated when you start Calculator.
/nt-*x*	Overrides the default Network Type selection with the network type indicated.

Basic Calculations

The following screen is displayed when you start Calculator.

A ALT MENU
B MAIN MENU
C HELP WINDOW
D TAPE
E MEMORY REGISTER
F DISPLAY REGISTER



To perform basic arithmetic calculations (addition, multiplication, etc.),

1 Type a number (see *Numbers* below).

2 Type one of the operators displayed in the Help window (+, –, *, /, %, or ^).

3 Type another number, then press **Total** (Enter or =).

You can perform as many calculations as you want before pressing Total to record a total.

Notice that the display register displays the running subtotal (or result) each time you type an operator. The subtotal is displayed until you begin typing another number. To use the subtotal as the next number in a calculation, simply type an operator without typing a number first.

Numbers

You can type numbers using the numbers on the number pad or those at the top of your keyboard. Use the decimal point key on the number pad or the period on your keyboard to insert a decimal point.

To enter a negative number, type the number, then press **Alt--** (hold down Alt and type a dash).

If you make a mistake while typing a number, use Backspace to erase the number one character at a time or press **Clear Entry** (F1), then type the number again. You can edit a number until you type an operator or press Total.

The number is entered on the tape and is displayed in the display register in the format indicated by the current Alt menu settings. You can change settings such as the thousands' separator, the number of digits displayed after the fixed decimal, and the number system (decimal, binary, hexadecimal, or octal) with the Alt menu options (see *Alt Menu* in *Calculator Reference*).

Calculator can display a maximum of eight digits to the right of the decimal point. Decimal numbers larger than eight digits are displayed in exponential notation (e.g., 1.0893+07).

Advanced Functions

In addition to the basic arithmetic operators, Calculator provides four sets of advanced functions: Scientific, Programmer, Financial, and Statistical. When you select one of these function sets from the main Calculator menu, the main menu is replaced by an advanced function menu.

To use an advanced function,

1 Press the corresponding function key.

2 Press **Escape** (Esc) to return to the main Calculator menu.

You do not have to return to the main menu to use the basic arithmetic operators.

Using Features

You can access some Calculator features by pressing a function key from the menu displayed on the left of the screen. Other features can be accessed by holding down Alt and typing the character below an option name on the Alt menu.

Function Key Features

The following is a list of the features you can access with function keys from the main Calculator menu. You can find details on each feature in the Calculator Reference section listed.

The function key features are different when you are using one of the advanced function menus. These features are explained in the individual advanced function reference sections (see *Financial Functions*, *Programmer Functions*, *Scientific Functions*, and *Statistical Functions*).

Feature	Reference Section
Clear All (Shift-F1)	Clear
Clear Entry (F1)	Clear
Colors (F9)	Colors
Exit (F7)	Introduction to Calculator
Financial (F8)	Financial Functions
Help (F3)	Help
Memory Clear (Ctrl-F2)	Memory
Memory Recall (Shift-F2)	Memory
Memory Store (F2)	Memory
Programmer (F6)	Programmer Functions
Scientific (F4)	Scientific Functions
Shell (Ctrl-F1)	Shell
Statistics (F10)	Statistical Functions
Tape (F5)	Tape

Help

For help with using the features above or any Calculator feature, press **Help** (F3) from the main Calculator menu or type a question mark (?) from any functions menu, then follow the on-screen instructions.

Exiting Calculator

To exit Calculator, press **Exit** (F7) from the main Calculator menu, or press **Quit** (Ctrl-q) from the main menu or any functions menu (Scientific, Programmer, Financial, or Statistical).

If you're trying to exit out of Calculator and pressing **Exit** (F7) isn't working, you're probably in a functions menu. You have to press **Escape** (ESC) to return to the main menu and then press **Exit** (F7), or else press **Quit** (Ctrl-q).

Lesson

Lesson 13: Calculator Basics in the *WordPerfect Office Workbook* guides you step-by-step through using some Calculator features and functions.

Alt Menu

The Alt menu (located at the top of the Calculator screen) lets you access options by holding down Alt and typing the character below the option name.

Number Systems

The first four menu options (Alt-1 through Alt-4) let you choose which of the following number systems you want to use for entry and display of numbers.

Menu Option	Number System
DEC	Decimal (base 10)
HEX	Hexadecimal (base 16)
BIN	Binary (base 2)
OCT	Octal (base 8)

If you press HEX (Alt-2), use letters A through F for numbers 10 through 15.

If a number on the keyboard is not used in a selected number system, that number is disabled. For example, the numbers 2 through 9 are disabled when the binary number system (BIN) is selected.

The default number system is decimal (DEC).

Number Display Format

The FIX (Alt-5) and EXP (Alt-6) options work only when the decimal number system (DEC) is selected. These options let you choose whether you want decimal numbers displayed with a fixed decimal or in exponential (scientific) notation.

If you press FIX, type the number of digits you want displayed to the right of the decimal.

If you press EXP, all numbers are displayed with one digit to the left of the decimal. The notation at the end of the number tells you by what power of 10 to multiply the number. For example, the decimal number 7957.63 would be displayed as 7.95763+03, meaning

$$7.95763 * 10^3 = 7957.63$$

To display numbers with a floating decimal (not fixed), press **DEC** (Alt-1) to turn off the current number display format.

The default number display format is fixed (FIX) at two digits.

Angles

Input for the Sine, Cosine, and Tangent functions and the results of the Arcsine, Arccosine, and Arctangent functions are angles (see *Scientific Functions* in *Calculator Reference*). Press **RAD** (Alt-7) if you want angles input and returned in radians, or press **DEG** (Alt-8) if you want angles input and returned as degrees.

The default angle setting is radians (RAD).

Thousands' Separator Display

The Thousands' Separator Display option (Alt-9) lets you indicate whether you want a character inserted to indicate the thousands and millions positions in decimal numbers.

The box in the Alt menu above the number 9 indicates the current setting. It displays the current thousands' separator character in reverse video if Thousands' Separator Display is on, or in normal text if it is off.

To change the Thousands' Separator Display setting,

1 Press **Thousands' Separator Display** (Alt-9).

2 Type **y** if you want a thousands' separator displayed, then type the character (a period or comma) you want to use as the decimal point.

or

Type **n** if you do not want a thousands' separator displayed.

If you type a period, it is used for the decimal point and a comma is used as the thousands' separator (e.g., 2,450.00). If you type a comma, a comma is used for the decimal point and a period is used as the thousands' separator (e.g., 2.450,00).

Programmer Variable

The Programmer Variable option (n=1) determines which integer will replace *n* when you are using the SHL*n*, SHR*n*, ROL*n*, and ROR*n* programmer functions (see *Programmer Functions* in *Calculator Reference*).

To change the value of the programmer variable, press **Programmer Variable** (Alt-0), then type a number from 0 to 9.

Sign

Sign lets you change the sign of the number in the display register. Press **Sign** (Alt-–) to change the number from positive to negative, or vice versa.

Grand Total

Press **Grand Total** (Alt-=) to add all totals up to the last grand total (if any). A "T" appears next to the grand total on the tape. Pressing **Clear All** (Shift-F1) resets the grand total result to zero.

Clear

The Clear Entry and Clear All features are used to cancel an unfinished entry or reset the tape to zero.

Clear Entry

Press **Clear Entry** (F1) to erase the number in the display register and redisplay the previous number. The entry you were typing is cleared without interrupting calculation.

Clear Entry only works after you have begun typing an entry.

Clear All

Press **Clear All** (Shift-F1) to cancel the current calculation and reset the display register to zero. A "C" is displayed next to the canceled calculation on the tape. The grand total result is also reset to zero.

Colors

Initially, the Shell colors are used in Calculator. The Colors feature (F9) lets you change the default colors. The Calculator Colors feature is used the same way as the Shell Colors feature (see *Colors* in *Shell Reference*).

If you change the display colors in Calculator, the changes do not remain in effect after you exit Calculator. You can, however, define a Shell macro to change Calculator colors and then use the /m startup option to automatically change the colors each time you start Calculator (see *Macros* in *Shell Reference* and *Appendix K: Startup Options*).

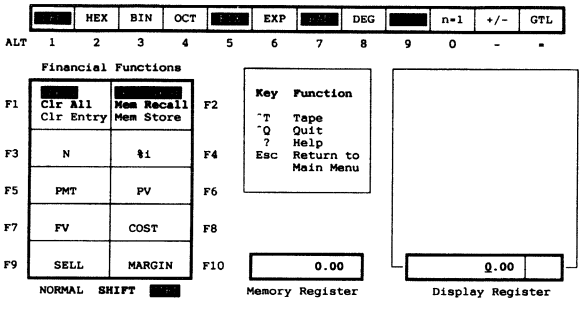
Financial Functions

The financial functions let you solve financial problems which use interest rate, payment periods, payment, present value, and future value as variables (e.g., annuity and interest problems). You can also solve profit margin problems.

To display the financial functions,

1 Press **Escape** (Esc) to return to the main Calculator menu if you are not already there.

2 Press **Financial** (F8) to replace the main menu with the Financial Functions menu.



3 Perform the desired functions, then press **Escape** to return to the main Calculator menu.

Each of the financial functions represents a variable used in a formula to solve a financial problem. You can solve for any one of the variables listed below.

The first five financial functions are the five variables involved in annuity problems.

Function	Result
N	Number of periods
%i	Interest rate
PMT	Payment
PV	Present value (or principal amount)
FV	Future value

The other three financial functions represent the variables used to solve profit margin problems.

Function	Result
COST	Cost of the product
SELL	Selling price
MARGIN	Profit margin (a percentage)

Annuity Problems

To calculate the number of periods, interest rate, payment, present value, or future value of an annuity (mortgage, installment loan, insurance premium, etc.),

1 Press **Clear All** (Shift-F1) to set all variables to zero.

2 Type the number to be assigned to the first known variable.

3 Press one of the financial functions (N, PMT, %i, PV, or FV) to assign that value to a variable.

4 Repeat steps 2 and 3 above until all the necessary known variables are assigned.

5 Press **Solve for *function*** (Shift-*function*, where *function* is the unknown variable). For example, if you were solving for the payment (PMT), you would press **Solve for Payment** (Shift-F5).

The variables can be assigned in any order. If you do not assign values to one or more of the five variables, Calculator assumes those values are zero.

The interest rate, number of periods, and payment variables must be based on the same time period. The annual interest rate (given as a percentage) must be adjusted if the number of periods and payments are based on a time period other than a year. For example, if the annual interest for a loan is 9.75% and payments are made monthly, you must first divide 9.75 by 12 (9.75/12), then assign the result (.81) to the interest rate variable.

All variable values remain until you assign the variable a new value, press **Clear All** (Shift-F1), or exit Calculator. If you make a mistake while assigning a variable or want to change one or more variables without losing the others, simply assign a new value to the variable(s).

Formula

Calculator uses the following formula to solve annuity problems:

$$PMT = \frac{-PV(1+i)^n - FV}{\left(\frac{1+i*t}{i}\right)((1+i)^n - 1)}$$

Sample Problem

Suppose you need to borrow $9,000 to buy a new car. You learn that the current annual interest rate for new car loans is 12.5%, and you want a 60-month loan. To calculate your payments,

1 Press **Clear All** (Shift-F1) to set all variables to zero.

2 Type **60**, then press **N** (F3) to assign the number of periods variable.

Because the payments are monthly, you need to calculate the monthly interest rate before assigning the interest rate variable.

3 Type **12.5/12**, then press **Total** (Enter or =) to find the monthly interest rate.

4 Press **%i** (F4) to assign the result to the interest rate variable.

5 Type **9000**, then press **PV** (F6) to assign the present value variable.

Since you will completely pay off the loan, the future value is zero, so you do not need to assign that variable.

6 Press **Solve for Payment** (Shift-F5) to calculate the monthly payment.

The monthly payment is $202.48.

Simple Interest

The FV function calculates future values based on interest that is compounded each payment period. You can use the following formula to calculate the future value with simple interest:

$$FV=(PV*i*n)+PV$$

FV=future value; PV=present value; i=interest rate; n=number of periods

The interest rate and number of periods must be based on the same time period (e.g., months, years) and must be given as a decimal fraction (e.g., 1%=.01). Calculate the formula using arithmetic operators (* and +) rather than financial functions.

Ordinary Annuity/Annuity Due

The financial functions calculate an *ordinary annuity*, which means that payments are made at the end of each month. You can also solve *annuity due* problems, where payments are made at the beginning of each month.

To solve for an annuity due present value (PV) or future value (FV), calculate the present or future value as you normally would. Then multiply the result by $(1+i)$, where i is the periodic rate expressed as a decimal fraction (e.g., 1%=.01).

To solve for the payment (PMT) or number of periods (N), divide the present value or future value (whichever is known) by $(1+i)$ before assigning these variables.

Profit Margin Problems

To solve for one of the profit margin variables (cost of item, selling price of item, or profit margin),

1. Press **Clear All** (Shift-F1) to set all variables to zero.
2. Type the number to be assigned to the first known variable.
3. Press one of the financial functions (COST, SELL, or MARGIN) to assign the value to a variable.
4. Repeat steps 2 and 3 above for the other known variable.
5. Press **Solve for *function*** (Shift-*function*, where *function* is the unknown variable).

Formula

Calculator uses the following formula to solve profit margin problems:

$$\textit{Profit Margin (\%)} = \frac{\textit{Sell} - \textit{Cost}}{\textit{Sell}} \times 100$$

Help

You can use the Help feature to display information about Calculator features.

1. Press **Help** (F3) from the main Calculator menu.

   or

   Type a question mark (?) from any menu.

The main Calculator Help screen is displayed with instructions for using the Help feature.

2. Press any feature key to view help information about the feature assigned to that key.
3. Press the **Space Bar** to exit Help.

Memory

Calculator has a temporary buffer called memory that can store one number at a time. The number currently stored is displayed in the memory register.

Memory Features

The memory features let you store a number in memory, retrieve the number from memory into the display register, and clear the contents of the memory register.

Memory Store

Press **Memory Store** (F2) to store the number currently in the display register. The number is displayed in the memory register.

Memory Recall

Press **Memory Recall** (Shift-F2) to retrieve the number displayed in the memory register into the display register.

Memory Clear

Press **Memory Clear** (Ctrl-F2) to reset the contents of the memory register to zero.

Memory Calculations

You can perform any of the basic arithmetic operations on the number in the memory register. Simply type a number, followed by one of the arithmetic operators (+, –, *, /, %, or ^), then press **Memory Store** (F2). The result replaces the original number in the memory register.

For example, if 1250.00 is stored in the memory register and you want to multiply that by 25,

1. Type **25*** in the display register.
2. Press **Memory Store** (F2).

The result (31250.00) is displayed in the memory register.

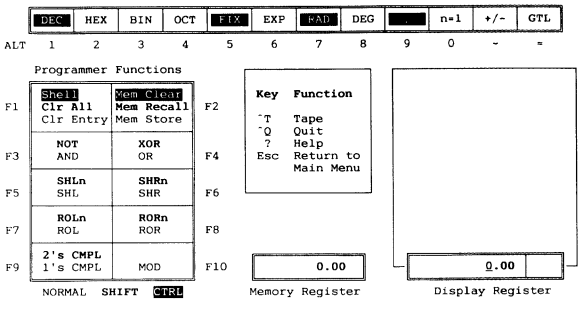
Programmer Functions

The programmer functions let you perform bit operations on numbers.

To display the programmer functions,

1. Press **Escape** (Esc) to return to the main Calculator menu if you are not already there.

2 Press **Programmer** (F6) to replace the main menu with the Programmer Functions menu.



3 Perform the desired functions, then press **Escape** to return to the main Calculator menu.

The programmer functions can be used with 16- or 32-bit integers. If the number system setting is DEC (decimal), Calculator assumes the number in the display register is a 16-bit integer. With the HEX, BIN, or OCT number system settings, Calculator treats numbers as 32-bit integers. (See *Alt Menu* in *Calculator Reference* for details on setting the number system.)

All numbers used with the programmer functions should be integers. Any digits to the right of the decimal are ignored when a programmer operation is performed.

Though the programmer functions perform operations on the bits that represent the given numbers, all numbers are displayed in the current number system. You never actually see the bits.

One-Variable Functions

The functions listed below perform operations on one variable—the number in the display register.

Complement Functions

The complement functions return the 1's or 2's complement of the bits representing the number in the display register.

Function	Result
1's CMPL	Returns the 1's complement of the given number.
2's CMPL	Returns the 2's complement of the given number.
NOT	Same as 1's CMPL.

Shift and Rotate Functions

These functions shift or rotate the bits representing the number in the display register.

Function	Result
SHL/SHR	Shifts the bit sequence left/right one position.
SHL*n*/SHR*n*	Shifts the bit sequence left/right *n* positions.
ROL/ROR	Rotates the bit sequence left/right one position.
ROL*n*/ROR*n*	Rotates the bit sequence left/right *n* positions.

Bit positions left vacant by the Shift functions are filled with zeros.

With the Rotate functions, as bits are shifted to the left or right, the displaced bits fill the vacant positions. For example, if you rotate the bits one bit to the left (ROL), the displaced left-most bit fills the vacant position and becomes the right-most bit.

Programmer Variable

The value *n* in the SHL*n*, SHR*n*, ROL*n*, and ROR*n* functions is determined by the Programmer Variable setting on the Alt menu.

The default value is 1. To change the variable value, press **Programmer Variable** (Alt-0), then type a number from 0 to 9.

Two-Variable Functions

To use two-variable functions,

1. Type the first number (the first variable).
2. Select the function by pressing the appropriate function key.
3. Type the second number (the second variable).
4. Press **Total** (Enter or =).

The two-variable functions are described below:

Function	Result
AND	Calculates the bitwise AND of the two numbers.
OR	Calculates the bitwise inclusive OR of the two numbers.
XOR	Calculates the bitwise exclusive OR of the two numbers.
MOD	Divides the first number by the second and returns the remainder rounded to the nearest integer.

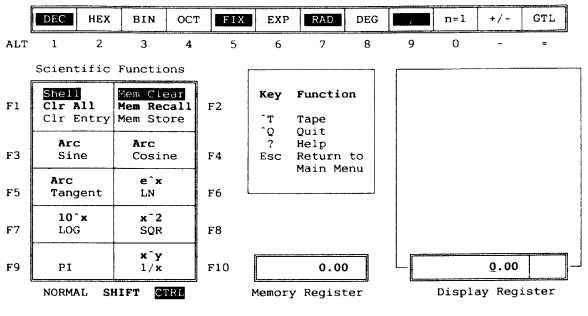
Scientific Functions

The scientific functions let you perform general scientific operations like calculating the square root or reciprocal (multiplicative inverse) of a number. These functions also include logarithmic, exponential, and trigonometric functions.

To display the scientific functions,

1 Press **Escape** (Esc) to return to the main Calculator menu if you are not already there.

2 Press **Scientific** (F4) to replace the main menu with the Scientific Functions menu.



3 Perform the desired functions, then press **Escape** to return to the main Calculator menu.

General Functions

The following functions can be used in a variety of scientific calculations:

Function	Result
1/x	Calculates the reciprocal (multiplicative inverse) of the number in the display register.
x^2	Squares the number in the display register.
SQR	Calculates the square root of the number in the display register. The number must be positive.
PI	Displays the number pi (3.14159 . . .) in the display register so you can use pi in a calculation.

Logarithmic and Exponential Functions

Calculator includes the following logarithmic and exponential functions:

Function	Result
LN	Natural log. Calculates the log to base e (2.718 . . .) of the number in the display register.
e^x	Natural antilog. Raises e (2.718 . . .) to the power of the number in the display register.
LOG	Common log. Calculates the log to base 10 of the number in the display register.
10^x	Common antilog. Raises 10 to the power of the number in the display register.
x^y	Raises x to the power of y. Type the value of x, then press **x^y** (Shift-F10). Type the value of y, then press **Total** (Enter or =).

Trigonometric Functions

Calculator includes the trigonometric functions listed below. When you press Sine, Cosine, or Tangent, Calculator assumes the number in the display register represents an angle. Also, a number returned by the Arcsine, Arccosine, or Arctangent function represents an angle. Angles are given and returned as radians or degrees, depending on the current angle setting (see *Alt Menu* in *Calculator Reference*).

Function	Result
Sine	Calculates the sine of the number in the display register.
Cosine	Calculates the cosine of the number in the display register.
Tangent	Calculates the tangent of the number in the display register.
Arcsine	Calculates the arcsine of the number in the display register.
Arccosine	Calculates the arccosine of the number in the display register.
Arctangent	Calculates the arctangent of the number in the display register.

Shell

If you start Calculator from the Shell menu, the Shell feature lets you return to the Shell menu without exiting Calculator. You can also save or append the number in the display register or the contents of the tape to the Shell clipboard and perform calculations on a list of numbers in the clipboard.

The Shell clipboard is a special buffer that can be used to temporarily store information and transfer information between programs (see Clipboard *in* Shell Reference *for details).*

Go to Shell

To return to the Shell menu,

1. Press **Shell** (Ctrl-F1).
2. Select **G**o to Shell (1).

You can also press ***Switch to Shell*** *(Ctrl-Alt-Space Bar) to return to Shell with a single keystroke.*

An asterisk (*) appears next to the Calculator menu letter on the Shell menu to indicate that the program is still resident in memory. You can now start another program or use any of the Shell options.

To return to Calculator, make sure you are at the Shell menu, then type the Calculator menu letter (usually **c**).

Switch Program

You can use the Switch Program feature to move directly to other programs or options on the Shell menu without having to return to the Shell menu. Press **Switch Program** (Ctrl-Alt-*x*, where *x* is the menu letter or option number of the program or option you want to switch to).

Save/Append Number to Clipboard

To save or append the number currently in the display register to the Shell clipboard,

1. Press **Shell** (Ctrl-F1).
2. Select **S**ave to Clipboard (2) to replace the contents of the clipboard with the number in the display register.

   or

   Select **A**ppend to Clipboard (3) to append the number in the display register to the clipboard contents. The number will be placed at the end in the clipboard.

Save/Append Tape to Clipboard

To save or append the contents of the tape to the clipboard,

1 Press **Tape** (F5 from the main menu or Ctrl-t from any functions menu).

2 Select Save to Clipboard (5).

or

Select Append to Clipboard (7).

Clipboard Calculations

You can use the Screen Retrieve feature (Alt-Shift-+) with an End of Line Shell macro to retrieve and perform a single calculation on a list of numbers in the clipboard.

Before you can perform a clipboard calculation, you must define an End of Line Shell macro that contains the arithmetic operator you want to use.

1 Press **Define Shell Macro** (Ctrl-Shift-F10) from the Shell menu or any program running under Shell.

2 Enter the macro name. Use the name **eol*n*** (where *n* is the letter or number you selected for End of Line and Go to Shell macros on the Program Information screen for Calculator).

The default End of Line macro name for Calculator is EOLC.SHM. See *Program Information Options* in *Shell Reference* for details on End of Line macros.

3 Enter a description.

or

Press **Enter** to bypass entering a description.

4 Type an operator (+, –, *, /, %, or ^).

For example, if you want to add the list of numbers in the clipboard, you would type a plus sign (+) as the operator.

5 Press **Define Shell Macro** to end macro definition.

You can now perform the calculation on a list of numbers stored in the clipboard. You can save the list to the clipboard from any text file (e.g., a WordPerfect file or DOS text file). Make sure that each number, including the last, is followed by a hard return (CR/LF).

While in Calculator, press **Screen Retrieve** (Alt-Shift-+) to retrieve the list of numbers into the display register one at a time. The operator in the End of Line macro is entered after each number, thus performing the calculation.

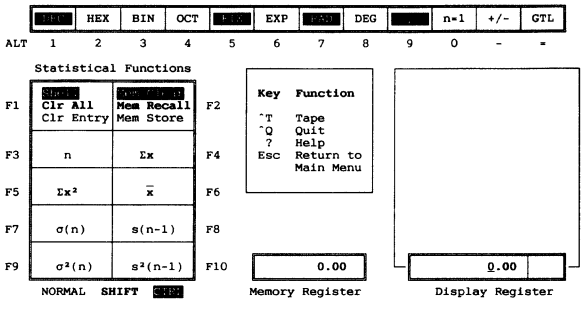
Statistical Functions

The statistical functions let you perform statistical operations on lists of numbers. In addition to basic statistical operations (counts, sums, and averages), you can calculate standard deviations and variances.

To display the statistical functions,

1 Press **Escape** (Esc) to return to the main Calculator menu if you are not already there.

2 Press **Statistics** (F10) to replace the main menu with the Statistical Functions menu.



3 Perform the desired functions, then press **Escape** to return to the main Calculator menu.

Creating a List of Numbers

Each of the statistical functions performs a calculation on a list of numbers recorded in the special statistical registers. To enter a list of numbers and perform a statistical function,

1 Press **Clear All** (Shift-F1) to clear the statistical registers.

2 Type a number, then press **Total** (Enter or =).

3 Repeat step 2 above until all the numbers are listed.

4 Select a statistical function.

The result is displayed in the display register and recorded on the tape. The function symbol appears next to the result on the tape.

Basic Functions

The first four statistical functions let you calculate a count, sum, sum of the squares, or mean of the numbers in the list.

Function	Result
n	Returns a count of the numbers in the list.
Σx	Returns the sum of the numbers in the list.
Σx^2	Returns the sum of the squares of the numbers in the list.
$\bar{x}$	Returns the arithmetic mean (average) of the numbers in the list.

Standard Deviation

There are two standard deviation functions:

Function	Result
$\sigma(n)$	Calculates the standard deviation of a population.
$s(n-1)$	Calculates the standard deviation of a sample of a population.

Formulas

Calculator uses the following formulas to calculate population and sample deviations:

$$\sigma\,(n) = \sqrt{\frac{\Sigma x^2 - \frac{(\Sigma x)^2}{n}}{n}}$$

$$s\,(n-1) = \sqrt{\frac{\Sigma x^2 - \frac{(\Sigma x)^2}{n}}{n-1}}$$

Variance

There are two variance functions:

Function	Result
$\sigma^2(n)$	Calculates the variance of a population.
$s^2(n-1)$	Calculates the variance of a sample of a population.

Formulas

Calculator uses the following formulas to calculate population and sample variances:

$$\sigma^2(n) = \frac{\Sigma x^2 - \frac{(\Sigma x)^2}{n}}{n}$$

$$s^2(n-1) = \frac{\Sigma x^2 - \frac{(\Sigma x)^2}{n}}{n-1}$$

Tape

The Calculator tape (located above the display register) is a continuous display of the calculations you perform. The Tape feature helps you manage the Calculator tape.

Tape Options

To display the Tape menu, press **Tape** (F5 from the main menu or Ctrl-t from any functions menu). The Tape options are described below.

T (Tape Display)

Select this option, then type **y** or **n** to turn tape display on or off, respectively. When tape display is off, you can do intermediate calculations without having them recorded.

Clear

Select this option to clear (erase) the contents of the tape.

Print

This option lets you select a print device (port) and send the current tape to the printer.

If you are on a network and want to use a network printer, see *Appendix D: Network Printers* before you select a print device.

Save to File

Select this option, then enter a filename to save the current tape as a DOS text file. Include a full pathname if you want to save the file to a directory other than the current default directory.

Save to Clipboard

Select this option to replace the contents of the Shell clipboard with the current tape.

This option works only if you started Calculator from the Shell menu.

Look

This option scrolls the tape back to the top. You can then scroll through the tape using Up Arrow (↑) or Down Arrow (↓).

While looking at the tape, you can copy a number to memory or to the display register. Scroll through the tape until the arrow at the bottom right of the tape is beside the desired number. Then, press **Memory Store** (F2) to store the number in the memory register, or press **Display Register Store** (Enter) to copy the number to the display register.

Press **Exit** (F7) to exit the Look mode.

Append

Select this option to append the current tape to the contents of the Shell clipboard.

This option works only if you started Calculator from the Shell menu.

▲

▲

▲

▲

▲

▲

Contents

Introduction to Editor 31
Append 38
Backup 38
Block 41
Cancel 43
Compose 44
Copy Line 45
Copy/Move 45
Date 46
Display Setup 47
Duplicate 49
Environment Setup 50
Exit 52
Go To 55
Help 56
Help Screens, User-Defined 56
Initial Settings 60
List Files 61
Macros, Define 63
Macros, Edit 65
Multiple Files 68
Null 71
Options 71
Print 74
Repeat 76
Replace 77
Retrieve 78
Reveal Codes 80
Save 80
Screen 82
Scroll 84
Search 84
Setup 86
Shell 88
Switch 90
Text In/Out 90
Value 93
Wrap 94

Introduction to Editor

The Editor program is really two editors in one: a DOS text editor and a macro editor. You can use the text editor to edit programs and other files in DOS text format. You can use the macro editor to create and edit macros for Shell, Editor, WordPerfect, PlanPerfect, and DrawPerfect.

This introduction gets you started and gives you a brief overview of Editor. For more information on specific features, refer to the alphabetically listed sections that follow the introduction.

Starting Editor

To start Editor from the Shell menu, type the appropriate menu letter (usually **e**), or move the cursor to the Editor menu item and press **Enter**.

To start Editor from DOS, change to the directory that contains the Editor program file (ED.EXE), then enter **ed**.

If you have added the WordPerfect Office program directory to your DOS path, you do not need to change directories before you enter ***ed*** *(see* Appendix B: DOS and WordPerfect Office *for details on the DOS PATH command).*

Important: *If you are on a network, you need to be careful which directory you are in when starting a WordPerfect Office program from DOS. Because WordPerfect Office programs create temporary files while they are running, if you attempt to start a program in a directory where you do not have the network rights necessary to create files, the program will not start. You can avoid this problem by including the /d-pathname startup option to redirect temporary files to a directory where you do have sufficient rights. Or you can change to a directory where you have sufficient rights and then enter the full pathname of the program file to start the program (e.g., o:\office30\calc.exe).*

The options (switches) you can use when starting Editor are briefly described below. For a more detailed explanation of these startup options and instructions on how to use them, see *Appendix K: Startup Options*.

Option	Action
filename	After you start Editor, retrieves the file indicated.
/1	(This is the number one, not a lowercase L.) With single disk drive systems, lets you swap disks before you begin editing.
/a	Starts Editor in DOS (ASCII) text mode and disables macro editor.
/b	Starts Editor in binary text mode.
/cp-*x*	Tells Editor which code page to use, overriding the code page selected from DOS.
/d-%*x*	Lets you run another copy of Editor from the same directory.

Option	Action
/d-*pathname*	Redirects temporary files to the directory indicated.
/f2	Corrects extended text display for some video boards.
/h-*pathname*	Causes Editor to look for Help files in the directory indicated.
/l	Retrieves the last file you edited with the cursor where it was when you saved the file.
/m-*macro name*	Executes the Editor macro indicated when you start Editor.
/nf	Disables fast-text display.
/nk	Disables advanced keyboard BIOS calls.
/ns	Starts the non-sync version of the program, which may make color monitors run faster.
/nt-*x*	Overrides the default Network Type selection with the network type indicated.
/ps-*pathname*	Indicates where the Setup file is located.
/sa	Forces Editor to start in stand-alone mode, even on a network.
/ss-*rows*, *columns*	Lets you change the default screen size.
/w-*x*	Lets you allocate less memory for Editor buffers and caching.
/x	Tells Editor not to use the Setup file.

The /nt-x option is not available if you are running WordPerfect Office PC on a stand-alone machine.

Editing Modes

There are two text editing modes: DOS and binary. The DOS mode lets you view and edit DOS text in its normal format, while the binary mode displays text files in binary or literal format. When you start Editor, it defaults to DOS text mode.

The number of editing modes available for the macro editor depends on the number of macro interpretation (.MRS) files you make available to Editor. Shell, Editor, WordPerfect, PlanPerfect, and DrawPerfect all come with a .MRS file, making it possible to have a macro editing mode for each of these programs (see *Text In/Out* in *Editor Reference*).

When you retrieve a DOS text or macro file (see *Retrieve* in *Editor Reference*), Editor switches to the appropriate editing mode for that file.

You can also change the editing mode manually with the Text In/Out feature (Ctrl-F5). See *Text In/Out* in *Editor Reference* for details.

Status Line

The status line at the bottom of the Editor screen displays information about the current status of the program.



The first two items on the status line indicate the current editing mode and the filename (if any) of the text or macro file you are editing.

The file number indicates which file or macro you are currently working on. You can have as many as nine files (text files and/or macro files) active at the same time (see *Multiple Files* in *Editor Reference*). The word *File* appears before the file number if it is a DOS file; *Mac* appears if it is a macro file.

The remaining items indicate the position of the cursor within the current file. In the DOS text editing mode, the page number, line number, and position at the cursor (screen column number) are displayed. Because there are no pages in the binary text and macro editing modes, only the line number and position are displayed.

In DOS text mode, the line number is relative to the current page. You can, however, choose to display an absolute line number (Shift-F1,1,3,y).

Predefined Editor Macros

Many useful macros are included with the Editor software. For a list of these macros and their functions, see *Predefined Macros* in *Macro Reference*.

Cursor Movement and Editing Keys

You can use the following cursor movement and editing keys in all text and macro editing modes.

Action	Keystroke
Character Left/Right	Left/Right Arrow (←/→)
Word Left/Right	Ctrl-Left/Right Arrow (Ctrl-←/→)

Action	Keystroke
Beginning/End of Line	Home,Left/Right Arrow (Home,←/→)
End of Line	End
Beginning/End of Text	Home,Home,Up/Down Arrow (Home,Home,↑/↓)
Line Up/Down	Up/Down Arrow (↑/↓)
Structure Up/Down	Alt-Up/Down Arrow (Alt-↑/↓)
Previous/Next Structure	Alt-Left/Right Arrow (Alt-←/→)
Screen Up/Down	Screen Up/Down (–/+ on the number pad)
Page Up/Page Down	Page Up/Page Down (PgUp/PgDn)
Delete Character Left	Backspace
Delete Character at Cursor	Delete (Del)
Delete Word	Ctrl-Backspace
Delete to End of Line	Ctrl-End
Delete to End of Page	Ctrl-Page Down
Tab	Tab
Hard Return	Enter
Hard Page	Ctrl-Enter

Because there are no pages in the binary text editing mode and the macro editing modes, Hard Page does not create a new page and Delete to End of Page deletes from the cursor position to the end of the text. Also, Page Up and Page Down perform the same function as Screen Up and Screen Down in macro editing modes. In binary text editing mode, Page Up and Page Down move the cursor to the top or bottom of the file or work the same as Screen Up and Screen Down, depending on the current PgUp/PgDn setting in Environment Setup (see Environment Setup *in* Editor Reference*).*

Structured Cursor Movement

Four of the cursor movement keys (Structure Up, Structure Down, Next Structure, and Previous Structure) let you move the cursor directly from one text structure to another. As shown in the screen below, a text structure is defined as all the text at a specific indentation level.



Structure Down (Alt-↓) and Structure Up (Alt-↑) move the cursor to the beginning of the next or previous occurrence of a structure that is at the same indentation level or higher (with an indentation level to the left of the current level). Next Structure (Alt-→) and Previous Structure (Alt-←) always move the cursor to the next or previous structure, regardless of its indentation level.

These cursor movement keys are especially useful with structured programming languages, such as C, Pascal, and the macro programming commands for WordPerfect programs.

Delete Buffer

Whenever you use any editing features that delete text, the deleted text is saved temporarily in a buffer. You can then restore deleted text with the Cancel feature (F1). See *Cancel* in *Editor Reference* for details.

The Delete buffer can contain up to three deletions. The size of this buffer is limited only by the amount of memory and hard disk space available. If there is not enough room in memory or on disk to save all or part of a deletion, Editor asks if you want to delete the text without saving it. Type **y** to delete the text without saving it, or type **n** to delete and save as much text as will fit in the Delete buffer and leave the remaining text on the screen.

Text Pages

The DOS text editing mode in Editor does not insert page breaks for you, and there is no set number of lines per page. You must insert desired page breaks manually by pressing **Hard Page** (Ctrl-Enter).

Go To

Editor numbers each line of the text or macro file and displays the current line number in the status line. To move directly to a specific line in a macro or to a line on the current page of a text file, press **Go To** (Ctrl-Home), then enter the line number.

If desired, in DOS text mode you can use absolute line numbers with Go To instead of page-relative line numbers (see Go To *in* Editor Reference*).*

Function Key Features

The following is a list of the features you can access with function keys from within Editor. You can find details on each feature in the Editor Reference section listed.

Feature	Reference Section
Append (Shift-F4)	Append
Block (F9 or Alt-F4)	Block
Bottom (Alt-F9)	Scroll
Cancel (F1)	Cancel
Copy (F4)	Copy/Move
Copy Line (Alt-F6)	Copy Line
Date (Shift-F5)	Date
Duplicate Line (Shift-F6)	Duplicate
Duplicate Word (F6)	Duplicate
Exit (F7)	Exit
Functions (Ctrl-F10)	Macros, Edit
Help (F3)	Help
List Files (F5)	List Files
Macro (Alt-F10)	Macros, Define
Macro Define (Ctrl-F6)	Macros, Define
Middle (Shift-F9)	Scroll
Move (Ctrl-F4)	Copy/Move
Null (Alt-F1)	Null
Options (Shift-F8)	Options
Print (Shift-F7)	Print
Replace (Alt-F2)	Replace
Retrieve (Shift-F10)	Retrieve
Reveal Codes (Alt-F3)	Reveal Codes
Save (F10)	Save
Screen (Ctrl-F3)	Screen
♦Search (F2)	Search
♦Search (Shift-F2)	Search
Setup (Shift-F1)	Setup
Shell (Ctrl-F1)	Shell
Switch (F8 or Shift-F3)	Switch
Text In/Out (Ctrl-F5)	Text In/Out
Top (Ctrl-F9)	Scroll
Wrap (Ctrl-F2)	Wrap

Help

For help with using the features above or any Editor feature, press **Help** (F3), then follow the on-screen instructions.

Function Key Template

Press **Help** (F3) twice to display the Editor function key template.

A hard copy of the template you can place on your keyboard is included in the WordPerfect Office package. See *The Basics* in the *Getting Started* booklet for instructions on how to use this template.

Exiting Editor

If you have one file active,

1. Press **Exit** (F7).
2. Type **y**, then enter a filename to save the file on your screen.

   or

   Type **n** if you do not want to save the file.
3. Type **y** to exit Editor.

If you need to exit more than one file, see Exit *in* Editor Reference.

Lessons

For examples of how to edit a DOS text file and a macro file, see *Lesson 11: Editor—DOS Text* and *Lesson 12: Editor—Macros* in the *WordPerfect Office Workbook.*

Append

Use this feature to add a block of text at the end of a file on disk or at the end of the Block buffer contents.

Appending Text to a File

1 If necessary, use **List Files** (F5) to find the file you want to append the text to and make note of the filename. Then, press **Exit** (F7) to return to the editing screen.

2 Move the cursor to one end of the text you want to append, press **Block** (F9 or Alt-F4), then move the cursor to the other end of the text.

3 Press **Append** (Shift-F4).

4 Enter the full pathname of the file you want the text appended to (e.g., c:\autoexec.bat).

Appending Text to the Block Buffer

You can use Copy, Move, or Save to store information in a special buffer called the Block buffer (see *Block* in *Editor Reference*). If you press Enter without typing a filename in step 4 above, the blocked text is appended at the end of the Block buffer contents.

You can only append to the Block buffer if there is already text in the buffer.

Backup

There are two backup features in Editor: Timed Backup and Original Backup. You can use Timed Backup to guard against loss of information due to machine or power failure. Original Backup saves a copy of an original file when you replace that file with an edited version.

Timed Backup

Timed Backup creates backup copies of the files you are working with at regular intervals. You specify how often you want files backed up.

To turn Timed Backup on or off,

1 Press **Setup** (Shift-F1), then select **E**nvironment (2).

2 Select **B**ackup (1), then select **T**imed Backup (1).

```
Setup: Backup

     1 - Timed Backup:                No
         Interval (minutes):          30

     2 - Original Backup:             No




Selection: 0
```

3 Type **y** to turn on Timed Backup.

or

Type **n** to turn off Timed Backup.

If you typed **n**, skip to step 5. If you typed **y**, the cursor moves to the Interval setting.

4 Enter the number of minutes you want to elapse between backups.

5 Press **Exit** (F7) until you return to the editing screen.

The default setting for Timed Backup is Yes, and the default interval is 30 minutes.

Timed Backup Files

When Timed Backup is on, all active files are saved to temporary files on disk. If you have more than one file active, each file is backed up each time you return to that file, but only if the specified interval has passed and the file has been modified. A "* Please Wait *" message is displayed each time a file is backed up.

The names given to timed backup files depend on whether you are on a network or are using WordPerfect Office PC on a stand-alone machine. If you are on a network, each timed backup file is named *XXX*}ED.BK*N* (where *XXX* represents your file ID, usually your initials, and *N* represents the file number displayed after the *File* or *Mac* indicator on the status line). If you are not on a network, each timed backup file is named {ED}ED.BK*N* (where *N* represents the file number).

The backup files are saved to the directory you specify with the Location of Files feature (Shift-F1,4,1,*directory name*). If you do not specify a directory for backup files, they are saved to the directory containing the Editor program file

(ED.EXE). Timed Backup files remain on your disk after a machine or power failure, but are deleted the next time you exit Editor properly.

Retrieving a Timed Backup File

To retrieve a Timed Backup file after a machine or power failure, first rename the file with the Move/Rename feature in List Files (F5). Do not use the Timed Backup extension. Then retrieve the file as you normally would.

If you do not rename a backup file after a machine or power failure, the next time Editor attempts to back up that file (the file with the same number), it asks if you want to rename or delete the old file. Select **R**ename (1) and enter a new filename to save the old backup file, or select **D**elete (2) to replace the old backup file with the new one.

Original Backup

If Original Backup is on, each time you retrieve a file, edit it, and then save it with the same filename (thus replacing the original file), Editor creates a copy of the original file, adding BK! to the filename before replacing it.

To turn Original Backup on or off,

1. Press **Setup** (Shift-F1), then select **E**nvironment (2).
2. Select **B**ackup (1), then select **O**riginal Backup (2).
3. Type **y** to turn on Original Backup.

   or

   Type **n** to turn off Original Backup.
4. Press **Exit** (F7) until you return to the editing screen.

The default setting is No.

Original Backup Files

Original Backup files are given the name *filename*.BK! (where *filename* is the name of the original file). As you continue to edit and replace the file, the latest original replaces the previous one in the backup file. Original Backup files are stored in the same directory as the normal file and remain in that directory until you delete them.

For example, suppose you retrieve and edit the AUTOEXEC.BAT file from the root directory of your hard disk, and then replace the original file with the edited version. If Original Backup is on, a file called AUTOEXEC.BK! is created in the root directory.

Important: *Files that have the same name but a different extension (e.g., TEXT.1, TEXT.2) share the same backup file (e.g., TEXT.BK!). As you replace these files, the backup file contains only the latest file saved.*

Retrieving an Original Backup File

To retrieve a BK! file, first rename the file with the Move/Rename feature in List Files (F5). Do not use .BK! as the filename extension. Then retrieve the file as you normally would.

Block

Block in and of itself does nothing. The Block feature lets you select text you want affected by a particular feature.

Defining a Block

To define a block,

1 Move the cursor to one end of the text you want to block.

2 Press **Block** (F9 or Alt-F4) to turn on the Block feature.

A "Block On" message flashes at the bottom of the screen.

3 Move the cursor to the other end of the text you want to block (see *Cursor Movement in Block Mode* below).



4 Select the feature you want to affect the text in the block (see *Block Applications* below).

5 If Block is still on when you finish with the feature, press **Block** or **Cancel** (F1) to turn off Block.

Block Applications

You can use Block with any of the following features:

- Append (Shift-F4)
- Append to Clipboard (Ctrl-F1,3)

- Backspace
- Copy (F4)
- Delete (Del)
- Move (Ctrl-F4)
- Print (Shift-F7)
- Replace (Alt-F2)
- Save (F10)
- Save to Clipboard (Ctrl-F1,2)
- Switch Cases (F8 or Shift-F3)
- Wrap (Ctrl-F2)

Cursor Movement in Block Mode

With Block on, there are several ways you can move the cursor. You can use any of the cursor movement keys, or you can type a character to move forward to the next occurrence of that character (if any). You can use ♦Search (F2) or ♦Search (Shift-F2) to move directly to a specific word or word pattern (see *Search* in *Editor Reference*). You can also use Go To (Ctrl-Home) to move directly to a specific position (see *Go To* in *Editor Reference*). As you move the cursor, the text between the cursor and the first end (anchor) of the block appears in reverse video.

Redefining a Block

If you do not move the cursor after using Block, you can quickly redefine the same block (unless you deleted it) for use with another feature by pressing **Block** (F9 or Alt-F4), then pressing **Go To** (Ctrl-Home) twice.

Block Buffer

When you use the Copy or Move feature, the blocked text is saved to a temporary storage area in memory called the Block buffer. You can also save or append to the Block buffer with the Save or Append feature. You can then retrieve the text from the Block buffer at any time before exiting Editor.

Saving/Appending to the Block Buffer

To save or append text to the Block buffer,

1. Use **Block** (F9 or Alt-F4) to highlight the text you want to save or append.
2. Press **Save** (F10) if you want to replace the text in the Block buffer with the blocked text.

   or

   Press **Append** (Shift-F4) if you want to append the blocked text to the end of the Block buffer contents.
3. Press **Enter** to save or append the text to the Block buffer.
4. Press **Cancel** (F1) to turn off Block.

Retrieving the Block Buffer Contents

To retrieve the contents of the Block buffer,

1 Move the cursor to where you want the text inserted.

2 Press **Retrieve** (Shift-F10).

If there is any text in the buffer, (Block) appears at the prompt.

3 Press **Enter** to retrieve the text from the buffer.

Cancel

You can use the Cancel feature to cancel feature menus and prompts, and to restore deleted text.

Canceling Features

Cancel (F1) can be used to *back out of* (cancel) any Editor menu or prompt without saving any changes. You may need to press Cancel more than once.

Restoring Text

As you delete text in Editor, the text is saved to a temporary buffer. The buffer can contain up to three deletions.

A single deletion is any group of characters you delete using a delete feature (e.g., Delete, Backspace, Delete to End of Line) or any combination of delete features before you move the cursor again. As you continue to make deletions, the oldest deletion is removed from the buffer to make room for the new one.

To restore one of the last three deletions,

1 Move the cursor to where you want the text inserted, then press **Cancel** (F1).

The last deletion is displayed in reverse video, beginning at the cursor.

2 Select **R**estore (1) to restore the text.

or

Select **P**revious Deletion (2) until you find the desired text, then select **R**estore (1).

You can also use Up Arrow (↑) and Down Arrow (↓) to scroll through the deletions in the buffer.

Compose

Use the Compose feature to access characters from the WordPerfect character sets (see *Appendix M: WordPerfect Characters*).

To use Compose,

1 Press **Compose** (Ctrl-2).

2 Type the number of the character set containing the character you want to create.

3 Type a comma (,).

or

Press **Enter**.

4 Enter the number of the character you want to create.

For example, the German double s (ß) is character number 23 in character set 1. To create this character, press **Compose** (Ctrl-2), then enter **1,23**.

Any character your graphics card is not capable of displaying is represented by a small box on your screen. The character will be printed, however, if your printer has that capability. Unprintable characters appear as spaces on the printed page.

To see which characters your graphics card can display, retrieve the CHARMAP.NB file (located in the directory containing the WordPerfect Office program files) into Notebook. To see which characters a printer can produce, print the CHARMAP.NB file from Notebook to that printer.

Any character in a WordPerfect character set that is the equivalent of one of the first 32 characters in the ASCII character set (see Appendix A: ASCII Conversion Chart*) is displayed as the corresponding control character.*

Digraphs, Symbols, and Diacritics

Compose can also be used to create some of the more common digraphs, symbols, and diacritics in the WordPerfect character sets without your having to type the character set and number.

After pressing Compose, type the two characters that represent the character. You do not need to type a comma or press Enter between the characters, nor do you need to press Enter after typing the second character. You can also type the characters in either order.

For example, press **Compose** (Ctrl-2), then type **ae** to create the æ character.

For a list of the character pairs you can use with Compose to create digraphs, symbols, and diacritics, see *Appendix M: WordPerfect Characters*.

Copy Line

Use this feature to copy a line of text (referenced by a line number) to the cursor position.

Copying a Line

To use Copy Line,

1 Find the line you want to copy and make note of the line number (see *Page-Relative and Absolute Line Numbers* below).

The current line number is displayed in the status line at the bottom of the screen.

2 Move the cursor to where you want the line inserted.

3 Press **Copy Line** (Alt-F6), then enter the number of the line you want to copy to the cursor position.

Page-Relative and Absolute Line Numbers

When you use Copy Line in the DOS text editing mode, the line number you enter in step 3 above is relative to the current page or to the whole file, depending on the current line number display setting (Shift-F1,1,3).

The indicator before the line number in the status line is "Ln" if the current display setting is for page-relative line numbers or "Abs" for absolute line numbers.

You can override the current line number display setting by typing a period (.) or comma (,) after the line number instead of pressing Enter. A period indicates an absolute line number, while a comma indicates a page-relative line number.

For example, to copy absolute line number 15, press **Copy Line** (Alt-F6) and type **15.** at the prompt. To copy line number 15 on the current page, press **Copy Line** and type **15,** at the prompt.

There are no pages in binary text mode or in macro editing modes, so the line number you enter while in these modes is always an absolute line number.

Copy/Move

The Copy feature lets you save a copy of blocked text to the Block buffer. The Move feature lets you save a block of text to the Block buffer and delete it from the current file. With either feature, you can then move to a different location in the same file or to a different file and retrieve the text.

Copying or Moving Text

To copy or move a block of text and then retrieve it,

1 Move the cursor to one end of the text you want to copy or move, press **Block** (F9 or Alt-F4), then move the cursor to the other end of the text.

If you do not define a block, Copy works the same as Copy Line (see Copy Line *in* Editor Reference*).*

2 Press **Copy** (F4) to save the text to the Block buffer.

or

Press **Move** (Ctrl-F4) to save the text to the Block buffer and delete it from the screen.

3 Move the cursor to where you want the text inserted in the current file.

or

Retrieve or switch to a different file, then move the cursor to where you want the text inserted.

4 Press **Retrieve** (Shift-F10), then press **Enter** to retrieve the text from the Block buffer.

The copied or moved text remains in the Block buffer until you copy, move, or save (see *Save* in *Editor Reference*) another block of text. This means you can repeat steps 3 and 4 above as many times as necessary to copy the text to multiple locations.

You can also append other text to the end of the copied or moved text (see *Append* in *Editor Reference*).

Date

Use the Date feature to insert the current date (according to your computer) in your text. You can also decide how the inserted date should be formatted.

Inserting a Date

To insert a date,

1 Move the cursor to where you want the date inserted.

2 Press **Date** (Shift-F5), then select Date **T**ext (1).

The date is inserted using the current date format.

Changing the Date Format

You can set the default date format for Editor with Initial Settings on the Setup menu (Shift-F1,3,1). However, you can change the date format temporarily with the Date feature. The default date format will be restored when you exit Editor.

To temporarily change the date format,

1 Press **Date** (Shift-F5), then select Date **F**ormat (2).

2 Use the special characters listed to enter a new format. Include any text characters (spaces, commas, colons, etc.) you want to appear in the date.

Examples of date formats are included at the bottom of the screen.

3 Press **Exit** (F7) to save the new format and return to the Date menu.

4 Select Date **T**ext (1) to insert the date in the new format at the cursor.

or

Press **Exit** to return to the editing screen.

Display Setup

With the Display Setup feature, you can change the way information is displayed in the Editor screen.

To use Display,

1 Press **Setup** (Shift-F1), then select **D**isplay (1).

2 Select a Display option, then make the desired changes (the options are described below).

3 Press **Exit** (F7) until you return to the editing screen.

Any changes you make remain in effect until you change the settings again.

Colors

If you have a color monitor, you can use the Colors option to change the display colors for Editor. The Editor Colors feature is used the same way as the Shell Colors feature (see *Colors* in *Shell Reference* for details).

Important: *Colors must be set up separately for each editing screen.*

Ctrl Characters

Use this option to change the way control characters (characters produced by holding down Ctrl and typing a character) are displayed and printed.

1 Select Ctrl Characters (2) from the Display Setup menu.

2 Select **D**isplaying Control Characters (1).

or

Select **P**rinting Control Characters (2).

3 Type the letter that corresponds to the desired display or print option.

```
Setup: Control Characters

    1 - Displaying Control Characters:          C

                N  =  No Display
                U  =  Underline
                C  =  ^<Character>
                R  =  Reverse Video

    2 - Printing Control Characters:            R

                N  =  No Output
                R  =  Raw Output
                C  =  ^<Character>




Selection: 0
```

4 Press **Exit** (F7) to return to the Display Setup menu.

If you select Raw Output (r) for the print option, control characters are sent to the printer in *raw* form. In other words, control characters are sent without any modification, and the printer prints whatever it normally prints for the bytes associated with those characters.

Display Absolute Line Number

When in the DOS text editing mode, the line number in the status line represents the line number on the current page. You can change the status line to display absolute line numbers, where line numbers are relative to the entire document.

1 Select Display **A**bsolute Line Number on Status Line (3).

2 Type **y** to display absolute line numbers.

or

Type **n** to display page-relative line numbers.

▲ PAGE-RELATIVE LINE NUMBER

```
DOS                                  File 1  Pg 1  Ln 1       Pos 1
                                              ▲
```



The label before the line number in the status line indicates the current line display setting. *Ln* is displayed for page-relative line numbers; *Abs* is displayed for absolute line numbers.

Duplicate

The duplicate features let you duplicate (copy) the word or line above the cursor to the cursor position in the current line.

Duplicating a Word

To duplicate the word above the cursor, press **Duplicate Word** (F6).

The meaning of *word* depends on whether you are in a text or macro editing mode.

Text Editing Modes

When in a text editing mode (DOS or binary), a word is any group of characters separated by one or more spaces, one or more Tab codes, or a Hard Return code.

When you press Duplicate Word, only the text from the character directly above the cursor to the beginning of the next word (including any spaces or Tab codes between the words) is duplicated. If a word contains a null character (^@), the null character and any characters that follow are not duplicated.

Macro Editing Modes

In a macro editing mode, each of the following is treated as a separate word:

- Group of characters
- Space
- Tab code
- Macro command

When duplicating a group of characters, only the text from the character directly above the cursor to the end of the word is duplicated. Spaces and Tab codes must be duplicated individually.

If you press Duplicate Word with the cursor anywhere below a macro command (e.g., {Cancel}, {DISPLAY OFF}), the entire command is copied to the current line, beginning at the cursor location.

Duplicating a Line

To duplicate the line above the cursor, press **Duplicate Line** (Shift-F6).

Only the text from the character or macro command directly above the cursor to the end of the line is duplicated. The Hard Return code is not copied. If the line contains a null character (^@), the null character and any characters that follow are not duplicated.

Environment Setup

The Environment option on the Setup menu lets you change the default settings for several Editor features.

To change Environment settings,

1 Press **Setup** (Shift-F1), then select **E**nvironment (2).

```
Setup: Environment
     1 - Backup
     2 - Beep Options
     3 - Wrap Options
     4 - Disable Macro Editor Mode:                              No
     5 - Search (Distinguish between uppercase & lowercase):     No
     6 - PgUp/PgDn Same as Screen Up/Screen Dn:                  No
     7 - Ctrl-V Numeric Input Mode (Decimal or Hex):             Decimal



Selection: 0
```

2 Select an Environment option, then make the desired changes (the options are described below).

3 Press **Exit** (F7) until you return to the editing screen.

Any changes you make remain in effect until you change the settings again.

Backup

You can use the Backup feature to guard against the loss of information due to machine or power failure while you are using Editor. You can also use Backup to guard against accidentally replacing an original file with an edited version. See *Backup* in *Editor Reference* for details.

Beep Options

Use this option to indicate if you want your computer to sound a beep when certain conditions exist.

Beep on Error

Select this option, then type **y** if you want your computer to sound a beep each time an error occurs or type **n** if you don't want a beep sounded. The default setting is No.

Beep on Right Margin Position

Select this option, then enter the column number where you want the right margin (the column number at the cursor is displayed after "Pos" in the status line). Your computer will beep each time you reach that position when typing text.

A normal screen has 80 columns.

To turn off the feature, select Beep on Right **M**argin Position (2), then enter **0** (the default setting).

Beep on Failed Search

Select this option, then type **y** if you want your computer to sound a beep each time a search fails (see *Search* in *Editor Reference*) or type **n** if you don't. The default setting is No.

Wrap Options

The Wrap feature "wraps" long lines to the next line if they extend beyond a given position. To change the Wrap settings,

1. Select **W**rap Options (3) from the Environment Setup menu.
2. Select Wrap in **T**ext Editor Mode (1).

   or

   Select Wrap in **M**acro Editor Mode (2).
3. Type **y** to turn on the Wrap feature.

   or

   Type **n** to turn off the Wrap feature.
4. If you typed **y** in step 3 above, enter the column number where you want the line to wrap.

A normal screen has 80 columns and the default Wrap position is column 77.

Disable Macro Editor Mode

Select this option, then type **y** to disable the macro editing mode or type **n** to reactivate it. The default setting is No.

When macro editing mode is disabled, any macro files you retrieve are retrieved into the current text editing mode as DOS text.

Search

Select **S**earch (5), then type **y** to have Editor distinguish between lowercase and uppercase letters when performing a search or type **n** if you want no distinction made (the default).

See Search *in* Editor Reference *for details on using the Search feature.*

PgUp/PgDn Same as Screen Up/Screen Down

By default in the DOS text editing mode, the Page Up (PgUp) and Page Down (PgDn) keys move the cursor to the first line of the previous or next page. If you want Page Up and Page Down to function the same as Screen Up and Screen Down, select **P**gUp/PgDn Same as Screen Up/Screen Down (6), then type **y**.

If this option is set to No (the default), Page Up and Page Down move the cursor to the top or bottom of the file in the binary text editing mode. In the macro modes, Page Up and Page Down always perform the function as Screen Up and Screen Down.

Ctrl-V Numeric Input Mode

You can insert ASCII characters in text by pressing **Value** (Ctrl-v), then entering that character's value (see *Value* in *Editor Reference*). Use the Ctrl-V Numeric Input Mode option to indicate whether you want to enter decimal or hexadecimal values for ASCII characters.

1 Select Ctrl-**V** Numeric Input Mode (7).

2 Select **D**ecimal (1).

or

Select **H**ex (2).

The current setting appears next to the Ctrl-V Numeric Input Mode option. The default setting is Decimal.

Exit

Use the Exit feature to exit Editor features, files, and the Editor program.

Exiting Features

To exit a feature or feature menu and save any changes you have made, press **Exit** (F7).

To exit a feature or feature menu without saving any changes, press **Cancel** (F1).

Exiting Files

Editor has multiple file capabilities that let you have as many as nine files active at the same time (see *Multiple Files* in *Editor Reference*). You can exit the active files in Editor all at once (see *Exit All* below) or you can exit files one at a time (see *Exiting Files Individually* below).

Exiting Files Individually

To exit a file,

1 Press **Exit** (F7).

Editor asks if you want to save the current file.

2 Type **y**, then enter a filename to save the file.

or

Type **n** if you do not want to save the file.

If you typed **y** and are editing a file you have previously saved, the last filename used to save the file appears at the prompt. If you want to preserve the original file, enter a different filename. If you want to replace the original file with the edited version, press **Enter** to use the original filename. Editor asks you to confirm replacement of the file with the same name. Type **y** to replace the original file, or type **n** and enter a new filename if you change your mind.

Once you save the file or type **n** in step 2 above, one of two prompts appears, depending on whether other files are currently active.

If no other files are active, Editor asks if you want to exit the program. If one or more other files are active, Editor asks if you want to exit the current file.

For the purposes of exiting, empty files (files you have activated but that contain no text and have no filename) are not considered active.

3 Type **y** to exit Editor or the current file.

or

Type **n** to remain in the current file and clear the editing screen.

If you typed **y** and there are no other files active, you are returned to Shell or DOS, depending on where you started Editor. If you typed **y** and there are one or more other files active, Editor retrieves another file into the current editing screen or switches to the other editing screen (when only one other file is active).

You can repeat the steps outlined above to continue exiting files.

Exiting All Files

You can exit all active file screens at once with the Exit All feature.

1 Press **Exit All** (Home,F7) from any file.

You can cancel the Exit All process at any time by pressing ***Cancel*** *(F1).*

```
echo off
path c:\;c:\office;
prompt $p-$g
hgc full save
cls
netcheck
tcipx.com
net3.com
f:login pub/stevenk
capture ll s=pub q=printer1 nff nb nt ti=15
ml.exe /check
c:\
notify/nb/t-15
cl/i
shell/v
```

```
Save All Modified Files:  1 Yes; 2 No; 3 Prompt: Y
```

Editor asks if you want to save all modified files and gives you three response options.

2 Select **Y**es (1) to immediately save all modified files. The files are saved with their original filenames, thus replacing the original file on disk with the modified version. If you have created one or more files and have not yet saved them (not yet given them a filename), Editor displays each of these files and asks for a filename.

or

Select **N**o (2), then type **y** to exit all files without saving any files that have been modified. Select this option only if you are absolutely sure you do not want to save any of the modified files.

or

Select **P**rompt (3) to have Editor display all modified files one at a time and prompt you for a filename.

If you use Exit All frequently, you may want to use the Original Backup feature to save both the original file and the modified file (Shift-F1,2,1,2,y). This is very useful if you accidentally replace an original file you didn't want to replace. See Original Backup *under* Backup *in* Editor Reference *for details.*

After selecting one of the options above, Editor asks if you want to exit the program.

3 Type **y** to exit Editor and return to Shell or DOS.

or

Type **n** to remain in Editor and clear all files.

Go To

You can use the Go To feature to move the cursor directly to a specific location in your text.

Go to Character

To move the cursor to the next occurrence of a specific character (excluding numbers), press **Go To** (Ctrl-Home), then type the character.

Go to Line

To move the cursor to a specific line in your text, press **Go To** (Ctrl-Home), then enter a line number.

If you are in the DOS text editing mode, the cursor moves to the page-relative or absolute line number, depending on the current line number display setting (Shift-F1,1,3).

The indicator before the line number in the status line is "Ln" if the current display setting is for page-relative line numbers, or "Abs" if it is set for absolute line numbers.

You can override the current line number display setting by typing a period (.) or comma (,) after the line number instead of pressing Enter. A period indicates an absolute line number, and a comma indicates a page-relative line number.

For example, to move the cursor to absolute line number 15, press **Go To** and type **15.** at the prompt. To move to line number 15 on the current page, press **Go To** and type **15,** at the prompt.

Go to Page

To move the cursor to a specific page,

1 Press **Go To** (Ctrl-Home).

2 Type the page number, then type **p** (e.g., 3p).

or

Type the page number, then press **Page Up** (PgUp) or **Page Down** (PgDn).

The cursor moves to the first line of the page indicated.

Go to Top/Bottom of Page

Press **Go To** (Ctrl-Home), then press **Up Arrow** (↑) or **Down Arrow** (↓) to move the cursor to the top or bottom of the current page.

Go to Original Position

When you press **Go To** (Ctrl-Home) twice, the cursor returns to its original position after you use any of the following features:

- Block (Alt-F4)
- Go To (Ctrl-Home)
- Home-arrow key combinations (e.g., Home,↓)
- Page Up/Page Down (PgUp/PgDn)
- Repeat (Esc)

- Replace (Alt-F2)
- Screen Up/Screen Down (–/+)
- ♦Search/♦Search (F2/Shift-F2)

You can use the arrow keys, Word Left (Ctrl-←), and Word Right (Ctrl-→) after using one of these features without affecting the original position.

Help

You can use the Help feature to display information about Editor features.

To get help with the Editor program,

1 Press **Help** (F3).

The main Editor Help screen is displayed with instructions for using Help.

2 Press any function key, cursor movement key, or editing key to view information about the feature assigned to that key.

or

Type one of the letters in the topical guide to learn about a specific topic.

or

Press **Help** again to display the Editor function key template.

You can return to the main Help screen at any time while in Help by pressing **Escape** (Esc).

When you finish using Help,

3 Press the **Space Bar** or **Enter** to exit the Help feature.

User-Defined Help Screens

You can use the DOS text editing mode to create your own help screens for Editor. See *Help Screens, User-Defined* in *Editor Reference* for details.

Help Screens, User-Defined

In addition to the Help screens included with Editor, you can create help screens of your own to record frequently-used information for on-screen access. You create user-defined help screens as DOS text files and then access them with the User-Defined Help Screen option (u) on the main Help screen.

Creating Help Screens

To create a help screen,

1 Press **Text In/Out** (Ctrl-F5), then enter **1** to select the DOS text editing mode.

All user-defined help screens must begin with a Hard Page code.

2 Press **Hard Page** (Ctrl-Enter) to insert a page break at the top of the screen.

3 Type the text of the help screen.

You are limited to one screen of text in the help screen (24 lines for a normal screen). You can use special control characters to include text attributes and to position the cursor within the screen (see *Help Screen Control Characters* below).

4 Press **Exit** (F7), then type **y** when asked if you want to save the file.

Important: *If you are on a network, save the file to a personal network directory or to a directory on your hard drive. If you save the file to the WordPerfect Office program directory, you may replace someone else's personal help file or a user-defined help screen created by your system administrator for use by all WordPerfect Office users. If you are using WordPerfect Office PC on a stand-alone machine, save the file to the WordPerfect Office program directory.*

5 Enter the full pathname of the help screen file (see *User-Defined Help Screen Filename* below).

6 Type **n** to stay in Editor.

User-Defined Help Screen Filename

The help screen filename must be EDHELP with a one-character extension. The extension can be a number from 0 to 9 or a letter from A to Z (e.g., EDHELP.2, EDHELP.A).

Important: *In order for Editor to access your help screens, there must be an EDHELP.1 file in the WordPerfect Office program directory or the user-defined help screen directory you specify with the /h startup option (see* Appendix K: Startup Options*). This is the file Editor looks for when you select User-Defined Help Screens from the main Help screen (see* Using Help Screens *below). You can either use the sample EDHELP.1 file from the WordPerfect Office program directory, or you can create a new help screen and name it EDHELP.1. If you are on a network, make sure the EDHELP.1 file is in the same directory as your other user-defined help screen files.*

Help Screen Control Characters

To insert any of the control characters listed under *Attribute Control Characters* or *Cursor Control Characters* below,

1 Press **Value** (Ctrl-v), then press **Ctrl-*character.***

For example, to insert the control character that turns on the underline attribute (^T), press **Value** (Ctrl-v), then press **Ctrl-t** at the prompt.

2 For functions that require more than one control character (e.g., ^N^P), repeat step 1 above for each control character in the function.

Attribute Control Characters

To use one of the attribute control characters listed below, insert the control character that turns on the attribute in front of the text you want displayed with that attribute, then insert the control character that turns off the attribute after the text (e.g., ^TThis is underlined text.^U). If you do not insert an Off code, all text after the On code will be displayed with that attribute. Control characters do not appear in the help screen, nor do they take any space within the text.

Character	Function
^R	Turns on Reverse Video.
^S	Turns off Reverse Video.
^T	Turns on Underline.
^U	Turns off Underline.
^]	Turns on Bold.
^\	Turns off Bold.
^N^P	Turns on Blink.
^O^P	Turns off Blink.

Cursor Control Characters

The control characters listed below affect the position of the cursor and/or the display of the help screen.

Character	Function
^H	Moves the cursor to the top of the screen.
^K	Clears existing text from the cursor to the end of the line.
^L	Clears the screen and moves the cursor to the top of the screen. Entering a ^L code is an alternative to pressing Hard Page (Ctrl-Enter) as instructed under *Creating Help Screens* above.
^P^*character*^*character*	Lets you position the cursor at a specific screen column and row.
^W	Moves the cursor up one line.
^X	Moves the cursor right one screen space.
^Y	Moves the cursor left one screen space.
^Z	Moves the cursor down one line.

To use the ^P positioning function, insert ^P followed by two control characters. The first control character indicates the screen column, and the second indicates the screen row (^A=1, ^B=2, ^C=3, etc.). For example, to have text displayed beginning at column 4 in row 6, insert ^P^D^F before the text.

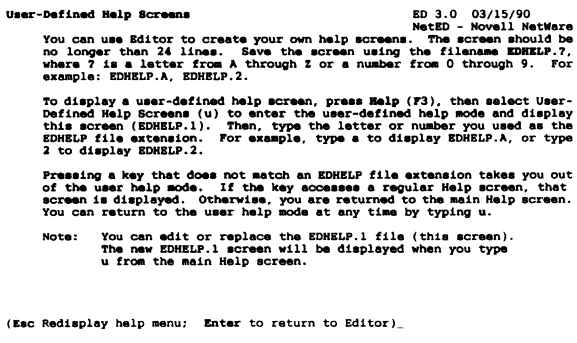
If you do not use any cursor control characters, the help screen text will appear beginning at the bottom of the screen.

Using Help Screens

If your user-defined help screen files are in the WordPerfect Office program directory, skip to step 2 below. If they are in a different directory,

1 Start Editor with the */h-pathname* startup option to let Editor know where the user-defined help screens are located (see *Appendix K: Startup Options*).

2 Press **Help** (F3), then select User-Defined Help Screens (u).



The main user-defined help screen (EDHELP.1) appears. The EDHELP.1 help screen is always the first user-defined help screen displayed and must be accessible when you select User-Defined Help Screens or the feature will not work.

3 Type the number or letter you used as a help screen file extension.

For example, type **2** to display the EDHELP.2 screen, or type **a** to display the EDHELP.A screen.

If you have created more than one help screen and have numbered or lettered filename extensions sequentially (e.g., EDHELP.2, EDHELP.3, EDHELP.4), you can press **Enter** repeatedly from any user-defined help screen to move through the remaining numbered or lettered help screens in order. When there are no more help screens to display, you are returned to the main Help screen.

4 Press **Escape** (Esc) to return to the main Help screen.

or

Press the **Space Bar** to exit the Help feature.

Initial Settings

You can use the Initial Settings option on the Setup menu to change the initial settings for the Date and Print features. Any changes you make to these settings remain in effect until you change the settings again.

Changing the Date Format

To change the default date format for the Date feature (see *Date* in *Editor Reference*),

1 Press **Setup** (Shift-F1), then select **I**nitial Settings (3).

2 Select **D**ate Format (1).

```
Date Format

Character  Meaning
    1      Day of the Month
    2      Month (Number)
    3      Month (Word)
    4      Year  (all four digits)
    5      Year  (last two digits)
    6      Day of the Week (word)
    7      Hour  (24 hour clock)
    8      Hour  (12 hour clock)
    9      Minute
    0      am / pm
    %,$    Used before a number, will:
             Pad numbers less than 10 with leading zero or space
             Abbreviate the month or day of the week

Examples:  3 1, 4          = January 15, 1991
           %6 %3 1, 4      = Tue Jan 15, 1991
           %2/%1/5 (6)     = 01/15/91 (Tuesday)
           S2/S1/5 (S6)    =  1/15/91 (Tue)
           8:90            = 10:55am

Date Format: 3 1, 4
```

3 Use the special characters listed to enter a new format. Include any text characters (spaces, commas, colons, etc.) you want to appear in the date.

Examples of date formats are included at the bottom of the screen.

The default date format is 3 1, 4 (e.g., November 4, 1991).

Setting the Print Options

Use the print options to indicate how many lines you want printed on a page when you are printing a text or macro file.

1 Press **Setup** (Shift-F1), then select **I**nitial Settings (3).

2 Select **P**rint Options (2).

3 Select Number of **T**ext Lines Per Page (1).

or

Select Number of **M**acro Lines Per Page (2).

4 Enter the number of lines you want printed on each page of the text or macro file.

or

Enter **0** to turn off the feature.

5 Press **Exit** (F7) until you return to the editing screen.

Text Files and Sub-Pages

If the Number of Text Lines Per Page setting divides an existing page into two or more pages, the page number printed in the header will contain two numbers. The first number represents the absolute page number, and the second represents the printed page number.

For example, suppose you have a text page that is 80 lines long and you set Number of Text Lines Per Page to 30. The first 30 lines are printed on page number 1, the second 30 lines on page number 1-2, and the last 20 lines on page number 1-3.

Macro Files and Headers

If Number of Macro Lines Per Page is set to zero, Editor only prints a header on the first printed page of the macro file. If you indicate the number of lines you want printed on each page, a header is printed on each page using the current header definition (see *Page* under *Options* in *Editor Reference*).

List Files

The List Files feature is a miniature version of File Manager within Editor. With List Files, you can perform many of the functions of File Manager. The following features work the same in both File Manager and List Files:

- Copy
- Delete
- Look
- Move/Rename
- Name Search
- Other Directory
- Word Search

There is no menu option for Mark in List Files as there is in File Manager, but you can mark files by typing an asterisk (*). Also, in File Manager, you must press ***Hex Dump*** *(Alt-F3) to perform a hex dump on a file, while in Editor you can press* ***Hex Dump*** *or select* ***H****ex (5) from the List Files menu.*

This section tells you how to access the List Files feature and how to change the default directory. For a more detailed explanation of the directory list screen and the options listed above, see *File Manager Reference*.

Displaying a File List

To display a list of the files in a directory,

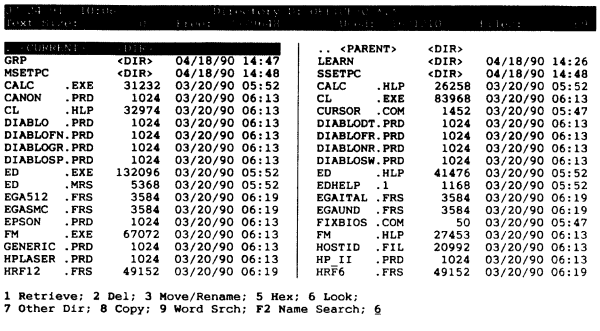
1 Press **List Files** (F5).

A "Directory:" prompt appears at the bottom of the screen, followed by the path of the current default directory.

2 Press **Enter** to display the list of files for the current default directory.

or

Enter a new path to list the files in a different directory.



3 Use the options on the List Files menu at the bottom of the screen to manage your files. The Retrieve option (which does not exist in File Manager) is described below.

4 Press **Exit** (F7) to return to the editing screen.

Retrieve

To retrieve a file into Editor, move the cursor to the name of a file, then select **R**etrieve (1).

If there is already a file in the current editing screen, you are asked to confirm the retrieval. Type **y** to retrieve the file into the current file at the cursor, or type **n** to cancel the Retrieve function.

Changing the Default Directory

The default directory is the directory whose path is displayed when you press List Files. If you do not include a directory path with the filename when you save or retrieve a file, Editor saves the file to or attempts to retrieve the file from the default directory.

To change the default directory,

1 Press **List Files** (F5).

2 Type an equal sign (=) followed by the path of the new default directory (e.g., c:\work), then press **Enter**.

3 Press **Cancel** (F1) to return to the editing screen.

or

Press **Enter** to list the files in the new default directory.

Macros, Define

You can use the Macro Define feature to define (create) macros for use with the Editor program.

Macros you define in Editor work only in the Editor program. If you want to create a macro that will work in more than one program, you must define a Shell macro (see Macros *in* Shell Reference*).*

Defining an Editor Macro

To define a simple macro that executes keystrokes,

1 Press **Macro Define** (Ctrl-F6).

*You can also press **Ctrl-F10** from within a text editing mode to begin or end macro definition.*

2 Enter a name for the macro (1 to 8 characters).

or

Hold down **Alt** and type a letter from A to Z.

3 Enter a description for the macro (up to 39 characters).

or

Press **Enter** to bypass entering the description.

The "Macro Def" message appears at the bottom of the screen.

4 Press the keystrokes you want recorded in the macro.

5 Press **Macro Define** to end macro definition.

Macro Filename

Editor uses the name you give and adds a .EDM extension to create the filename for the macro. For example, if you enter **print** as the macro name, the filename for the macro will be PRINT.EDM. If you hold down Alt and type **p** for the macro name, the filename will be ALTP.EDM.

Macros are saved to the directory you specify for Location of Macro/MRS Files (Shift-F1,4,2). If no directory is specified, macros are saved to the current

default directory. You can include a directory path when naming a macro to save the macro to a different directory (e.g., c:\macros\print).

If a macro with the same filename already exists in the destination directory, Editor asks if you want to replace the original macro. Type **y** to replace the original and continue defining the new macro, or type **n** and enter a new macro name to preserve the original.

Macro Description

Use the description as a reminder of what the macro does in case you need to edit it later. The description is displayed in the Macro Summary screen after you retrieve the macro into Editor (see *Options* in *Editor Reference*).

Executing an Editor Macro

The way you execute an Editor macro depends on how you named it.

Because of the enhanced capabilities of Editor macros, Editor does not support macros defined in earlier versions of Macro Editor or Program Editor. If you have .MEM or .PEM macros, you must redefine them in Editor.

Executing a File Macro

If you named the macro with one to eight characters,

1 Press **Macro** (Alt-F10).

2 Enter the name of the macro. (You do not need to include the .EDM extension.)

If you do not include a pathname for the macro (e.g., c:\macros\print), Editor looks in the directory specified for Location of Macro/MRS Files (Shift-F1,4,2). If the macro is not found in the specified directory or if no directory is specified, Editor looks for it first in the current default directory and then in the directory containing the Editor program file (ED.EXE).

Executing an Alt Macro

To start a macro named with the Alt key, simply press **Alt-*letter*** (where *letter* is the letter you used to name the macro).

Using a Startup Macro

You can use the /m-*macro name* startup option to execute a macro when you start Editor (see *Appendix K: Startup Options*).

Repeating a Macro

You can use the Repeat feature to repeat an Editor macro a specific number of times.

1 Press **Repeat** (Esc), then type a number.

Do not press Enter after typing the number.

2 Start the macro as you normally would.

Canceling an Editor Macro

After starting a macro, you can press **Cancel** (F1), **Ctrl-c**, or **Ctrl-Break** at any time to stop the macro.

Also, if a macro includes any type of search function, the macro is canceled if the search fails.

Using the {ON NOT FOUND} macro command, you can specify a different action for when a search fails.

Temporary Macro

You can quickly define a temporary macro by not entering a macro name.

1 Press **Macro Define** (Ctrl-F6), then press **Enter** when prompted for the macro name.

2 Press the keystrokes you want recorded.

3 Press **Macro Define** to end macro definition.

To execute the temporary macro, press **Macro** (Alt-F10), then press **Enter**.

There is only one temporary macro allowed in Editor. If you redefine the temporary macro, the old one is replaced. The temporary macro is deleted when you exit Editor.

Predefined Macros

Editor comes with many useful predefined macros you can use to help you edit DOS text and macro files (see *Predefined Macros* in *Macro Reference*).

Advanced Editor Macros

You can *program* Editor for more complex tasks with the macro programming commands (a programming language). See *Programming Commands* in *Macro Reference* for details.

Macros, Edit

You can retrieve and edit any macro created in the following WordPerfect Corporation products:

- DrawPerfect (1.0 or later)
- Editor (3.0)
- PlanPerfect (5.0 or later)
- Shell (3.0)
- WordPerfect (5.0 or later)

Editing a Macro

To retrieve and edit a macro file,

1 Press **Retrieve** (Shift-F10), then enter the full pathname of the macro file (e.g., c:\macros\altd.wpm).

If you already have the correct editing mode selected (Ctrl-F5) for the macro you are retrieving, you do not need to include the filename extension.

You can also retrieve a macro file with the List Files feature (see List Files *in* Editor Reference*).*

Editor checks the file as it retrieves it and selects the correct macro editing mode for you.

2 Use any of the cursor movement and editing keys to edit the macro (see *Cursor Movement and Editing Keys* under *Introduction to Editor* in *Editor Reference*). You can also insert keystroke commands and programming commands (see *Macro Commands* below).

When editing a macro file, macro commands are treated as single characters. For example, if the cursor is on a macro command when you press Delete (Del), the entire command is deleted.

3 When you finish editing the macro, press **Exit** (F7), then type **y** to save the file.

4 Press **Enter** to replace the original macro file.

or

Enter a new filename if you want to preserve the original. You don't need to include the filename extension; Editor adds the correct macro extension for you.

5 Type **y** if you want to exit Editor or the current file.

or

Type **n** to clear the editing screen and remain in Editor.

Creating a Macro in Editor

You can also create a macro in Editor.

1 Press **Text In/Out** (Ctrl-F5), then enter the number of the macro interpretation mode for the type of macro you want to create.

2 Type the text and add the commands necessary to create the macro (see *Macro Commands* below for details on inserting keystroke and programming commands).

3 Press **Exit** (F7), then type **y** when asked if you want to save the file.

4 Enter a filename (1 to 8 characters) for the macro. You do not need to include an extension; Editor adds the correct macro extension to the filename. Include the full pathname if you do not want to save the file to the current default directory.

5 Type **y** if you want to exit Editor or the current file.

or

Type **n** to clear the editing screen and remain in Editor.

Important: *Though there is no limit to the size of a macro you can create in Editor, there is a limit to the size of a macro that can be executed in a specific program. For example, you cannot execute a WordPerfect macro larger than 64K. The size of a macro some programs can execute depends on the currently available memory.*

Macro Commands

There are two types of commands you can include in a macro: keystroke commands and programming commands.

Keystroke Commands

When you define a macro, any keystrokes other than text characters appear as *commands* in the macro file. A keystroke command contains the name of the feature accessed by the key you pressed enclosed in braces (e.g., {Cancel}, {Save}).

Inserting Keystroke Commands Individually

To insert a keystroke command into a macro you are editing or creating, press **Value** (Ctrl-v), then press the desired key. For example, to insert the {Cancel} command while editing an Editor macro, you would press **Value** (Ctrl-v), then press **Cancel** (F1).

The keystroke command inserted for a key depends on the current macro editing mode (see *Text In/Out* in *Editor Reference*).

For example, pressing **Ctrl-v,F4** when editing in the WordPerfect (WP) mode inserts the {Indent} command because F4 accesses the Indent feature in WordPerfect. However, pressing **Ctrl-v,F4** when editing in the Editor (ED) mode inserts the {Copy} command because F4 accesses the Copy feature in Editor.

Using the Functions Mode

If you need to insert several keystroke commands at one time, you can press **Functions** (Ctrl-F10) to turn on the Functions mode. A "Functions" message appears at the bottom of the screen after the macro mode indicator. In Functions mode, pressing any feature key inserts the corresponding keystroke command, according to the current editing mode.

Press **Functions** again to turn off the Functions mode and restore the normal Editor functions.

Programming Commands

If you include any programming commands in a macro, they appear in all uppercase letters and are enclosed in braces, like the keystroke commands (e.g., {IF}, {DISPLAY OFF}).

To insert a programming command,

1 Move the cursor to where you want the command inserted.

2 Press **Macro Commands** (Ctrl-PgUp) to display the list of programming commands available for the current editing mode.

3 Move the cursor to the desired command, then press **Enter** to insert the command.

*You can press **Cancel** (F1), **Escape** (Esc), or **Exit** (F7) to exit the Macro Commands list without entering a command.*

While in the Macro Commands list, you can use the cursor movement keys to move through the list. Press the **Space Bar** to move to the top of the list.

You can also use Name Search to move to a specific command. Name Search is active as soon as you display the list, so you can immediately begin typing the name of the command you want to insert. (You do not need to type the opening brace ({), just the letters in the command name.) The letters you type appear in the lower left corner of the screen, and the cursor moves to the command that most closely matches those letters. You can press **Enter** to insert the command, or you can press one of the arrow keys to reset Name Search (so you can begin typing characters to find a different command) and enable the cursor movement keys.

You cannot simply type the name of a macro command surrounded by braces in the editing screen—the command must be retrieved from the Macro Commands list.

For an explanation of the programming commands available for Editor and Shell, see *Programming Commands* in *Macro Reference*. For an explanation of the programming commands available in WordPerfect, PlanPerfect, or DrawPerfect, see the reference manual for that program.

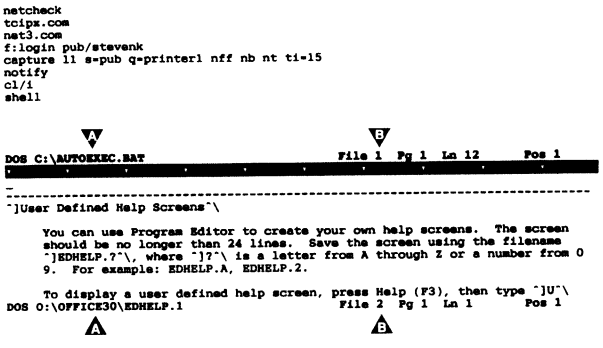
Multiple Files

Editor can display two editing screens at the same time. When you start Editor, the first editing screen is displayed, and *File 1* appears in the status line at the bottom of the screen. You can press **Switch** (F8 or Shift-F3) to switch to the other editing screen, where *File 2* is displayed in the status line. You can have as many as nine files open with a maximum of two editing screens displayed at any given time.

If desired, you can display the two editing screens as windows in the same screen (Ctrl-F3,1,*number of lines*). See *Screen* in *Editor Reference* for details.

A FILENAME

B FILE NUMBER



If you retrieve a macro file into an editing screen, the "File" indicator is replaced with "Mac".

Files

If you need to use more than two files at a time, you can activate any or all of the remaining files (files 3 through 9). No matter how many files you activate, you can display any two of those files at a time in the two editing screens.

Important: *For the purposes of demonstration, the screens in this section show the two editing windows in the same screen. However, the processes described in this section also work when the editing screens are displayed separately.*

Opening Additional Files

To activate another file (file 3, 4, 5, 6, 7, 8, or 9),

1 If necessary, press **Switch** (F8 or Shift-F3) to move the cursor to the editing screen where you want to open the file.

2 Press **Home**, then type the number of the file you want to open.

For example, press **Home**, then type **3** to open file 3.

*You can open files in any order. For example, you can press **Home**, then type **4** to open file 4 before you open file 3.*

The file in which the cursor is resting is replaced by the file you select. Notice that the file indicator at the bottom of the screen displays the new file number. The file that was replaced has not been exited; it is simply no longer displayed in the current editing screen.

A FILE 3

```
netcheck
tcipx.com
net3.com
f:login pub/stevenk
capture l1 s=pub q=printer1 nff nb nt ti=15
ml.exe /check
c:\

DOS                                    File 1  Pg 1  Ln 1       Pos 1
_
```

```
DOS                                    File 3  Pg 1  Ln 1       Pos 1
                                       A
```

You can now retrieve or create a file. Repeat the steps outlined above to open additional files.

Moving Between Active Files

You can switch between the two displayed files (editing screens) by pressing **Switch** (F8 or Shift-F3).

To redisplay an active file that is not currently displayed, press **Home**, then type the number of that file. For example, to redisplay file 1, press **Home**, then type **1**. The file you select replaces the current file (the file with the cursor in the editing screen).

File Summary

You can press **Home**, then type a zero (Home,0) at any time from the editing screen to display a summary of active files.

A FILE NUMBER
B MODIFIED INDICATOR
C FILENAME

```
File  Modified  Filename

 1    Yes       [unnamed file]
 2              C:\WORK\BURRS.BAT
 4    Yes       C:\ALTSHFTS.SHM
A  B           C

Selection: 4
```

The first column lists the numbers of the active files. "Yes" appears in the second column for any file that has been modified since it was last saved. The column is left blank if the file has not been modified. The third column lists the full pathname of the files. If you have begun to create a file but have not yet saved it, [unnamed file] appears in the Filename column. If a file is active but contains no text, [empty file] appears in the Filename column.

When you finish viewing the file summary, press **Exit** (F7) to return to the editing screen.

Selecting a File

You can select a file from the File Summary screen by typing the file number. If you select a file, you are returned to the editing screen, and the selected file replaces the file in which the cursor was resting.

If the file is already displayed in the other editing screen, you are switched to that screen.

Exiting Files

The exiting process for multiple files is the same as with one file, except that Editor displays each file in succession and asks if you want to exit that file. When all files have been exited, you are asked if you want to exit Editor (see *Exit* in *Editor Reference*).

You can exit all active files at once with the Exit All feature (Home,F7). See *Exiting All Files* under *Exit* in *Editor Reference* for details.

Null

Press **Null** (Alt-F1) to insert the null character (@) at the cursor. Because null is a control character, the way it is displayed and printed depends on the current Control Characters settings (Shift-F1,1,2). See *Display* in *Editor Reference* for details.

Null works only in the text editing modes (DOS and binary).

The null character represents binary zero.

Options

You can use Options to temporarily change the default line, page, and document options settings. When you exit Editor, the default options settings are restored.

To temporarily change options settings,

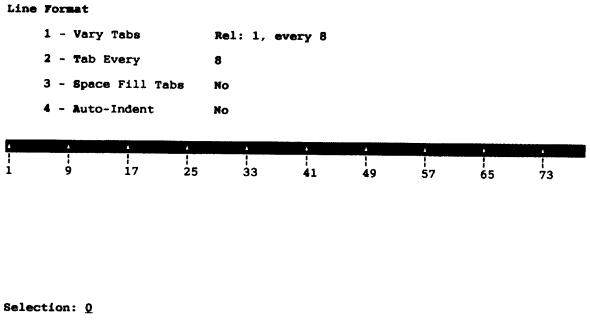
1 Press **Options** (Shift-F8).

2 Select an option, then make the desired changes (the options are described below).

3 Press **Exit** (F7) until you return to the editing screen.

Line

Select **L**ine (1) from the Options menu to set tabs and turn the Auto-Indent feature on or off.



Vary Tabs

If you want to set tab stops individually,

1 Select **V**ary Tabs (1) from the Line Format menu.

2 Enter the numbers of the screen columns where you want tab stops set, separating each number with a space.

or

Enter the screen column number where you want tab stops to begin, followed by a comma and the number of spaces you want between each tab stop thereafter.

In an editing screen, the current screen column is displayed after the "Pos" indicator in the status line at the bottom of the screen.

For example, to set tab stops at columns 3, 8, and 15, enter **3 8 15** at the prompt. To set tab stops every five spaces beginning at screen column 12, enter **12,5** at the prompt.

Tab Every

To set tab stops at specific intervals, beginning at the first screen column,

1 Select **T**ab Every (2) from the Line Format menu.

2 Enter the number of spaces you want between each tab stop.

The default setting is for a tab stop every eight spaces.

Space Fill Tabs

Select this option, then type **y** to fill the space created when you use Tab with space characters. This means that there will always be the same amount of space for that tab, even if you later change the tab stops. Or type **n** to have Editor insert a Tab code and move the text to the next tab stop each time you press Tab. With Tab codes inserted, your text will adjust automatically to any changes you make to the tab stops.

Auto-Indent

Select this option, then type **y** to have Editor automatically indent the lines you type to match the indentation (spaces or tabs) of the previous line. When Auto-Indent is on, an "Indent" message appears at the bottom of the editing screen.

Auto-Indent works only when you start a new line by pressing Enter. Lines wrapped by the Wrap feature are not indented.

Select this option, then type **n** to turn off Auto-Indent.

Page

When you print a text or macro file, Editor prints a header at the top of each page (text file) or at the top of the document (macro file).

To edit the default header definition,

1. Select **P**age (2) from the Options menu.
2. Edit the definition.
3. Press **Exit** (F7) to return to the Options menu.

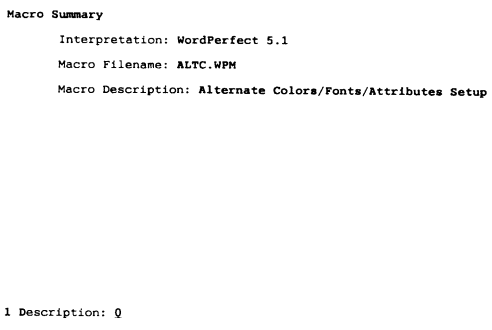
You can include any text in the header definition that you want printed at the top of each text file page or at the top of a macro file. You can use the Space Bar, Tab, and Enter to include space and add lines. When you press Tab or Enter, a Tab or Hard Return code is inserted into the definition (i.e., <Tab> or <HRt>). You can also include any printer control characters recognized by your printer (see your printer manual).

Editor will insert the appropriate date, filename, and page number into the header if you insert the corresponding codes in the header definition. You can insert the codes by using the keystrokes listed below.

Item	Keystroke	Code
Date	Shift-F5	{Dat}
Filename	F5	{Fil}
Page Number	Ctrl-Enter	{Pg#}

Document

This option appears only if you are in a macro editing mode. You can use the Document option to view a summary of information about the macro you are editing, and to add or change a macro description. Select **D**ocument (3) from the Options menu to view the Macro Summary screen.



Three pieces of information are listed for the macro you are currently editing. The program name and version is given for the current macro interpretation (editing) mode. The full pathname of the macro file you are editing appears on the Macro Filename line. And, the macro description you entered (if any) when you defined the macro appears on the Macro Description line.

You can select **D**escription (1) to add or edit the macro description. Be sure to save the macro (replacing the original) if you edit the description.

When you finish with the macro summary, press **Exit** (F7) to return to the Options menu.

Print

Use the Print feature to print all or part of the text or macro file on your screen.

Before you print, make sure the correct print device is selected (see Selecting a Print Device *below).*

Network Printing

If you are on a network and want to use a printer attached to the network, see *Appendix D: Network Printers* before selecting a print device and a printer definition.

Printing a Text or Macro File

To print an entire text or macro file, or the current page of a text file,

1 Press **Print** (Shift-F7) to display the Print menu.

2 Select **F**ull Text (1) to send the current file to the printer.

or

Select **P**age (2) to print the page in which the cursor rests.

Because there are no pages in the macro editing modes, the Print Page option is available only in text editing modes.

The file or page is printed with a header that you can customize to fit your needs (see *Options* in *Editor Reference*). You can also indicate how many lines should be printed on each page with Initial Settings on the Setup menu (Shift-F1,3,2).

Printing a Block of Text

If you want to print only selected text,

1 Move the cursor to one end of the text you want to print, press **Block** (F9 or Alt-F4), then move the cursor to the other end of the text.

2 Press **Print** (Shift-F7), then type **y** to send the blocked text to the printer.

Canceling Print Jobs

When you send a print job (file, page, or block) to the printer, it is stored in a print queue until the job can be printed. The Editor print queue can contain up to 100 print jobs at a time.

To cancel the job currently printing and all other jobs in the print queue,

1 Press **Print** (Shift-F7), then select **C**ancel Printing (3).

You are asked to confirm the cancelation.

***Important**: Be sure you want to cancel all print jobs before you type **y**.*

2 Type **y** to cancel all print jobs.

or

Type **n** if you decide not to cancel the print jobs.

Selecting a Print Device

To select a print device,

1 Press **Print** (Shift-F7), then choose **S**elect Device (4).

2 Select a parallel (LPT) port (1 through 4) or a serial (COM) port (5 through 8) as your print device.

or

If you are on a network and want to use a network printer, select **N**etwork Printer (9), then enter a network print queue number (see *Appendix D: Network Printers*).

You are returned to the Print menu.

3 Select another Print option.

or

Press **Exit** (F7) to return to the editing screen.

The Print Device setting remains in effect until you change it again.

Repeat

Use the Repeat feature to repeat a feature, insert a character, or insert a macro command a specific number of times.

Repeating Features, Characters, or Macro Commands

To use Repeat,

1 Press **Repeat** (Esc).

The default repeat value appears at the bottom of the screen. The default value is 8 when you start Editor (see *Changing the Default Repeat Value* below).

2 To use the default repeat value, press the feature key or type the character you want to repeat.

or

Type the number of times you want the feature or character repeated, then press the feature key or type the character.

If you are in a macro editing mode and press a feature key or type a character that normally inserts a macro command, that macro command is repeated.

Typing a number, then pressing any key other than Enter does not change the default repeat value. It only affects the current Repeat function.

Features

You can use Repeat with any of the following features:

- Cursor movement keys
- Delete (Del)
- Delete to End of Line (Ctrl-End)
- Delete Word (Ctrl-Backspace)
- Duplicate Word (F6)
- Macro (Alt-F10)
- Replace (Alt-F2)
- ♦Search/♦Search (F2/Shift-F2)

Changing the Default Repeat Value

The default repeat value when you start Editor is 8. To change the default value,

1 Press **Repeat** (Esc).

2 Type the new repeat value, then press **Enter** to change the value and return to the editing screen.

The new default value remains in effect until you change it again or exit Editor.

Replace

The Replace feature (also known as Search and Replace) lets you search for and replace every occurrence of a specific word pattern in a file.

Replacing Text

To replace text in a file,

1 Move the cursor to the top of the text you want to change.

Replace always searches forward from the cursor.

2 Press **Replace** (Alt-F2).

Editor asks if you want to confirm each replacement.

3 Type **y** if you want to confirm each replacement.

or

Type **n** if you want Editor to replace without stopping for confirmation.

4 Type the word pattern you want to find (see *Word Patterns* below), then press **♦Search** (F2).

By default, Replace does not distinguish between lowercase and uppercase letters when searching for a word pattern. You set all Search features to be case-sensitive using the Search Setup option (Shift-F1,2,5,y).

5 Type the text you want to replace the word pattern with.

or

Do not type anything if you want to delete the text matching the word pattern (replace it with nothing).

6 Press **♦Search** to begin replacing.

If you chose to confirm each replacement, Replace stops at each occurrence of text matching the given word pattern and asks if you want to replace it. Type **y** to replace the text, or type **n** to move on to the next occurrence. When no more occurrences are found (or if no occurrences are found at all), a "* Not Found *" message is briefly displayed at the bottom of the screen.

You can set Editor to sound a beep when the word pattern is not found (Shift-F1,2,2,3,y).

Limiting Replacement

You can limit the number of replacements made by using Block and/or Repeat.

Block

If you define a block before using Replace (see *Block* in *Editor Reference*), only matching text inside the block is found and replaced.

Repeat

To replace a specific number of occurrences of matching text, press **Repeat** (Esc) and type a number before pressing Replace.

Block and Repeat

If you use both Block and Repeat with Replace, be sure to block the text first, then use Repeat.

Word Patterns

Follow the same guidelines for word patterns with Replace as you would with Search (see *Search* in *Editor Reference*). However, the {WdL} and {WdR} wild cards have an additional application when used with Replace. If you use one or both of these wild cards in a word pattern, Replace *remembers* the word boundary character the wild card(s) matches. So you can use the wild card(s) in the replacement string to insert the corresponding word boundary character.

For example, if you enter **{WdL}QUIT{WdR}** as the word pattern, you could enter **{WdR}QUIT{WdL}** as the replacement text to switch the positions of the word boundary characters.

Retrieve

You can retrieve a file into an empty editing screen or into a file you are editing. You can also use Retrieve to retrieve the contents of the Block buffer.

Editor has two editing screens that let you retrieve and display two separate files at the same time (see *Switch* in *Editor Reference*). Depending on available memory, you can retrieve up to nine separate files and have them active at the same time. See *Multiple Files* in *Editor Reference* for details.

Retrieving into an Empty Screen

To retrieve a file into an empty editing screen,

1 Press **Retrieve** (Shift-F10).

You are prompted for the name of the file you want to retrieve. If (Block) appears at the prompt, then there is text in the Block buffer (see *Retrieving the Block Buffer* below).

2 Enter the full pathname of the file you want to retrieve (e.g., c:\macros\edit.shm).

Be sure to include the extension with the filename. You do not need to include the directory path if the file is in the current default directory.

The file is retrieved into the editing screen, and the filename is displayed in the lower left corner of the screen.

File Not Found

If the "ERROR: File not found" message appears when you attempt to retrieve a file, there is no file in the specified directory that has the filename you entered. Try repeating the steps outlined above to make sure you didn't misspell the filename or directory name. If the error message appears again, try using List Files to locate and retrieve the file (see *List Files* in *Editor Reference*).

Retrieving into a File

To retrieve another file into a file you are editing,

1. Move the cursor to where you want the text of the file inserted.
2. Press **Retrieve** (Shift-F10), then enter the full pathname of the file you want to retrieve.

The text of the file is inserted at the cursor. Any existing text after the cursor is moved to the end of the retrieved text.

The filename displayed at the bottom of the screen before you retrieve the other file is used for the combined file. In other words, retrieving a file into a file you are editing does not change the existing filename.

Retrieving the Block Buffer

When you use the Copy, Move, Save, or Append feature, the text you block before using that feature is saved or appended to the Block buffer (see *Block* in *Editor Reference*).

To retrieve the contents of the Block buffer,

1. Move the cursor to where you want the Block buffer contents inserted.
2. Press **Retrieve** (Shift-F10).

If the Block buffer contains text, (Block) appears at the prompt.

3. Press **Enter** to retrieve the contents of the Block buffer.

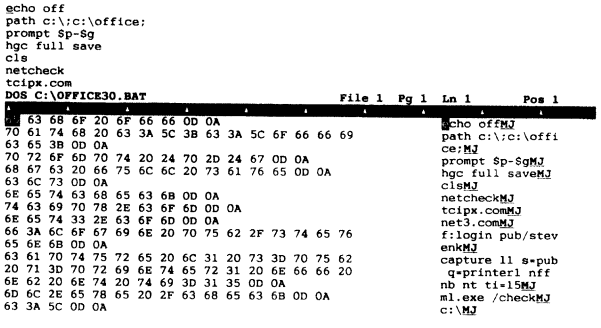
If (Block) does not appear at the prompt, the Block buffer is empty.

Retrieving with List Files

You can also use List Files to retrieve files from disk (see *List Files* in *Editor Reference*). List Files is especially useful if you can't remember the location of a file or its exact filename.

Reveal Codes

Press **Reveal Codes** (Alt-F3) to look at the contents of a file in hexadecimal codes. The ASCII equivalent for each character is also displayed.



The screen is divided into two windows, with the normal text in the upper window and the hexadecimal codes in the lower window. The cursor rests on the hexadecimal code in the lower window that represents the character or macro command in the upper window. Macro commands are represented by four hexadecimal codes.

If the screen is already split into two windows when you press Reveal Codes, Editor returns to normal display (with editing windows in separate screens) to display the Reveal Codes screen. However, you can press ***Switch*** *(F8 or Shift-F3) to switch between the screens with Reveal Codes on. The two editing windows are restored when you turn off Reveal Codes.*

You can edit the normal text with Reveal Codes on. You can also input characters as decimal or hexadecimal values using the Value feature (see *Value* in *Editor Reference*).

Press **Reveal Codes** (Alt-F3) to exit Reveal Codes.

You cannot exit Reveal Codes if Block is on.

Save

The Save feature lets you periodically save files you are working on to disk. It is a good idea to save the file(s) you are editing at regular intervals to guard against losses due to machine or power failure.

Editor also provides a Timed Backup feature that automatically saves your files at specified intervals (Shift-F1,2,1,1).

You can also use Save to save a block of text to the Block buffer or to a file on disk.

Saving a File

To save the currently displayed file,

1 Press **Save** (F10).

You are prompted for a filename. If you have saved the file previously, the name you last used to save the file is displayed after the prompt.

2 Enter a filename. Include a directory path if you want to save the file to a directory other than the default directory (e.g., c:\autoexec.bat).

or

Press **Enter** to use the same filename you saved the file with before.

If you enter a filename and there is no other file by that name in the directory indicated, the file is immediately saved.

If you pressed Enter to use the previous filename or if you entered the name of a file that already exists in the directory indicated, Editor asks if you want to replace the original file. Type **y** to replace the original with the edited version, or type **n** and enter a different filename if you want to preserve the original.

You can use the Original Backup feature to guard against accidentally replacing an original file with an edited version (Shift-F1,2,1,2,y). See Original Backup *under* Backup *in* Editor Reference *for details.*

Saving a Block of Text

You can save selected text from a file with the Block feature.

1 Move the cursor to one end of the text you want to save, press **Block** (F9 or Alt-F4), then move the cursor to the other end of the text.

2 Press **Save** (F10).

3 Press **Enter** to save the text to the Block buffer (see *Block* in *Editor Reference*).

or

Enter a filename to save the blocked text to disk.

4 Press **Cancel** (F1) or **Block** to turn off the Block feature.

You can also save a block of text to the Shell clipboard (see Shell *in* Editor Reference*).*

Saving and Exiting

You can exit Editor and save the currently active file(s) at the same time with the Exit feature (see *Exit* in *Editor Reference*).

Screen

Using the Screen feature, you can update the screen, split the screen into two windows, set the top and bottom scroll regions, and adjust the screen size.

Rewrite

To rewrite (update) the screen when a feature does not automatically rewrite the screen,

1 Press **Screen** (Ctrl-F3).

2 Select **R**ewrite (0).

*You can also press **Enter** to select Rewrite.*

Window

You can split the Editor screen into two windows to view both editing screens at the same time.

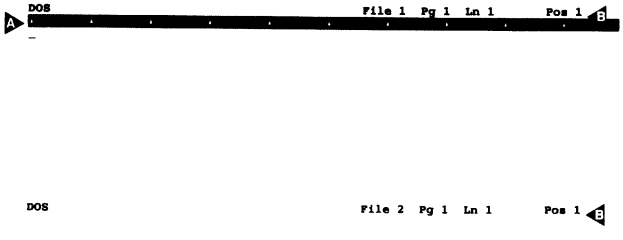
To split the screen,

1 Press **Screen** (Ctrl-F3), then select **W**indow (1).

2 Enter the number of lines (2 to 20 in a normal screen) you want in the top window.

The bottom window uses the remaining lines.

A TAB RULER
B STATUS LINES



After you enter a number, the screen is divided into two windows. The file (if any) you retrieved into the first editing screen is displayed in the top window, and the file (if any) you retrieved into the second editing screen is displayed in the bottom window. A status line is displayed for each window.

A tab ruler separates the top and bottom windows. Arrows (tab settings) in the tab ruler point to the currently active window (window containing the cursor).

To switch from one window to the other, press **Switch** (F8 or Shift-F3).

Adjusting Window Sizes

Once you have split the screen, you can easily adjust the window sizes.

1 Press **Screen** (Ctrl-F3), then select **W**indow (1).

2 Enter the number of lines you want in the currently active window.

or

Use **Up Arrow** (↑) or **Down Arrow** (↓) to move the tab ruler, then press **Enter** to save the change.

Returning to Normal Screen Display

To return to normal screen display,

1 Press **Screen** (Ctrl-F3), then select **W**indow (1).

2 Enter **24** to display the currently active window as a full screen.

or

Press **Down Arrow** (↓) until the tab ruler disappears, then press **Enter**.

After returning to normal display, you can still switch between the two editing screens by pressing **Switch** (F8 or Shift-F3).

Scroll

You can use this option to keep a certain number of lines above and/or below the cursor as you scroll through the text of a file.

You can use Scroll Lock to anchor the cursor so the text scrolls past it. There are also several Scroll functions that let you move the line at the cursor to the top, bottom, or middle of the screen (see Scroll *in* Editor Reference*).*

To set scroll regions,

1 Press **Screen** (Ctrl-F3), then select **S**croll (2).

2 Enter the minimum number of lines you want above the cursor at all times.

or

Enter **0** if you do not want an upper scroll region.

3 Enter the minimum number of lines you want below the cursor at all times.

or

Enter **0** if you do not want a lower scroll region.

Size

To set the number of displayed lines for monitors that display more or less than the normal 25 lines,

1 Press **Screen** (Ctrl-F3).

2 Select **S**ize (3), then enter the number of lines your monitor displays.

Scroll

There are several features in Editor that affect the way the cursor scrolls through text.

Scroll Lock

Press **Scroll Lock** to lock (anchor) the cursor at the current position. Then, when you use Up Arrow (↑) and Down Arrow (↓), the text scrolls past the cursor instead of the cursor scrolling through the text.

Press **Scroll Lock** again to return to normal scrolling.

Scroll Functions

You can quickly adjust the context of the lines above and below the cursor with the Scroll functions. Scroll Lock must be off for the Scroll functions to work.

Middle

Press **Middle** (Shift-F9) to move the cursor and the line at the cursor to the middle of the screen.

The cursor must be below the middle of the first screen for Middle to work.

Bottom

Press **Bottom** (Alt-F9) to move the cursor and the line at the cursor to the bottom of the screen.

Top

Press **Top** (Ctrl-F9) to move the cursor and the line at the cursor to the top of the screen.

Scroll Regions

You can indicate the number of lines you want above and below the cursor at all times by defining scroll regions (Ctrl-F3,2). See *Screen* in *Editor Reference* for details.

Search

Use the Search feature to find a specific word or word pattern in a file you are editing.

Performing a Search

To perform a search,

1 Press **♦Search** (F2) to search forward from the cursor.

or

Press **♦Search** (Shift-F2) to search backward from the cursor.

2 Type the word pattern you want to find (see *Word Patterns* below), then press ♦**Search**, ♦**Search**, or **Escape** (Esc) to begin the search.

The cursor moves to the first occurrence of the word pattern in the direction indicated. If the word pattern is not found, a "* Not Found *" message is briefly displayed at the bottom of the screen.

You can set Editor to sound a beep when a search fails (Shift-F1,2,2,3,y).

To find additional occurrences of the same word pattern,

3 Press ♦**Search** twice or press ♦**Search** twice (once to display the default word pattern, then again to begin the search).

Word Patterns

You can enter up to 59 characters when prompted for a word pattern.

When you enter a word pattern, *all* occurrences of the exact characters will be found. For example, if you enter **sue**, the words *Sue*, en*sue*, pur*sue*d, and is*sue*d could be found. Thus, you will want to enter a precise word pattern. If you know that *sue* is always followed by a space, you could enter **sue** followed by a space to avoid finding most of the words listed above.

You can decide whether to have Search distinguish between uppercase and lowercase letters in word patterns (Shift F1,2,5,y/n).

Normal Characters

To enter most characters in a word pattern, simply type the character. However, because the question mark (?) and asterisk (*) are used as wild cards (see *Wild Card Characters* below), you must press **Value** (Ctrl-v) before typing these characters to insert the character instead of the wild card into the word pattern.

Compose Characters

Enter Compose characters in a word pattern the same as you would in the editing screen (see *Compose* in *Editor Reference*). Each Compose character you include is equivalent to four normal characters in relation to the number of characters you can include in a word pattern (59).

Macro Commands

When in the macro editing mode, you can insert most keystroke commands in a word pattern by pressing the corresponding feature key. However, most of the cursor movement and editing keys, the Search keys, Cancel, and Escape perform their normal functions when you are typing a word pattern. You must press **Value** (Ctrl-v) before pressing one of these feature keys to insert the macro command for that key.

Each macro command you include is equivalent to four normal characters in relation to the number of characters you can include in a word pattern (59).

Wild Card Characters

You can use the following wild cards in word patterns:

Wild Card	Matches
{?}	One character or macro command
{*}	Zero or more characters or macro commands
{WdL}	Left word boundary character
{WdR}	Right word boundary character

When entering a word pattern, simply type a question mark or an asterisk to insert the {?} or {*} wild card. You can insert more than one {?} or {*} wild card in a word pattern.

To insert the {WdL} wild card, press **Ctrl-Left Arrow** (Ctrl-←); to insert {WdR}, press **Ctrl-Right Arrow** (Ctrl-→). The word boundary wild cards are *white space* markers that match a space, Tab code, or Hard Return code. For example, if you are looking for the word *call* and you know it is followed by one or more spaces or a tab, you could enter **call{WdR}** as the word pattern.

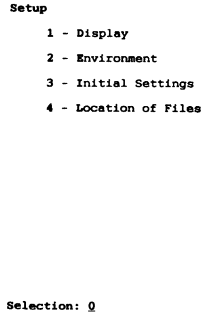
You can only use the {WdL} and {WdR} wild cards once each in a word pattern.

Setup

Use the Setup feature to set up the Editor program for your particular needs.

To use Setup,

1 Press **Setup** (Shift-F1).



2 Select a Setup option, then make the desired changes (the options are described below).

3 Press **Exit** (F7) until you return to the editing screen.

Settings you change with the Setup feature are saved in a Setup file and remain in effect until you change them again. If you are on a network, the Setup file is called *XXX*}ED.SET (where *XXX* represents your file ID). If you are using WordPerfect Office PC on a stand-alone machine, the Setup file is called {ED}ED.SET.

If you use the /ps-*pathname* (**p**ath to **S**etup file) startup option (see *Appendix K: Startup Options*), Editor looks for the Setup file only in the directory you specify. If the Setup file is not found in the directory specified with the /ps-*pathname* option, a new Setup file is created in that directory.

If you do not use the /ps-*pathname* startup option, Editor looks for the Setup file first in the current default directory, then in the directory containing the Editor program file (ED.EXE), and finally in the directories in your DOS path (see *Appendix B: DOS and WordPerfect Office* for details on the DOS PATH command). If the Setup file is not found in any of these locations, a new one is created in the directory containing the Editor program file. If for any reason the file cannot be created in that directory (e.g., insufficient network directory rights), it will be created in the current default directory.

Display

Use the Display Setup options to change colors for a color monitor, change how control characters are displayed and printed, and indicate whether you want page-relative or absolute line numbers displayed in the status line.

For details on changing Display settings, see *Display Setup* in *Editor Reference*.

Environment

The Environment Setup options let you change the defaults for the following Editor features:

- Backup
- Beep
- Wrap
- Macro editing mode
- Search
- Page Up/Page Down
- Value (Ctrl-V) Numeric Input

For details on changing Environment settings, see *Environment Setup* in *Editor Reference*.

Initial Settings

You can use Initial Settings to change the format of dates inserted with the Date feature. You can also indicate the number of lines you want printed when printing text and macro files.

See *Initial Settings* in *Editor Reference* for details.

Location of Files

When you use Editor, it creates certain files and must have access to others. Select Location of Files to indicate where (in which directory) Editor should save and look for specific files.

Backup Directory

If Timed Backup is on, Editor automatically saves a copy of all active files at specified intervals (see *Timed Backup* under *Backup* in *Editor Reference*). Select Backup Directory, then enter a directory path to indicate where you want timed backup files saved (e.g., c:\edbackup).

Original Backup files are stored in the same directory as the original files.

Macro/MRS Files

Select this option, then enter a directory path to indicate where Editor should save and look for macro files. Editor also looks in this directory for the macro interpretation (.MRS) files. The .MRS files determine which types of macros you can edit (see *Text In/Out* in *Editor Reference*).

If you do not enter a directory path for this option, Editor looks for macro and .MRS files first in the current default directory, then in the directory containing the program file (ED.EXE).

Shell

The Shell feature lets you return to the Shell menu or DOS (depending on where you were when you started Editor) without exiting Editor. Other Shell options let you save or append text to and also retrieve text from the Shell clipboard. The clipboard options are especially useful for moving text between Editor files and from Editor to other programs.

The clipboard is a special Shell buffer that can be used to temporarily store information and move information between programs (see Clipboard *in* Shell Reference *for details).*

Returning to Shell or DOS

When you press Shell, the first option is Go to Shell or Go to DOS, depending on where you started Editor. You can also use the Switch Program feature to return to Shell or switch to other programs.

Go to Shell

To return to the Shell menu,

1 Press **Shell** (Ctrl-F1).

2 Select **G**o to Shell (1).

You can also press ***Switch to Shell*** *(Ctrl-Alt-Space Bar) to return to Shell with a single keystroke.*

An asterisk (*) appears next to the Editor menu letter in the Shell menu to indicate that the program is still resident in memory. You can now start another program or use any of the Shell options.

To return to Editor, make sure you are at the Shell menu, then type the Editor menu letter (usually **e**) from the Shell menu.

Go to DOS

To return to DOS,

1 Press **Shell** (Ctrl-F1).

2 Select **G**o to DOS (1).

Editor remains resident in memory and you are returned to DOS.

To return to Editor, enter **exit** at the DOS prompt.

Switch Program

You can use the Switch Program feature to move directly to other programs or options on the Shell menu without having to return to the Shell menu. Press **Switch Program** (Ctrl-Alt-*x*, where *x* is the menu letter or option number of the program or option you want to switch to).

Saving/Appending Text

If you want to save or append all the text in the current file to the clipboard, skip to step 2. Otherwise,

1 Move the cursor to one end of the text you want to save or append, press **Block** (F9 or Alt-F4), then move the cursor to the other end of the text.

2 Press **Shell** (Ctrl-F1).

3 Select **S**ave to Clipboard (2) to replace the contents of the clipboard with the blocked text.

or

Select **A**ppend to Clipboard (3) to append the blocked text to the end of the clipboard contents.

Retrieving Text

To retrieve text stored in the clipboard,

1 Move the cursor to where you want the text inserted.

2 Press **Shell** (Ctrl-F1), then select **R**etrieve from Clipboard (4).

Retrieve from Clipboard (4) will not work if Block is on.

Switch

This feature can be used to switch between the two editing screens in Editor. Switch can also be used with the Block feature to convert text to all uppercase or lowercase letters.

Switching Screens

Editor has a multiple file capability that lets you have as many as nine files active at the same time. Editor also has two editing screens in which you can display any two of the currently active files. Press **Switch** (F8 or Shift-F3) to switch between the editing screens. You can split the screen so both editing screens are in the same screen (see *Screen* in *Editor Reference*).

See Multiple Files *in* Editor Reference *for details on using the two editing screens and working with multiple files.*

Switching Cases

To change selected text to all uppercase or lowercase letters,

1. Move the cursor to one end of the text, press **Block** (F9 or Alt-F4), then move the cursor to the other end of the text.
2. Press **Switch** (F8 or Shift-F3).
3. Select **U**ppercase (1).

   or

   Select **L**owercase (2).

Text In/Out

Text In/Out lets you change the editing mode for the current editing screen.

You do not need to select an editing mode before retrieving a file. When you retrieve a file, Editor examines the file and selects the correct editing mode for you.

Important: *If you are in a text editing mode and want to switch to a macro editing mode, or vice versa, you must clear the editing screen before pressing Text In/Out.*

To switch to a different editing mode,

1. Press **Text In/Out** (Ctrl-F5).
2. Select a Text Editor Modes option (see *Text Editing Modes* below).

   or

   Select a Macro Editor Modes option (see *Macro Editing Modes* below).

You are returned to the editing screen, and the edit mode indicator at the left of the status line displays the mode you selected.

Text Editing Modes

Use the text editing mode options to select a text editing mode and indicate how you want text files displayed. Select DOS (1) to display DOS text in its normal format, or select BIN (2) to display the text file in binary format.

By default, Editor starts in the DOS text editing mode. You can start Editor in binary mode with the /b startup option (see Appendix K: Startup Options*).*

Changing Text Modes

To move between DOS mode and binary (BIN) mode, the screen must be empty or the cursor must be at the top of the current file.

Protecting Files

When you retrieve a file with DOS mode on and move the cursor through the text, Editor checks to make sure there is a CR/LF (Carriage Return/Line Feed) code at the end of each line. If any are missing, Editor adds them. Editor also interprets the ^I character as a tab.

You may not want Editor to disturb the file contents if you are trying to fix a corrupted data file, editing a WordPerfect file sent over a modem, or simply viewing a program file. You can keep this from happening by switching to binary (or literal) mode before retrieving the file.

Files displayed in binary mode are displayed without any special interpretation (e.g., pairing of CR and LF codes). You see characters and codes exactly as they exist in the file. For example, a CR code (Carriage Return) appears as ^M, an FF code (Form Feed) appears as ^L, and a tab appears as ^I. Only the LF code (Line Feed) is not interpreted literally; it serves as a new line.

Viewing Macro Files in Binary Mode

If binary mode is on, any files you retrieve, including macro files, are displayed in binary format.

Macro Editing Modes

Use the macro editing mode options to select a macro mode and indicate what type of macro you want to create or edit. The options on the Macro Editor Modes menu vary depending on which macro interpretation files are available to Editor (see *Macro Interpretation (.MRS) Files* below).

Unless you are in the binary text editing mode, you do not need to select a macro editing mode before retrieving a macro you want to edit. When you retrieve a macro file, Editor checks the file and selects the correct macro editing mode for you.

Macro Interpretation (.MRS) Files

WordPerfect Corporation programs store macros as keystroke and programming command codes. Macro interpretation files (files with a .MRS extension) let Editor know how to interpret the keystrokes and programming commands contained in a macro file. For example, if you retrieve an Editor (.EDM) macro and that macro contains the F4 keystroke, it will be interpreted and appear as the {Copy} command because F4 accesses the Copy feature in Editor. If, with that

same file in the screen, you select the WordPerfect macro editing mode, the F4 keystroke will be interpreted and appear as the {Indent} command because F4 accesses the Indent feature in WordPerfect.

.MRS Filenames

Editor must have access to the .MRS file for a specific program before you can edit or create macros from that program. The .MRS files are included in the individual program packages and have the same name as the program file (except for Shell) with a .MRS extension. The table below lists the programs whose macros you can edit in Editor and their corresponding .MRS filenames.

Program	.MRS File
DrawPerfect (1.0 and later)	DR.MRS
Editor (3.0 and later)	ED.MRS
PlanPerfect (5.0 and later)	PL.MRS
Shell (3.0 and later)	SH.MRS
WordPerfect (5.0 and later)	WP.MRS

The name (excluding the extension) of each .MRS file Editor can find appears as an option in the Macro Editor Modes menu.

If you want to edit Shell 2.0 macros in Editor, you must first convert them to Shell 3.0 macros using the Shell Macro Conversion program (see Appendix J: Shell Macro Conversion*).*

Copying .MRS Files

Editor should already have access to the ED.MRS and SH.MRS files because they are included with WordPerfect Office. If you have DrawPerfect (1.0 or later), PlanPerfect (version 5.0 or later), or WordPerfect (version 5.0 or later), you need to copy the .MRS files from that program's directory to the directory where ED.MRS and SH.MRS are stored.

Important: *If you are on a network and use the network version of DrawPerfect, PlanPerfect, and/or WordPerfect, your system administrator may have already made the .MRS files for these programs available to Editor. Before proceeding, press* ***Text In/Out*** *(Ctrl-F5) and see if these programs appear as options in the Macro Editor Modes menu. If all the programs for which you want to edit macros already appear in the menu, there is no need to copy additional .MRS files.*

If you are on a network, you should copy all the .MRS files you want to use, including ED.MRS and SH.MRS, to a personal network directory or a directory on your hard drive. Then, let Editor know where that directory is with Location of Macro/MRS Files (see *Location of Files* under *Setup* in *Editor Reference*).

Macro interpretation files from different versions of the same program have the same filename (e.g., the macro interpretation files for WordPerfect 5.0 and WordPerfect 5.1 are both named WP.MRS). By using a personal directory for .MRS files, you can be sure that you are using the correct .MRS files.

If you are using WordPerfect Office PC on a stand-alone machine, you can either copy all the .MRS files to the WordPerfect Office program directory (where ED.MRS and SH.MRS should already be), or you can copy all the .MRS files to a different directory and use Location of Macro/MRS Files to indicate where those files are.

When you press Text In/Out, Editor searches for .MRS files first in the directory (if any) you specify with Location of Macro/MRS Files, then in the current default directory, and finally in the directory containing the Editor program file (ED.EXE). Editor uses the .MRS files it finds in one and only one of these directories (the first directory in which .MRS files are found). If no .MRS files are found, an error message is briefly displayed and no selections appear in the Macro Editor Modes menu.

Multiple Program Versions

There may be situations where you want to be able to edit macros from more than one version of the same program. The name of the .MRS file for a program, however, does not change from version to version. For example, the .MRS files for both WordPerfect 5.0 and WordPerfect 5.1 are named WP.MRS.

To edit macros from more than one version of a program, therefore, you must rename the duplicate .MRS file when copying it to the Macro/MRS directory (e.g., WP51.MRS). The new name appears in the Macro Editor Modes menu.

You can rename any of your .MRS files as long as you leave the .MRS extension.

Value

You can use the Value feature to suppress the action of a key and enter the *value* (special character or macro command) of that key instead. You can also use Value to insert an ASCII character using the character's decimal or hexadecimal value.

Suppressing the Normal Key Function

The way you use Value to suppress the action of a key depends on the editing mode you are in. In a text editing mode, Value lets you insert special characters that represent the values of keys. In a macro editing mode, Value lets you insert the macro command accessed by a key in the program represented by the current editing mode (see *Macro Commands* under *Macros, Edit* in *Editor Reference*).

In either case, press **Value** (Ctrl-v), then press the desired key.

Inserting ASCII Characters

To insert an ASCII character, press **Value** (Ctrl-v), then enter the value of the ASCII character using the numbers at the top of your keyboard or on the number pad if Num Lock is on. Enter the decimal or hexadecimal value of the character, depending on the current Ctrl-V Numeric Input Mode setting (Shift-F1,2,7). The default setting is Decimal.

For a list of ASCII characters and their decimal values, see *Appendix A: ASCII Conversion Chart*.

The control characters (^A, ^B, ^C, etc.) correspond to ASCII characters 1 through 32 (decimal). If you insert one of these characters, the control character and not the ASCII character is displayed.

Alt-*number* Method

As an alternative, you can enter any ASCII character by holding down Alt and typing the decimal equivalent of the character on the number pad (see *Appendix A: ASCII Conversion Chart*). For example, the German double s (ß) is ASCII character 225. To create the ß character, hold down **Alt** and type **225** on the number pad. The character appears when you release Alt.

Wrap

The Wrap feature lets you search for and wrap long lines in a file you are editing. Wrap positions in text editing modes and macro editing modes are determined by the Wrap Options settings (Shift-F1,2,3). See *Wrap Options* under *Environment Setup* in *Editor Reference* for details.

To use Wrap,

1 Move the cursor to the top of the text whose lines you want to wrap.

or

Move the cursor to one end of the text whose lines you want wrapped, press **Block** (F9 or Alt-F4), then move the cursor to the other end of the text.

Wrap always searches forward from the cursor or within the block for long lines.

2 Press **Wrap** (Ctrl-F2).

Editor asks if you want to confirm the wrapping of each long line.

3 Type **y** if you want to confirm each wrap.

or

Type **n** if you want Editor to wrap all long lines without stopping for confirmation.

If you typed **y**, Editor stops at each line that extends beyond the specified column and displays a "Wrap here? (Y/N/←/→):" prompt.

Type **y** to wrap the line at the current position. If you want to wrap the line at a different position, use Left Arrow (←) or Right Arrow (→) to move the cursor to the desired position, then type **y** to wrap the line. If you do not want to wrap the line, type **n** at the prompt.

When no more long lines are found or if none are found, a "* Not Found *" message is briefly displayed at the bottom of the screen.

You can set Editor to sound a beep when a search fails (Shift-F1,2,2,3,y).

Auto-Wrap

Editor includes an Auto-Wrap feature that wraps lines for you as you type them. You can turn Auto-Wrap on or off and set the wrap position independently in the text and macro editing modes. For complete details on how to set up Auto-Wrap, see *Wrap Options* under *Environment Setup* in *Editor Reference*.

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Contents

Introduction to File Manager 101
Copy 109
Delete 111
Directory Trees 113
Filename Patterns 117
Find Files 118
Help 118
Hex Dump 119
Lock 121
Look 122
Mark 124
Move/Rename 125
Other Directory 127
Other Drive 128
Print 129
Program Launch 130
Program Launch, Define Keys 134
Program Launch, Function Types 138
Program Launch Macros 143
Screen 146
Select Files 148
Setup 154
Shell 157
Word Search 158

Introduction to File Manager

File Manager displays organized lists of directories and filenames found on your hard drive or on a disk in a disk drive. File Manager features help you find, organize, copy, and otherwise manage your files without your having to return to DOS.

This introduction gets you started and gives you a brief overview of File Manager. For more detailed information on specific features, refer to the alphabetically listed sections that follow the introduction.

Starting File Manager

To start File Manager from the Shell menu, type the appropriate menu letter (usually **f**), or move the cursor to the File Manager menu item and press **Enter**.

To start File Manager from DOS, change to the directory containing the FM.EXE file, then enter **fm**.

*If you have included the WordPerfect Office program file directory in your DOS path, you do not need to change directories before entering **fm** (see* Appendix B: DOS and WordPerfect Office *for details on the DOS PATH command).*

***Important:** If you are on a network, you need to be careful which directory you are in when starting a WordPerfect Office program from DOS. Because WordPerfect Office programs create temporary files while they are running, if you attempt to start a program in a directory where you do not have the network rights necessary to create files, the program will not start. You can avoid this problem by including the /d-pathname startup option to redirect temporary files to a directory where you do have sufficient rights. Or you can change to a directory where you have sufficient rights and then enter the full pathname of the program file to start the program (e.g., o:\office30\fm.exe).*

The options (switches) you can use when starting File Manager are briefly described below. For more a detailed explanation of these startup options and instructions on how to use them, see *Appendix K: Startup Options.*

Option	Action
filename pattern	Lists only those files that match the given filename pattern (e.g., fm c:\work*.doc).
word pattern	Lists only those files that contain words matching the given word pattern. Must be preceded by a filename pattern (e.g., fm c:\work*.doc january)
/a-*mm-dd-yy*	Lists only those files last saved after the given date.
/b-*mm-dd-yy*	Lists only those files last saved before the given date.
/c	Displays the file list and directory tree of the startup directory side-by-side.
/cp-*x*	Tells File Manager which code page to use, overriding the code page selected in DOS.

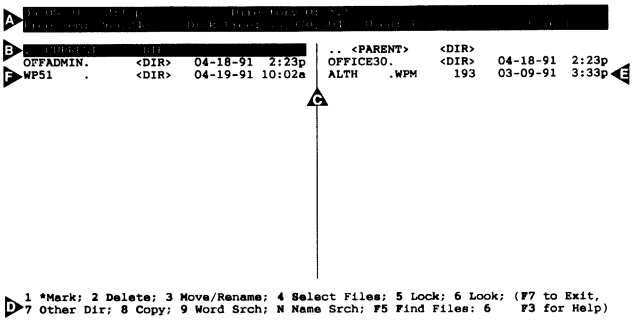
Option	Action
/d-*pathname*	Redirects temporary files to the directory indicated.
/ft	Displays a directory tree instead of a file list.
/m-*macro name*	Executes the Shell macro indicated when you start File Manager.
/nt-*x*	Overrides the default Network Type selection with the network type indicated by *x*.
/ps-*pathname*	Indicates where the Setup file is located.
/rn	Turns off the Confirm Replace feature temporarily.
/ry	Turns on the Confirm Replace feature temporarily.
/s	Sorts the listed files by size (do not use with /t or /x).
/ss-*rows, columns*	Lets you change the default screen size.
/t	Sorts the listed files by date and time (do not use with /s or /x).
/x	Sorts the listed files by filename extension (do not use with /s or /t).

File Manager Screen

When you start File Manager, a screen similar to the following one is displayed. The names of the files in the File Manager default directory are listed.

If you start File Manager from the Shell menu, the default directory is the Default Directory entered on the Shell Program Information screen for File Manager (see Program Information Options in Shell Reference). If you start File Manager from DOS, the default directory is the directory from which you started File Manager. You can override the default directory using the filename startup option (see Appendix K: Startup Options*).*

A HEADING
B CURSOR
C LIST
D FEATURE MENU
E FILE
F DIRECTORY



The heading displays today's date and time, and general information about the current drive and directory. This information includes the full pathname of the directory, the amount of free random access memory (RAM), the amount of free and used disk space, and the number of files it contains. The list displays the names of all subdirectories and files in the current directory (or the directory specified with the *filename* startup option).

If there are subdirectories, they are listed alphabetically before any filenames. Each subdirectory name is followed by <DIR> and the date and time the subdirectory was created. You can move the cursor to a subdirectory, then press **Enter** to display the contents of that directory. By default, files are listed alphabetically after the subdirectories. Each filename is followed by the file size (in bytes), as well as the date and time the file was last modified.

The two entries at the top of the list (<CURRENT> and <PARENT>) represent the current directory (the directory whose name is displayed in the heading) and the parent directory (of which the current directory is a subdirectory). You can move the cursor to the <CURRENT> entry, then press **Enter** twice to rebuild the current file list. You can move the cursor to the <PARENT> listing and press **Enter** to display the contents of the parent directory.

<CURRENT> and <PARENT> are not column titles. They are simply directories included in the list.

Cursor Movement Keys

The cursor is the reverse video bar that highlights an entire directory listing or filename. Most File Manager features affect the file or directory at the cursor, unless you mark files (see *Mark* in *File Manager Reference*). The keystrokes you can use to move the cursor through the directory list are listed below.

Action	Keystroke
File Up/Down	Up/Down Arrow (↑/↓)
Previous/Next File	Left/Right Arrow (←/→)
Screen Up/Down	Screen Up/Down (–/+ on the number pad) Page Up/Page Down (PgUp/PgDn) Home,Up/Down Arrow (Home,↑/↓)
Top/Bottom of List	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

Arrows at the top and/or bottom of the center dividing line indicate that there are files in the list that are not displayed. Scroll in the direction of an arrow to display additional files.

Name Search

You can use Name Search to move directly to a filename or directory listing.

1 Select Name Search to find a filename.

or

Select Name Search, then type a slash (/) or backslash (\) to begin searching for a directory name.

2 Begin typing the name of the file or directory you want to find.

The cursor moves to the filename or directory name most closely matching the characters you type.

3 When you have found the file or directory you want, press **Enter**, the **Space Bar**, or an arrow key to exit Name Search. (Pressing an arrow key also moves the cursor in the direction of the arrow.)

You can also use Name Search with a file list sorted by extension, in which case Name Search only accepts three characters and moves to the first filename with a matching extension. (See *Sorting Files* under *Select Files* in *File Manager Reference* for details on sorting a file list.) However, Name Search does not work in a file list that is sorted by something other than filename or extension.

For details on using Name Search in a directory tree, see Directory Trees *in* File Manager Reference.

Filename String Search

You can perform a more sophisticated search for a directory name or filename in a file list using the ♦Search key (F2). This feature finds a specified set of characters that occur anywhere in a directory name or filename (not just at the beginning of the name as with Name Search).

You can also use this feature to find directory names in a directory tree (see Directory Trees *in* File Manager Reference *for details on using a directory tree). In a directory tree, a filename string search finds directory names at any level.*

1 Move the cursor above the directory or file entries you want to search. (This feature always searches forward from the cursor.)

2 Press **♦Search** (F2), then type the characters you want to find in a directory name or filename.

The search string can contain up to 12 characters. (If you include all 12 characters, there would be eight characters for the filename, a period, and three characters for the extension.) You *cannot*, however, use the asterisk (*) and question mark (?) wild cards in a filename string search.

3 Press **Enter** or **♦Search** to begin the search.

The cursor moves to the first directory name or filename (if any) that contains the characters in the search string. If no name is found that contains the search string, no action is taken.

To repeat the search and find the next name that contains the search string,

4 Press **♦Search** twice (once to display the default search string, then again to begin the search).

Editing Names

You will need to enter a drive name, directory name, filename, or full pathname when using many File Manager features. When File Manager prompts you for a name, a default name is usually displayed. At this point, you can take one of three actions:

- Press **Enter** to use the default name.
- Use the editing keys listed below to edit the default name.
- Enter a new name. As soon as you begin typing, the default name is cleared.

Use the following keys to edit the default name or a name you have already begun to type:

Action	Keystroke
Character Left/Right	Left/Right Arrow (←/→)
Beginning/End of Line	Home,Left/Right Arrow (Home,←/→)
End of Line	End
Delete Character Left	Backspace
Delete Character at Cursor	Delete (Del)
Delete to End of Line	Ctrl-End

About Directories

It is important that you understand the organization of drives and directories in order to effectively use File Manager.

Pathnames

Each file stored on disk has a specific location. Pathnames are a type of road map your computer uses to locate directories and files. A full pathname for a file includes the drive, the directory path, and the filename.

The drive indicates the physical location of the disk (hard drive or floppy disk drive) on which a file is stored. Every disk has at least a root directory, which is represented by a backslash after the drive name (e.g., c:\). The root directory can be further divided into subdirectories, which can contain subdirectories of their own, and so on.

Each subdirectory in a pathname should be followed by a backslash.

Pathname	Meaning
c:\autoexec.bat	The AUTOEXEC.BAT file in the root directory of drive C.
c:\work\letters\report.may	The REPORT.MAY file in the LETTERS directory. LETTERS is a subdirectory of WORK, which is a subdirectory of the root directory of drive C.
a:\memo.1	The MEMO.1 file in the root directory of the disk in drive A.

Default Directory

The default directory is the directory whose subdirectories and files are listed when you start File Manager. If you include only a filename when using the Copy feature, File Manager assumes the file should be copied to the default directory.

When starting File Manager from Shell, use the Default Directory setting on the Shell Program Information screen for File Manager to indicate a default directory (see *Program Information Options* in *Shell Reference*). If no default directory is specified, File Manager uses the Shell default directory.

To change the default directory from within File Manager, use the Other Directory feature (see *Moving Through Directories* below).

Moving Through Directories

You can quickly move from directory to directory by selecting **L**ook (6). You can also press **Enter** to access Look.

To quickly move to a different directory on the same drive, move to that directory (<DIR>) listing, then press **Enter** to display the contents of that directory.

Using Look or Enter to move through directories does not change the default directory.

If you move to a subdirectory name, the directory you just left becomes the parent directory.

If you move to the parent directory, the directory you just left is listed as a subdirectory.

To move directly to a different directory on the same or on a different drive, select **O**ther Directory (7), then enter the pathname for the new directory. The directory you move to with the Other Directory feature becomes the default directory until you change it again or exit File Manager.

Listing Files on a CD-ROM Drive

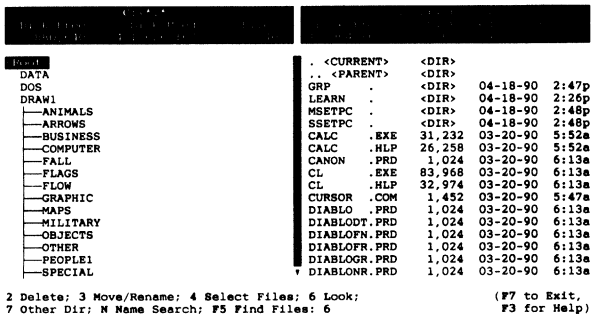
To list files on a CD-ROM drive, you must redirect File Manager overflow files with the /d-*pathname* startup option (see *Appendix K: Startup Options*). Redirect the overflow files to a directory on your hard drive or RAM drive, or to a personal network directory.

If you do not redirect overflow files before using File Manager to list the files on a CD-ROM drive, an error occurs when File Manager attempts to write overflow files to the Read Only disk.

Changing Directory Display

You can use the Screen feature (Ctrl-F3) to change how the contents of directories are displayed. You can choose to display a list of the files and

subdirectories in a directory, or you can choose to list only the subdirectories in a *tree* format.



You can display two file lists, two directory trees, or a file list and a directory tree in two separate screens or side-by-side in the same screen. See *Screen* in *File Manager Reference* for details.

Using Features

Most File Manager features are accessed from the menu at the bottom of the screen. To select an option, type the option number or type the bolded letter in the option name.

For details on each menu option (except Name Search which is described above), see the section with the same name in File Manager Reference.

Other features are assigned to function keys (see *Function Key Features* below). Select these features by pressing the function key indicated.

Function Key Features

The following are features you can access with functions keys in File Manager. You can find details on features in the File Manager Reference section listed.

Feature	Reference Section
Block (Alt-F4)	Look
Cancel (F1)	Introduction to File Manager
Copy (F4)	Copy
Edit (F6)	Program Launch
Execute (F9)	Program Launch
Exit (F7)	Introduction to File Manager
Find Files (F5)	Find Files

Feature	Reference Section
Help (F3)	Help
Hex Dump (Alt-F3)	Hex Dump
Mark/Unmark All (Alt-F5)	Mark
Name Search (F2)	Introduction to File Manager
Print (Shift-F7)	Print Program Launch
Screen (Ctrl-F3)	Screen
♦Search (F2)	Directory Trees Hex Dump Introduction to File Manager Look Word Search
♦Search (Shift-F2)	Hex Dump Look Word Search
Select Files (Shift-F8)	Select Files
Setup (Shift-F1)	Setup
Shell (Ctrl-F1)	Shell
Switch (Shift-F3)	Screen
Windows (F8)	Screen

Cancel
Cancel (F1) can be used to *back out of* (cancel) any File Manager menu or prompt. You may need to press Cancel more than once.

Help
For help using the features above or any File Manager feature, press **Help** (F3), then follow the on-screen instructions.

Function Key Template
Press **Help** (F3) twice to display the File Manager function key template.

Exiting File Manager

To exit File Manager, press **Exit** (F7) from the main File Manager screen.

Lessons

For step-by-step instructions on using basic File Manager features, see *Lesson 9: File Manager Basics* in the *WordPerfect Office Workbook*. For details on using the Screen features (Directory Tree, Half Screen, etc.), see *Lesson 10: File Manager Screen Features*.

Copy

This feature lets you copy one or more files to any directory, drive, or device. You can also use Copy to create directories.

You cannot copy directories.

Copying One File

To copy a single file,

1 Move the cursor to a filename in the list.

2 Select Copy (8).

*You can also press **Copy** (F4).*

The copy prompt appears at the bottom of the screen, followed by the pathname of the default directory.

3 Press **Enter** to copy the file to the default directory. (To copy the file to the default directory using a different name, add a filename to the end of the default directory path before pressing Enter.)

or

Enter the destination drive, directory, and/or filename at the prompt.

You can include only a drive (e.g., a:) as long as it is not the current drive. The file will then be copied to the current directory on that drive. If you include a drive and a directory but no filename, the file will be copied to the specified directory using the same filename. If you include only a filename, the file is copied to the current directory. The filename must, therefore, be different than the original. If you include a drive, directory, and filename, the file will be copied to the specified directory with the specified filename.

Copying Multiple Files

You can copy more than one file at a time by first marking the files you want copied.

1 Move the cursor to a file you want to copy, then mark the file (select Mark (1), type an asterisk (*), or press the **Space Bar**). Do this for each file you want to copy.

or

Press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all the files in the current directory.

If you make a mistake, you can unmark files by repeating step 1 above.

2 Select Copy (8).

*You can also press **Copy** (F4).*

The copy prompt is displayed, followed by the pathname of the current default directory.

Important: *Do not include a destination filename when copying more than one file. If you do, File Manager assumes the filename is a directory and asks if you want that directory created.*

3 Press **Enter** to copy all marked files to the default directory.

or

Enter the pathname of a different directory.

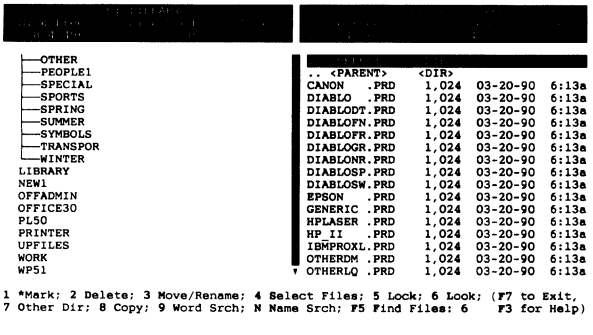
As the files are copied, the name of the file currently being copied is displayed at the bottom of the screen. When copying is complete, the number of files copied is briefly displayed.

Canceling Multiple Copying

You can cancel the multiple-file copy function at any time by pressing **Cancel** (F1). A message indicates the number of files that were copied before you pressed Cancel.

Copying with a Directory Tree

If you have a file list and a directory tree displayed at the same time (see *Screen* in *File Manager Reference*), you can use the directory tree to select the directory you want to copy the files to.



The file list and directory tree can also be in separate screens.

From the file list,

1 Move the cursor to the file you want copied.

or

Mark the files you want copied (see step 1 under *Copying Multiple Files* above).

2 Select Copy (8) if you are copying a single (unmarked) file.

or

Select Copy (8), then type **y** if you are copying marked files.

*You can also press **Copy** (F4).*

3 Press **Tab** or **Switch** (Shift-F3) to move the cursor to the directory tree, then move the cursor to the desired directory.

4 Press **Enter** twice to copy marked files to the directory or to copy one file using the same filename.

or

If you want to copy and rename one file, press **Enter** to display the path of the destination directory. Press **End** to move the cursor to the end of the path, then type ***\filename*** (where *filename* is the new filename). Press **Enter** again to copy the file with the new name.

Confirm Replace

Confirm Replace is a safety feature designed to avoid unwanted replacement of existing files. If you attempt to copy a file to a directory containing a file with the same filename, File Manager asks you if you want to replace the existing file. Type **y** to replace the file with the copy, or type **n** to cancel the Copy function.

You are asked to confirm replacements only if the Confirm Replace setting on the Select Files menu is Yes (see *Select Files* in *File Manager Reference*).

Creating a Directory

If you include a directory that does not exist when entering a destination path for files to be copied, File Manager asks if you want to create that directory. Type **y** to create the directory and copy the file(s) to it, or type **n** to cancel the Copy function. This works only when files are marked.

You can also create directories with the Move/Rename and Other Directory features.

Delete

Use this feature to delete (erase) files and directories you no longer need.

Deleting One File

To delete a single file,

1 Move the cursor to the name of the file you want to delete.

2 Select Delete (2).

*You can also press **Delete** (Del).*

File Manager asks if you really want to delete the file.

3 Type **y** to confirm the deletion.

or

Type **n** to cancel the deletion.

Deleting Multiple Files

You can delete more than one file at a time by first marking the files you want deleted.

To mark and delete files,

1 Move the cursor to a file you want to delete, then mark the file (select Mark (1), type an asterisk (*), or press the **Space Bar**). Do this for each file you want to delete.

or

Press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all the files in the current directory.

2 Select **D**elete (2).

*You can also press **Delete** (Del).*

3 Type **y** to confirm the deletions.

or

Type **n** to cancel the deletions.

If you typed **y**, the name of the file currently being deleted is displayed at the bottom of the screen. When the deletions are completed, the number of files deleted is briefly displayed.

If you typed **n** in step 3 above to cancel the deletion, File Manager asks if you want to delete the file on which the cursor is resting. Repeat step 3 above. This additional prompt lets you move to and delete a single file without having to unmark any marked files.

Canceling the Deletion

You can cancel the multiple-file delete operation at any time by pressing **Cancel** (F1). A message indicates the number of files deleted before you pressed Cancel.

Deleting Directories

You can delete a directory from a file list or directory tree.

To delete a directory,

1 Make sure the directory is empty (does not contain any subdirectories or files).

2 Move the cursor to the name of the directory in the file list or directory tree.

3 Select **D**elete (2).

You can also press ***Delete*** *(Del).*

4 Type **y** to confirm the deletion.

or

Type **n** to cancel the deletion.

Error Message

If an error message is displayed after you type **y**, the directory is either not empty or is currently being used. Check the directory again to make sure it is empty.

If you still receive an error message, the directory may contain hidden files (files not displayed in a file list). If you are on a network, it is also possible that someone else or another program on the network is using that directory.

Directory Trees

You can use the Screen feature to display the directory structure of a disk drive (volume). The graphic representation of the directory structure is called a *directory tree*.

For step-by-step instructions on using a sample directory tree, see Lesson 10: File Manager Screen Features *in the* WordPerfect Office Workbook.

Displaying a Directory Tree

To display a directory tree,

1 Use **Tab** or **Switch** (Shift-F3) to move to the list where you want the directory tree displayed.

2 Press **Screen** (Ctrl-F3), then select **T**ree (3).

You are prompted for the path of the directory you want displayed in tree format, and the path of the currently displayed directory appears after the prompt.

3 Press **Enter** to display the directory tree for the current drive.

or

Enter the full pathname of a different drive and directory (e.g., c:\).

A directory tree for the drive containing the specified directory is displayed with the cursor resting on the directory you specified (see *Using a Directory Tree* below for details).

Directory Tree File

When you first display a tree of directories, File Manager scans the disk that contains the directory and creates a file containing the directory structure for that disk. The amount of time it takes to scan the disk depends on the number of directories on that disk and the complexity of their structures. If you are on a network and are scanning a network drive, the tree file is saved in the directory containing the File Manager Setup file (*XXX*}FM.SYS, where *XXX* represents your file ID) and is named *XXX*{FM}*N*.TRE (where *XXX* represents your file ID and *N* represents the network drive letter). If you are scanning a non-network drive, the tree file is saved in that drive's root directory and is named DIR{FM}.TRE.

After a tree file has been created for a drive, File Manager uses that file instead of rescanning the disk each time you display the tree for any directory on that drive. While this greatly enhances the performance of File Manager, changes you make to the directory structure from outside the tree display (such as adding or deleting a directory from a file list or remapping logical drives on a network) will not be reflected in the displayed tree unless you tell File Manager to rescan the disk.

To rescan the disk for a directory tree,

1 Choose **S**elect Files (4) with the cursor in the directory tree you want to rescan.

2 Select **R**escan Disk (9).

File Manager displays the date when the disk was last scanned and asks you to confirm the rescan.

3 Type **y** to rescan the disk.

or

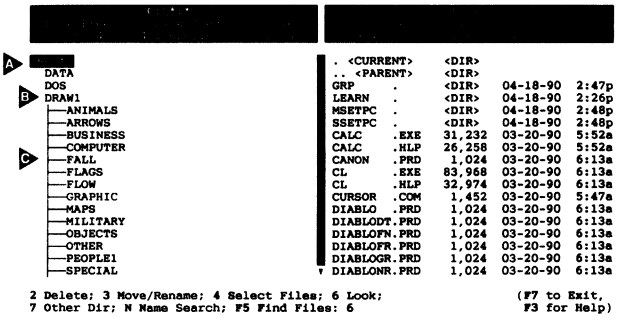
Type **n** to cancel the rescan.

Using a Directory Tree

In a directory tree, the drive or volume name is displayed in angle brackets at the top of the tree. (If the volume has no name, Root is displayed as the volume name.) First-level subdirectories are displayed at the left margin, and each subsequent level of subdirectories is indented from the previous level. The

subdirectories for a specific directory are displayed below that directory and are connected by lines.

A VOLUME NAME
B PARENT DIRECTORY
C SIBLING DIRECTORIES



Familial terminology is used to describe the relationship between directories in a tree. A directory with one or more subdirectories below it is a *parent* directory. All subdirectories on the same level below a specific parent directory are *sibling* directories.

Cursor Movement

Use the following keys to move through a directory tree:

Action	Key
Previous/Next Directory	Up/Down Arrow (↑/↓)
Previous/Next Directory Level	Left/Right Arrow (←/→)
Previous/Next Sibling Directory	Ctrl-Left/Right Arrow (Ctrl-←/Ctrl-→)
Screen Up/Down	Screen Up/Down (–/+ on the number pad)
	Page Up/Page Down (PgUp/PgDn)
	Home,Up/Down Arrow (Home,↑/↓)
First/Last Directory	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

When you use Up Arrow (↑) or Down Arrow (↓), the cursor always moves to the previous or next directory, regardless of the level of that directory.

Use Left Arrow (←) to move the cursor up one directory level at a time, bypassing any sibling directories. As you use Left Arrow, File Manager *remembers* the path of the cursor. You can then use Right Arrow (→) to move the cursor back down the same path.

Until you use Left Arrow, Right Arrow does the same thing as Down Arrow (moves the cursor to the next directory).

Use Ctrl-Right Arrow (Ctrl-→) and Ctrl-Left Arrow (Ctrl-←) to move to the next or previous sibling directory. Ctrl-Right Arrow (Ctrl-→) and Ctrl-Left Arrow (Ctrl-←) work only with same-level directories below the same parent directory.

As you move from directory name to directory name, the number of files and amount of memory used in the currently highlighted directory is displayed in the heading.

Looking at Files

If Directory Look Method on the Select Files menu is set to Manual for directory trees (see *Select Files* in *File Manager Reference*), you can display the file list for the directory at the cursor by selecting **L**ook (6) or pressing **Enter**. The file list for that directory is displayed in the other list (see *Screen* in *File Manager Reference* for details on the two directory list screens).

If the Directory Look Method for directory trees is set to Automatic, the file list is automatically updated as you move the cursor through the directory tree.

This feature is easiest to use if you have both the directory tree and file list displayed in the same screen.

Whether you use Manual or Automatic Look, the way the files are displayed in the other list depends on that list's current Select Files settings. For example, if you change the filename pattern for the current file list to ∗**.exe**, only those files with a .EXE extension will be displayed in the file list as you look at directories from the directory tree. (See *Select Files* in *File Manager Reference* for details on Select Files settings.)

Name Search

You can move the cursor directly to a directory in a tree with the Name Search feature.

1 Select **N**ame Search, then begin typing the name of the directory you want to find.

The characters you type appear at the bottom of the screen, and the cursor moves to the directory name that most closely matches those characters.

2 Continue typing characters until the cursor rests on the desired directory name, then press **Enter** or the **Space Bar** to end the name search.

Typing characters in Name Search finds names on the current directory (sibling) level only. While in Name Search mode, however, you can use Right Arrow (→) or Left Arrow (←) to change the level of the search. When you change a level, any characters you previously typed are cleared. Start typing characters again to find a directory name on the new level. When you go to a lower level, Name Search works only on the new level.

Do not use Up Arrow or Down Arrow to change the level of a name search. These keys exit Name Search mode.

Selecting a Destination Directory

You can use a directory tree to select a destination directory for the Copy, Move/Rename, and Other Directory features (see *Copy*, *Move/Rename*, and *Other Directory* in *File Manager Reference*).

Filename Patterns

You can use filename patterns to list only those files that match a given pattern. This is especially useful for listing files with a common name or extension (e.g., JAN.1, JAN.2, JAN.3) or finding a file whose complete name you have forgotten. Filename patterns can be used with several File Manager features.

Filename patterns are created by using a question mark (?) and/or asterisk (*) as *wild cards*. A question mark matches one character, while an asterisk matches zero or more characters.

Word Pattern	Finds
c:\work*.ltr	All files in the WORK directory with .LTR extensions (e.g., MAY12.LTR, JOHN.LTR).
c:\work\jan.?	All files in the WORK directory named JAN that have a one-character extension (e.g., JAN.A, JAN.2).
letter?.*	All files in the current directory named LETTER plus one character that have zero or more characters in the extension (e.g., LETTER1.JAN, LETTER3.12, LETTERB.).

You can use filename patterns with any of the following features:

- Find Files (only one filename pattern)
- Look (with directories)
- Other Directory
- Select Files

Multiple Filename Patterns

You can include more than one filename pattern to list the files in the same directory that match the given patterns. Separate each filename pattern with a comma. For example, if you are using Other Directory to switch to another directory and you only want the filenames in that directory with a .LTR, .DOC, or .TXT extension listed, you would enter ***.ltr,*.doc,*.txt** at the filename pattern prompt.

Find Files

This feature lets you search through all directories on the current drive for a specific file or group of files that match a filename pattern.

If you want to search a different drive, use ***O****ther Directory (7) before pressing Find Files (see* Other Directory *in* File Manager Reference*).*

1 Press **Find Files** (F5).

Important: *Do not include a drive or directory name when entering a filename or filename pattern. Find Files searches all directories on the current drive only.*

2 Enter a filename or filename pattern (see *Filename Patterns* in *File Manager Reference*).

You are asked if you want to send the list of files that are found to the printer.

3 Type **y** to send the list to the printer and display it on the screen.

or

Type **n** to only display the list on the screen.

The time it takes for the search to be performed depends on the size of the directories being searched.

When the search is completed, the file or group of files found, including their sizes and the dates and times they were last modified, are displayed in list form in a special screen. The number of files found is displayed briefly at the bottom of the screen. A full pathname is given for each file. Press any key to return to the main File Manager screen.

If the filename is not found or no files are found that match the filename pattern, a "File not found" message is displayed briefly at the bottom of the screen.

Help

You can use the Help feature to display information about File Manager features.

1 Press **Help** (F3).

The main File Manager Help screen is displayed with instructions for using the Help feature.

2 Press any function key, cursor movement key, or editing key to view information about the feature assigned to that key.

or

Type one of the letters in the topical guide to learn about a specific topic.

or

Press **Help** again to display the File Manager function key template.

If the information for the feature or topic occupies more than one screen, type **1** to view successive screens on the same feature or topic.

While in any Help screen, you can return to the main Help screen at any time by pressing **Escape** (Esc).

When you finish using Help,

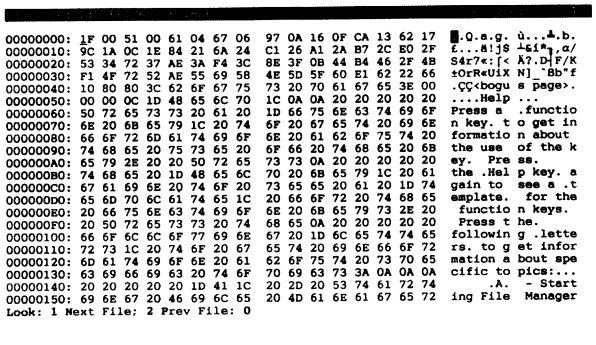
3 Press the **Space Bar** or **Enter** to exit the Help feature.

Hex Dump

This feature lets you look at the contents of any file as hexadecimal codes. The address and ASCII equivalent for each character are also displayed.

1 Move to the file whose contents you want to see, then press **Hex Dump** (Alt-F3).

*You can also type **h** to access Hex Dump.*



A screen with the addresses on the left, the hexadecimal codes in the center, and the ASCII equivalents on the right is displayed. (Non-displayable characters are displayed as periods in the ASCII column.)

When you finish with Hex Dump,

2 Press **Exit** (F7) to return to the main File Manager screen.

Moving Through the File

A cursor rests on the same character in both the hexadecimal and ASCII equivalent columns. You can use the same cursor movement keys to move through the contents of the file as you do to move through a directory list in the main File Manager screen (see *Introduction to File Manager* in *File Manager Reference*). You can also use the Go To feature to move to a specific address. To use Go To,

1 Press **Go To** (Ctrl-Home).

2 Enter an address as a hexadecimal value. You do not need to include leading zeros.

If the address is not found, the cursor will not move.

Searching

You can use the Search feature to search for specific hexadecimal codes or words in the ASCII equivalents. To search for a code or word,

1 Press **♦Search** (F2) to perform a forward search.

or

Press **♦Search** (Shift-F2) to perform a backward search.

2 Enter a word pattern.

You cannot use the asterisk and question mark wild card characters in a Hex Dump search.

File Manager searches through both the hexadecimal codes and the ASCII equivalents simultaneously. The cursor stops on the first occurrence of the code or word. If the code or word is not found, a beep sounds and the cursor does not move.

Viewing the Next/ Previous File

While viewing the hex dump of a file, you can display other files from the list. Select **N**ext File (1) to display the next file from the list, or select **P**revious File (2) to display the previous file. File Manager remains in Hex mode when you use these options. If there is not a next or previous file to display, you are returned to the file list.

*You can also use **Page Down** (PgDn) and **Page Up** (PgUp) to view the next or previous file.*

Lock

You can use this feature to *lock* a file with a password. Then, in order to view or retrieve a locked file in any WordPerfect program, you must know the password.

Locking One File

To lock a single file,

1 Move the cursor to the name of the file you want to lock.

2 Select Lock (5), then select Lock (1).

3 Enter a password (up to 80 characters), then enter the password again.

You are asked to enter the password twice to make sure you entered it correctly the first time. If the second password matches the first, "ok" is displayed briefly at the bottom of the screen and the file is locked. If the second password does not match the first, repeat step 3 above.

Important: *If you forget the password, there is absolutely no way to retrieve the file. You must know the password to unlock a file.*

Locking Multiple Files

You can lock more than one file at a time with the same password by first marking the files you want locked.

1 Move the cursor to a file you want to lock, then mark the file (select Mark (1), type an asterisk (*), or press the **Space Bar**). Do this for each file you want to lock.

or

Press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all the files in the current directory.

2 Follow steps 2 and 3 under *Locking One File* above.

Unlocking Files

To unlock one file or a group of files with the same password,

1 Move the cursor to the name of the file you want to unlock.

or

To unlock a group of files, select Mark (1) to mark each individual file you want to unlock, or press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all the files in the directory. Be sure that all the files you mark were locked with the same password.

2 Select Lock (5), then select Unlock (2).

3 Enter the password.

Individual files larger than 35K that were locked with a version of File Manager dated earlier than 6/1/1988 must be unlocked with that same version. Also, if you used a

version of File Manager dated earlier than 6/1/1988 to lock a group of files, the only way to unlock any of those files is to unlock the same group of files with the same version of File Manager.

Look

Use the Look feature to display the contents of a directory or view the contents of a file. You can also block text in a Look screen, and then save or append it to the Shell clipboard.

You can assign a different function to the Look key with the Program Launch feature (see Program Launch, Define Keys *in* File Manager Reference).

Looking at Directories

To look at the files in another directory,

1 Move to a directory (<DIR>) listing (including <CURRENT> or <PARENT>).

2 Select **L**ook (6).

*You can also press **Enter** to select Look.*

If the cursor is on any directory except the current directory, the contents of that directory are immediately displayed.

If the cursor is on the current directory (<CURRENT>), you are prompted for a filename pattern. Enter a filename pattern or press **Enter** to use the default filename pattern (*.*). The directory contents matching the specified filename pattern are then displayed. Using Look on the <CURRENT> directory lets you list different files in or update the current file list.

If you want, you can set Look to prompt you for a directory and filename pattern with every directory instead of immediately displaying all the files (see Directory Look Method *under* Setup *in* File Manager Reference*).*

Changing Directories with Look

In addition to looking at parent directories and subdirectories, you can use Look to change to any directory.

With the cursor in any file list,

1 Press **Home,Home,Up Arrow** (Home,Home,↑) to move the cursor to the <CURRENT> directory listing.

2 Select **L**ook (6).

*You can also press **Enter** to select Look.*

3 Enter the path of the directory you want to change to (e.g., c:\work). You can include a filename pattern if you want (e.g., c:\work*.doc). If you do

not include a filename pattern, the default filename pattern (*.*) is used and all files in the new directory are listed.

The contents of the specified directory that match the specified or default filename pattern are listed.

If you set Directory Look Method for a file list to Prompt, you are prompted for a filename pattern every time you look at a directory. You can, therefore, change directories when looking at any directory, not just when looking at the current directory (<CURRENT>). To change the default Directory Look Method setting to Prompt, use Setup (Shift-F1,5,2). To change the Directory Look Method to Prompt temporarily for the current file list (until you exit File Manager), use Select Files (4,8,2).

Looking at Files

You can use Look to view the contents of a file without retrieving it into a different program.

1 Move to the file you want to view, then select **L**ook (6).

*You can also press **Enter** to select Look.*

If you use Look with a text file, the text appears. If you use Look with a macro file, the Macro Summary screen is displayed. If you use Look with any other type of file, the contents of the file appear as hexadecimal codes (the same as if you use the Hex Dump feature). With text files and all other files except macros, a heading at the top of the screen displays the full pathname and size of the file.

2 Use any of the cursor movement keys to move through the file.

You can scroll up and down to view additional screens of the file contents, and scroll left or right if the file contents extend beyond the edges of the screen. You can also scroll down through the file by alternately typing **s** to turn automatic scrolling on and off.

While in the Look screen, you can select **N**ext File (1) or **P**revious File (2) to look at the next or previous file in the list.

3 Press **Exit** (F7), **Enter**, or the **Space Bar** to exit Look.

The Look feature is for viewing file contents only. You cannot edit text in a Look screen.

Searching in a Look Screen

You can use the Search feature while looking at the contents of a file.

1 Press **♦Search** (F2) to perform a forward search.

or

Press **♦Search** (Shift-F2) to perform a backward search.

2 Enter the word or word pattern you want to find.

You can use the same wild card characters with Search as you can with the Word Search feature (see *Word Search* in *File Manager Reference*).

The cursor stops at the first occurrence of the word or word pattern and displays it in reverse video. If the word or word pattern is not found, a " * Not Found *" message is briefly displayed at the bottom of the screen.

Saving to the Clipboard from a Look Screen

You can block and save text to the Shell clipboard from a Look screen.

1 Move the cursor to the first line of the text you want saved or appended, press **Block** (Alt-F4), then move the cursor to the last line of the text.

Because the cursor remains at the left margin while in a Look screen, you can only block entire lines of text.

2 Press **Shell** (Ctrl-F1) to display the clipboard options.

3 Select **S**ave to Clipboard (2) to replace the contents of the clipboard with the blocked text.

or

Select **A**ppend to Clipboard (3) to append the blocked text to the end of the clipboard contents.

Mark

This feature lets you select a group of files in a file list that you want to use with a feature.

You cannot mark directories.

Marking Files

To mark a file, move to a filename, then select Mark (1), type an asterisk (*) or press the **Space Bar**. The number of files marked and the total bytes of the marked files appear in the heading.

If no files have been marked, you can mark all the files in a directory at once by pressing **Mark/Unmark All** (Home,* *or* Alt-F5).

After marking the desired files, you can select one of the following File Manager options:

- Delete
- Move/Rename
- Lock
- Copy
- Word Search

Unmarking Files

You can unmark files one at a time by moving to a marked file and selecting Mark (1), typing an asterisk (*), or pressing the **Space Bar**. To unmark all marked files at the same time, press **Mark/Unmark All** (Home,* *or* Alt-F5).

Move/Rename

This feature lets you move one or more files from the current directory to a different directory. You can also use Move/Rename to change the name of a selected file or directory.

Moving/Renaming a Single File

To move and/or rename a single file,

1 Move the cursor to a filename.

2 Select **M**ove/Rename (3).

You are prompted for the pathname of the directory you want the file moved to. The prompt is followed by the pathname of the selected file.

3 Enter a path and/or filename for the destination.

You have three options when entering a destination:

- Enter a path and a filename to move the file to the destination directory using the new filename (e.g., c:\work\memo.3).
- Enter a path to move the file to the destination directory using the original filename (e.g., c:\work).
- Enter a filename to rename the file and leave it in the same directory (e.g., memo.3).

Moving Multiple Files

To move more than one file in the current directory to the same destination directory or drive,

1 Move the cursor to a file you want to move, then select Mark (1), or type an asterisk (*), or press the **Space Bar** to mark the file. Do this for each file you want to move.

or

Press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all the files in the current directory.

If you make a mistake, you can unmark files by repeating step 1 above.

2 Select **M**ove/Rename (3), then type **y** to confirm the multiple-file move.

Important: *Because you cannot rename more than one file at a time, do not include a filename when entering the destination. If you do, File Manager will identify the filename as the name of a directory and will ask if you want the directory created.*

3 Enter the pathname for the destination directory or drive (e.g., c:\work, a:).

The name of each file is displayed as it is moved. When all marked files have been moved, the number of files moved is displayed briefly at the bottom of the screen, then the marked files are deleted from the current directory.

Moving Files with a Directory Tree

If you have a file list and a directory tree active at the same time (see *Screen* in *File Manager Reference*), you can use the directory tree to select the destination directory when moving one or more files.

Moving One or More Files

To move one or more files using a directory tree,

1 Move the cursor in the file list to the file you want to move.

or

Mark the files you want to move (see step 1 under *Moving Multiple Files* above).

2 Select **M**ove/Rename (3) if you are moving a single (unmarked) file.

or

Select **M**ove/Rename (3), then type **y** if you are moving marked files.

3 Press **Tab** or **Switch** (Shift-F3) to switch to the directory tree.

4 Move the cursor to the destination directory, then press **Enter** twice to move the file(s) to the selected directory.

The cursor returns to the file list.

If you have File Manager set up for full-screen display with a file list in the List 1 screen and a directory tree in the List 2 screen (see Display *under* Setup *in* File Manager Reference*), you cannot use the directory tree in List 2 to indicate a destination directory unless you have already switched to that screen at least once.*

Moving and Renaming a File

If you are moving a single file, you can also rename it.

1 Move the cursor in the file list to the file you want to move and rename.

2 Select **M**ove/Rename (3), then press **Tab** or **Switch** (Shift-F3) to switch to the directory tree.

3 Move the cursor to the destination directory, then press **Enter** to display the path of that directory.

4 Press **End** to move the cursor to the end of the path, then type ***\filename*** (where *filename* is the new filename).

5 Press **Enter** to move and rename the file.

The cursor returns to the file list.

Creating a Directory

If you include a directory name that does not exist when you enter the destination path where you want marked file(s) moved, File Manager asks if you want to create that directory. Type **y** to create the directory and move the file(s) to it, or type **n** to cancel the Move/Rename function.

You can also create directories with the Copy and Other Directory features.

Renaming a Directory

To rename a directory,

1 Move the cursor to the desired directory in a file list or directory tree.

2 Select **M**ove/Rename (3), then enter the new name.

You cannot use Move/Rename to move a directory.

Other Directory

Use this feature to move directly to a specific directory, change the default directory, or create a new directory.

Changing Directories

You can use Other Directory to redisplay the contents of the current directory (e.g., to list files with a different filename pattern) or to move directly to any directory on any drive.

1 Select **O**ther Directory (7).

The pathname of the current directory is displayed at the bottom of the screen.

2 Enter a new directory path.

or

Press **Enter** to remain in the current directory.

You are prompted to enter a filename pattern.

3 Press **Enter** if you want to use the default filename pattern (*.*) to list all the files in the directory.

or

Enter a new filename pattern (see *Filename Patterns* in *File Manager Reference*).

The files in the specified directory that match the filename pattern are displayed.

The directory you display with the Other Directory feature becomes the new default directory.

Important: *If you want to change directories but don't want to change the default directory, use the Look feature on the <CURRENT> directory. Move the cursor to <CURRENT>, then press* ***Enter*** *or select* ***L****ook (6). Enter the path of the directory you want to change to, including a filename pattern if desired.*

Creating a Directory

To create a directory,

1 Select **O**ther Directory (7).

2 Enter the full pathname of the directory you want to create.

or

Enter only a directory name to create a subdirectory of the current directory.

You can only create one new subdirectory level at a time.

File Manager asks you to confirm creation of the new directory.

3 Type **y** to create the directory.

or

Type **n** to cancel creation.

The newly-created directory does not become the default directory nor do you move to that directory.

You can also create directories with the Copy and Move/Rename features.

Other Drive

The Other Drive feature lets you move directly to the current default directory of any valid drive (including logical network drives) by pressing **Home** and then typing ***x*** (where *x* is the letter of the drive). For example, you would press **Home** and then type **c** to move to the current default directory of the C drive.

If you are currently in a file list, the file list for the current default directory of the drive you select is displayed. If you are in a directory tree, the tree for the drive you select is displayed.

If you use an invalid drive letter, an error message is displayed and the current directory is left on the screen.

Print

This feature lets you select a print device and send the currently displayed directory file list or directory tree to the printer.

You can assign a different action to the Print key with the Program Launch feature (see Program Launch, Define Keys *in* File Manager Reference*).*

Network Printing

If you are on a network and want to use a network printer, see *Appendix D: Network Printers* before performing the steps outlined below.

Selecting a Print Device

To change the print device setting,

1 Press **Print** (Shift-F7), then choose Select Print Device (2).

2 Select a parallel (LPT) port (1 through 3) as the print device.

or

Select **D**evice or Filename (4), then enter the name of the device or file you want to print to.

If you selected an LPT port, skip to step 4 below.

If you select Device or Filename, you can enter the name of a serial port (i.e., com1, com2, com3, or com4). You must, however, use the DOS MODE command to set up the port (see your DOS manual for details).

If you enter a filename, the print job is saved in the file with all the codes normally sent to the printer. Be sure to include a full pathname for the file if you do not want it saved in the current default directory.

At this point, skip to step 4 if you are not on a network. Otherwise, File Manager asks if the device name you entered is for a network printer.

3 Type **y** if the device is a network printer.

or

Type **n** if the device is not a network printer or if you entered a filename.

If you typed **y***, File Manager will print to the network printer only if you have taken the steps necessary to redirect the print device (see* Appendix D: Network Printers*).*

You are returned to the main Print menu.

4 Select **P**rint (1) to send the current file list to the print device or file you selected.

or

Press **Exit** (F7) to return to the main File Manager screen without printing a list.

Printing a Directory Tree or File List

To print a directory tree or file list,

1 Make sure the cursor is in the directory tree or file list you want to print.

2 If the cursor is in a directory tree, press **Print** (Shift-F7).

or

If the cursor is in a file list, press **Home,Home,Up Arrow** (Home,Home,↑) to move the cursor to the <CURRENT> directory, then press **Print** (Shift-F7).

When printing a file list, moving the cursor to the <CURRENT> directory name (or any other directory name) avoids the possibility of performing the Program Launch Print function on a file in the list instead of printing the list.

For details on the default Program Launch Print function and a list of files it affects, see Program Launch *in* File Manager Reference.

3 Select **P**rint (1) to send the current directory tree or file list to the printer.

Program Launch

The Program Launch feature lets you move the cursor to a file in a file list and press one of the following feature keys to perform a function on that file: Edit (F6 or e), Execute (F9 or x), Look (6 or Enter), and Print (Shift-F7 or p).

By defining actions and assigning them to these keys, you can create functions for use on files with specific filename extensions (see *Program Launch, Define Keys* in *File Manager Reference*). Default Program Launch functions, described below, have been assigned to the Edit, Execute, and Print keys. However, you can override the default functions by assigning your own functions to these keys.

Because the default Edit and Print functions perform nearly the same function, they are described together below. The default Execute function is described after the Edit and Print functions.

Default Edit and Print Functions

Generally speaking, the default Edit function retrieves a file you select from a File Manager file list into a program where that file can be edited. The default Print function retrieves the selected file into a program where that file can be printed and then prints the file.

You can use the default Edit and Print functions with any of the following files created in WordPerfect Corporation programs:

File Type	Edit/Print Program
Calendar files	Calendar
Macro files	Editor

File Type	Edit/Print Program
Notebook files (WP 5.0 or later format)	Notebook
PlanPerfect worksheet files	PlanPerfect
WordPerfect, DrawPerfect, or PlanPerfect graphics files	DrawPerfect
WordPerfect document files (5.0 or later)	WordPerfect

To use the default Edit or Print function,

1 Display a file list.

2 Move the cursor to the name of a file created in a WordPerfect Corporation program (one of the types listed above).

3 Press **Edit** (F6) or type **e** to perform the Edit function.

or

Press **Print** (Shift-F7) or type **p** to perform the Print function.

If the cursor is resting on an unrecognized file type or if the edit or print program is not found on the current Shell menu, no action will be taken when you press Edit or Print.

The default Edit or Print function checks the file you selected to see which type of file it is. It then looks on the current Shell menu (the Shell menu from which you started File Manager) for the program in which the file can be edited or printed and starts the program if it is found. (See *Edit or Print Program Resident* below for details on what happens if the edit or print program has already been started.) The file you selected from the file list is then retrieved into the program.

Program Launch does not check submenus for the program. It only checks the current Shell menu. If the edit or print program is listed more than once on the current Shell menu, the one listed first is started. (The order of Shell menu items is from top to bottom on the left side, then from top to bottom on the right side.)

If you are performing the Print function, the file is printed and you are returned to the File Manager file list with the cursor on the file you selected.

If you are performing the Edit function,

4 Edit the file and then save the file and exit the program when you are finished. As soon as you exit the program, you are returned to the File Manager file list with the cursor on the file you selected.

If the edit program was already resident when you performed the Edit function (see Edit or Print Program Resident *below), you are returned to the Shell menu instead of File Manager and File Manager is left resident.*

Edit or Print Program Resident

If the edit or print program is on the current Shell menu but is already resident (has already been started), Program Launch does not immediately retrieve the file you selected from the file list in case a file is already active in the program.

Instead, it stores the filename in a Shell macro variable and looks for a specific Shell macro, depending on the edit or print program, and if found, executes it.

The names of the macros the Edit and Print functions look for when attempting to start a program that is already resident are listed below.

Edit/Print Program	Edit Macro Name	Print Macro Name
Calendar	ED{CL}.SHM	PR{CL}.SHM
DrawPerfect	ED{DR}.SHM	PR{DR}.SHM
Editor	ED{ED}.SHM	PR{ED}.SHM
Notebook	ED{NB}.SHM	PR{NB}.SHM
PlanPerfect	ED{PL}.SHM	PR{PL}.SHM
WordPerfect	ED{WP}.SHM	PR{WP}.SHM

You should find these macros in the WordPerfect Office program file directory.

Each of these macros performs basically the same function. If the target program has one or more editing screens (i.e., all programs except Calendar), the macro first attempts to find an empty editing screen and retrieves the selected file if one is found. If an empty screen is not found, the macro returns to the first editing screen and asks what you want to do with the resident file.

Important: *Because of limitations in the WordPerfect 5.0 and PlanPerfect 5.0 macro languages, there is no way an edit or print macro can detect whether the contents of an editing screen have been modified if you have not yet saved them as a file (i.e., no filename appears in the lower left corner of the editing screen). If you use the default Edit or Print function with WordPerfect 5.0 or PlanPerfect 5.0 resident, you may lose information that has not yet been saved as a file.*

The prompt you get depends on which program you are in. If you are in Calendar, DrawPerfect, Editor, or WordPerfect, the Edit or Print function tells you whether the resident file has been modified and gives you the following options: **1** Save/Clear; **2** Clear; **3** Merge. In PlanPerfect, you get the Save/Clear and Clear options, but not the Merge option.

The Merge option is not available in WordPerfect 5.0 and PlanPerfect 5.0 and the Edit function does not tell you whether the resident file has been modified in these versions. These features are, however, available for later versions of these programs.

If you select Save/Clear, the resident file is saved for you using the same filename. If you have not yet saved the file, you are prompted for a filename.

If you select Clear, the editing screen is cleared *without* saving the resident file. Select Clear only if the current information has not been modified since it was last saved or if you are absolutely sure you don't want to save any changes you have made to that information.

If you select Merge for a Calendar file, the information in the selected file is merged with the information in the resident file. If you select Merge with a WordPerfect, DrawPerfect, or PlanPerfect graphics file, the selected graphics file (image) is retrieved on top of the current image in DrawPerfect. And if you select Merge for a file being retrieved into Editor or WordPerfect, the file is appended to the end of the text in the screen.

If you are using the Edit function, the macro ends after you select an option and leaves you in the editing screen. Then, when you exit that program, you are returned to the Shell menu with File Manager resident.

If you are using the Print function, the entire contents of the editing screen is printed after you select an option. When printing is finished, you are asked if you want the original contents of the current editing screen restored. Type **y** if you want to restore the original contents of the editing screen, or type **n** if you want to leave the editing screen as it now is (after the selected file was retrieved, merged, or appended). After typing **y** or **n**, you are returned to File Manager with the cursor on the selected file.

Default Execute Function

You can use the default Execute function to start any program or DOS batch file with a .COM, .EXE, or .BAT extension, or to execute a macro created in a WordPerfect Corporation program.

With any other type of file, the default Execute function does nothing.

Starting Programs and Batch Files

To start a program or batch file with the Execute function,

1. Display a list of files.
2. Move the cursor to a file with a .COM, .EXE, or .BAT extension, then press **Execute** (F9) or type **x** to execute the program or batch file.
3. If you started a program you must exit when you finish with it, exit the program to return to the file list with the cursor on the program name.

   or

   If the program or batch file you executed normally returns you to DOS when it is finished, you are automatically returned to the file list with the cursor on the program or batch file name when that command or batch file finishes.

Executing a Macro

You can use the default Execute function to execute any macro created in one of the following programs:

Program	Version	Macro Extension
Editor	3.0	.EDM
DrawPerfect	1.0 or later	.DRM
PlanPerfect	5.0 or later	.PLM
Shell	3.0	.SHM
WordPerfect	5.0 or later	.WPM

To execute a macro from a file list,

1. Display a list of files.
2. Move the cursor to a macro file.

Important: *Only use the default Execute function to execute Shell macros that you defined beginning at the Shell menu. If you execute Shell macros you began defining elsewhere, you cannot be sure what the result of that macro execution will be.*

3 Press **Execute** (F9) or type **x**.

Program Launch checks the macro file to see which program it was created in and then, for all macros except Shell macros, checks the current Shell menu for the origin program. If the origin program is found, it is started and the macro you selected is executed as a startup macro (as if you used the /m-*macro name* startup option). When you exit that program, you are returned to the File Manager file list with the cursor on the macro file you executed.

If the macro is a Shell macro, Program Launch returns to the current Shell menu before executing the macro. You are *not* returned to File Manager after executing a Shell macro file, and File Manager is not left resident.

Origin Program Resident
If the origin program is on the current Shell menu but is already resident, Program Launch does not immediately execute the macro you selected. Instead, it looks in the current Shell macro directory (see *Macros* in *Shell Reference*) for a Shell macro with a specific filename, as listed below.

Origin Program	Macro Name
DrawPerfect	EX{DR}.SHM
Editor	EX{ED}.SHM
PlanPerfect	EX{PL}.SHM
WordPerfect	EX{WP}.SHM

The macros listed above simply start the macro you selected once control is switched to the target program.

Program Launch, Define Keys

You can use Program Launch to create your own features in File Manager. When you define a Program Launch feature, you assign it to one of the four possible Program Launch keys and a specific filename extension. You can then move the cursor in a file list to any file with that extension and press the assigned key to perform the function.

For example, you can define a Program Launch feature to:

- Start a program on the Shell menu and retrieve the selected file into it.
- Execute a DOS command using the selected file as a command parameter.
- Execute the Shell macro you select.

Defining a Program Launch Key

When you define a function for files with a specific extension, you assign it to one of four predetermined feature keys: Edit (F6), Execute (F9), Look (6), or Print (Shift-F7). It doesn't matter which key you assign it to. The key assignment merely determines which key you must press to perform the function.

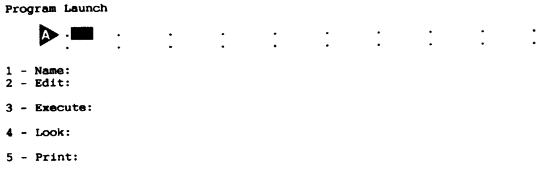
The steps below guide you through assigning a function to a Program Launch key. To assign additional functions to other Program Launch keys, repeat the steps.

1 Press **Setup** (Shift-F1), then select Program **L**aunch (1).

The Program Launch feature works only if you started File Manager from Shell.

You can define Program Launch functions for up to 20 separate filename extensions. When you first use Program Launch, the list of defined extensions at the top of the screen is empty (contains only dots).

⚠ EXTENSION LIST



2 Use the arrow keys to move the cursor to an empty extension.

3 Select Name (1), then enter the filename extension you want to define a Program Launch function for (see *Name* below).

4 Select Edit (2), Execute (3), Look (4), or Print (5) to assign the function to the corresponding key.

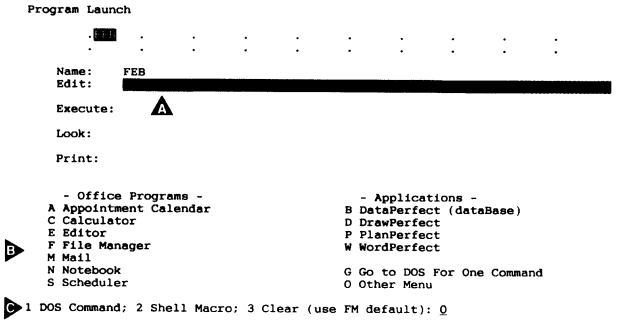
Important: *Assigning a Program Launch function to the Edit, Execute, or Print key for a specific filename extension overrides the default Edit, Execute, or Print function for all files with that extension (see* Program Launch *in* File Manager Reference *for details on the default Program Launch functions). Also, assigning a Program Launch function to the Look key for a specific filename extension overrides the default Look feature for all files with that extension (see* Look *in* File Manager Reference *for details on the Look feature).*

For example, if you define your own function for files with a .SHM extension and then assign the function to the Edit key, your Edit function, not the default Edit function, will be executed when you press Edit with the cursor on any file with a .SHM extension. At

the same time, any files with extensions for which you have not assigned an Edit function will use the default Edit function.

When you select a Program Launch key, the line next to that key name (the function line) is highlighted, and a copy of the current Shell menu and the Program Launch options appear in the lower screen. Your Shell menu may be different from the one displayed here.

A FUNCTION LINE
B SHELL MENU
C OPTIONS



The Edit key has been selected above. Follow the process described below to assign a function to any of the function keys.

5 Select a Shell menu letter to assign a Shell program function to the selected key. A Shell program function starts the specified program from the current Shell menu and retrieves the file you select from a file list.

or

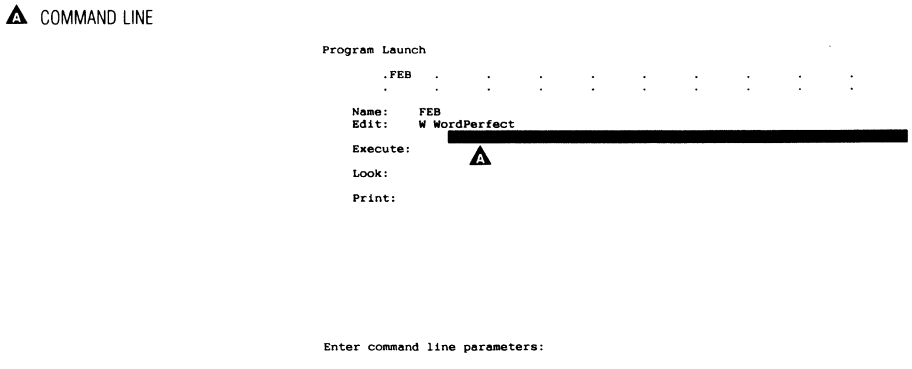
Select DOS Command (1) to assign a DOS command function to the selected key. A DOS command function executes the DOS command you specify using the file you select from a file list as a parameter of the command.

or

Select Shell Macro (2) to assign a Shell macro function to the selected key. With a Shell macro function, you can execute a Shell macro you select from a file list, or you can execute a Shell macro you specify in the function definition using the file you select from a file list as a variable for that macro.

For complete descriptions of the Program Launch functions and instructions on how to set them up, see *Program Launch, Function Types* in *File Manager Reference.*

The name of the function type you select is entered on the function line, and the cursor moves to the command line (the line below the function line).



6 Enter the command line parameters.

The command line parameters you must enter depend on the type of function (Shell program, DOS command, or Shell macro) you selected. See *Program Launch, Function Types* in *File Manager Reference* for details.

7 Press **Exit** (F7) twice to save the new Program Launch function and return to the main File Manager screen.

Name
Enter zero to three characters for the extension name. Do not include the period that precedes the extension.

For example, if you are defining a function you want to be able to use with Notebook files, enter **nb** for the extension name. If you are defining a function for DOS batch files, enter **bat** for the extension name.

You can use wild card characters in the extension name. A question mark (?) matches one character, and an asterisk (*) matches zero or more characters.

Word Pattern	Finds
?3	All filenames with any character followed by *3* in their extensions (e.g., LETTER.13, LIST.C3).
a*	All filenames with an *a* followed by zero, one, or two characters in their extensions (e.g., REPORT.A, REPORT.A2, REPORT.APR).

You can also define Program Launch functions for *all other* extensions (any extensions not in the extension list) by typing an asterisk for the extension name.

Executing a Program Launch Function

To execute a Program Launch function you have defined,

1 Move the cursor to a filename that has a defined extension (an extension for which you have defined a function).

2 Press **Edit** (F6) or type **e** to perform the function assigned to the Edit key for that extension.

or

Press **Execute** (F9) or type **x** to perform the function assigned to the Execute key for that extension.

or

Select **L**ook (6) or press **Enter** to perform the function assigned to the Look key for that extension.

or

Press **Print** (Shift-F7) or type **p** to perform the function assigned to the Print key for that extension.

Editing a Program Launch Function

To edit a Program Launch function already assigned to an extension,

1 Press **Setup** (Shift-F1), then select Program **L**aunch (1).

2 Use the arrow keys to move to the extension you assigned the function to.

If you want to delete all functions assigned to that extension, press **Delete** (Del), then type **y**. Otherwise,

3 If you want to assign the function(s) to a different extension, select Name (1), then enter a new extension name.

4 Select the Program Launch key (Edit, Execute, Look, or Print) with the function you want to edit.

5 Use **Up Arrow** (↑) and **Down Arrow** (↓) to highlight the line you want to edit.

While editing a line, you can select Clear (3) from the Function Type menu to delete the contents of the line.

6 Press **Exit** (F7) until you return to the main File Manager screen.

Program Launch, Function Types

Described below are three types of functions you can assign to a Program Launch key for an extension: a Shell program function, a DOS command function, or a Shell macro function.

For details on assigning one of these functions to a Program Launch key, see Program Launch, Define Keys *in* File Manager Reference.

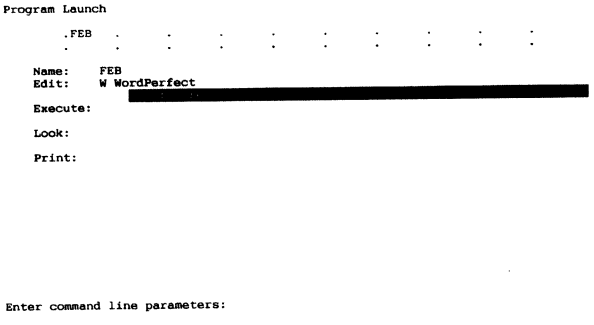
Shell Program Function

A Shell program function lets you retrieve a file directly from a File Manager file list into a program on the Shell menu. To perform the function on the file you select, the Shell program function uses the specified menu item from the current Shell menu, including any startup options entered on the Program Information screen for that item (see *Program Information Options* in *Shell Reference*).

When you perform a Shell program function, the program name (an executable file) and startup options (if any) are executed. The full pathname of the file on which you are performing the function is *passed* as the last startup command for those programs that accept a filename as a startup option. This retrieves the file after the program is started.

Command Line Parameters

If you want to use startup options and/or commands other than the ones on the Program Information screen for the function program, enter them on the command line for the Program Launch key when defining the function. You can enter any command on this line that you would normally enter on the Startup Options line of the Program Information screen for that Shell menu item.



Any startup options you enter on the command line for a Shell program function override the startup options in the Program Information screen for that program.

For example, suppose you are defining the .WPM (WordPerfect macro file) extension. You want to be able to move to any file with a .WPM extension and press **Edit** (F6) to start Editor and retrieve the file into Editor. You also want to

change the Editor overflow file directory to C:\MACROS. If E is the menu letter for Editor, to assign this function,

1 From the main File Manager screen, press **Setup** (Shift-F1), then select Program **L**aunch (1).

2 Move to an empty extension listing.

3 Select Name (1), then enter **wpm** for the extension name.

4 Select Edit (2), then type **e** to select Editor from the Shell menu.

The cursor moves to the command line. The startup option for changing the overflow file directory in Editor is /d-*pathname*.

5 Enter **/d-c:\macros** on the command line.

6 Press **Exit** (F7) twice to return to the main File Manager screen.

Now, anytime you want to perform this function, move to a file with a .WPM extension in a file list, then press **Edit** (F6).

The above example, except for the startup option, is the same as the default Edit function. It is shown here for demonstration purposes.

Executing a Shell Program Function

If you execute a Shell program function that starts a program and retrieves the selected file, it is possible that the program has already been started. When this is the case, File Manager does *not* retrieve the selected file in case a file is already active in the program. Instead, it transfers you to the program and stores the selected filename in a Shell macro variable (variable 0).

For example, suppose you define an extension function that retrieves a file into Notebook when you press Edit with the cursor on a .NB file. Notebook is already resident and you were editing a file when you last switched from that program. When you execute the Edit function with the cursor on a .NB file in File Manager, you are switched to the Notebook program, but the file is not retrieved. You can then save and exit the file on the screen.

When you are ready to retrieve the selected file, press **Retrieve** (Shift-F10), then press **Alt-Shift-0** to display the selected filename at the prompt (Alt-Shift-0 is the keystroke for retrieving the contents of Shell macro variable 0). Press **Enter** to retrieve the file.

See Variables *in* Macro Reference *for details on Shell macro variables.*

You can also automate the process of checking the resident program and retrieving the selected file by defining a special Shell macro or using one of the predefined Program Launch macros (see *Program Launch Macros* in *File Manager Reference*). When you execute a Shell program function and the target program is resident, File Manager looks for one of these macros and executes it if it is found.

DOS Command Function

With this function, you can execute any command you would normally enter at the DOS prompt. When you execute the function on a file in a file list, the name of the selected file is *passed* to and used by the DOS command function.

Command Line Parameters

On the command line, enter the desired command, followed by the necessary parameters. You can also enter the following special codes to perform the function indicated.

Code	Function
%%	Inserts selected filename as a parameter.
&&	Pauses after command execution and prompts to press any key to continue.

Unless you indicate otherwise, the full pathname of the selected file is passed as the last parameter on the command line. If you want the filename inserted somewhere other than at the end, type the filename insertion code (%%) where you want the filename inserted. You can include any number of insertion codes.

You can insert the pause code (&&) anywhere in the command line. With the pause code, the function pauses after the command has been executed to display the results of the command. You are then prompted to press any key to continue.

The way you enter a DOS command and its parameters depends on whether the command is internal or external. Internal DOS commands are contained within the COMMAND.COM file (the DOS command processor) or are batch files (files with a .BAT extension), and can only be executed when COMMAND.COM is running. External commands are stored as separate files on disk with .COM or .EXE extensions. External commands can be executed independent of COMMAND.COM using the command filename. See your DOS manual for a list of internal and external commands.

Internal DOS Commands

To assign an internal command as a DOS command function, enter the following on the command line:

drive*:**directory*\command.com /c *command

For example, suppose you want to be able move to any file with a specific extension and press **Execute** (F9) to copy that file to a disk in drive A. If the COMMAND.COM file is in the root directory of drive C, you would enter the following on the command line:

c:\command.com /c copy %% a:

The COMMAND.COM pathname starts a copy of the DOS command processor. The /C DOS switch returns control to the currently active program once the command has been executed. COPY is the internal DOS command, and "%%" and "a:" are the parameters of the command. The

filename insertion code (%%) inserts the name of the selected file as the first COPY command parameter. (The insertion code is necessary only if the filename is not the last command line parameter.)

If you want more than one DOS command executed by a single function, save the commands in a DOS batch file, then use the batch filename as the internal DOS command. For example,

f:\command.com /c f:\wp.bat

The WP.BAT file is a sample batch file that starts WordPerfect from DOS, then retrieves the selected filename into the program. The contents of WP.BAT are listed below.

```
cd\wp
wp %1
^Z
```

This batch file was created for demonstration purposes only and has no real application.

The selected filename is passed to the batch file with a DOS replaceable parameter (%1). See your DOS manual for details on DOS replaceable parameters.

External DOS Commands

To assign an external DOS command to a function, enter the full pathname of the command on the command line. For example, you could enter the following:

&&c:\attrib

This command displays the read-only and archive bit attributes of the selected file. The pause code (&&) lets you view the file attributes until you press any key to return to File Manager.

Shell Macro Function

Use this function to execute Shell macros.

You can set up a Shell macro function for files with .SHM extensions. Then, when you execute the function with a Shell macro file highlighted in a file list, that Shell macro is executed.

You can also set up a Shell macro function for filenames with other extensions. In this type of Shell macro function, the filename you select from a file list is passed as a macro variable to the Shell macro you specify on the command line.

Command Line Parameters

To set up a function that executes Shell macros from a file list, select Shell Macro (2) as the function type for the .SHM extension and leave the command line for the function blank.

To set up a Shell macro function that executes a specific Shell macro and uses or affects the file you select from a file list, select Shell Macro (2) as the function type, then enter the full pathname of the Shell macro you want executed on the command line. When you later select a file with the specified extension in a file list and execute the Shell macro function, the name of that file is passed as macro variable 0 (accessed with the {Variable}0~ and {Alt-Shift-0} commands in a Shell macro) to the macro specified on the command line. (See *Variables* in *Macro Reference* for details on using Shell macro variables.)

If the macro on the command line is not found or if anything other than a macro filename is entered on the command line for a Shell macro function, no function is performed.

For example, you can define a Shell macro that retrieves a Notebook file (filename in variable 0) into Notebook, then prints the file. After entering the Shell macro name on the command line for a Program Launch key, you can move to a Notebook (.NB) file and press the Program Launch key to print the file.

Program Launch Macros

When you use the default Edit or Print function or a Shell program function of your own on a filename, that function attempts to start a specific program and retrieve the selected file into it.

See Default Edit and Print Functions *under* Program Launch *in* File Manager Reference *for details on the default Edit and Print functions. See* Shell Program Function *under* Program Launch, Function Types *in* File Manager Reference *for details on Shell program functions.*

File Manager checks to see if the target program has been started. If not, the program is started and the selected file is retrieved. If the program has been started (is resident in memory), File Manager looks for a Shell macro with a specific name (see *Program Launch Macro Names* below) and executes it if it is found. The full pathname of the selected file is passed to the Shell macro as a variable (variable 0) so the macro can access that file.

Shell macro variable 0 can be accessed from within a Shell macro with the {Variable}0~ and {Alt-Shift-0} commands (see Variables *in* Macro Reference *for details on variables).*

You can, therefore, use Program Launch macros to indicate what you want done when the target program for a Shell program function is already resident.

If a Program Launch macro is not found when a target program is resident, you are transferred to the program but the selected file is not retrieved. However, the full pathname of the file is saved as a Shell macro variable (variable 0), and you can retrieve it into a retrieve prompt or anywhere else by pressing **Alt-Shift-0**.

Program Launch Macro Names

The Program Launch macro File Manager looks for depends on the Program Launch key you pressed to perform the Shell program function and the extension of the file at the cursor. A separate Edit, Execute, Look, and Print macro can be defined for each of the 20 possible Program Launch extensions. The macro names must indicate the Program Launch key and filename extension they are intended for.

In the table below, the first two letters in the Shell macro filenames (in the Macro Name column) represent the key to which the Shell program function has been assigned. *EXT* represents the filename extension for which the Shell program function has been defined.

Action Key	Macro Name	Example
Edit	ED*EXT*.SHM	EDNB.SHM EDDOC.SHM
Execute	EX*EXT*.SHM	EXNB.SHM EXDOC.SHM
Look	LK*EXT*.SHM	LKNB.SHM LKDOC.SHM
Print	PR*EXT*.SHM	PRNB.SHM PRDOC.SHM

For details on where Program Launch looks for these macros, see *Executing a Macro* under *Macros* in *Shell Reference*.

If you are creating a Program Launch macro for an extension name that contains an asterisk (*) wild card character or one or more question mark (?) wild card characters, you must include an underscore (_) in the macro name for each character represented by the wild card character(s). For example, the Program Launch macro name for the Edit function defined for the ?3 extension would be ED_3.SHM. And the macro name for Look function defined for the A* extension would be LKA__.SHM.

Predefined Program Launch Macros

File Manager comes with predefined Program Launch macros for the WordPerfect Corporation programs in which you can retrieve and edit files. The predefined macros are the same macros used by the default Edit and Print functions (see *Default Edit and Print Functions* under *Program Launch* in *File Manager Reference*).

Copying and Renaming Predefined Program Launch Macros

Each of the predefined Program Launch macros is designed for use with the Edit or Print key and a specific WordPerfect Corporation program. For example, ED{NB}.SHM is for use with the default function assigned to the Edit (ED) key and the Notebook (NB) program.

When you create Program Launch actions of your own, they are defined for a specific filename extension that relates to the program used to create that file

(e.g., .NB for a Notebook file). To use one of the predefined Program Launch macros with a Program Launch function (a Shell program type) you have defined, you need to make a copy of the macro file and rename it using the naming conventions described under *Program Launch Macro Names* above.

Important: *If you use (copy and rename) any of the default print macros (PR{CL}.SHM, PR{ED}.SHM, etc.), the RETURN.SHM predefined macro must be in the same directory with the copied print macro for the macro to work properly. If you copy a print macro to a different directory, as in the first part of step 4 below, be sure you also copy the RETURN.SHM file to that directory.*

For example, suppose you assign a Program Launch function to the Look key that starts Notebook and retrieves the selected Notebook file (a file with .NB extension) into the program. If you want to use the ED{NB}.SHM macro for that function whenever the Notebook program is resident,

1 Using File Manager, list the files in the WordPerfect Office program directory.

If you store your Shell macros in a different directory (see Macro Directory under Setup in Shell Reference) list the files in that directory instead.

2 Move the cursor to the ED{NB}.SHM macro file.

3 Select Copy (8).

4 If you are on a network, enter ***drive*:*directory*\lknb.shm** (where *drive*:*directory* is the path to a personal network directory or a directory on your hard drive).

or

If you are using WordPerfect Office PC on a stand-alone machine, enter **lknb.shm** to make a copy of the predefined macro in the same directory.

Important: *If you are on a network, do not simply rename the original Program Launch macro file. The files must remain available for all WordPerfect Office LAN users. By copying the file to a personal directory, other users will not mistakenly access your macro when they use the Program Launch feature. If you copy the Program Launch macro to a personal directory, be sure to indicate the location of that directory with Macro Directory in Setup. All your shell macros should be in the same directory. See* Shell Feature Setup *under* Setup *in* Shell Reference *for details.*

Now, whenever you select Look with the cursor on a .NB file, if Notebook is already resident, the LKNB.SHM macro will be executed.

Defining Your Own Program Launch Macros

If you want to define your own Program Launch macro for a Shell program function,

1 From the Shell menu, start the program that is started by the Program Launch function.

You need to start the program from the Shell menu (not from DOS) because you are defining a Shell macro.

2 Press **Define Shell Macro** (Ctrl-Shift-F10) to begin defining the macro.

3 Enter a macro description.

or

Press **Enter** to bypass entering a description.

4 Enter the correct macro name using the table under *Program Launch Macro Names* above as a guide.

5 Press the keystrokes you want performed by the Program Launch macro.

6 Press **Define Shell Macro** again to end macro definition.

Complex Program Launch Macros

You can use Editor to define more complex Program Launch macros with the macro programming commands available for Shell macros (see *Programming Commands* in *Macro Reference*). For example, you can create macros that perform different functions depending on the current state of the target program.

Screen

Use the Screen feature to change the way File Manager displays information. You can use Screen to rewrite (update) display, split the screen to display two directory lists in the same screen, and indicate whether a list should be displayed as a file list or directory tree.

You can use the Setup feature to indicate how you want screens displayed when you start File Manager (see Setup *in* File Manager Reference *for details).*

Rewriting the Screen

Normally, the screen is automatically updated to reflect any changes you make. To rewrite the screen manually,

1 Press **Screen** (Ctrl-F3).

2 Select **R**ewrite (0).

You can also press ***Enter*** *to select Rewrite.*

Full/Half Screen

File Manager lets you display the contents of two separate directories (see *Switching Between Directories* below). The Full Screen and Half Screen options let you display the two directories in separate screens or in the same screen (split screen).

1 Press **Screen** (Ctrl-F3).

2 Select **H**alf Screen (1) if you want the two directories displayed side-by-side.

or

Select **F**ull Screen (2) if you want the two directories displayed in separate screens.

If you select Half Screen and you have not already listed a second directory, the current directory is listed on the left side of the screen and the right side is left blank.

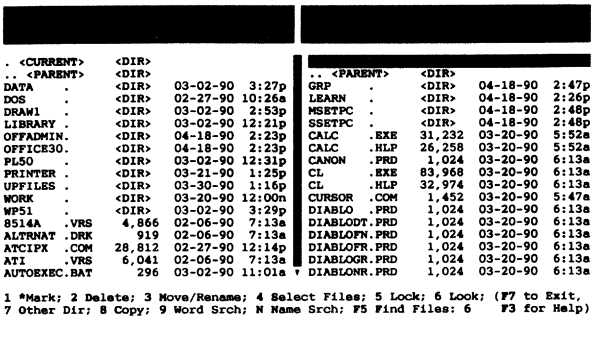
You can also switch between the Full Screen and Half Screen modes by pressing **Windows** (F8) from the main File Manager screen. You can use the Display Setup feature (see *Setup* in *File Manager Reference*) or the /c startup option (see *Appendix K: Startup Options*) to indicate whether you want File Manager to start in Full Screen or Half Screen mode.

Switching Between Directories

Whether in Half Screen or Full Screen mode, you can switch between the two directories by pressing **Tab** or **Switch** (Shift-F3). You can also move directly to directory 1 (on the left side in Half Screen mode) by pressing **Home,1** or to directory 2 (on the right side in Half Screen mode) by pressing **Home,2**.

If a second directory is not already displayed when you attempt to switch to the other directory, File Manager prompts you for a directory path, and the current default directory appears after the prompt. Press **Enter** to display the default directory as the second directory, or enter the path of a different directory (e.g., c:\work). You can include a filename pattern if you want (e.g., c:\work*.doc).

When you press Tab or Switch in Half Screen mode, the arrows separating the two directories change to point to the currently active directory (the directory containing the cursor).



Important: *The two directories are completely independent of each other, except when you have a directory and file list displayed at the same time and have Directory Look Method set to Automatic (see* Display Mode *under* Setup *in* File Manager Reference*).*

File List/Directory Tree

In addition to displaying a directory in a full or half screen, you can choose to display each directory in the form of a file list or directory tree.

To change a directory from a file list to a directory tree, or vice versa,

1 Switch to the directory you want to change (if necessary), then press **Screen** (Ctrl-F3).

2 Select **T**ree (3) to change a file list to a directory tree.

or

Select File **L**ist (4) to change a directory tree to a file list.

The full path of the currently displayed directory is displayed at the prompt.

3 Press **Enter** to display the file list or directory tree for the current directory.

or

Enter the full pathname of a different directory (e.g., c:\work).

If you are switching to a file list, you can also include a filename pattern with the directory path (e.g., c:\work*.doc).

For a description of a file list and how to use it, see *Introduction to File Manager* in *File Manager Reference*. For details on how to use a directory tree, see *Directory Trees* in *File Manager Reference*.

Select Files

You can use the Select Files feature to narrow the list of files in a file list, to re-sort a file list, and to indicate how you want files displayed.

Important: *Several startup options are mentioned in this section. For details on any of these options, see* Appendix K: Startup Options.

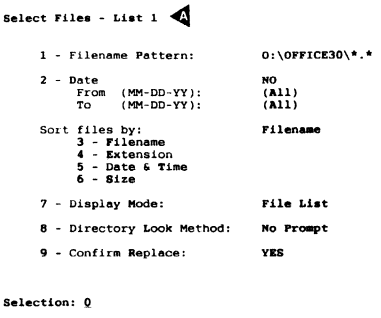
1 Choose **S**elect Files (4).

You can also press ***Options*** *(Shift-F8).*

2 Select an option, then enter the necessary information (the options are described in the sections below).

3 Press **Exit** (F7) to return to the file list.

▲ LIST INDICATOR



When you display two directories (see *Screen* in *File Manager Reference*), there is a separate Select Files screen for each directory. Thus, you can change Select Files settings independently for each directory list.

When you choose Select Files, the Select Files screen for the directory the cursor is in is displayed. A *List 1* or *List 2* indicator at the top of the screen lets you know which Select Files screen you are in (with a split screen, List 1 is on the left and List 2 is on the right). You can switch to the other Select Files screen by pressing **Tab** or **Switch** (Shift-F3).

Any Select Files settings you change for a directory become the new default settings for that list (List 1 or List 2) and remain in effect until you change them again or exit File Manager. When you exit File Manager, the default Select Files settings are restored. The default settings for some Select Files settings (Display Mode, Directory Look Method, and Confirm Replace) are determined by Setup settings (see *Setup* in *File Manager Reference*).

Selecting Files

The Filename Pattern and Date options let you list a selected group of files from the directory you indicate.

These options do not affect directory trees. They do, however, determine what will be displayed when you change from a directory tree to a file list (see Display Mode *below).*

Changing the current filename pattern or date range in the Select Files screen rebuilds the list of files. Any files marked in the file list before you change these settings will not be marked when you return to the file list.

Filename Pattern

The default directory path and filename pattern is ***drive:\current directory*.****, which lists all files in the current directory. The Filename Pattern option lets you limit the files that will be listed by using wild card characters to create a filename pattern.

To change the directory path and/or filename pattern for file selection,

1 Select Filename **P**attern (1) from the Select Files menu.

2 Edit the default filename pattern, then press **Enter**.

or

Enter a new pathname and filename pattern.

For example, if you wanted to list only those files in the root directory of drive C that have .EXE or .COM extensions, you would enter **c:*.exe,*.com** for the filename pattern (see *Filename Patterns* in *File Manager Reference* for complete details on filename patterns).

Entering a filename pattern when you use Look (with a directory) or Other Directory also changes the default filename pattern on the Select Files screen.

You can change the filename pattern for the default directory when you start File Manager by entering a filename pattern as a startup option.

Date

The Date option lets you list only those files that were last saved before, after, or between given dates. When you first enter the Select Files screen, the From and To settings for Date are both All, meaning that all files are displayed.

To narrow the list according to date,

1 Select **D**ate (2) from the Select Files menu, then type **y** to turn on date selection. (The default setting is No).

2 Enter a From date.

or

Press **Enter** to use the All default value.

3 Enter a To date.

or

Press **Enter** to use the All default value.

Dates must be entered in the mm-dd-yy format (e.g., 11-6-91). You do not need to include leading zeros for single digit dates.

To list all files saved before a given date, use All for the From date and enter the desired date for To. To list all files saved after a given date, enter the desired date for From, then use All for the To date. To list all files saved between two dates, enter a From and a To date.

If you need to restore the From or To setting to the All value, move the cursor to that option, then press **Cancel** (F1).

To turn off date selection, select **D**ate (2), then type **n**.

You can change the default Date settings in both Select Files screens (List 1 and List 2) by using the /a and /b startup options.

Sorting Files

By default, files in a file list are sorted alphabetically by filename. You can also sort files by their extensions, the date and time they were last saved, and their size.

The Sort options do not affect directory trees.

Re-sorting a file list does not affect the order of information in each file listing (i.e., filename, extension, size, date, and time). Only the order of the files in the list changes. The same files listed before you change the Sort criterion will be listed after the sort is performed, and any marked files will remain marked.

Re-sorting a file also does not affect directories. They are still listed alphabetically by directory name before any files.

The way files are sorted does, however, affect the way Name Search works. If you sort by filename, you can use Name Search to find a file with a specific filename. If you sort by extension, Name Search accepts only three characters and finds the first file with a specific extension. Name Search does not work if you sort the file list by date and time, or size.

Filename

Select **F**ilename (3) from the Select Files menu to sort files alphabetically by filename. When sorting filenames that contain both letters and numbers, numbers are treated as the lower value and are listed first.

This is the default Sort setting.

Extension

Select **E**xtension (4) from the Select Files menu to sort files alphabetically by extension.

You can use the /x startup option to change the default sort setting in both Select Files screens (List 1 and List 2) to Extension.

Date & Time

Select Date & **T**ime (5) from the Select Files menu to sort files chronologically by date and time (from least recent to most recent).

You can use the /t startup option to change the default sort setting in both Select Files screens (List 1 and List 2) to Date & Time.

Size

Select **S**ize (6) from the Select Files menu to sort files from smallest to largest according to number of bytes.

You can use the /s startup option to change the default sort setting in both Select Files screens (List 1 and List 2) to Size.

Display Mode

You can use the Display Mode option to change a file list to a directory tree and a directory tree to a file list.

1 Select Display **M**ode (7) from the Select Files menu.

2 Select Directory **T**ree (1).

or

Select **F**ile List (2).

The change is made when you exit the Select Files screen.

You can change the default Display mode setting independently in each Select Files screen (List 1 and List 2) using Setup (see *Setup* in *File Manager Reference*).

Directory Look Method

You can use this option to temporarily change the way the Look feature works. Your options for Directory Look Method depend on whether you are in the Select Files screen for a file list or directory tree (see *File List* and *Directory Tree* below).

You can change the default Directory Look Method setting independently in each Select Files screen (List 1 and List 2) using Setup (see *Setup* in *File Manager Reference*).

File List

In a file list, you can use Look to display the contents of other directories. To temporarily change the way Look works with directories in a file list,

1 Select Directory **L**ook Method (8).

2 Select **N**o Prompt (1) if you want to immediately display the file list for the directory at the cursor when you select **L**ook (6) or press **Enter**.

or

Select **P**rompt (2) if you want to be prompted for a directory path and filename pattern when you select **L**ook (6) or press **Enter** with the cursor on a directory name.

Directory Tree

When using a directory tree, you can use Look to display the file list for a directory in the other side of the screen (Half Screen mode) or in the other directory screen (Full Screen mode). To temporarily change the way Look works in a directory tree,

1 Select Directory **L**ook Method (8).

2 Select **M**anual (1) if you want to be able to display the file list for the currently highlighted directory in the tree by selecting **L**ook (6) or pressing **Enter**.

or

Select **A**utomatic (2) if you want the file list updated automatically each time you move the cursor to a different directory in the tree.

Confirm Replace

This option is only displayed in the Select Files screen for a file list.

When Confirm Replace is on, File Manager alerts you when a file you are copying, moving, or renaming will replace another file. You can then confirm or cancel the replacement. When Confirm Replace is off, all replacements are made without stopping for confirmation.

To temporarily turn Confirm Replace on or off,

1 Select Confirm **R**eplace (9).

2 Type **y** to turn on Confirm Replace.

or

Type **n** to turn off Confirm Replace.

You can also change the default Confirm Replace setting for both Select Files screens (List 1 and List 2) using the /rn or /ry startup option, or you can change the default settings independently for each Select Files screen using Setup (see *Setup* in *File Manager Reference*). The /rn and /ry Startup Options override the Setup default settings.

Rescan Directory Tree

This option is only displayed in the Select Files screen for a directory tree.

When you first display a directory tree for a specific drive, a file that contains the directory structure is created (see *Directory Tree File* under *Directory Trees* in *File Manager Reference*). You can use the Rescan Directory Tree option to update the current tree file and currently displayed directory tree.

1 Select **R**escan Directory Tree (9) from the Select Files menu.

File Manager displays the date when the volume was last scanned and asks you to confirm the rescan.

2 Type **y** to rescan the volume and update the current tree file.

or

Type **n** to cancel the rescan.

Setup

You can use the Setup options to set up the Program Launch feature and to change the default settings for several other File Manager features.

To change Setup settings,

1 Press **Setup** (Shift-F1).

2 Select a Setup option, then make the desired changes (the options are described below).

3 Press **Exit** (F7) until you return to the main File Manager screen.

Changes you make to Setup settings are saved in a Setup file, and the settings remain in effect until you change them again. The Setup file is named *XXX*}FM.SYS (where *XXX* represents your file ID) if you are on a network or {FM}FM.SYS if you are using WordPerfect Office PC on a stand-alone machine.

You can change the Confirm Replace, Display (except Colors), and Directory Look Method settings temporarily (until you exit File Manager) using Select Files (see Select Files *in* File Manager Reference*).*

If you use the /ps-*pathname* (**p**ath to **S**etup file) startup option (see *Appendix K: Startup Options*), Shell looks for the Setup file only in the directory you specify. If the Setup file is not found in the directory specified with the /ps-*pathname* option, a new Setup file is created in that directory.

If you do not use the /ps-*pathname* startup option, File Manager looks for the Setup file first in the current default directory, then in the directory containing the File Manager program file (FM.EXE), and finally in the directories in your DOS path (see *Appendix B: DOS and WordPerfect Office* for details on the DOS PATH command). If the Setup file is not found in any of these locations, a new one is created in the directory containing the File Manager program file. If for any reason the file cannot be created in that directory (e.g., insufficient network directory rights), it will be created in the current default directory.

Program Launch

This option lets you define functions for as many as 20 different file extensions. You can define as many as four Program Launch functions for each file extension and then perform one of these functions by moving to a filename with that extension and pressing one of the Program Launch keys. For details on how to use this feature, see *Program Launch* in *File Manager Reference*.

Confirm Replace

When Confirm Replace is on, File Manager alerts you when a file you are copying, moving, or renaming will replace another file. You can then confirm or cancel the replacement. When Confirm Replace is off, all replacements are made without stopping for confirmation.

To change the Confirm Replace setting,

1 Select Confirm **R**eplace (2) from the Setup menu.

2 Type **y** to turn on Confirm Replace.

or

Type **n** to turn off Confirm Replace.

The default setting is Yes (on).

Display

You can use the Display options to indicate how you want the screen to appear when you start File Manager.

Windows

To change the way the two directory list windows are displayed,

1 Select **D**isplay (3) from the Setup menu, then select **W**indows (1).

2 Select **H**alf Screen (1) if you want both directory lists displayed side-by-side in the same screen.

or

Select **F**ull Screen (2) if you want the directory lists displayed in separate screens.

List Options

You can use the List options to indicate whether you want a directory list displayed as a file list or directory tree.

1 Select **D**isplay (3) from the Setup menu.

2 Select List 1 (**L**eft Side) (2) to change the display setting for the first directory list.

or

Select List 2 (**R**ight Side) (3) to change the display setting for the second directory list.

3 Select Directory **T**ree (1).

or

Select **F**ile List (2).

Colors

Select this option to change the display colors for File Manager. The File Manager Colors feature is used in the same way as the Shell Colors feature (see *Colors* in *Shell Reference*).

Directory Look Method

Use the Directory Look Method options to indicate how you want the Look feature (see *Look* in *File Manager Reference*) to work in directory trees and file lists.

Directory Tree

By default, when you select Look or press Enter with the cursor on a directory in a tree, the contents (file list) of that directory are displayed in the other side of the screen (Half Screen mode) or in the other directory screen (Full Screen mode). You can also have File Manager automatically display the file list for the currently highlighted directory in a tree.

1 Select Directory **T**ree (4).

2 Select **M**anual (1) if you want to be able to display the file list for the currently highlighted directory in a tree by selecting **L**ook (6) or pressing **Enter**.

or

Select **A**utomatic (2) if you want the file list updated automatically each time you move the cursor to a different directory in a tree.

File List

By default, when you select Look or press Enter with the cursor on a directory name (<DIR> listing) in a file list, the current file list is replaced with the file list of the directory you selected. If you want, you can have File Manager prompt you for a directory path and filename pattern when you use the Look feature on a directory name. This lets you display a file list for a directory other than the one at the cursor and/or narrow the file list by entering a filename pattern.

1 Select **F**ile List (5).

2 Select **N**o Prompt (1) if you want to immediately display the file list for the directory at the cursor when you select **L**ook (6) or press **Enter**.

or

Select **P**rompt (2) if you want to be prompted for a directory path and filename pattern when you select **L**ook (6) or press **Enter** with the cursor on a directory name.

This setting has no effect when you select Look or press Enter with the cursor on the <CURRENT> directory. You are always prompted for a directory path and filename pattern when looking at the <CURRENT> directory.

Shell

If you start File Manager from the Shell menu, the Shell feature lets you return to the Shell menu without exiting File Manager. You can also save or append text files (e.g., WordPerfect, Notebook, and DOS files) or .WPG files (WordPerfect, PlanPerfect, or DrawPerfect graphics files) to the Shell clipboard. You can use the Shell feature from a Look screen to save a block of text from a file to the clipboard (see *Look* in *File Manager Reference*). You can then retrieve the contents of the clipboard into other programs.

The Shell clipboard is a special buffer that can be used to temporarily store information and transfer information between programs (see Clipboard *in* Shell Reference *for details).*

Go to Shell

To return to the Shell menu,

1 Press **Shell** (Ctrl-F1).

2 Select **G**o to Shell (1).

You can also press ***Switch to Shell*** *(Ctrl-Alt-Space Bar) to return to Shell with a single keystroke.*

An asterisk (*) appears next to the File Manager menu letter in the Shell menu to indicate that the program is still resident in memory. You can now start another program or use any of the Shell options.

To return to File Manager, make sure you are at the Shell menu, then type the File Manager menu letter (usually **f**).

Switch Program

You can use the Switch Program feature to move directly to other programs or options on the Shell menu without having to return to the Shell menu. Press **Switch Program** (Ctrl-Alt-*x*, where *x* is the menu letter or option number of the program or option you want to switch to).

Save/Append File to Clipboard

To save or append a text file or .WPG file to the Shell clipboard,

1 Move the cursor in a file list to the file you want to save or append.

2 Press **Shell** (Ctrl-F1).

3 Select **S**ave to Clipboard (2) to replace the contents of the clipboard with the text in the file.

or

Select **A**ppend to Clipboard (3) to append the text in the file at the end of the clipboard contents.

You cannot append WordPerfect files created in version 5.0 or later, but you can save them to the clipboard.

Be sure to use this feature with only text or .WPG files. Problems may occur if you attempt to save or append other types of files.

Word Search

This feature searches all or selected files in the current directory and generates a list of the files that contain a specific word pattern.

Performing a Word Search

Word Search looks through every file in the current directory list for a word pattern. You can narrow the search to selected files by marking the desired files with asterisks (*) before performing the steps below. (See *Mark* in *File Manager Reference* for details on marking files.)

1 Select **W**ord Search (9).

2 Enter a word pattern (see *Word Patterns* below).

A "* Please Wait *" message and the name of the file currently being searched is displayed at the bottom of the screen as the search is performed. The time required for the search depends on the number and sizes of the files you are searching.

The way files containing the word pattern are displayed when the search is completed depends on whether you marked files before starting the search. If you did not mark files, the file list is rebuilt after the search and only the files that contain the given word pattern are listed. If you marked files, the same file list is displayed after the search, but only those files in which the word pattern was found remain marked.

Viewing Found Word Patterns

Using the Look and Search features, you can view occurrences of the word pattern in any of the listed or marked files.

1 Move to the desired file in the list, then select **L**ook (6).

*You can also press **Enter** to select Look.*

The text of the files is displayed with the first occurrence of the word pattern highlighted. To find additional occurrences of the word pattern in the same file,

2 Press ♦**Search** (F2) twice.

*You can also press ♦**Search** (Shift-F2) twice to return to a previous occurrence.*

3 Press **Exit** (F7) to return to the file list.

The Look feature performs this function only in a file listed or marked by a word search.

You can also perform a word search when starting File Manager. Include a pathname, followed by a space, followed by a word pattern as the last startup option. For example,

u:\memos*.doc january,february

Word Patterns

The space, semicolon (;), comma (,), tilde (~), and dash (-) are used as logical operators in word patterns (see *Logical Operators* below for details). If a word pattern you enter naturally contains one of the logical operator characters, enclose the word pattern in quotes (e.g., "son-in-law").

The question mark (?) and asterisk (*) are used as wild cards.

You cannot, however, search for a wild card character that occurs in text.

When you enter a word pattern, all words or phrases containing those exact characters will be found. For example, if you enter **sue**, files containing the words *Sue*, en*sue*, pur*sue*d, and is*sue*d could be found. Thus, you will want to enter a precise word pattern. If you know that *sue* is always followed by a space, you could enter **sue** followed by a space to avoid finding most of the words listed above.

Word Search is not case sensitive. When you enter a word pattern that contains letters, all occurrences of that word pattern will be found, regardless of the case (uppercase or lowercase) of the letters in the word pattern.

The wild card characters and logical operators are described below. You can use wild card characters and logical operators within the same word pattern.

Wild Card Characters

A question mark (?) matches one character. An asterisk (*) matches zero or more characters.

Word Pattern	Finds
d?sk	All files containing a word pattern with one character between *d* and *sk* (e.g., *desk*, *disk*ette, *dusk*).
replace*disk	All files containing a word pattern with zero or more characters between *replace* and *disk* (e.g., "*replace the disk* in drive A," "*replace the original disk*ette").

Logical Operators

You can use the AND, OR, NOT, and BUT NOT logical operators to create a word pattern. These operators are represented by text characters.

AND (; *or* space)

Type a semicolon (;) or space between two word patterns to find all files that contain the first *and* second pattern. For example, **Bill;Sue** (or **Bill Sue**) would find all files that contain *both* Bill *and* Sue.

OR (,)
Type a comma (,) between two word patterns to find all files that contain at least the first *or* second pattern. For example, **Bill,Sue** would find all files that contain *either* Bill *or* Sue, or *both* Bill *and* Sue.

NOT (~)
Type a tilde (~) before a word pattern to find all files that *do not* contain the word pattern. For example, **~Sue** would find all files that *do not* contain Sue.

BUT NOT (-)
Type a dash (-) between two word patterns to find all files that contain the first word pattern, *but not* the second. For example, **Bill-Sue** finds all files that contain Bill, *but not* Sue.

You can combine more than one operator in the same pattern by using parentheses. For example, **Tom-(Bill,Sue)** finds all files that contain Tom, but not Bill or Sue.

▲

▲

▲

▲

▲

▲

Contents

Introduction to Notebook 165
Cancel 177
Compose 177
Date 178
Dial 179
Dial Setup 181
Exit 188
Help 188
List Display 189
List Display Format 193
List Files 198
Mark 200
Merge Records 201
Notebook File, Create 205
Options for Current Notebook 211
Print Options 216
Record Display 218
Record Display Format 220
Retrieve 225
Save 227
Search 228
Setup 232
Shell 237
Sort 239
WordPerfect and Notebook 240

Introduction to Notebook

Like a small database, Notebook lets you organize information for easy access. Each notebook file is like a computerized box of 3 x 5 index cards accompanied by an index that lists selected information from each card.

You can have as many Notebook files as you have interests. For example, you could have Notebook files that contain any of the following:

- Names, addresses, and phone numbers for everyone in your company
- Sources, subjects, and summaries of interesting articles
- Customers by company, address, and the key contact person

The applications are many.

If you have a modem, you can also use Notebook to dial phone numbers contained in a Notebook file.

This introduction gets you started and gives you a brief overview of Notebook. For more detailed information on specific features, refer to the alphabetically listed sections that follow the introduction.

Starting Notebook

To start Notebook from the Shell menu, type the appropriate menu letter (usually **n**), or move the cursor to the Notebook menu item and press **Enter**.

To start Notebook from DOS, change to the directory containing the Notebook program file (NB.EXE), then enter **nb**.

The options (switches) you can use when starting Notebook are briefly described below. For a more detailed explanation of these startup options and instructions on how to use them, see *Appendix K: Startup Options*.

Option	Action
filename	Retrieves the file indicated immediately after starting Notebook.
/cp-*x*	Tells Notebook which code page to use, overriding the code page selected in DOS.
/d-*%x*	Lets you run another copy of Notebook from the same directory.
/d-*pathname*	Redirects temporary files to the directory indicated.
/m-*macro name*	Executes the Shell macro indicated when you start Notebook.
/ns	Starts the non-sync version of the program, which may make color monitors run faster.
/nt-*x*	Overrides the default Network Type selection with the network type indicated by *x*.

Option	Action
/ps-*pathname*	Indicates where the Setup file is located.
/ss-*rows,columns*	Lets you change the default screen size.
/w-*x*	Lets you change the amount of work space for Notebook.

Notebook Terminology

To use Notebook, you should be familiar with several basic terms used in the program and throughout *Notebook Reference*.

Records

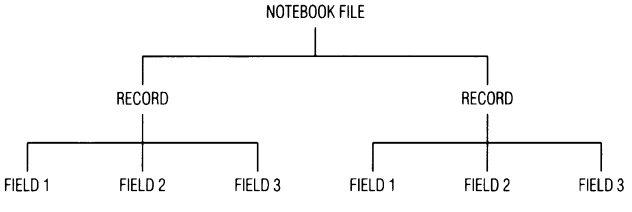
Continuing the analogy of 3 x 5 cards, each record is a single card containing related information.

Fields

A field is a *piece* of information (name, address, phone number, etc.) in a record. You decide how many fields to include in a record and what each field should represent.

Notebook File

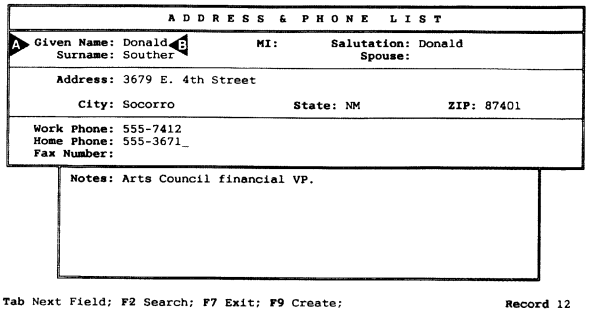
A Notebook file contains a group of records which, in turn, contain fields, as shown in the diagram below.



Record Display

The record display shows the fields in the current record.

A LABEL
B FIELD

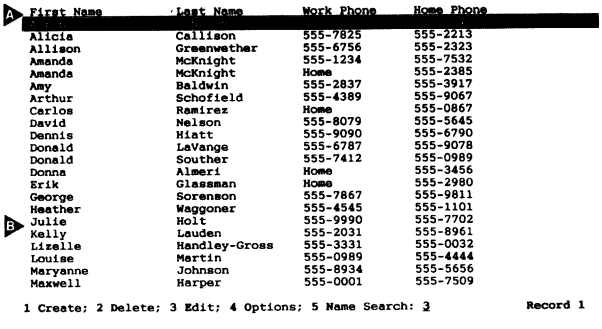


You can create the design of a record display (position and size of each field, field names, boxes, and labels) with the Record Display Format feature (see *Record Display Format* in *Notebook Reference*).

List Display

The list display is a customized *index* of all the records in the current Notebook file. Using list display options, you decide which fields from each record you want displayed in the list and in what order they should appear (see *List Display Format* in *Notebook Reference*). The names of the fields you choose are used as column titles. For example,

A FIELD TITLES
B RECORD



Model Files

WordPerfect Office includes several Notebook model files designed for specific applications. These files (described below) are empty except for several sample records, but the record display and list display in each file have already been set up for a specific type of record. You can use the files as they are or edit them to fit your needs.

See Record Display Format *and* List Display Format *in* Notebook Reference *for details on editing the format of the list display and record display.*

Using a Model File below gives instructions for using these files.

Address Book (ADDRESS.NB)

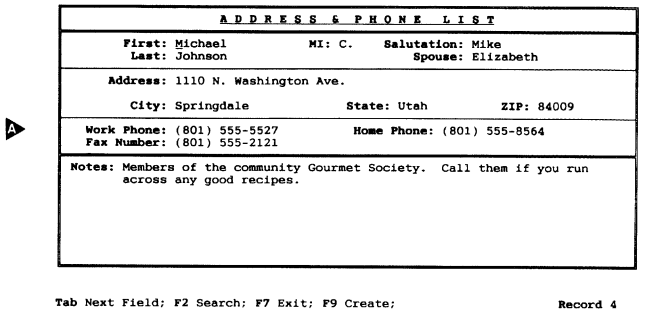
You can use the address book model file to enter information you would normally keep in a personal address book.

LIST DISPLAY



First Name	Last Name	Home Phone	Work Phone
[illegible]	[illegible]	[illegible]	[illegible]
Cynthia	Gottard	(801) 555-7413	(801) 555-9200
Juanita	Santos	(801) 555-5724	(801) 555-0118
Michael	Johnson	(801) 555-8564	(801) 555-5527

RECORD DISPLAY



ADDRESS & PHONE LIST

First: Michael **MI:** C. **Salutation:** Mike
Last: Johnson **Spouse:** Elizabeth

Address: 1110 N. Washington Ave.

City: Springdale **State:** Utah **ZIP:** 84009

Work Phone: (801) 555-5527 **Home Phone:** (801) 555-8564
Fax Number: (801) 555-2121

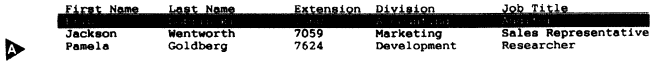
Notes: Members of the community Gourmet Society. Call them if you run across any good recipes.

Tab Next Field; **F2** Search; **F7** Exit; **F9** Create; **Record 4**

Employee List (EMPLOYEE.NB)

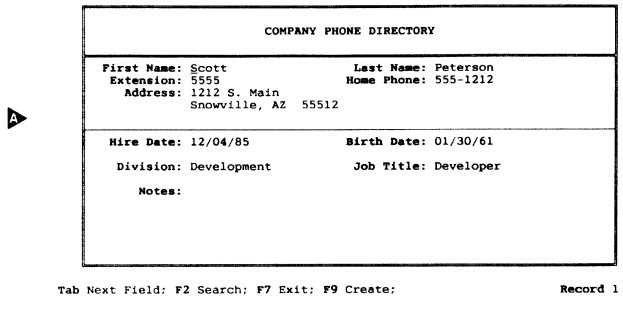
The employee list model file is designed to hold selected information about a company's employees.

A LIST DISPLAY



First Name	Last Name	Extension	Division	Job Title
Jackson	Wentworth	7059	Marketing	Sales Representative
Pamela	Goldberg	7624	Development	Researcher

A RECORD DISPLAY



COMPANY PHONE DIRECTORY

First Name: Scott **Last Name:** Peterson
Extension: 5555 **Home Phone:** 555-1212
Address: 1212 S. Main
Snowville, AZ 55512

Hire Date: 12/04/85 **Birth Date:** 01/30/61

Division: Development **Job Title:** Developer

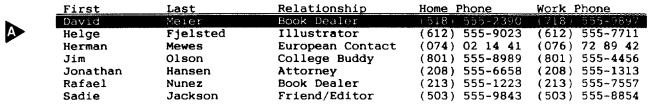
Notes:

Tab Next Field; F2 Search; F7 Exit; F9 Create; **Record** 1

Contact List (CONTACT.NB)

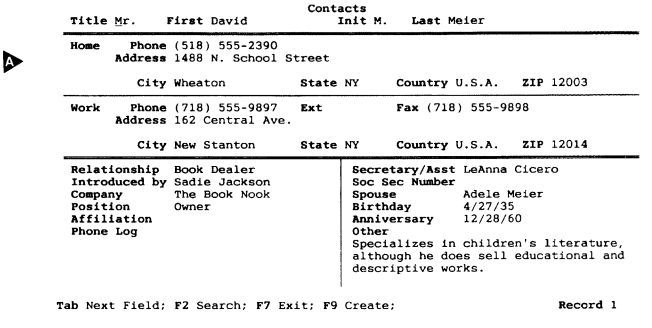
Use the contact list to record information about key business contacts.

LIST DISPLAY



First	Last	Relationship	Home Phone	Work Phone
David	Meier	Book Dealer	(518) 555-2390	(718) 555-9897
Helge	Fjelsted	Illustrator	(612) 555-9023	(612) 555-7711
Herman	Mewes	European Contact	(074) 02 14 41	(076) 72 89 42
Jim	Olson	College Buddy	(801) 555-8989	(801) 555-4456
Jonathan	Hansen	Attorney	(208) 555-6658	(208) 555-1313
Rafael	Nunez	Book Dealer	(213) 555-1223	(213) 555-7557
Sadie	Jackson	Friend/Editor	(503) 555-9843	(503) 555-8854

RECORD DISPLAY



Contacts

Title Mr. **First** David **Init** M. **Last** Meier

Home **Phone** (518) 555-2390
Address 1488 N. School Street

City Wheaton **State** NY **Country** U.S.A. **ZIP** 12003

Work **Phone** (718) 555-9897 **Ext** **Fax** (718) 555-9898
Address 162 Central Ave.

City New Stanton **State** NY **Country** U.S.A. **ZIP** 12014

Relationship Book Dealer
Introduced by Sadie Jackson
Company The Book Nook
Position Owner
Affiliation
Phone Log

Secretary/Asst LeAnna Cicero
Soc Sec Number
Spouse Adele Meier
Birthday 4/27/35
Anniversary 12/28/60
Other
Specializes in children's literature, although he does sell educational and descriptive works.

Tab Next Field; **F2** Search; **F7** Exit; **F9** Create; **Record** 1

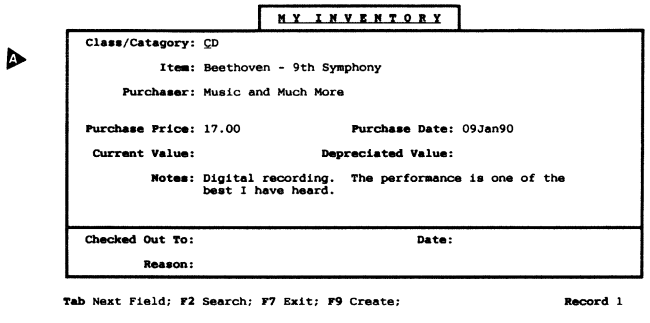
Inventory (INVENTOR.NB)

You can use this file to keep track of personal and small business inventory.

▲ LIST DISPLAY



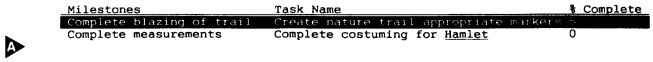
▲ RECORD DISPLAY



Project Tracker (PROJECT.NB)

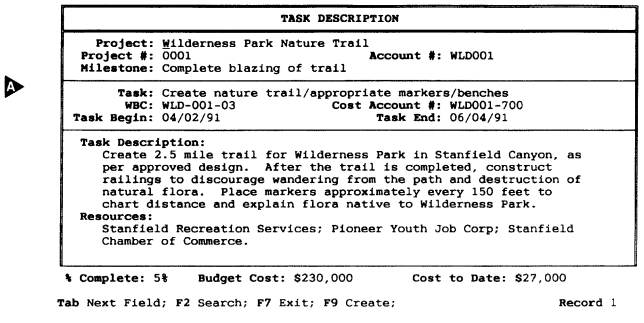
Use this file to keep track of important information for any project.

LIST DISPLAY



Milestones	Task Name	% Complete
Complete blazing of trail	Create nature trail appropriate markers	
Complete measurements	Complete costuming for Hamlet	0

RECORD DISPLAY



TASK DESCRIPTION

Project: Wilderness Park Nature Trail
Project #: 0001 Account #: WLD001
Milestone: Complete blazing of trail

Task: Create nature trail/appropriate markers/benches
WBC: WLD-001-03 Cost Account #: WLD001-700
Task Begin: 04/02/91 Task End: 06/04/91

Task Description:
Create 2.5 mile trail for Wilderness Park in Stanfield Canyon, as per approved design. After the trail is completed, construct railings to discourage wandering from the path and destruction of natural flora. Place markers approximately every 150 feet to chart distance and explain flora native to Wilderness Park.
Resources:
Stanfield Recreation Services; Pioneer Youth Job Corp; Stanfield Chamber of Commerce.

% Complete: 5% Budget Cost: $230,000 Cost to Date: $27,000

Tab Next Field; F2 Search; F7 Exit; F9 Create; Record 1

Using a Model File

The Notebook model files should be in the same directory as the WordPerfect Office program files.

If you are on a network and are not sure which directory that is, consult your system administrator.

To use a model file,

1 Start Notebook.

The first screen you see is called the list display. If the words "Empty Notebook" do not appear at the top of the screen, press **Exit** (F7), then type **n** twice to clear the screen.

2 Press **Retrieve** (Shift-F10), then enter the full pathname of the model file you want to retrieve (e.g., o:\office30\address.nb or c:\office30\address.nb). The model filenames are given in the section titles above.

The file is retrieved into Notebook, and a list of the records in the file appears in the list display. If the model file contains one or more sample records, you may want to look at the record display for the sample records to see how the file is used. Then, when you are ready to use the file, press **Mark/Unmark All**

(Home,* *or* Alt-F5) from the list display to mark all the sample files with asterisks. Select **D**elete (2), then type **y** to delete the sample records.

To add records to the file,

3 Select **C**reate (1) to create an empty record.

You can also press ***Create*** *(F9).*

The record display is a type of form you use to enter information in fields. The cursor rests in the first field in the record.

4 Type the information for the first field, then press **Tab** to enter the information and move to the next field.

If you make mistakes while typing, use the cursor movement and editing keys to correct the mistakes (see *Cursor Movement and Editing Keys* below).

5 Repeat step 4 above until you have entered information in all the fields. If you need to skip a field, simply press **Tab** without typing any information.

6 Press **Create** (F9) to create another empty record.

7 Repeat steps 4 through 6 above until you have added all the desired records.

8 Press **Exit** (F7) to return to the list display.

Selected fields from each record appear in columns in the list display. You can determine which fields are displayed using List Display Format (see *List Display Format* in *Notebook Reference*).

9 Press **Exit** again to begin exiting the file.

10 Type **y** at the save prompt.

The full pathname of the original model file appears at the prompt. If you are on a network, you need to save the file to a personal network directory or to a directory on your hard drive. If you are using WordPerfect Office PC on a stand-alone machine, you can replace the original file if you want.

11 If you are on a network, enter the full pathname to a file on a personal network directory or a directory on your hard drive (e.g., c:\nbfiles\address.nb). You can use a different filename if you want.

or

If you are using WordPerfect Office PC on a stand-alone machine, press **Enter**, then type **y** to replace the original file with the edited version.

12 Type **y** to exit the Notebook program.

To use the file you have just created, start Notebook and retrieve the file into an empty list display (see *Retrieve* in *Notebook Reference*). You can add records, and edit or delete existing records (see *Record Display* in *Notebook Reference*). You can also print the list display or record display (see *Print* in *Notebook Reference*).

Creating Your Own Notebook Files

You can design and create your own Notebook files using the Record Display Format and List Display Format features. See *Lesson 7: Notebook File Creation* in the *WordPerfect Office Workbook* for step-by-step instructions on creating a simple Notebook file. You can also refer to *Notebook File, Create* in *Notebook Reference* for more information.

File Format

Each Notebook file is stored as a WordPerfect secondary merge file. Notebook inserts the necessary field and record merge codes so you can merge a Notebook file with a WordPerfect primary merge file. You can also create Notebook files from existing secondary merge files.

Notebook is the ideal tool for creating and managing all the secondary files you use in WordPerfect merges. *Lesson 8: Notebook and WordPerfect* in the *WordPerfect Office Workbook* steps you through using a sample Notebook file in a WordPerfect merge. You can also see *WordPerfect and Notebook* in *Notebook Reference.*

Cursor Movement and Editing Keys

You can use the following cursor movement and editing keys in fields, in the Record Display Format screen, and at prompts.

Action	Keystroke
Character Left/Right	Left/Right Arrow (←/→)
Word Left/Right	Ctrl-Left/Right Arrow (Ctrl-←/→)
Line Up/Down	Up/Down Arrow (↑/↓)
Beginning/End of Line	Home,Left/Right Arrow (Home,←/→)
End of Line	End
First/Last Line	Home,Home,Up/Down Arrow (Home,Home,↑/↓)
Delete Character Left	Backspace
Delete Character at Cursor	Delete (Del)
Delete Word	Ctrl-Backspace
Delete to End of Line	Ctrl-End
Delete to End of Text	Ctrl-Page Down (Ctrl-PgDn)

For a list of the keys you can use to move the cursor in the list display and record display, see *List Display* and *Record Display* in *Notebook Reference.*

Function Key Features

The following is a list of the features you can access with function keys in Notebook. Some features can only be used from the list display (marked with an asterisk), while others can only be used from the record display (marked with

two asterisks). You can find details on each feature in the Notebook Reference section listed.

Feature	Reference Section
Bold (F6)**	Record Display Record Display Format
Cancel (F1)	Cancel
Create Record (F9)	Notebook File, Create Record Display
Date (Shift-F5)	Date
Dial (F4)	Dial
Exit (F7)	Exit
Help (F3)	Help
List Files (F5)*	List Files
Manual Dial (Shift-F4)	Dial
Mark/Unmark All (Alt-F5)	Mark
Middle (Shift-F9)*	List Display
Options (Shift-F8)*	Options for Current Notebook
Print (Shift-F7)	Print
Retrieve (Shift-F10)*	Retrieve
Save (F10)*	Save
♦Search (F2)	Search
♦Search (Shift-F2)	Search
♦Search and Mark (Alt-F2)	Search
♦Search and Mark (Ctrl-F2)	Search
Setup (Shift-F1)*	Setup
Shell (Ctrl-F1)	Shell
Sort (Ctrl-F9)	Sort
Switch (Shift-F3)	List Display Record Display
Underline (F8)**	Record Display Record Display Format

* *Accessed in list display*
***Accessed in record display*

Help

For help with using the features above or any Notebook feature, press **Help** (F3), then follow the on-screen instructions.

Function Key Template

You can display a template of the Notebook function keys by pressing **Help** (F3) twice.

Lessons

See *Lesson 6: Notebook Basics*, *Lesson 7: Notebook File Creation*, and *Lesson 8: Notebook and WordPerfect* in the *WordPerfect Office Workbook* for step-by-step instructions on using many Notebook features.

Cancel

The Cancel feature performs different functions depending on where you are in Notebook when you press Cancel.

Canceling Features and Prompts

Cancel (F1) can be used to *back out of* any Notebook feature, menu, or prompt. You may need to press Cancel more than once.

Restoring Deleted Records

Whenever you delete a record from the list display or record display, the record is saved to a temporary buffer until you delete another record or exit Notebook.

Records you mark and delete are not saved to the temporary buffer.

To restore a record,

1 Press **Cancel** (F1) from anywhere in the list display or record display.

A "Restore last deleted record?" prompt should appear at the bottom of the screen. If you are in the record display and you see the "Restore original field contents?" prompt, press **Cancel** again to display the "Restore last deleted record?" prompt. If no prompt appears, there is no record in the buffer to restore.

2 Type **y** to restore the record.

or

Type **n** if you decide not to restore the record.

Restoring Deleted Fields

Whenever you make changes to a record display field, the original field text is saved to a temporary buffer until you leave that field. You can restore the original text by pressing **Cancel** (F1), then typing **y** before you move to a different field.

Compose

Use the Compose feature to access characters from the WordPerfect character sets when entering information in the record display (see *Appendix M: WordPerfect Characters*).

To use Compose in a field in the record display,

1 Press **Compose** (Ctrl-2 or Ctrl-v).

Pressing **Ctrl-v** displays a "Key = " prompt at the bottom of the screen, and the keys you press in steps 2 through 4 below are displayed. Pressing **Ctrl-2**

displays no prompt and the keys you press do not appear on the screen. Both keystrokes, however, perform the same function.

2 Type the number of the character set containing the character you want to create.

3 Type a comma (,).

or

Press **Enter**.

4 Enter the number of the character you want to create.

For example, the German double s (ß) is character 23 in character set 1. To create this character, press **Compose**, then enter **1,23**.

Any character your graphics card is not capable of displaying is represented by a small box on your screen. The character will be printed, however, if your printer has that capability. Unprintable characters appear as spaces on the printed page.

To see which characters your graphics card can display, retrieve the CHARMAP.NB file (located in the WordPerfect Office program file directory) into an empty list display. Then print the file to see which characters your printer can produce.

Digraphs, Symbols, and Diacritics

Compose can also be used to access some of the more common digraphs, symbols, and diacritics from the WordPerfect character sets without your having to type the character set or character numbers.

After pressing Compose, type the two characters that represent the character you want to create. You do not need to type a comma or press Enter between the characters, nor do you need to press Enter after typing the second character. You can also type the characters in either order.

For example, press **Compose** (Ctrl-2), then type **ae** to create the æ character.

For a list of the character pairs you can use with Compose to create digraphs, symbols, and diacritics, see *Appendix M: WordPerfect Characters*.

Date

This feature lets you insert the current date into a field. You can also include the current time. You can use the default date format or customize the date/time format to fit your needs.

If your computer does not automatically keep the date and time current, you must enter them manually at the DOS level in order for Date to work properly (see your DOS manual).

Inserting a Date

To insert the current date into a field in the record display,

1. Use **Tab** to move to the desired field, then position the cursor where you want the date inserted in the field.
2. Press **Date** (Shift-F5) to display the Date menu.
3. Select Date **T**ext (1) to insert the date at the cursor position without replacing any existing text.

   or

   Select **R**eplace Date (2) to replace the text in the field with the date.

The date is inserted using the current date format.

Changing the Date Format

You can use the Options feature to change the date format for the current file only (see *Options for Current Notebook* in *Notebook Reference*). To change the default date format (the format used for all Notebook files you create), use Initial Settings on the Setup menu (see *Setup* in *Notebook Reference*).

Dial

If you have a modem, you can use the Dial feature to have Notebook dial telephone numbers contained in Notebook files. You can also enter a number from the keyboard using Manual Dial.

Setting Up the Dial Feature

Before you use Dial, you need to set up your modem. You also need to define dialing instructions for each of the fields you want to use to dial phone numbers. See *Dial Setup* in *Notebook Reference* for details.

Dialing Numbers

You can use Dial to dial phone numbers contained in the list display or record display, or you can use Manual Dial to enter a number from the keyboard.

Using Dial

To use Dial,

1. Move the cursor to the record in the list display that contains the number you want to dial.

   or

   Move the cursor to the field in the record display that contains the number you want to dial.
2. Press **Dial** (F4) to send the number to your modem.

If you receive an error message telling you that dialing instructions have not been defined, see Dial Setup *in* Notebook Reference *for details on setting up dialing instructions.*

If you are in the list display and there is more than one phone field displayed in the currently highlighted record, the "**Tab** Next Field" prompt is displayed. Use **Tab** to move to the desired field, then press **Enter** to send the number to your modem.

If you are in the record display and the cursor is not on a phone field, Notebook searches forward (from left to right and from top to bottom) for the first field containing a phone number and dials the first number it finds.

The number being dialed is displayed at the bottom of the screen. When the modem finishes dialing, Notebook displays a prompt telling you to press any key after picking up the phone.

Important: *Do not pick up your phone before dialing is completed. Doing so aborts the call.*

3 Pick up the receiver or turn on your speaker phone, then press any key to reset your modem.

Using Manual Dial

To use Manual Dial,

1 Press **Manual Dial** (Shift-F4) from the list display or record display.

2 Type the number you want dialed. You can include sequence letters if you want (see *Defining Dialing Instructions* under *Dial Setup* in *Notebook Reference* for details on sequence letters).

The number you type appears at the bottom of the screen. If you make a mistake, use Backspace to erase characters. When you are sure the number is correct,

3 Press **Enter** to send the number to the modem.

When the modem finishes dialing the number, Notebook displays a prompt telling you to press any key after picking up the phone.

Important: *Do not pick up your phone before dialing is completed. Doing so aborts the call.*

4 Pick up the receiver or turn on your speaker phone, then press any key to reset your modem.

Dial Setup

Setting up the Dial feature consists of setting up your modem and defining dialing instructions for phone fields in Notebook files.

Setting Up Your Modem

To set up your modem, press **Setup** (Shift-F1) from the list display, then select **M**odem (4).

```
Setup: Modem
     1 - COM Device (1-4)              1
     2 - Initialization String         Default Touch-Tone Dialing
     3 - Termination String            Default Termination




Selection: 0
```

The default settings for Modem Setup are COM device (serial port) 1 with initialization and termination strings for a Touch-Tone modem that uses the AT command set. If you need to change any of these settings, refer to the appropriate sections below.

When you finish with the Modem Setup screen, press **Exit** (F7) until you return to the editing screen.

COM Device

To change the COM device (serial port) setting, select **C**OM Device (1), then type the number (1 through 4) that corresponds to the serial port to which your modem is attached. COM ports 3 and 4 are not always recognized by your computer the way COM ports 1 and 2 are. When you start your computer, the input/output (I/O) addresses of your ports are installed as part of the startup process. However, most computers do not install the addresses of COM ports 3 and 4.

If your modem is hooked up to the COM3 or COM4 port and you have problems getting the Dial feature to work, the I/O address set for the port in your computer may not be the I/O address where Notebook is looking for that port. Notebook looks for COM3 at 3E8-3FF hex and COM4 at 2E8-2EF hex.

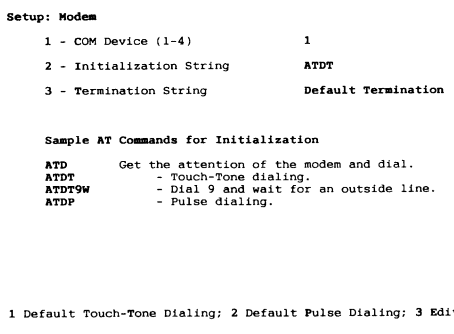
Check your modem manual and the I/O address setting for your port to make sure it matches the one listed above. Change the I/O address of your modem if it does not match.

Initialization String

The initialization string prepares the modem to receive dialing instructions.

To change the initialization string,

1 Select **I**nitialization String (2) from the Modem Setup menu.



You can select a predefined initialization string for a Touch-Tone or pulse dialing modem that uses the AT command set or enter a different string for any other type of modem.

2 Select Default Touch-**T**one Dialing (1).

or

Select Default **P**ulse Dialing (2).

or

Select **E**dit (3), then edit the current string.

If you select either of the default options, the initialization string for that type of modem is entered for you and the new setting appears next to the Initialization String option. These initialization strings contain only the necessary codes. You can add other commands if you want.

If you select Edit, the current initialization string is displayed for you to edit. When editing the string, you can insert any of the AT commands or codes listed in the lower half of the screen and any other commands from the AT command set.

Termination String

To change the termination string,

1 Select **T**ermination String (3) from the Modem Setup menu.

You can select the predefined termination string for a modem that uses the AT command set or enter a different string for any other type of modem.

2 Select **D**efault Termination (1).

or

Select **E**dit (2), then edit the current termination string.

If you select Default Termination, the termination string for a modem that uses the AT command set is entered for you, and "Default Termination" appears next to the Termination String option. This termination string contains only the necessary commands. You can add other commands if you want.

If you select Edit, the current termination string is displayed for you to edit. When editing the string, you can insert any of the AT commands or codes listed in the lower half of the screen and any other commands from the AT command set.

Important: *Some modems react differently to the default termination string. If, after you set up your modem, Dial works the first time, then does not work with subsequent calls, the termination string is most likely causing the problem. Find the correct termination string in your modem manual (usually under "Termination String" or "Hang-Up String"), then enter that termination string in place of the default termination string.*

Modem Parameters

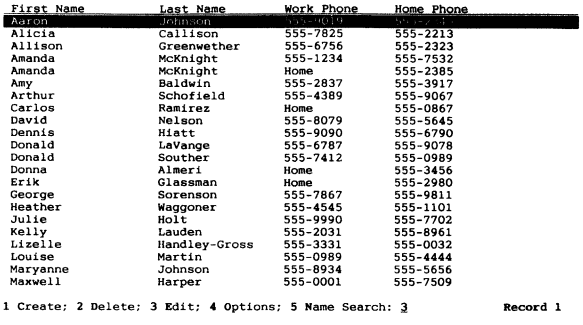
When dialing, Notebook communicates with your modem using the following parameters: 300 baud, eight data bits, two stop bits, no parity.

It is important to realize that Notebook does not actually *control* your modem; it only sends your modem numbers and codes.

Your modem has a command buffer that may limit the number of characters you can send (see your modem manual for details). The default buffer size for many modems is 40 characters.

Defining Dialing Instructions

Notebook fields that contain phone numbers are called *phone fields*. You must define dialing instructions for each phone field of each Notebook file you want to use with the Dial feature.



First Name	Last Name	Work Phone	Home Phone
Aaron	Johnson	[illegible]	[illegible]
Alicia	Callison	555-7825	555-2213
Allison	Greenwether	555-6756	555-2323
Amanda	McKnight	555-1234	555-7532
Amanda	McKnight	Home	555-2385
Amy	Baldwin	555-2837	555-3917
Arthur	Schofield	555-4389	555-9067
Carlos	Ramirez	Home	555-0867
David	Nelson	555-8079	555-5645
Dennis	Hiatt	555-9090	555-6790
Donald	LaVange	555-6787	555-9078
Donald	Souther	555-7412	555-0989
Donna	Almeri	Home	555-3456
Erik	Glassman	Home	555-2980
George	Sorenson	555-7867	555-9811
Heather	Waggoner	555-4545	555-1101
Julie	Holt	555-9990	555-7702
Kelly	Lauden	555-2031	555-8961
Lizelle	Handley-Gross	555-3331	555-0032
Louise	Martin	555-0989	555-4444
Maryanne	Johnson	555-8934	555-5656
Maxwell	Harper	555-0001	555-7509

1 Create; 2 Delete; 3 Edit; 4 Options; 5 Name Search: 3 Record 1

For example, if the records in a file contain two phone fields called Home Phone and Work Phone, you will need to define dialing instructions for phone numbers in the Home Phone field and separate dialing instructions for phone numbers in the Work Phone field.

Phone field dialing instructions are saved with the Notebook file and remain in effect until you change them.

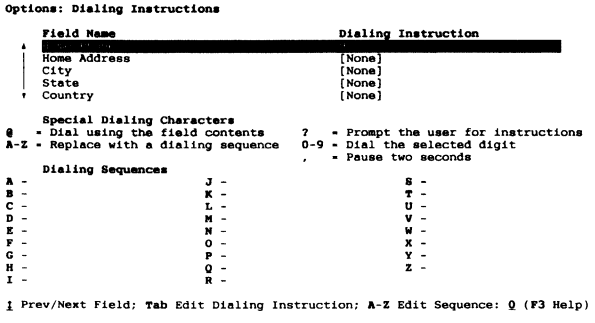
To define dialing instructions for a phone field,

1 Retrieve a Notebook file containing one or more phone fields.

2 Select **O**ptions (4) from the list display.

*You can also press **Options** (Shift-F8).*

3 Select **D**ialing Instructions (7).



The cursor rests on the first field in the field list. If there are more fields than can be displayed in the list, an arrow appears to the left of the list.

4 Use **Down Arrow** (↓) or **Up Arrow** (↑) to move forward or backward through the list of field names until the cursor rests on the desired field.

5 Use **Tab** to move the cursor to the Dialing Instructions column, then enter the dialing instructions.

Dialing instructions can consist of any combination of numbers, special dial characters, and sequence letters up to 29 characters (see *Numbers*, *Special Characters*, and *Sequence Letters* below). The dialing instructions must at least include the *at* symbol (@), which is the special character that tells Notebook to dial the number in the field.

6 If there are one or more other phone fields in the file, repeat steps 4 and 5 above for each additional phone field.

7 Press **Exit** (F7) twice to save the changes and return to the list display.

Numbers

An *at* sign (@) in the dialing instructions tells Notebook to dial the number in the current field (see *Special Characters* below). Any numbers you include in dialing instructions are added to the phone number in the current phone field when the number is dialed, depending on their position relative to the *at* sign. If a number(s) is inserted before the *at* sign, it becomes a prefix to the number in the phone field; if it is inserted after the *at* sign, it becomes a suffix.

For example, if your phone system requires that you dial 9 to get an outside line, you could enter **9@** as the dialing instructions for a phone field containing local outside numbers.

Special Characters

The following special characters can be used in dialing instructions to perform the actions indicated:

Name	Character	Action
Dial	@ (*at* sign)	Tells Notebook to dial the numbers in the current field. (The dialing instructions for a field must at least include this character.)
Prompt	? (question mark)	Prompts for special dialing characters and waits for the user to enter them.
Pause	, (comma)	Tells your modem to pause dialing for two seconds. (Your modem may be set for a different pause value.)

If you include a question mark to prompt for dialing instructions, any dialing instructions the user enters are inserted into the existing dialing instructions at the location of the question mark.

Unrecognized symbols such as a dash, a space, and parentheses are ignored, and can therefore be included when entering phone numbers in fields (e.g., (800) 555-1212).

Sequence Letters

Sequence letters are one-character abbreviations for a particular sequence of numbers and/or special characters. After defining a sequence (see *Defining a Sequence* below), you can insert the corresponding sequence letter in the dialing instructions. When you dial a number, the sequence letter in the dialing instructions is replaced with the sequence it references.

Special Phone Numbers

If a record contains a phone number that needs dialing instructions different than other numbers in the same phone field, you must make the adjustment within the field itself. You can use special characters (except @) and sequence letters to insert dialing instructions in a field.

For example, suppose you have a file in which all the records except one contain local phone numbers in the phone field. You should enter local dialing instructions for the phone field. Then, switch to the record display for the record containing the odd phone number, move to the phone field, and add the necessary long distance prefix to the phone number.

Defining a Sequence

To define a sequence,

1 Select **O**ptions (4) from the list display.

*You can also press **Options** (Shift-F8).*

2 Select **D**ialing Instructions (7).

3 Select a sequence letter (A to Z) to move the cursor to that letter.

4 Enter the sequence.

5 Press **Exit** (F7) twice to return to the list display.

The sequence can contain any combination of numbers, special characters, and other sequence letters (up to 20 characters). Once you define a sequence, you can insert the corresponding sequence letter in dialing instructions to use the sequence.

Unlike individual dialing instructions that are saved with specific files, sequences you define are for the entire Notebook program. In other words, the sequences on the Dialing Instructions Options screen are the same no matter which file you retrieve into Notebook.

Repeat the steps above each time you want to define or redefine a sequence. Bear in mind that if you redefine a sequence, the new sequence definition will be used for the dialing instructions of every field that references that sequence.

Example

A good example of when you might want to use a sequence is for a number you use to charge phone calls. These numbers are usually quite long. If you don't use a sequence for the number, you must enter the entire number in the dialing instructions for each phone field in which you want to charge calls.

The sequence shown below is an example for a 14-digit calling card number assigned to sequence letter C:

,,,,,,00000000000000

Notice that the sequence contains six commas. This pauses modem dialing for approximately 12 seconds to wait for the special tone that signals you to enter your charge number.

Now suppose you have a Notebook file whose phone field contains long distance numbers (including area codes). If you need to dial 9 to get an outside line, you could enter **90@C** as the dialing instructions for that field. The 9 accesses an outside line, the 0 dials the operator, the @ dials the number in the field, and the C dials the sequence containing your charge number.

Exit

This feature performs different functions depending on where you are in Notebook when you press Exit.

List Display

If you are in the normal list display screen (no feature menus displayed), Exit lets you exit the current file. You can then exit or remain in Notebook.

Important: *Always be sure to exit properly before you turn off your computer.*

1 Press **Exit** (F7) to begin the exiting process.

Notebook asks if you want to save the current file.

2 Type **y**, then enter a filename to save the file.

or

Type **n** to exit the file without saving it.

If you typed **y** and are exiting a file you have previously saved, the filename last used to save the file appears at the prompt. If you want to preserve the original, enter a different filename. If you want to replace the original file with the edited version, press **Enter** to use the original filename. Notebook asks you to confirm replacement of the file with the same name. Type **y** to replace the original, or type **n** and enter a new filename if you change your mind.

You are then asked if you want to exit Notebook.

3 Type **y** to exit Notebook.

or

Type **n** to remain in Notebook and clear the list display.

Record Display

Pressing **Exit** from the record display returns you to the list display.

Feature Menus and Screens

From most menus and screens, pressing **Exit** returns you to the screen from which you selected the feature.

Help

You can use the Help feature to display information about Notebook features.

To get help with the Notebook program,

1 Press **Help** (F3) from the list display or record display.

The main Notebook Help screen is displayed with instructions for using the Help feature.

2 Press any function key, cursor movement key, or editing key to view information about the feature assigned to that key.

or

Type one of the letters in the topical guide to learn about a specific topic.

or

Press **Help** again to display the Notebook function key template.

If the information for the feature or topic occupies more than one screen, the message "**1** More" appears at the bottom of the screen. Type **1** to view successive screens on the same feature or topic.

You can return to the main Help screen at any time while in Help by pressing **Escape** (Esc).

When you finish using Help,

3 Press the **Space Bar** or **Enter** to exit the Help feature.

Context-Sensitive Help

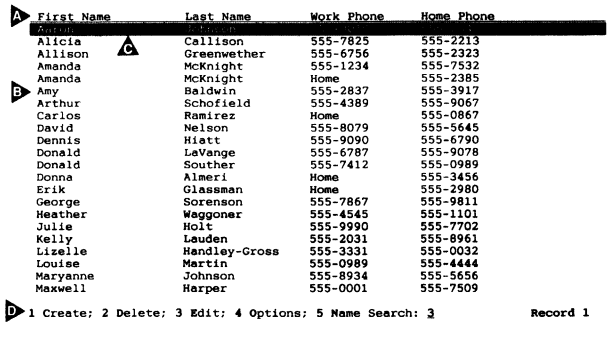
You can also access Help from any menu or prompt to display information about the feature you are using. For example, if you press **Setup** (Shift-F1) and then press **Help** (F3), information about the Setup feature is displayed.

List Display

When you start Notebook, the first screen that appears is the list display. Unless you use the auto-retrieve filename (see *Save* in *Notebook Reference*), the words "Empty Notebook" appear at the top of the list display when you start Notebook.

After you create or retrieve a Notebook file, the list display serves as an *index* to the records contained in the file. Each line in the list display contains one or more fields of information from one record in the current Notebook file.

A FIELD TITLES
B RECORD
C CURSOR
D LIST DISPLAY OPTIONS



You decide which fields from the record display should appear in the list display (see *List Display Format* in *Notebook Reference*). The fields in the list display are arranged in columns, using the selected field names as column titles.

You cannot edit information from the list display. All record information that appears in the list display must be entered and edited from the record display.

Cursor Control

The cursor in the list display is a reverse video bar that highlights a single record. The records in the list are numbered, and the number of the currently highlighted record appears in the lower right corner of the screen (along with the number of currently marked records, if any are marked).

You can use any of the methods described below to scroll through the list display, to move to specific records, and to switch to the record display for the currently highlighted record.

Cursor Movement Keys

Use the following keys to move through a list display:

Action	Keystroke
Record Up/Down	Up/Down Arrow (↑/↓)
Screen Up/Down	Home,Up/Down Arrow (Home,↑/↓)
	Screen Up/Down (–/+ on the number pad)
First/Last Record	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

Enter

You can press **Enter** to move to the record display of the currently highlighted record.

*You can also select **E**dit (3) or press **Switch** (Shift-F3) to switch to the record display.*

Go To

Press **Go To** (Ctrl-Home), then enter a record number to move the cursor directly to that record.

Middle

Press **Middle** (Shift-F9) to shift the list display so the currently highlighted record is in the middle of the screen.

This feature will not work if the cursor is resting on a record that is above the middle of the first (top) screen of the list display.

Name Search

To move the cursor directly to a record with a specific name in the first field, use the Name Search feature (see *Name Search* below).

Scroll Lock

When Scroll Lock is off, press **Scroll Lock** to anchor the cursor at the current position. Then, when using the cursor movement keys, the records scroll past the cursor instead of the cursor scrolling through the records.

Press **Scroll Lock** again to return to normal cursor movement.

List Display Options

The options at the bottom of the list display screen let you manage the list of records and change the default settings for several Notebook features. The default settings are the settings in effect when you start Notebook.

Create

Use this option to create a new record in the current Notebook file.

1 Select **C**reate (1).

*You can also press **Create** (F9).*

An empty record appears.

2 Enter the necessary information in the fields of the record (see *Record Display* in *Notebook Reference*).

3 Press **Exit** (F7) to save the new record and return to the list display.

If you want, you can create more records or perform other record display functions before exiting.

If Auto-Sort is on, Notebook re-sorts the list display, and the new record appears in its appropriate location. If Auto-Sort is off, the new record is inserted at the current cursor position.

*To turn Auto-Sort on or off for the current Notebook file, use the Options feature (Shift-F8,3,y/n). If Auto-Sort is off, you can sort the list display manually by pressing **Sort** (Ctrl-F9), then typing **y**.*

Delete

To delete one or more records from the list,

1 Move the cursor to the record you want to delete.

or

Move the cursor to a record you want to delete, then type an asterisk (*) to mark the record. Do this for each record you want to delete.

The number of marked records appears in the lower right corner of the screen.

2 Select **D**elete (2).

*You can also press **Delete** (Del) or **Backspace**.*

If no records are marked, Notebook asks you to confirm deletion of the record at the cursor. If one or more records are marked, you are asked to confirm deletion of the marked records.

3 Type **y** to confirm the deletion.

or

Type **n** to cancel the deletion.

If you typed **n** to cancel the deletion of marked records, Notebook asks if you want to delete the record at the cursor. Repeat step 3 above.

Restoring Deletion
When you delete a record, it is saved to a temporary buffer until you delete another record or exit Notebook. To restore the most recently deleted record, press **Cancel** (F1) from the list display or record display, then type **y** at the prompt.

Edit

Select **E**dit (3) to switch to the record display for the record at the cursor. You can then edit the existing information or enter information in empty fields (see *Record Display* in *Reference*).

*You can also press **Enter** or **Switch** (Shift-F3) to switch to the record display for the currently highlighted record.*

While in the record display, you can press **Page Up** (PgUp) or **Page Down** (PgDn) to move to the record display for the previous or next record in the list display.

Options

Select **O**ptions (4) to set up the list display and record display, and to change the default settings for the current Notebook file only (see *Options for Current Notebook* in *Notebook Reference*).

Any changes you make with Options are saved with the Notebook file. The Setup default settings are restored when you exit the file (see *Setup* in *Notebook Reference*).

Name Search

To move directly to a record in the list,

1 Select **N**ame Search (5).

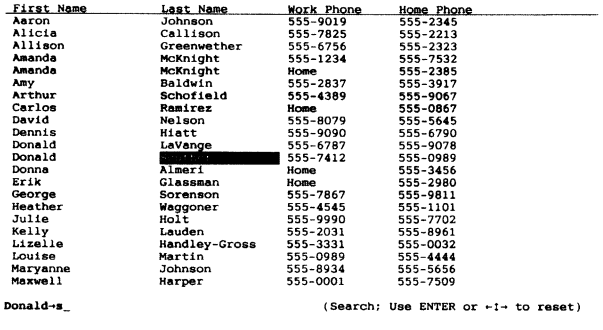
2 Begin typing the characters in the first sorting field of the record you want to find.

The cursor moves to the record whose first sorting field most closely matches the characters you type.

The field that Name Search searches through depends on which field appears first in the sort list (see *Sort List* under *List Display Format* in *Notebook Reference*). The first sorting field does not have to be displayed in the list display for Name Search to find names in that field.

3 If necessary, continue typing characters until the cursor rests on the desired record.

If there is more than one record with the same first field, you can continue the name search on successive fields by pressing **Tab** to move to the next sorting field (not necessarily the next displayed field). When you press Tab, the characters you typed are replaced by the text in the first field, followed by an arrow to indicate that the search has now moved to the next field. To continue searching for the desired record, start typing the characters you want to find in the new field .



First Name	Last Name	Work Phone	Home Phone
Aaron	Johnson	555-9019	555-2345
Alicia	Callison	555-7825	555-2213
Allison	Greenwether	555-6756	555-2323
Amanda	McKnight	555-1234	555-7532
Amanda	McKnight	Home	555-2385
Amy	Baldwin	555-2837	555-3917
Arthur	Schofield	555-4389	555-9067
Carlos	Ramirez	Home	555-0867
David	Nelson	555-8079	555-5645
Dennis	Hiatt	555-9090	555-6790
Donald	LaVange	555-6787	555-9078
Donald	[redacted]	555-7412	555-0989
Donna	Almeri	Home	555-3456
Erik	Glassman	Home	555-2980
George	Sorenson	555-7867	555-9811
Heather	Waggoner	555-4545	555-1101
Julie	Holt	555-9990	555-7702
Kelly	Lauden	555-2031	555-8961
Lizelle	Handley-Gross	555-3331	555-0032
Louise	Martin	555-0989	555-4444
Maryanne	Johnson	555-8934	555-5656
Maxwell	Harper	555-0001	555-7509

Donald→s_ (Search; Use ENTER or ←I→ to reset)

4 Press **Enter** or an arrow key to end the name search.

List Display Format

The List Display Format feature lets you decide which fields from the record display appear in the list display. You can also indicate the order of the fields and the display size of each field.

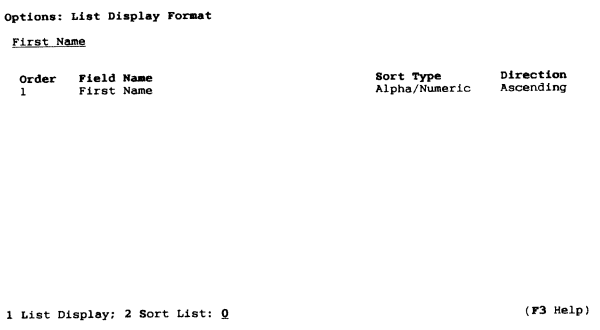
This section explains the features and options available in List Display Format. For step-by-step instructions on setting up a list display, see Notebook File, Create *in* Notebook Reference.

To use the List Display Format feature,

1 From the list display, select **O**ptions (4).

*You can also press **Options** (Shift-F8).*

2 Select **L**ist Display Format (2) from the Options for Current Notebook menu.



3 Select **L**ist Display (1) from the List Display Format menu, then make the desired changes (the options are described below).

4 Press **Enter** or **Exit** (F7) to save the changes and return to the List Display Format menu.

Notebook asks if you want to update the sort list to match the new list display. Notebook uses the information in the sort list to sort the records in the list display. Type **y** to update the sort list, or type **n** to leave it as it is. If you type **y**, the fields that appear in the list display appear in the sort list in the same order. The sort type and direction default to Alphabetic/Numeric and Ascending, respectively.

If you want to change the sort list,

5 Select **S**ort List (2) to change the sort criteria for list display fields (see *Changing the Sort List* below).

6 Press **Enter** or **Exit** save the changes and return to the Options menu.

7 Press **Exit** to return to the list display.

*If you change the sort list and Auto-Sort is on, the list display is re-sorted when you exit the List Display Format screen. If Auto-Sort is off, you can re-sort the list manually by pressing **Sort** (Ctrl-F9), then typing **y** after you return to the list display.*

List Display Options

The List Display options are described below.

Next/Previous Field

When you add fields to a list display (see *Insert* below), Notebook inserts an empty space between each field. If the cursor is currently in a field, pressing Tab or Shift-Tab moves the cursor to the space after or before the field. If the cursor is currently on a space between fields, pressing Tab or Shift-Tab moves the cursor to the field on the right or left.

Size

Use this option to adjust the size of a field or the space between fields. With the cursor resting on a field or space, press **Left Arrow** (←) to decrease the size or press **Right Arrow** (→) to increase the size.

The current field display size or space size is displayed in the lower right corner of the screen.

Name

This option lets you select which field name from the record display will appear as a list display column. With the cursor on a field, press **Down Arrow** (↓) to scroll forward through the field names or press **Up Arrow** (↑) to scroll backward through the names. Stop on the desired name.

You can also display the desired field by typing the first character in the field name.

Insert

Press **Insert** (Ins) to add a field at the cursor. Any fields to the right of the cursor are shifted to the right to make room for the new field. If the cursor is on a field rather than a space when you press Insert, that field is also shifted to the right.

The name that appears in an added field is always the name of the first field in the record display. The default display size for an added field is seven characters. Use the Name and Size options to change the default name and size.

Delete

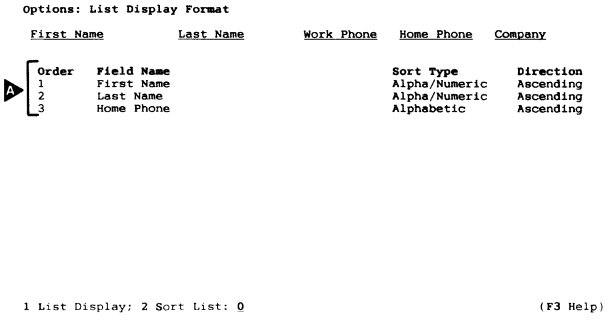
Use this option to delete a field from the list display format. Press **Delete** (Del) or **Backspace**, then type **y** to delete the highlighted field or type **n** to cancel the deletion. Deleting a field from a list display format means only that the field will no longer appear in the list display. This option does not delete the field from the record display.

Changing the Sort List

Notebook uses the information in the sort list to sort the records in the list display. Using the Sort List options, you decide which fields to use for sorting and how each field should be sorted.

The sort list is organized into four columns, as shown below.

SORT LIST



The numbers in the Order column indicate the order of the fields in the list and depend entirely on where you insert each sort field. The order numbers are automatically updated when you edit the list. The remaining columns (Field Name, Sort Type, and Direction) contain settings that you can change individually for each field in the sort list.

After selecting **S**ort List (2) from the list Display Format menu, use the following cursor movement keys to move the cursor to a specific setting.

Action	Keystrokes
Previous/Next Setting	Left/Right Arrow (←/→) Shift-Tab/Tab
Line Up/Down	Up/Down Arrow (↑/↓)

As you move the cursor from column to column, the options for the current column (setting) appear at the bottom of the screen. The settings are described below.

Field Name

From the Field Name column, you can delete or change the name of the field at the cursor, or insert a new field name at that position in the list. You can include up to 14 field names in the sort list.

Important: *The number of field names in the sort list has a direct effect on the time it takes to sort the records in the list display. We recommend that you only include the field names you think are necessary for an accurate sort, especially when defining the sort list for a large file.*

To delete the field name at the cursor, press **Delete** (Del).

To select a different field for the current sort position, type the first letter in the name of the desired field. (If necessary, you can continue to type that letter to scroll through the other field names that begin with the same letter.) You can also select a different field name by pressing the **Space Bar** repeatedly to scroll through all the field names until you reach the desired one.

To add another field name to the sort list, move the cursor to where you want the field name inserted, then press **Insert** (Ins). The field name at the cursor and all field names below it are moved down to make room for the new one. By default, the new field is assigned the first field name from the record display.

Sort Type

There are two sort types: alphabetic/numeric and alphabetic. To change the sort type for a field,

1. Move the cursor to the Sort Type setting for the desired field.
2. Select Alphabetic/Numeric (1).

   or

   Select Alphabetic (2).

*You can press the **Space Bar** to toggle between the two settings.*

Alphabetic/Numeric is the default Sort Type setting.

In an alphabetic sort, each character in a field, including numbers, is evaluated separately.

1
10
2
25

In the example above (sorted in ascending order), the number 10 is sorted before the number 2 because the first digit of 10 has a lower value than the first digit of 2.

Always select Alphabetic as the sort type for fields containing such items as phone numbers or ZIP codes.

In an alphabetic/numeric sort, the entire group of numbers in a field is evaluated. In an alphabetic/numeric sort, the numbers in the example above would be sorted as shown below.

1
2
10
25

Direction

You can sort each field in ascending or descending order. To change the sort direction,

1 Move the cursor to the Direction setting for the desired field.

2 Select **A**scending (1).

or

Select **D**escending (2).

*You can press the **Space Bar** to toggle between the two settings.*

Ascending is the default Direction setting.

Ascending order sorts the field from the lowest alphabetic/numeric or alphabetic value to the highest. Descending order sorts the field from highest to lowest value. When sorting, numbers have a lower value than letters.

List Files

The List Files feature is a miniature version of File Manager within Notebook. With List Files, you can perform many of the functions you can in File Manager. The following features work the same in both File Manager and List Files:

- Copy
- Delete
- Look
- Move/Rename
- Name Search
- Other Directory
- Word Search

In List Files, you cannot block information and save it to the Shell clipboard from a Look screen like you can in File Manager. Also, there is no menu option for Mark in List Files as there is in File Manager, but you can mark files by typing an asterisk (*).

This section tells you how to access List Files and how to change the default directory. For more explanation of List Files and the options listed above, see *File Manager Reference*.

Displaying a File List

To display a list of the files in a directory,

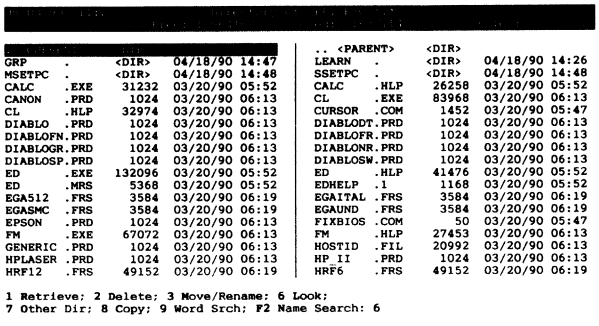
1 Press **List Files** (F5) from the list display.

A "Directory:" prompt appears at the bottom of the screen, followed by the path of the current default directory.

2 Press **Enter** to display the list of files for the current default directory.

or

Enter a new path to list the files in a different directory.



3 Use the options in the List Files menu to manage your files. The Retrieve option (which does not exist in File Manager) is described below.

4 Press **Exit** (F7) to return to the list display.

Retrieve

To retrieve a file into Notebook, move the cursor to the name of a file, then select **R**etrieve (1).

If there is already a file active, the retrieved file is immediately merged with the active file if the field names and order in the two files are the same. If the field names and order are not the same, Notebook displays the Merge Records screen so you can indicate how you want the differing fields merged (see *Merge Records* in *Notebook Reference*).

Changing the Default Directory

The default directory is the directory whose path is displayed when you press List Files. If you do not include a directory path with the filename when you save or retrieve a file, Notebook saves the file to or attempts to retrieve the file from the default directory.

To change the default directory with List Files,

1 Press **List Files** (F5) from the list display.

2 Type an equal sign (=), then enter the path of the new default directory (e.g., c:\work).

3 Press **Cancel** (F1) to return to the list display.

or

Press **Enter** to list the files in the new default directory.

You can also change the default directory with Other Directory on the List Files menu (see Other Directory *in* File Manager Reference*).*

Mark

You can use Mark to select a group of records in the list display or a group of files in List Files. You can then press a feature key to perform a function on all the records or files in the group at once instead of individually.

Marking Records

You can mark records from the list display or record display, but you can select features that affect marked records only from the list display.

List Display

To mark a record in the list display, move the cursor to the desired record, then type an asterisk (*). If no records have been marked, you can mark all the records in the list display at once by pressing **Mark/Unmark All** (Home,* *or* Alt-F5). As you mark records, a count of the marked records is displayed at the bottom of the screen.

To find and mark records that contain a specific word pattern, use the ♦Search and Mark or ♦Search and Mark feature (see *Search* in *Notebook Reference*).

You can unmark records in the list display one at a time by moving to a marked record, then typing an asterisk (*). To unmark all marked records at the same time, press **Mark/Unmark All** (Home,* *or* Alt-F5).

Record Display

To mark the current record in the record display, press **Mark/Unmark All** (Home,* *or* Alt-F5). An asterisk appears in the lower right corner of the screen.

In the record display, Mark/Unmark All only marks or unmarks the currently displayed record. You cannot mark or unmark all records at one time from the record display.

To unmark the currently displayed record, press **Mark/Unmark All** (Home,* *or* Alt-F5).

Features

From the list display, you can use the following features with marked records:

- Append to Clipboard (Ctrl-F1,3)
- Delete (Del)
- Print (Shift-F7)

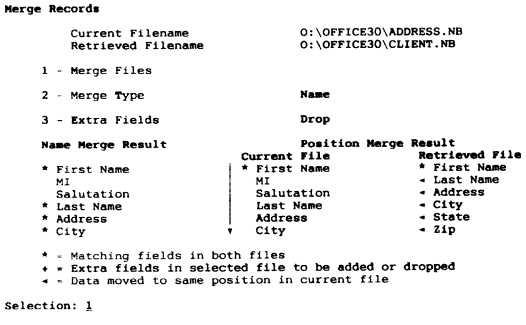
- Save (F10)
- Save to Clipboard (Ctrl-F1,2)
- ♦Search/♦Search (F2/Shift-F2)
- ♦Search and Mark/♦Search and Mark (Alt-F2/Ctrl-F2)

Moving to Marked Records

In the list display or record display, you can move directly to the next or previous marked record by pressing **Home,Page Down** (Home,PgDn) or **Home,Page Up** (Home,PgUp).

Merge Records

If the field names and order are not the same when you retrieve a file from disk or records from the clipboard into an active file, Notebook displays the Merge Records screen. This screen gives you several options for merging records from dissimilar files.



Merge Type

When you select a merge type, you indicate how you want all records to appear after the retrieved records are combined with the active ones. Information in the current file is not disturbed by a record merge. Empty fields may be appended to the current records, but existing fields are never deleted from the current file.

You can choose from two types of merges for merging dissimilar records: Name Merge and Position Merge.

To select a merge type,

1 Select Merge **T**ype (2).

2 Select **N**ame Merge (1).

or

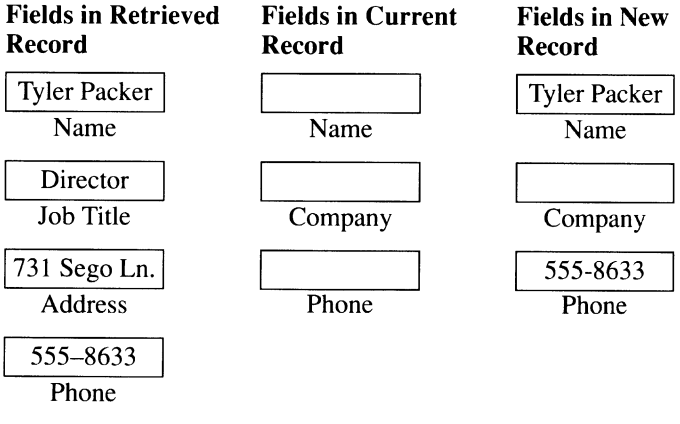
Select **P**osition Merge (2).

The default setting is Name Merge unless there are no field names that match.

Name Merge

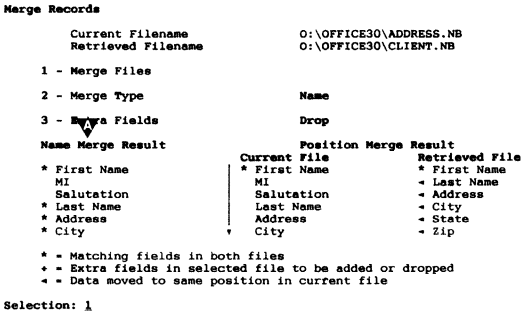
If you perform a Name Merge with dissimilar records, the retrieved records will have the same fields as the current records. As the records are retrieved, Notebook compares the field names to the current field names and, by default, drops any fields in the retrieved records that do not match (see *Extra Fields* below for instructions on how to add the fields).

Record Merge does not distinguish between uppercase and lowercase letters when comparing field names.



The Name Merge Result column in the Record Merge screen shows what the result of a name merge with the current files will be.

▲ NAME MERGE RESULT



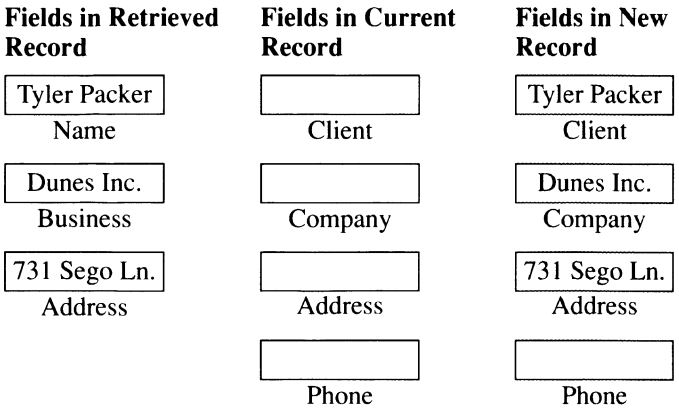
The fields in the current records are displayed first. Any of the current field names that match field names in the retrieved records are marked with an asterisk (*). The extra fields (if any) from the retrieved records are displayed last and are marked with a plus sign (+).

Position Merge

As with a name merge, retrieved records in a position merge will have the same fields as the current records. In fact, the fields in the retrieved records are simply renamed to match those in the current records, and no consideration is given to field names of the retrieved records.

By default, if the retrieved records contain more fields than the current records, the extra fields are dropped (see *Extra Fields* below for instructions on how to add the fields). If the retrieved records have fewer fields than the current records, empty fields are added to the retrieved records.

The diagram below illustrates what happens in a position merge.



The merged records will have a phone field, but it will be empty.

The Position Merge Result column in the Record Merge screen shows what the result of a position merge with the current files will be.

▲ POSITION MERGE RESULT

```
Merge Records

        Current Filename              O:\OFFICE30\ADDRESS.NB
        Retrieved Filename            O:\OFFICE30\CLIENT.NB

    1 - Merge Files

    2 - Merge Type                    Name

    3 - Extra Fields                  Drop

    Name Merge Result                 Position Merge Result
                                   Current File          Retrieved File
    * First Name                   * First Name          * First Name
      MI                             MI                  ◄ Last Name
      Salutation                     Salutation          ◄ Address
    * Last Name                      Last Name           ◄ City
    * Address                        Address             ◄ State
    * City                         ▼ City                ◄ Zip

    * = Matching fields in both files
    + = Extra fields in selected file to be added or dropped
    ◄ = Data moved to same position in current file

Selection: 1
```

The column on the left lists the fields in the current file, and the column on the right lists the fields in the retrieved file. Fields in the Retrieved File column are marked with arrows (◄) that point to the corresponding fields (fields in the same position) in the Current File column. If there are more fields in the Retrieved File column than in the Current File column, the extra fields are marked with a plus sign (+).

If any fields are in the same position and have the same field names, they are marked with an asterisk in both columns. This is for your information; it does not change the way the position merge is performed.

Extra Fields

You can use the Extra Fields option to indicate what you want Notebook to do with extra fields from the retrieved file.

1 Select **E**xtra Fields (3).

2 Select **A**dd Extra Fields (1).

or

Select **D**rop Extra Fields (2).

The default setting is Drop Extra Fields.

If you select Add Extra Fields, the retrieved records keep fields marked as extra in the Merge Records screen (see *Name Merge* and *Position Merge* above), and those fields are added at the end of each current record. After the merge, the records in the current file will contain no data in the extra fields brought in from the retrieved file.

Merge Files

After you indicate what type of merge you want performed and what you want done with extra fields, select **M**erge Files (1) or press **Exit** (F7) to perform the merge. You are returned to the list display, and the retrieved records are added to the list.

*Press **Cancel** (F1) if you decide not to perform the merge.*

If Auto-Sort is on, the retrieved records are sorted to their appropriate positions in the list. If Auto-Sort is off, the retrieved records are added at the bottom of the list.

Notebook File, Create

Creating a Notebook file requires some creativity on your part. In fact, the organization and content of a Notebook file depend entirely upon you. Since there is no single "right way" to create a Notebook file, this section suggests some steps and guidelines you can follow to create a file. If you want to step through the making of a sample Notebook file, see *Lesson 7: Notebook File Creation* in the *WordPerfect Office Workbook*.

Organizing Your Ideas

The first thing you will do when creating a Notebook file is set up the record display. The record display is like an electronic form you will later fill in with the information for the Notebook file. Just as you would design a form and have it printed, the Record Display Format feature lets you design and save the record display for a particular file.

Before setting up the record display, take some time to decide how many fields (individual pieces of information) you want in the records of the file, and give each field a descriptive name. Remember that all records in the file will have

the same fields. Also, try to determine what the largest piece of information for each field will be to get an idea of how large you will need to make the fields.

Next, decide how you want the fields in the record display arranged. It may help to draw the fields on paper so you can refer to a plan when you actually set up the record display. You can enclose the fields in a box and partition off the fields with lines to better organize the information. You can easily create lines and boxes in Record Display Format with the Line Draw feature.

Finally, add any text (labels) that will make the record display easier to use. For example, you could label the fields and add a record title.

The following is a rough sketch of a record display design for a Notebook file that will contain records of clients.



Setting Up the Record Display

To set up the record display,

1 Start Notebook.

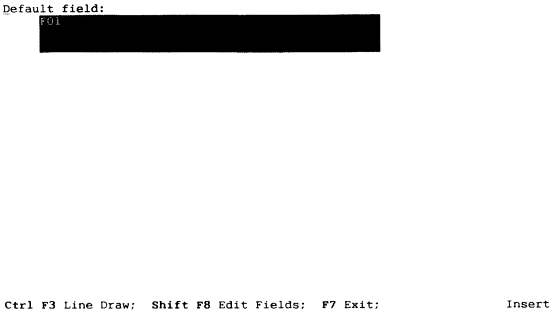
If the words "Empty Notebook" do not appear at the top of the list display, press ***Exit*** *(F7), then type* ***n*** *twice to clear the screen.*

2 Select **O**ptions (4) to display the **Options** for Current Notebook menu.

You can also press ***Options*** *(Shift-F8).*

3 Select **R**ecord Display Format (1).

A screen similar to the one below is displayed.



The area displayed in reverse video is the default field, which will be the first field in your record display. The default field name is F01. The text above the field ("Default field:") is the default label for the first field.

For now, you will want to delete the default label and move the field to the bottom of the screen so you can create the design of the record display with the Line Draw feature.

4 With the cursor at the beginning of the default label, press **Delete to End of Line** (Ctrl-End) to delete the label.

5 Press **Edit Fields** (Shift-F8), then press **Home,Down Arrow** (Home,↓) to move the field to the bottom of the screen.

You do not need to select an option before moving the field because Position is the default Edit Fields option.

6 Press **Exit** (F7) to exit the Edit Fields mode.

7 Press **Home,Home,Up Arrow** (Home,Home,↑) to move the cursor back to the top of the screen.

8 Press **Line Draw** (Ctrl-F3), then use the Line Draw options to duplicate the design you drew on paper. (See *Line Draw* under *Record Display Format* in *Notebook Reference* for details on using the Line Draw feature.)

If you create boxes to contain the fields, make sure the boxes are big enough to hold both the field and the field label.

9 Press **Exit** when you finish your design.

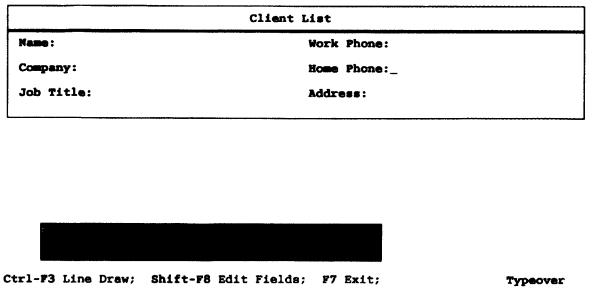
When you draw a box with Line Draw, the area inside the box is filled with spaces. For this reason, use the Typeover mode to type labels (field titles, record titles, comments, etc.). If you use Insert mode, any spaces and Line Draw characters after the characters you type are moved to the right as the text is inserted.

10 If the Insert/Typeover indicator at the bottom right of the screen is "Insert," press **Insert** (Ins) to change to Typeover mode.

11 Type labels for each of the fields you will create. Use **Backspace** if you need to delete characters.

***Important**: Do not use Delete (Del) to delete characters. The position of Line Draw characters is not protected when you use Delete.*

When typing labels, you can use Bold (F6) and Underline (F8) (see *Labels* under *Record Display Format* in *Notebook Reference* for details on using Bold and Underline).



You are now ready to create the fields for the record display, beginning with the field you moved to the bottom of the screen.

12 Press **Edit Fields**.

Position is the default Edit Fields option.

13 Use the arrow keys with or without Home to position the field after the first label in the record display.

The display size of a field is adjusted in relation to the upper left corner of the field. When positioning the field, you only need to make sure that the upper left corner of the field (the *anchor*) is in the correct position.

14 Select **N**ame (3), then enter the field name. You can use the same name you used for the field label, if you want.

Keep in mind that field names are used for column titles in the list display.

15 Select **S**ize (1) from the Edit Fields menu, then use the arrow keys to adjust the size of the field.

16 Select **C**reate (4) to begin creating the next field.

A new field, with a default name of F02, is created directly below the first. You are prompted to enter a new name for the field.

17 Enter the field name.

18 Use the Position and Size options to position and adjust the size of the new field.

Don't be concerned if portions of lines disappear while you are positioning fields. The lines will be restored when you exit the Edit Fields mode.

19 Repeat steps 16 through 18 above until you have created all the fields.

If you need to adjust a field you have already inserted, use Tab or Shift-Tab while in the Edit Fields mode to move to the field, then make the desired changes.

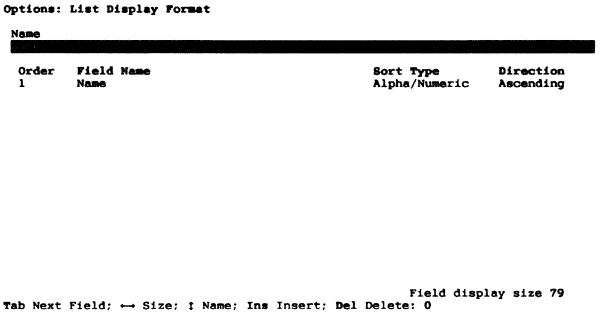
20 Press **Exit** to save the new record display, then press **Exit** again to return to the Options for Current Notebook menu.

Setting Up the List Display

The next step in creating a Notebook file is setting up the list display. You need to indicate which fields from the record display you want displayed as columns of information in the list display.

To set up the fields in the list display,

1 Select **L**ist Display (2) from the Options for Current Notebook menu, then select **L**ist Display (1) from the List Display Format menu.



By default, only the first field from the record display appears in the list display, with the field name as the column title. Both the field and the column title appear in the List Display Format screen, with the field in reverse video. The default size of the first field is the width of the screen.

2 If you do not want to use the current field for the first field in the list display, use **Up Arrow** (↑) or **Down Arrow** (↓) to scroll through the field names displayed in the reverse video bar. Stop on the desired name.

You can also type the first letter of a field name to display that field.

3 Use **Left Arrow** (←) and **Right Arrow** (→) to adjust the size of the field column. The current size (in screen columns) is displayed in the lower right corner of the screen.

4 Press **Tab** to position the cursor for the next field you will add.

5 Press **Insert** (Ins) to add a new field.

A new field appears to the right of the cursor. Each field you add will display the first record display field name as the default field name.

6 Repeat steps 2 through 5 above until you have added all the desired fields.

7 Press **Exit** (F7) to save the changes.

Notebook asks if you want to update the fields in the sort list to match the fields in the list display. Notebook uses the information in the sort list to sort the records in the list display.

8 Type **y** if you want the fields in the list display and the sort list to match.

or

Type **n** if you want to leave the sort list as it is.

At this point, you can select **S**ort List (2) to change which fields appear in the sort list, the type of sort (alphabetic/numeric or alphabetic), and the sort direction (ascending or descending) of each field (see *List Display Format* in *Notebook Reference* for details).

9 Press **Exit** twice to return to the list display.

The names of the fields you added to the list display format now appear as column titles on the title line of the list display.

Adding Records

You now need to add the records you want stored in the Notebook file.

1 Select **C**reate (1) from the list display to display an empty record.

*You can also press **Create** (F9).*

2 Type the information for the field in which the cursor is resting.

You can use Bold (F6) and Underline (F8) for field text (see *Creating a Record* under *Record Display* in *Notebook Reference* for details on using Bold and Underline). If you make a mistake while typing text, use Backspace and Delete (Del) to delete characters.

3 Press **Tab** to save the information and move to the next field.

*You can press **Shift-Tab** to move to a previous field.*

4 Repeat steps 2 and 3 above for each field in the record.

When you have entered all the fields for the current record,

5 Press **Create** (F9) to save the record and display another empty record.

6 Repeat steps 2 through 5 above until you have added all the desired records.

7 Press **Exit** (F7) to return to the list display.

The list display fields from the added records are displayed.

Saving the Notebook File

To save the file and exit Notebook,

1 Press **Exit** (F7) from the list display, then type **y** to save the file on the screen.

If this is the first time you are saving a Notebook file, Notebook displays the auto-retrieve filename as the default name for the current file. The Notebook file with the auto-retrieve name is automatically retrieved into Notebook each time you start the program. If you are on a network, the auto-retrieve filename is *XXX*_FILE.NB (where *XXX* represents your file ID, usually your initials). If you are using WordPerfect Office PC on a stand-alone machine, the auto-retrieve filename is NOTEBOOK.NB.

2 Press **Enter** to use the auto-retrieve filename for the current file.

or

Enter a different filename if you want to reserve the auto-retrieve filename for some other file.

Unless you include an extension when entering a filename, Notebook adds a .NB extension to the filename.

3 Type **y** to exit Notebook.

Options for Current Notebook

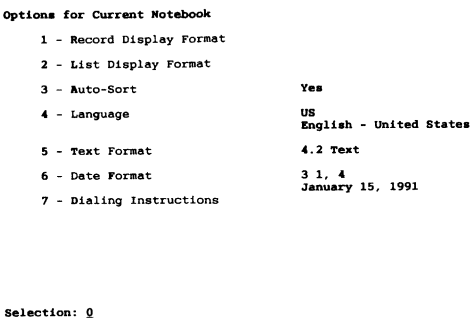
Use the Options for the Current Notebook feature to perform the following tasks:

- Create or edit the record and list displays.
- Turn Auto-Sort on and off.
- Select a language for sorting sequence and date display.
- Change the text format.
- Change the date format.
- Enter and edit dialing instructions for use with the Dial and Manual Dial features.

To perform any of the above tasks,

1 From the list display, select **O**ptions (4).

You can also press ***Options*** *(Shift-F8).*



2 Select an option and make the desired changes (the options are described below).

3 Press **Exit** (F7) until you return to the list display.

Any changes you make with Options affect only the current Notebook file. When you exit the file, the Options settings are saved with the file and the Setup default settings are restored for the next file.

To change the default settings for all Notebook files you create in the future, use the Setup feature (see Setup *in* Notebook Reference*).*

Record Display Format

Select this option to access the Record Display Format screen from which you can edit the record display of the current Notebook file (see *Record Display Format* in *Notebook Reference*).

List Display Format

Select this option to access the List Display Format screen from which you can edit the list display and choose how to sort the records in the current Notebook file (see *List Display Format* in *Notebook Reference*).

Auto-Sort

Select this option, then type **y** to turn on Auto-Sort or type **n** to turn off Auto-Sort for the current Notebook file.

With Auto-Sort on, if you change the sort list in List Display Format, the entire file will be re-sorted when you return to the list display. If you change the information in a record, the record is sorted to its proper location.

Language

Use this option to change to a sorting sequence for a specific language and to specify the language of date names and times inserted with the Date feature.

Select Language (4), then enter the two-character code that represents the language you want to select for the current Notebook file (see *Initial Settings* under *Setup* in *Notebook Reference* for a list of the language codes). If you enter an unrecognized language code, the setting defaults to your WordPerfect Office package language.

If you enter a valid language code but Notebook does not have access to the correct language file (WP.LRS), the language will not be listed, and Notebook will use the default language for date names and items.

Changing the Language setting for a Notebook file does not affect dates and times you have already inserted with the Date feature. It only affects those you insert from that point forward.

Text Format

Use this option to change the text format of the current Notebook file. Select Text Format (5), then select the desired format (WordPerfect 4.2, WordPerfect 5.0, or WordPerfect 5.1). The Notebook file is converted when you save the file.

The default setting is WordPerfect 4.2.

Date Format

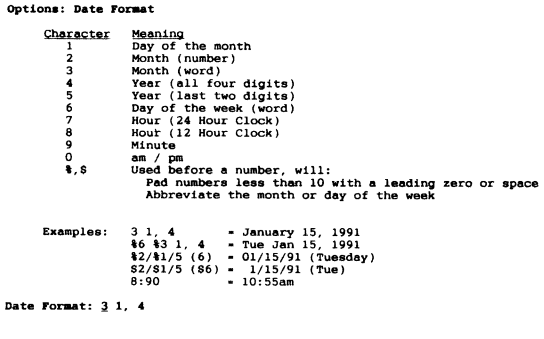
Use the Date Format option to change the format of dates and times you insert with the Date feature from now until you exit the current Notebook file.

To change the default date format, use the Setup feature (see Setup *in* Notebook Reference*).*

To temporarily change the date format,

1 Select Date Format (6).

You can also press ***Date*** *(Shift-F5) from the list display.*



2 Use the special characters listed to enter a new format (up to 30 characters). Include any text characters (spaces, commas, colons, etc.) you want to appear in the date.

Examples of date formats are included at the bottom of the screen. The default date format is the format currently entered in Setup (see *Initial Settings* under *Setup* in *Notebook Reference*).

Any changes you make to the date format affect dates you insert into the current file from that point forward. Dates already inserted in the file are not affected.

The current Language setting affects the way dates and times are displayed (see Language *above).*

Dialing Instructions

If you have a modem, you can use Notebook to dial telephone numbers contained in the fields of Notebook records (see *Dial* in *Notebook Reference*). Use the Dialing Instructions option to enter or edit the instructions Notebook needs to dial telephone numbers (see *Dial Setup* in *Notebook Reference*).

Print

The Print feature lets you print all or selected records in the list display. The printed list has the same information as the list display. You can also print individual record displays.

Important: *Before using the Print feature, you must select a device and a printer (see* Selecting a Device *and* Selecting a Printer *below). If you plan to use a network printer, you may need to redirect a print device before printing (see* Appendix D: Network Printers *for details).*

Printing from the List Display

If you want to print a list of all the records in the list display, skip to step 2. Otherwise,

1 Move to a record you want to include, then type an asterisk (*) to mark the record. Do this for each record you want included in the printed list.

2 Press **Print** (Shift-F7) to display the Print menu.

3 Select **O**ptions (2) to make sure the margin and page length settings are correct. If you need to change any settings, see *Print Options* in *Notebook Reference*.

4 After checking the Print Options, press **Exit** (F7) to return to the main Print menu.

5 Select **P**rint (1) to send the list to the printer.

The printed records appear just as they do in the list display.

Printing from the Record Display

To print the currently displayed record,

1. Press **Print** (Shift-F7) to display the Print menu.
2. Select **O**ptions (2) to make sure the margin and page length settings are correct. If you need to change any settings, see *Print Options* in *Notebook Reference*.
3. After checking the Print Options, press **Exit** (F7) to return to the main Print menu.
4. Select **P**rint (1) to send the record to the printer.

Selecting a Device

To select a print device,

1. Press **Print** (Shift-F7) from the list display or record display.

The currently selected device is displayed after the Device or File option (LPT1 is the default print device). If the device is correct, skip to step 4 below. Otherwise,

2. Select **D**evice or File (3) to display the device options at the bottom of the screen.
3. Select an LPT (parallel) port (1 through 3).

   or

   Select a COM (serial) port (4 = COM1, 5 = COM2, 6 = COM3).

   or

   Select **D**evice or Filename (8), then enter the name of the device or the full pathname of the file to which you want to print. If you enter a filename, print jobs are saved in the file with all the codes normally sent to the printer.

If you are on a network and you selected Device or Filename, Notebook asks if the name you entered is a network printer. Type **y** if the device is a network printer, or type **n** if the device is not a network printer or if you entered a filename.

If you typed **y**, *Notebook will print to the network printer only if you have taken the steps necessary to redirect the print device (see* Appendix D: Network Printers*).*

After you select a device, you are returned to the main Print menu.

4. Select **P**rint (1) to send the current list display or record display to the print device or file you selected.

   or

   Press **Exit** (F7) to return to the main Notebook screen without printing anything.

Selecting a Printer

To select a printer definition (driver),

1 Press **Print** (Shift-F7) from the list display or record display.

The currently selected printer definition is displayed after the Select Printer option (GENERIC is the default printer definition). If the printer definition is correct, skip to step 4 below. Otherwise,

2 Choose Select Printer (4).

A list of printer names is displayed.

If no list appears, the printer definition (.PRD) files are missing from the WordPerfect Office program directory. If you are on a network, contact your system administrator. If you are using WordPerfect Office PC on a stand-alone machine, you will need to run Install again (found on the WordPerfect Office PC 1 disk) to install the printer files.

3 Find the name of your printer (or the name of the printer your printer emulates), then enter the corresponding number to select that printer.

If you can't find your printer in the list (or a printer that your printer emulates), select GENERIC.

You are returned to the Print menu with the new printer selection displayed next to the Select Printer option.

4 Select **P**rint (1) to send the current list display or record display using the printer definition you just selected.

or

Press **Exit** (F7) to return to the current list display or record display without printing anything.

Important: *If Line Draw Characters do not print correctly with the printer you selected, the printer definition file many need to be edited to change codes sent to the printer for these characters. You or your system administrator (if you are on a network) can edit printer definitions with the WordPerfect Office Printer program (WPOPTR.EXE) included with WordPerfect Office. See* Appendix N:WPOPTR Program *for details.*

Print Options

Use the Print options to adjust the page length and margins and to indicate the number of lines you want printed on each page.

To use the Print options,

1 Press **Print** (Shift-F7) from the list display or record display.

2 Select **O**ptions (2) to display the Print Options menu.

3 Select an option and make the desired change (the options are described below).

Any changes you make to Print Options settings become the new default settings and remain in effect until you change them again.

4 Press **Exit** (F7) to return to the Print menu.

5 Select **P**rint (1) to print the list display or record display and exit the Print feature.

or

Press **Exit** to exit the Print feature without printing anything.

Page Length

Use this option enter the number of lines the page can hold.

Your printer prints six lines per inch if it is set to 10 pitch. The default page length is 66 lines (or 11").

Number of Lines

With this option, enter the maximum number of lines you want printed on each page. This setting also determines the bottom margin of the page.

The default setting is 54 lines. When added to the default top margin (six lines), this leaves a six-line (1") margin at the bottom of the page.

Top Margin

Enter the number of lines you want to leave blank for a top margin. The default is six lines (1").

Left/Right Margin

For these settings, enter a screen column number for the left and right margins.

There are approximately 10 columns per inch. The default setting for the left margin is column 0, and the default setting for the right margin is 79 (about 1/2" in from the right edge of a page that is 8 1/2" wide).

Record Display

The record display is the *form* you use to enter information in the fields of a record. You also use the record display to view the fields of existing records and edit the information contained in the fields.

You can create the fields and design the record display with the Record Display Format feature (see *Notebook File, Create* and *Record Display Format* in *Notebook Reference*). Or you can use the Notebook model files in which the record displays have already been created (see *Introduction to Notebook* in *Notebook Reference*).

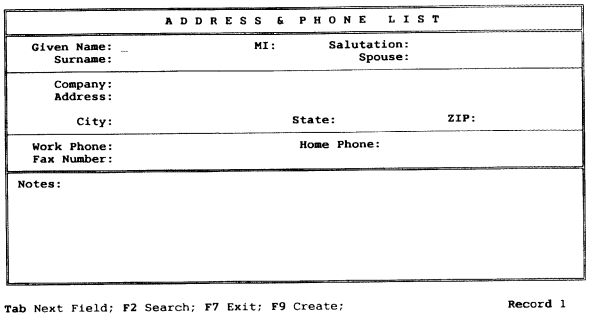
Creating a Record

To create a new record from the list display of a Notebook file,

1 Select **C**reate (1).

*You can also press **Create** (F9).*

An empty record display appears with the cursor in the first field, as in the screen below.



2 Type the information for the field in which the cursor is resting.

You can use Bold (F6) and Underline (F8) when typing text in a field (see *Bold and Underline* below).

You are not limited by the displayed size of the field when entering information. In fact, you can enter as many as 4000 normal characters in a single field, regardless of the display size of the field. As you enter more text than can be displayed, the existing text is scrolled out of the field to make room for the new text.

If you make mistakes while typing text, use Backspace and Delete (Del) to delete characters. You can also press **Cancel** (F1) to restore the original contents of the field.

3 Press **Tab** to save the information and move to the next field.

*You can press **Shift-Tab** to move to a previous field.*

If you type more text than can fit in the displayed field, only those characters that will fit, starting with the first character, are displayed. To view or edit the undisplayed text, use Tab to move the cursor to that field, then use the cursor movement keys to scroll the undisplayed text into the field.

4 Repeat steps 2 and 3 above for each field in the record.

When you have entered all the fields for the current record,

5 Press **Exit** (F7) to return to the list display.

or

Press **Create** (F9) to save the record and display another empty record. Repeat steps 2 through 5 above until you have added all the desired records, then press **Exit** (F7) to return to the list display.

The added record(s) appears in the list display. If Auto-Sort is on, all the records are re-sorted and the added record(s) appears in the appropriate location(s). If Auto-Sort is off, the added record(s) is inserted into the list display at the cursor.

Bold and Underline

You can use Bold and Underline while entering text in fields.

1 Press **Bold** (F6) or **Underline** (F8) to turn on Bold or Underline.

When you turn on Bold or Underline, the record number in the lower right corner of the screen appears with that attribute.

2 Type the text you want bolded or underlined.

3 Press **Bold** or **Underline** again to turn off the attribute.

You can use both Bold and Underline on the same text.

Viewing a Record

To view a record from the list display,

1 Move the cursor to the desired record, then select **E**dit (3) to switch to the record display.

*You can also press **Enter** or **Switch** (Shift-F3) to switch to the record display.*

All the fields for that record are displayed in the current record display format.

2 When you finish viewing the record, press **Exit** (F7) to return to the list display.

Editing a Record

To edit the information in a record display,

3 Move the cursor to the desired record in the list display, then select **E**dit (3) to switch to the record display.

*You can also press **Enter** or **Switch** (Shift-F3) to switch to the record display.*

4 Use **Tab** or **Shift-Tab** to move to a field you want to edit, then edit the text in the field. Repeat this step until you have edited all the desired fields.

When editing text, you can use any of the cursor movement or editing keys (see *Cursor Movement and Editing Keys* under *Introduction to Notebook* in *Notebook Reference*). You can also use Bold (F6) and Underline (F8) (see *Bold and Underline* above).

While editing a field, you can press **Cancel** (F1), then type **y** to restore the original text. You cannot, however, restore a field once you have moved to a different field.

5 Press **Exit** (F7) to save the changes and return to the list display.

Deleting a Record

You can delete a record from the list display or record display. From the list display, select **D**elete (2), then type **y** to delete the currently highlighted record. From the record display, press **Home,Delete** (Home,Del), then type **y** to confirm the deletion.

When you delete a record, it is saved to a temporary buffer until you delete another record or exit Notebook. To restore the most recently deleted record, press **Cancel** (F1) from the record display or list display, then type **y**.

*If the cursor is in a field you have just changed, pressing **Cancel** lets you restore the original text of that field rather than the most recently deleted record. To restore the record, press **Cancel** again, then type **y** at the prompt.*

Record Display Format

The Record Display Format feature lets you set up and edit the fields for the records in a Notebook file and design how those fields should appear in the record display. This section tells you first how to access the Record Display Format feature, then how to create and edit fields in the record display format, and finally how to use Line Draw and text labels to complete the design of the record display format.

This section describes the features and options available in Record Display Format. For step-by-step instructions on setting up a record display, see Notebook File, Create *in* Notebook Reference.

To use Record Display Format,

1 Switch to the list display if you are not already there.

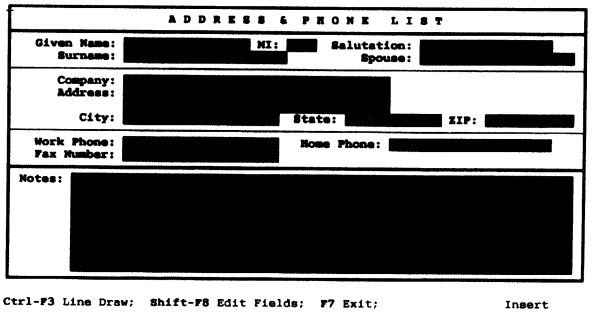
If you want to set up a record display for a new Notebook file, make sure the list display is empty before continuing.

2 Select **O**ptions (4).

*You can also press **Options** (Shift-F8).*

3 Select **R**ecord Display Format (1).

As in the example below, all fields in the record display appear in reverse video, with the field names inside the fields. The characters outside the fields (labels, lines, boxes, etc.) constitute the design of the record display.



4 Use **Edit Fields** (Shift-F8) to create or delete a field or change a field's size, position, and name (see *Editing a Field* below).

and/or

Use **Line Draw** (Ctrl-F3) to create or edit lines and boxes (see *Using Line Draw* below).

and/or

Create or edit labels (see *Labels* below).

5 Press **Exit** (F7) twice to save the changes and return to the list display.

Editing a Field

The Edit Fields feature lets you change the size, position, and name of any field in the record display format. You also use this feature to create and delete fields.

From the Record Display Format screen,

1 Press **Edit Fields** (Shift-F8).

2 Use **Tab** or **Shift-Tab** to move to the field you want to edit.

A menu of editing options appears at the bottom of the screen. When you select an Edit Fields option, it appears underlined in the menu. The options are described below.

Size

Select Size (1), then use the arrow keys to adjust the display size of the current field. All adjustments are made in relation to the upper left corner of the field (the *anchor*), which remains fixed.

The display size of the current field (rows x columns) is displayed in the lower right corner of the screen.

Position

This option lets you move the field anywhere in the Record Display Format screen. Select **P**osition (2), then use the arrow keys to move the field. If you plan to change the size after moving the field, remember that the upper left corner of the field is the anchor for size.

Position is the default option (is active) when you first press Edit Fields.

Name

Use this option to change the current field name (the name that appears within the field). Select **N**ame (3) and enter a new name, or press **Right Arrow** (→) to edit the existing name. If you begin typing a new name without pressing Right Arrow, the original name is cleared.

Create

Select this option to create a new field in the record display format. Select **C**reate (4) or press **Insert** (Ins), then enter a field name. The new field appears directly below the lowest field on the screen. You can use the Size and Position options to adjust the size and position of the new field.

Delete

Select this option to delete a field. When you select **D**elete (5), a warning appears telling you that deleting a field also deletes the information in that field in every record in the current Notebook file. Type **y** to delete the field at the cursor in the record display format and all the information contained in that field, or type **n** to cancel the deletion.

You cannot delete a field if it is the only field in the record.

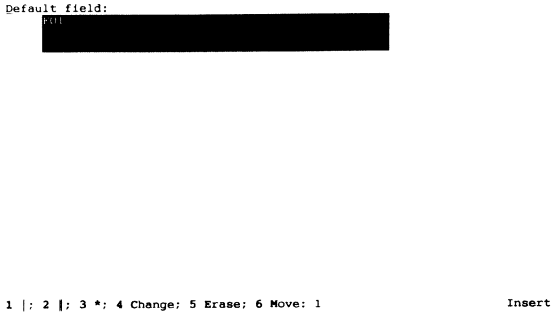
Using Line Draw

You can use the Line Draw feature to organize and enhance the appearance of your record display format.

To use Line Draw,

1 Press **Line Draw** (Ctrl-F3) from the Record Display Format screen.

The Line Draw options appear at the bottom of the screen.



2 Use the Line Draw options to create lines and boxes (see *Line Draw Options* and *Cursor Movement* below).

3 Press **Exit** (F7) to save the design and return to the Record Display Format screen.

Line Draw Options

With the Line Draw options, you can draw with a single line, double line, or a character you select. Erase and Move options help you to draw the record display format.

Line Draw operates in *Typeover* mode (replaces existing text) regardless of the mode you are currently in (Insert or Typeover). You can, however, draw lines through existing fields without affecting the fields. You can then adjust the field to fit within the lines.

If you plan to print record displays, you may need to experiment with Line Draw characters to determine which ones your printer can produce.

Single/Double Line

The first two Line Draw options (| and ‖) let you choose whether you want to draw with a single line or double line.

After selecting a Line Draw character, use the cursor movement keys to draw the line (see *Cursor Movement* below).

When drawing with a single- or double-line character, Line Draw creates corners and other intersections for you.

Change Other Drawing Character

The third option on the Line Draw menu is the *other* character option, which is an asterisk (*) by default. To change the character displayed for option 3,

1 Select **C**hange (4).

A list of options is displayed at the bottom of the screen.

2 Select one of the character options (1 through 8).

or

Select Other (9), then type the character you want to use.

or

Select Other (9), then enter the number that represents the decimal equivalent of an ASCII character (see *Appendix A: ASCII Conversion Chart*). For example, enter **4** to use the ♦ ASCII character.

3 Use the cursor movement keys to draw (see *Cursor Movement* below).

The Line Draw options are redisplayed with the character you select as option 3. The new character remains as Line Draw option 3 until you change it again or exit Notebook.

Erase
To erase existing characters, select **E**rase (5), then move the cursor over the characters (see *Cursor Movement* below). This option erases all characters, not just Line Draw characters.

You can also use any of the delete keys to delete Line Draw characters, but the integrity of corners and other intersections of single and double lines will not be maintained.

Move
Select **M**ove (6) before moving the cursor whenever you need to move the cursor without drawing or erasing.

Cursor Movement

You can use the arrow keys, arrow keys with Home, and the Repeat feature to move the cursor when using Line Draw.

Use the arrow keys to move the cursor one space or line in the direction of the arrow. Press **Home,arrow key** (e.g., Home,→) to move the cursor to the next intersection of line draw characters or to the edge of the screen if no Line Draw characters are encountered. Press **Home,Home,arrow key** (e.g., Home,Home,→) to move the cursor to the edge of the screen in the direction of the arrow.

To move the cursor a specific number of spaces or lines, press **Repeat** (Esc), type a number, then press an arrow key.

Regardless of how you move the cursor, whichever option is currently selected (Line Draw character, Erase, or Move) is the action performed as the cursor moves.

Labels

Any text you enter on the Record Display Format screen that is not a Line Draw character and is not within a field is called a label. You can use labels as titles in the record display and the fields, and to include any other text that will help you or other users know what information should be entered in the fields. Use the cursor movement and editing keys to create and edit text for field titles, headings, etc. (see *Cursor Movement and Editing Keys* under *Introduction to Notebook* in *Notebook Reference* for details).

Bold and Underline

You can also use Bold and Underline for labels.

1 Press **Bold** (F6) or **Underline** (F8) to turn on Bold or Underline.

When you turn on Bold or Underline in the Record Display Format screen, the Insert/Typeover mode indicator in the lower right corner of the screen appears with that attribute.

2 Type the text you want bolded or underlined.

3 Press **Bold** or **Underline** again to turn off the attribute.

You can use Bold and Underline for the same text.

Field Order

As you create fields in the record display format, each field is assigned the number indicated by the default field name. F01 is field 1, F02 is field 2, and so on. You can see the field number assignments by looking at the Notebook file in List Files or by retrieving the file into WordPerfect. The field numbers appear immediately before the field names (see *WordPerfect and Notebook* in *Notebook Reference*).

Please note that you cannot change the order of Notebook fields once they have been created. Repositioning the fields in a different order in the record display has no effect on the numbered order of the fields. If you want to change the field order, you must create the fields in the desired order in a new file. You can then merge the information from the old file into the new one (see *Merge* in *Notebook Reference*).

Retrieve

Use this feature to retrieve Notebook files into an empty list display or into an existing file on your screen.

Retrieving into an Empty List Display

To retrieve a file into an empty list display (indicated by the words "Empty Notebook" at the top of the list),

1 Press **Retrieve** (Shift-F10) from the list display.

2 Enter a filename.

Include the full pathname if the file is not in the default directory (e.g., c:\nbfiles\corplist.1). If the filename has a .NB extension, you do not need to include the extension when entering the filename.

A copy of the Notebook file is retrieved into Notebook, and the original file remains untouched on disk. If you make changes to the file, you can save it with the same filename to replace the original, or with a different filename if you don't want to lose the original (see *Save* in *Notebook Reference*).

Retrieving into an Active File

You can retrieve a file when you already have a file on the screen in Notebook by following steps 1 and 2 under *Retrieving into an Empty List Display* above. The way the file is retrieved depends on whether the fields in the retrieved file match the fields in the active file.

Matching Fields

If the field names and order are the same in both the retrieved file and active file, the file is immediately retrieved into the active one. If Auto-Sort is on (Shift-F8,2,1,y), the records in the retrieved file are sorted into the records of the active file. If Auto-Sort is off, the records are inserted at the bottom of the file.

Differing Fields

If the field names and/or order of fields in the two files do not match, the Merge Records screen appears for you to indicate how you want the records of the two dissimilar files merged. See *Merge Records* in *Notebook Reference* for details on how to use the Merge Records options.

Using the Auto-Retrieve Filename

The file saved with the auto-retrieve filename is retrieved into Notebook each time you start the program. If you are on a network, the auto-retrieve filename is *XXX*_FILE.NB (where *XXX* represents your file ID). If you are using WordPerfect Office PC on a stand-alone machine, the auto-retrieve filename is NOTEBOOK.NB.

For details on creating an auto-retrieve file, see *Save* in *Notebook Reference*.

Retrieving with List Files

You can display a list of files in a directory and retrieve a file in the list with the List Files feature (F5). See *List Files* in *Notebook Reference* for details. List Files is especially useful when you can't remember the location or exact name of the file you want to retrieve.

Retrieving with a Startup Option

There are several ways to retrieve a file at the time you start Notebook.

If you are starting Notebook from the Shell menu, you can include the filename on the Startup Options line in the Program Information screen for Notebook (see *Program Information Options* in *Shell Reference* for details). You can also set

Prompt for Startup Options to Yes on the Program Information screen to have Shell prompt you for a filename each time you start Notebook.

If you are starting Notebook from DOS, enter the program name followed by the filename to retrieve that file when you start Notebook (e.g., nb c:\nbfiles\address.nb).

Save

The Save feature lets you periodically save the group of records you are working with to a file on disk or save selected records to a separate file.

Saving a File

It is a good idea to save the file you are working with at regular intervals to minimize the chance of losing information due to machine or power failure.

You can use the Backup feature to have Notebook periodically save (back up) your Notebook files for you (see Setup *in* Notebook Reference*).*

1 Press **Save** (F10) from the list display.

2 Enter a filename (see *Filenames* below).

or

Press **Enter** to use the default filename. The default filename is either the last name you used to save the file or the auto-retrieve filename (see *Auto-Retrieve Filename* below).

After entering the filename or pressing Enter, the file is saved to disk in the currently selected text format (see *Setup* and *Options for Current Notebook* in *Notebook Reference* for details on text format).

However, if a file in the directory indicated has the same name, you are asked if you want the original file replaced. Type **y** to replace the original file with the file on your screen, or type **n** and enter a new filename to save the file on the screen without replacing the original.

Filenames

A filename can be up to eight characters plus an optional period and a one- to three-character extension (e.g., corplist.nb). Include a full pathname (e.g., c:\nbfiles\corplist) when entering a filename if you want to save the file to a directory other than the current default directory.

Unless you include an extension with the filename, Notebook adds a .NB extension. It is a good idea to let Notebook add the extension so your Notebook files can be easily found in the future. Also, if you do not include an extension when retrieving a Notebook file, Notebook looks first for a file with a .NB

extension. If all of your Notebook files have .NB extensions, you won't have to worry about remembering extensions.

Auto-Retrieve Filename

If you are on a network, the auto-retrieve filename is *XXX*_FILE.NB (where *XXX* represents your file ID, usually your initials). If you are using WordPerfect Office PC on a stand-alone machine, the auto-retrieve filename is NOTEBOOK.NB.

Once you save a Notebook file with the auto-retrieve filename, it is automatically retrieved into Notebook each time you start the program.

The first time you save a file in Notebook or whenever Notebook cannot find an auto-retrieve file, the auto-retrieve filename appears by default at the save prompt. You will probably want to use the auto-retrieve filename for the Notebook file you use most frequently.

Saving Selected Records

To save selected records from the list display to a separate file, move to a record you want saved, then type an asterisk (*) to mark the file. Do this for each record you want to save, then follow the steps under *Saving a File* above.

You can also save selected records to the Shell clipboard (see Shell *in* Notebook Reference*).*

Saving and Exiting

You can use the **Exit** feature (F7) to save a file at the same time you exit Notebook (see *Exit* in *Notebook Reference*).

Search

The Notebook search features help you find records that contain a specific word pattern. You can search through all the records in a file for a word pattern, or you can limit the search to selected records and/or a single field within the records.

Search Types

You can use any of the search features described below from the list display or record display to find records in a Notebook file. Notebook begins the search from the currently highlighted record (list display) or currently displayed record (record display) and searches forward or backward through the remaining records using the current order of records in the list display.

Whenever you perform a search and no record is found that matches the given word pattern, a "* Not Found *" message is briefly displayed at the bottom of the screen and no action is taken.

The search features and the keystrokes you press to access them are listed below.

Feature	Keystroke
♦Search	F2
♦Search	Shift-F2
♦Search and Mark	Alt-F2
♦Search and Mark	Ctrl-F2

The only difference between the search and search-and-mark features is that the search features find only the first occurrence of the word pattern forward or backward from the point of the cursor. The search-and-mark features find all occurrences of the word pattern forward or backward from the cursor, including the record at the cursor, and mark with an asterisk each of the records containing the word pattern.

Using ♦Search and ♦Search

The steps outlined below include instructions for changing the search criteria for records, fields, and word patterns when you use ♦Search or ♦Search. If you want to use the current default for any of these criteria, skip the steps for changing those settings.

If you want to search through all the records in the current file, skip to step 3. Otherwise,

1. Move the cursor to a record in the list display that you want to include in the search, then type an asterisk (*).

   or

   From the record display, press **Home**, then type an asterisk (Home, *) to mark the currently displayed record.

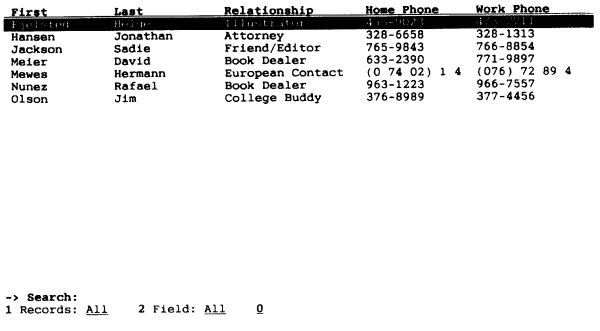
2. Repeat step 1 above for each record you want to include in the search.

In the list display, an asterisk appears before the first field of each marked record. In the record display, an asterisk appears in the lower right corner of the screen.

3 Press ♦**Search** (F2) if you want to search forward through all or only marked records.

or

Press ♦**Search** (Shift-F2) if you want to search backward through all or only marked records.



The default word pattern (if any) and record and field settings for the search features are displayed. At this point, you can narrow the search with the Records and Fields options. The default setting for both of these options when you start Notebook is All, meaning the search will be performed on *all* fields in *all* records above or below the current record.

To change the Records setting,

4 Select Records (1).

5 Use **Up Arrow** (↑) or **Down Arrow** (↓) to toggle between the All and Marked settings, then press **Enter** when the desired setting is displayed.

If you marked records before selecting a search feature, you must select Marked for the Records setting in order to search through only the marked records.

To change the Fields setting,

6 Select Fields (2).

The All setting is always displayed first when you select Fields. Press **Enter**, then skip to step 8 if you want to search through all the fields. To select a single search field,

7 Use **Up Arrow** (↑) or **Down Arrow** (↓) to move through the field names.

Up Arrow moves forward through the fields, while Down Arrow moves backward. You can also type the first letter of a field name to move to a specific field. When the desired field is displayed,

8 Press **Enter** to select the field.

If you have used a search feature since starting Notebook, the last word pattern you entered is displayed after the search prompt as the default word pattern.

9 Press **Enter** or any of the search keys if you want to use the default word pattern.

or

Type a word pattern (see *Word Patterns* below), then press **Enter** or any of the search keys to begin the search.

To find additional occurrences of the same word pattern in the same group of records and fields,

10 Press **♦Search** twice or press **♦Search** twice (once to display the default settings, then again to begin the search).

Using ♦Search and Mark and ♦Search and Mark

Unlike the search features, the search-and-mark features do not stop at the first occurrence of the given word pattern. These features search all the records in the direction indicated and mark those that contain the word pattern.

Confirming Markings

You can use the search-and-mark features the same way as the search features, except that when you select **♦Search and Mark** (Alt-F2) or **♦Search and Mark** (Ctrl-F2), Notebook asks if you want to confirm the marking of records. Type **y** if you want Notebook to stop at each record containing the given word pattern and wait for you to confirm the marking, or type **n** if you want Notebook to mark all records containing the word pattern without stopping for confirmation.

If you typed **y** when you started the search, Notebook stops at each record containing the word pattern and asks if you want to mark that record. Type **y** to have Notebook mark the record, or type **n** to move on to the next matching record.

Searching Only Marked Files

If you mark files to restrict a search-and-mark function to selected files, only those records containing text that matches the word pattern will remain marked when the search is completed.

Word Patterns

When you enter a word pattern, the fields containing the exact characters will be found. For example, if you enter **sue**, fields containing the words *Sue*, en*sue*, pur*sue*d, and is*sue*d could be found. Thus, you will want to enter a precise word pattern. If you know that *sue* is always followed by a space, you could enter **sue** followed by a space to avoid finding most of the words listed above.

Search is not case sensitive. When you enter a word pattern that contains letters, all occurrences of that word pattern will be found, regardless of the case (uppercase or lowercase) of the letters in the pattern.

The question mark (?) and asterisk (*) characters can be used as wild cards in word patterns (see *Wild Card Characters* below).

You cannot, however, search for a wild card character that occurs in text.

The search features will not find a non-displayable character you created with the Compose feature (see Compose *in* Notebook Reference*).*

Wild Card Characters

You can use wild card characters in word patterns. A question mark (?) matches one character, and an asterisk matches (*) zero or more characters.

Word Pattern	Finds
peters?n	All records with a field containing *peters* followed by one character, followed by *n* (e.g., Petersen, Peterson).
harold*johnson	All records with a field containing *harold* followed by zero or more characters, followed by *johnson* (e.g., Harold A. Johnson, Harold Alan Johnson, Harold Johnson).

Setup

Use the Setup feature to change the initial default settings for Notebook display and several Notebook features.

To use Setup,

1. Press **Setup** (Shift-F1) from the list display.
2. Select a Setup option, then make the desired changes (the options are described below).
3. Press **Exit** (F7) until you return to the list display.

Settings you change with the Setup feature are saved in a Setup file and remain in effect until you change them again. If you are on a network, the Setup file is called *XXX*_NB.SYS (where *XXX* represents your file ID). If you are using WordPerfect Office PC on a stand-alone machine, the Setup file is called NOTEBOOK.SYS.

If you use the /ps-*pathname* (**p**ath to **S**etup file) startup option (see *Appendix K: Startup Options*), Shell looks for the Setup file only in the directory you specify. If the Setup file is not found in the directory specified with the /ps-*pathname* option, a new Setup file is created in that directory.

If you do not use the /ps-*pathname* startup option, Shell looks for the Setup file first in the current default directory, then in the directory containing the Notebook program file (NB.EXE), and finally in the directories in your DOS

path (see *Appendix B: DOS and WordPerfect Office* for details on the DOS PATH command). If the Setup file is not found in any of these locations, a new one is created in the directory containing the Notebook program file. If for any reason the file cannot be created in that directory (e.g., insufficient network directory rights), it will be created in the current default directory.

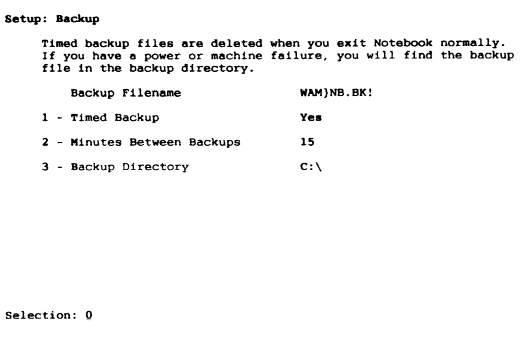
Backup

The Backup feature is designed to guard against the loss of information due to machine or power failure while you are using Notebook. When Timed Backup is on, the Notebook file you are using is periodically backed up (saved) to a temporary file on disk.

The backup file remains on disk after a machine or power failure, but is deleted the next time you exit Notebook properly.

To change the settings for the Backup feature,

1 Select **B**ackup (1) from the Setup menu.



If you are on a network, the Backup filename is *XXX*}NB.BK! (where *XXX* represents your file ID, usually your initials). If you are using WordPerfect Office PC on stand-alone machine, the filename is {NB}NB.BK!. The filename is displayed in the Backup Setup screen for your information (you cannot change it).

2 Select **T**imed Backup (1).

3 Type **y** to turn on the Backup feature.

or

Type **n** to turn off the Backup feature, then skip to step 6.

The default setting is Yes (on). If you typed **y**, the cursor moves to the Minutes Between Backups setting.

4 Enter the number of minutes you want to elapse between backups. The default setting is 30 minutes.

5 Select **B**ackup Directory (3), then enter the path of the directory where you want the backup files stored (e.g., c:\nbfiles).

If you do not specify a backup directory, backup files are saved to the directory containing the Notebook program file (NB.EXE).

6 Press **Exit** (F7) to return to the Setup menu.

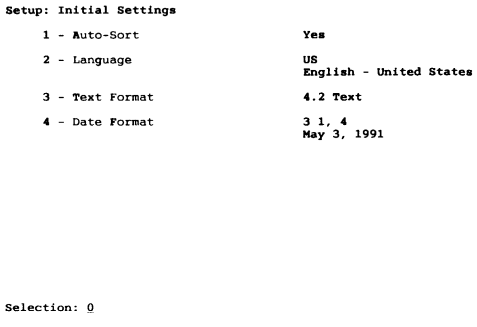
Retrieving a Backup File

To retrieve a Timed Backup file after a machine or power failure, first rename the file with the Move/Rename feature in List Files (F5). Do not use the Timed Backup extension. Then retrieve the file as you normally would.

If you do not rename a backup file after a machine or power failure, the next time Notebook attempts to back up a file it asks if you want to rename or delete the old backup file. Select **R**ename (1), then enter a new filename to save the old backup file, or select **D**elete (2) to replace the old backup file with the new one.

Initial Settings

Select **I**nitial Settings (2) from the Setup menu to change the initial (default) settings for several Notebook features (the options are described below).



Any changes you make to the initial settings become the new default settings for Notebook files you create in the future. To change any of these settings for the current Notebook file only, use the Options feature (see *Options for Current Notebook* in *Notebook Reference*).

Auto-Sort

Select this option, then type **y** to turn on Auto-Sort or type **n** to turn it off. The default setting is Yes.

With Auto-Sort set to Yes, each Notebook file you create is saved with the Auto-Sort feature on. Auto-Sort automatically re-sorts the records in the list display each time you make a change that affects the sort order.

Language

Use this option to change to a sorting sequence for a specific language and to change to that language's day and month names for dates you insert with the Date feature (see *Date* in *Notebook Reference*). The language of your WordPerfect Office package is the default language setting.

Select Language (2), then enter the two-character code that represents the language you want to select. If you enter an unrecognized language code, "Unknown" is displayed under the language code and Notebook uses your WordPerfect Office package language.

The language codes are listed below.

Language	Code
Catalan	CA
Czechoslovakian	CZ
Danish	DK
Dutch	NL
English—Australia	OZ
English—United Kingdom	UK
English—United States	US
Finnish	SU
French—Canada	CF
French—France	FR
German—Germany	DE
German—Switzerland	SD
Greek	GR
Icelandic	IS
Italian	IT
Norwegian	NO
Portuguese—Brazil	BR
Portuguese—Portugal	PO
Russian	RU
Spanish	ES
Swedish	SV

You can display these codes by pressing **Help** (F3) after you select Language (2). Press any key to return to the Initial Settings screen.

Most of the Language information is stored in a file called WP.LRS, which should have been installed when you or your system administrator (if you are on a network) installed WordPerfect Office. When you change the Language setting, Notebook looks for the WP.LRS file in the current default directory, in the directory containing the Notebook program file (NB.EXE), and in the directories in your DOS path (see *Appendix B: DOS and WordPerfect Office* for

details on the DOS PATH command). If Notebook cannot find the WP.LRS file when you enter a valid language code, the code is displayed and the sorting sequence is changed to match the new language. However, the language name is not displayed and date format will not be changed (the date format for your package language is used).

Text Format

To select the default text format for Notebook files you create in the future, select **T**ext Format (3), then select the desired text format (WordPerfect 4.2, WordPerfect 5.0, or WordPerfect 5.1).

The default setting is WordPerfect 4.2.

Date Format

To change the format of dates you insert with the Date feature (see *Date* in *Notebook Reference*), select Date **F**ormat (4) to display the Date Format screen.

```
Setup: Date Format

     Character   Meaning
        1        Day of the month
        2        Month (number)
        3        Month (word)
        4        Year (all four digits)
        5        Year (last two digits)
        6        Day of the week (word)
        7        Hour (24 Hour Clock)
        8        Hour (12 Hour Clock)
        9        Minute
        0        am / pm
        %,$      Used before a number, will:
                   Pad numbers less than 10 with a leading zero or space
                   Abbreviate the month or day of the week


     Examples:   3 1, 4          = January 15, 1991
                 %6 %3 1, 4      = Tue Jan 15, 1991
                 %2/%1/5 (6)     = 01/15/91 (Tuesday)
                 S2/S1/5 (S6)    =  1/15/91 (Tue)
                 8:90            = 10:55am

Date Format: 3 1, 4
```

Use the special characters listed to enter a new format (up to 30 characters). Notice that you can also include the time in the date format. Include any other text characters (spaces, commas, colons, etc.) you want to appear in the date. Examples of date formats are included at the bottom of the screen.

Selecting a different Language code may also change your default Date Format Setting (see *Language* above).

Display

If you have a color monitor, you can use the Display option to adjust your screen colors. Use the Display option the same way you use the Shell Colors feature (see *Colors* in *Shell Reference*).

Modem

If you plan to use the Dial feature to dial phone numbers from Notebook files, you must first use this option to set up your modem. See *Dial Setup* in *Notebook Reference* for details.

Shell

If you start Notebook from the Shell menu, the Shell feature lets you return to the Shell menu without exiting Notebook. Other Shell options let you save or append fields or records to, and retrieve records or text from the Shell clipboard. The clipboard options are especially useful for moving records and fields between Notebook files and between Notebook and WordPerfect.

The clipboard is a special Shell buffer that can be used to temporarily store information and move information between programs (see Clipboard *in* Shell Reference *for details).*

Go to Shell

To return to the Shell menu,

1 Press **Shell** (Ctrl-F1).

2 Select **G**o to Shell (1).

An asterisk (*) appears next to the Notebook menu letter in the Shell menu to indicate that the program is still resident in memory. You can now start another program or use any of the Shell options.

To return to Notebook, make sure you are at the Shell menu, then type the Notebook menu letter (usually **n**).

Switch Program

You can use the Switch Program feature to move directly to other programs or options on the Shell menu without having to return to the Shell menu. From the list display or record display, press **Switch Program** (Ctrl-Alt-*x*, where *x* is the menu letter or option number you want to switch to).

Saving Records to the Clipboard from the List Display

To save or append one or more records to the Shell clipboard from the list display,

1 Move to the record you want to save or append to the clipboard.

or

Move to a record you want to save or append, then type an asterisk (*) to mark the record. Do this for each record you want to save or append.

2 Press **Shell** (Ctrl-F1).

If you did not mark records, option 2 is Save Record and option 3 is Append Record. If you marked records, option 2 is Save Marked and option 3 is Append Marked.

3 Select **S**ave Record (2) or **S**ave Marked (2) to replace the contents of the clipboard with the selected record(s).

or

Select **A**ppend Record (3) or **A**ppend Marked (3) to append the selected record(s) to the end of the clipboard contents.

The entire record(s), not just the fields in the list display, are saved or appended to the clipboard in WordPerfect merge format (see *WordPerfect and Notebook in Notebook Reference* for details on WordPerfect merge format).

If you marked records, the records remain marked after they are saved or appended to the clipboard. Press **Mark/Unmark All** (Home,* *or* Alt-F5) to unmark the records.

Saving a Field to the Clipboard

To save or append a field to the clipboard from the record display,

1 Use **Tab** or **Shift-Tab** to move to the field you want to save or append, then press **Shell** (Ctrl-F1).

2 Select **S**ave Field (2) to replace the contents of the clipboard with the text from the selected field.

or

Select **A**ppend Field (3) to append the text from the selected field to the end of the clipboard contents.

Retrieving a Record from the Clipboard

To retrieve the record(s) stored in the clipboard into the list display,

1 Press **Shell** (Ctrl-F1).

2 Select **R**etrieve Records (4).

This feature works only if the clipboard contains records in WordPerfect merge format. Otherwise, the "Data in clipboard is not in WP merge format" error message is briefly displayed.

The way records are retrieved from the clipboard depends on whether the fields in those records match the fields in the active file.

Matching Fields

If the field names and order in the records in the clipboard are the same as the field names and order of the file on your screen, the records in the clipboard are immediately retrieved. If Auto-Sort is on (see *Options for Current Notebook* in *Notebook Reference*), the new records are sorted into the existing records. If Auto-Sort is off, the records are inserted directly below the record at the cursor.

Differing Fields

If the field names and/or order of fields in the records in the clipboard do not match the field names and/or order of the fields in the current file, the Merge Records screen appears so you can indicate how you want the dissimilar records merged. See *Merge Records* in *Notebook Reference* for details on how to use the Merge Records options.

Retrieving a Field from the Clipboard

To retrieve the text in the clipboard into a field in the record display,

1 Use **Tab** or **Shift-Tab** to move to the field where you want to retrieve the contents of the clipboard.

The text in the clipboard is retrieved into the selected field at the cursor. If there is already text in the selected field, move the cursor to where you want the clipboard text inserted. If you want to replace the text in the field with the text in the clipboard, delete the contents of the field before retrieving the clipboard text.

2 Press **Shell** (Ctrl-F1), then select **R**etrieve Text into Field (4).

If there is more than one field stored in the clipboard (each field separated by a Merge R code (^R)), only the first field will be retrieved. This will be the case if you have appended one or more fields to the clipboard or if the clipboard contains a record (the first field in the record is retrieved).

If the retrieved text is larger than the display field, you can scroll the undisplayed text into the display field by scrolling through the text with the cursor movement keys.

Sort

You can use the Auto-Sort feature to have Notebook automatically sort the records in the list display each time you make a change that affects the sort order, or you can sort the list manually with the Sort feature.

Manual Sort

When Auto-Sort is off (see *Auto-Sort* below), press **Sort** (Ctrl-F9), then type **y** to sort the list display or type **n** to cancel the sort.

The number of fields in the sort list affects the time it takes to sort the list display. See Sort List *under* List Display Format *in* Notebook Reference *for details on changing the fields in the sort list.*

Auto-Sort

When you create new Notebook files, the current Auto-Sort default setting is saved with the file. To change the default setting for files you create in the future, use the Initial Settings option on the Setup menu (see *Setup* in *Notebook Reference*).

To turn Auto-Sort on or off for a file you have already created, use the Options feature (Shift-F8,3,y/n). You may want to turn off Auto-Sort when you are editing a large Notebook file to save the time required to sort each time you make a change to a record.

Sort Type and Order

You can change the type of sort (alphabetic/numeric or alphabetic) and the sort order (ascending or descending) for each field in the list display (see *List Display Format* in *Notebook Reference*).

Sorting Sequence

Some languages, because of different character sets, sort in different sequences than others. You can change the sorting sequence for the list display with the Language feature. To change the default Language setting for all Notebook files you create in the future, use the Setup feature (see *Setup* in *Notebook Reference*). To change the Language setting for an existing Notebook file, use the Options feature (see *Options for Current Notebook* in *Notebook Reference*).

WordPerfect and Notebook

Each Notebook file is saved as a WordPerfect secondary merge file with the necessary field and record merge codes (^R and ^E for WordPerfect 5.0 or 4.2, and {End Field} and {End Record} for WordPerfect 5.1). You can, therefore, merge Notebook files with WordPerfect primary merge files. You can also create Notebook files from existing WordPerfect secondary merge files. In fact, Notebook is the ideal tool for creating and managing all your WordPerfect secondary merge files.

In order to transfer data between Notebook and WordPerfect, you must have WordPerfect version 4.1 or later (dated no earlier than January 10, 1986). You can display your WordPerfect version number and date by pressing ***Help*** *(F3) from within WordPerfect.*

Notebook files you create are saved in the WordPerfect format (4.2, 5.0, or 5.1) indicated by the Text Format setting on the Setup menu at the time you create them (see *Setup* in *Notebook Reference*). You can change the text format of an existing file with the Text Format option on the Options for Current Notebook menu (see *Options for Current Notebook* in *Notebook Reference*).

Retrieving a Notebook File into WordPerfect

Notebook files can be retrieved into WordPerfect just like any other WordPerfect document.

Important: *You can retrieve files created in the format of earlier versions of WordPerfect into later versions of WordPerfect. For example, you can retrieve WordPerfect 4.2 files into WordPerfect 5.0 or 5.1. The file is converted to the later version when it is retrieved. You cannot, however, retrieve files created in later versions into earlier versions.*

If an error message is displayed when you attempt to retrieve a Notebook file into WordPerfect, retrieve the file into Notebook and change the Text Format setting to match your version of WordPerfect (see Options for Current Notebook *in* Notebook Reference*).*

To retrieve a Notebook file into WordPerfect,

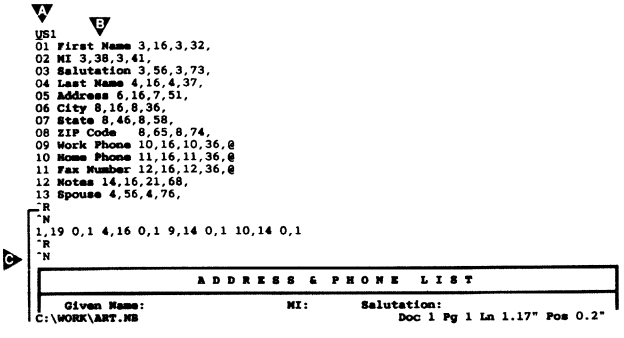
1 Start WordPerfect.

2 Press **Retrieve** (Shift-F10), then enter the full pathname of the Notebook file you want to retrieve.

You can also use List Files (F5) to retrieve the file.

A Notebook file looks much the same as an ordinary secondary merge file. However, in addition to the field names and records, Notebook files contain other information you entered when creating the file. Notebook uses this information (stored between the field names and the records) to create the record display and restore other Notebook settings you made when creating the file. WordPerfect ignores this information when a Notebook file is used in a merge.

A FIELD NUMBERS
B FIELD NAMES
C NOTEBOOK INFORMATION



Notice in the example above that the field names appear bolded as in a normal secondary file. The field numbers appear to the left of the field names.

As shown below, the records in the file are in secondary merge file format.

```
^R
^N
^R
^E
Michael^R
C.^R
Mike^R
Johnson^R
Elizabeth^R
International Widget^R
1110 N. Washington Ave.

1110 North Washington Ave.^R
Springdale^R
Utah^R
84009^R
555-5527^R
555-8564^R
555-2121^R
Mike and Elizabeth are members of the community Gourmet Society.  Call them if
you run across any good recipes.^R
^E
--------------------------------------------------------------------------------
0:\TE\OF30STUF\ADDRESS.NB                          Doc 1 Pg 3 Ln 1" Pos 0.35"
```

Using a Notebook File in a WordPerfect Merge

The Notebook file, as mentioned above, is already set up in secondary merge file format. To use a Notebook file in a WordPerfect merge, create a primary merge file or modify an existing primary file.

If you are modifying a primary file and the primary file references fields by number, you must modify the merge codes in the primary file to fit the fields in the Notebook file. You cannot change the order of fields in a Notebook file.

Creating a Primary File

To create a primary file for use with a Notebook file,

1. Retrieve the Notebook file into WordPerfect and make note of the field names or numbers at the top of the file (see *Retrieving a Notebook File into WordPerfect* above).
2. Press **Exit** (F7), then type **n** twice to clear the screen.

   or

   Press **Switch** (Shift-F3) to switch to the other document screen.
3. Create a primary merge file using the field names or numbers from the Notebook file (see *Merge* in your *WordPerfect Reference Manual*).

For example, if one of the field names is Department, you would insert **^Fdepartment^** (WordPerfect 4.2 or 5.0) or **{Field}department~** (WordPerfect 5.1) in the primary file where you want the text in the Department field inserted. If you are using field numbers instead of the names and Department is the third field, you would insert **^F3^** (WordPerfect 4.1, 4.2, or 5.0) or **{Field}3~** (WordPerfect 5.1) to merge the Department field.

You must reference fields by number if you are using WordPerfect 4.1.

4. Save the primary file and clear the screen.
5. Press **Merge/Sort** (Ctrl-F9), then select **M**erge (1) to start the merge.
6. Enter the name of the primary merge file you created, then enter the name of the Notebook file when prompted for the secondary file.

When entering the filenames, be sure to include the full pathname of any file not in the WordPerfect default directory (e.g., c:\nbfiles\corplist.may).

The "ERROR: Incompatible file format" message may appear when you attempt a merge. This means you are attempting to merge a Notebook file in WordPerfect 5.0 or 5.1 format with a primary file in WordPerfect 4.2 format. When you are in Notebook, you can convert Notebook files from one WordPerfect text format to another with the Text Format option on the Options for Current Notebook menu (see *Options for Current Notebook* in *Notebook Reference*).

Merging Selected Records

If you do not want to merge all the records in a Notebook file,

1 Retrieve the file into Notebook and mark the records you want merged by moving the cursor to each of those records and typing an asterisk (*).

Important: *If you are using WordPerfect 5.1, continue with the steps below. If you have an earlier version of WordPerfect, you must save the marked records as a file (see* Save *in* Notebook Reference*) and then enter that filename when prompted for the secondary file during the merge in WordPerfect.*

2 Press **Shell** (Ctrl-F1), then select **S**ave Marked (2) to save the marked records to the clipboard.

3 Press **Switch to WordPerfect** (Ctrl-Alt-w) to switch to the WordPerfect program.

If you have chosen a letter other than ***W*** *as the menu letter for WordPerfect, use that letter instead.*

4 Follow steps 3 through 6 under *Creating a Primary File* above. However, when prompted for the name of the secondary file in step 6, press **Shell** (Ctrl-F1) to use the records in the clipboard.

Creating a Notebook File from a WordPerfect Merge File

You can create a Notebook file from any WordPerfect secondary merge file.

1 Retrieve the WordPerfect secondary file into an empty list display in Notebook.

By default, as many of the fields as possible are displayed as separate columns in the list display. You will edit the list display format later, but first you need to edit the record display format.

2 Select **O**ptions (4).

You can also press ***Options*** *(Shift-F8).*

3 Select **R**ecord Display Format (1).

The fields of the file appear in their default sizes and positions. Except for the fields and default labels, the record display format is blank.

4 Use the Record Display Format options to format the record display (see *Record Display Format* in *Notebook Reference*).

5 Press **Exit** (F7) to return to the Options for Current Notebook menu, then select **L**ist Display Format (2).

6 Use the List Display Format options to set up the list display (see *List Display Format* in *Notebook Reference*).

7 Press **Exit** until you return to the list display.

8 Save the new Notebook file (see *Save* in *Notebook Reference*).

If you want to keep the original WordPerfect secondary file, use a different filename when saving the Notebook file.

Transferring Records Between Notebook and WordPerfect

You can transfer selected records between Notebook files and WordPerfect secondary merge files by saving the records to and retrieving them from the Shell clipboard (see *Shell* in *Notebook Reference* and *Shell* in the *WordPerfect Reference Manual*). When transferring, make sure the records in both files have the same number of fields and that the fields are in the same order.













Contents

Introduction to Shell 249
Clipboard 256
Colors 262
Help 266
Macros 267
Memory Management 270
Program Information 273
Program Information for Menu Item Types 275
Program Information Options 282
Setup 289
Switch Program 297
Work Log 297
Work Log Initial Setup 299
Work Log Management 301
Work Log Notebook File 307

Introduction to Shell

Shell lets you organize programs and commands into a menu structure for easy access. If you run a large number of programs, you can create submenus to group similar programs together. Once you set up a program or command on a Shell menu, you can simply type a menu letter to start the program or execute the command.

Shell also acts as a program integrator and memory manager. While running a program from Shell, you can switch to another program without exiting the current one. You can keep as many programs resident at the same time as your computer's memory and hard disk space will allow.

Also included in Shell is a clipboard feature. The clipboard is a temporary buffer you can use to transfer information between programs running under Shell.

This introduction gives you a brief overview of Shell. For more information on specific features, refer to the alphabetically listed sections that follow the introduction.

Starting Shell

You can start Shell manually at the DOS prompt (see *Starting Shell from DOS* below), or you can place a command in your AUTOEXEC.BAT file to have your computer start Shell for you each time you turn on the computer (see *Starting Shell with an AUTOEXEC.BAT File* below).

Important: *If you are on a network, your system administrator may have already placed the commands necessary to log you into the network and start Shell in your AUTOEXEC.BAT file. If this is the case, the Shell menu should appear each time you turn on your computer. You may still want to read about how to start Shell from DOS to understand what commands have been executed by your AUTOEXEC.BAT file.*

Starting Shell from DOS

To start Shell from DOS,

1 If you are on a network, turn on your computer and log into the network.

or

If you are using WordPerfect Office PC on a stand-alone machine, turn on your computer.

2 Change to the drive and directory containing the Office program files.

If you are on a network and are not sure where the WordPerfect Office program files are located, consult your system administrator.

3 If you are on a network, enter **notify** to start the Notify program. (Notify provides notification when you receive a Mail message or an event request from Scheduler and provides appointment alarms for Calendar.) Then, enter **cl/i** to download appointment alarm information from Calendar to Notify.

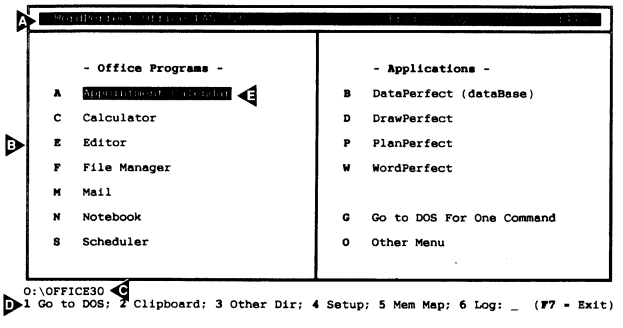
or

If you are using WordPerfect Office PC on a stand-alone machine, enter **cl/i** to install Calendar alarms.

4 Enter **shell** to start the Shell program.

If you are on a network and are prompted for your file ID, enter your file ID (usually your initials) to start Shell. Consult your system administrator if you are not sure what your file ID is.

A HEADING
B SHELL MENU
C DEFAULT DIRECTORY
D SHELL FEATURE MENU
E CURSOR



The Shell menu displayed on your screen is the default (initial) menu. If you are on a network, your Shell menu may differ from the example above, because the system administrator can customize the default Shell menu to meet the general needs of the network users.

In the example above, all the programs on the left side of the Shell menu are WordPerfect Office programs. You will find a reference section for each of these programs in the *WordPerfect Office Reference Manual.*

The programs on the upper right side of the menu are WordPerfect Corporation programs that you can buy separately. The items on the lower right side let you go to DOS to execute one command and display the WordPerfect Office utilities submenu.

Starting Shell with an AUTOEXEC.BAT File

If you do not want to enter the commands listed above each time you turn on your computer, you can include the commands in your AUTOEXEC.BAT file. Each time your turn on your computer, it searches for a file named

AUTOEXEC.BAT (a DOS batch file) and, if it is found, executes the commands in the file.

For details on how to create or edit an AUTOEXEC.BAT file, see *Appendix B: DOS and WordPerfect Office*.

Startup Options

The options (switches) you can use when starting Shell are briefly described below.

For a more detailed explanation of these startup options and instructions on how to use them, see *Appendix K: Startup Options*.

Option	Action
filename	Retrieves the Shell menu indicated.
/c-*x*	Allocates amount of memory represented by *n* to the clipboard.
/cp-*x*	Tells Shell which code page to use, overriding the code page selected from DOS.
/d-*pathname*	Redirects overflow files to the specified directory.
/l	Displays the Work Logging screen when Shell starts.
/m=*macro name*	Executes the Shell macro indicated as soon as Shell starts.
/n	Does not start any programs set to start resident.
/ne	Does not let Shell use any expanded memory.
/nf	Disables fast-text display.
/ng	Causes Shell not to check for a Hercules graphics card, which may correct some Screen Copy and display problems.
/no	Causes Shell to use only available memory (RAM) for switching programs.
/ns	Starts the non-sync version of the program, which may make color monitors run faster.
/nt-*n*	Lets you select a different network type.
/o-[*limit*];*path*[*limit*]; *path*[*limit*]	Causes Shell to use available expanded memory, RAM drive, and hard disk space when switching programs, and lets you limit use of each of these resources.

Option	Action
/ps-*pathname*	Indicates where the Setup file is located.
/ss-*rows,columns*	Lets you change the default screen size.
/v-*path*[*limit*];*path*[*limit*]	Causes Shell to use RAM drive and hard disk space only (no expanded memory) for switching programs, and lets you limit use of each resource specified.
/w-*x*	Lets you allocate more memory for executing Shell macros.

Starting a Program from Shell

To start any of the programs (or commands) listed on the Shell menu, type the corresponding menu letter. You can type an uppercase or lowercase letter.

You can also use the arrow keys to move the cursor to a menu item, then press **Enter** to start the program.

Go to Shell

Once you have started a program from the Shell menu, you can return to the Shell menu without exiting the current program. From any WordPerfect Corporation program, press **Shell** (Ctrl-F1), then select **G**o to Shell (1). In other programs, press the keys you would normally press to go to DOS without exiting the program.

*You can also press **Switch to Shell** (Ctrl-Alt-Space Bar) to go to Shell with a single keystroke.*

The Shell menu appears with an asterisk (*) next to the menu letter of the program you just left to indicate that the program is resident in memory. You can now start another program from the Shell menu or select any of the Shell options (see *Shell Options* below).

When you are ready to return to the program you left resident, return to the Shell menu and select that program.

Switch Program

You can use the Switch Program feature from within a program to go directly to another program or option on the Shell menu without returning to Shell. Press **Switch Program** (Ctrl-Alt-*x*, where *x* is the menu letter or option number of the program or option you want to switch to). For example, if you were in Calendar and needed some information form a Notebook file, you could press Ctrl-Alt-n to quickly move to Notebook (assuming N is the menu letter for Notebook).

How you set up a program on the Shell menu determines if and where you can use Switch Program in that program. If you set "Allow switch anytime?" to Yes for a program on the Shell menu, you can use Switch program from almost anywhere within that program, even if it is not a WordPerfect Corporation program. This feature will not work, however, in a graphics mode (e.g., View Document in WordPerfect) or in a graphics-based program (e.g., DrawPerfect).

If the "Allow switch anytime?" option is set to No for a WordPerfect Corporation program, then you can only use Switch Program from those locations where you can normally use the Go to Shell feature. If you set "Allow switch anytime?" to No for a non-WordPerfect Corporation program, you must define a Go to Shell macro for that program in order to use Switch Program (see *Macro Names* under *Program Information Options* in *Shell Reference* for details).

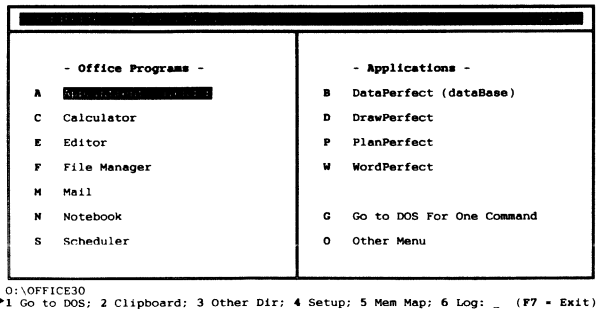
See Allow Switch Anytime *under* Program Information Options *in* Shell Reference *for complete details on the "Allow switch anytime?" option.*

See Switch Program *in* Shell Reference *for information about switching programs.*

Shell Options

Most Shell features can be accessed by typing the number of an option at the bottom of the screen. The Shell options are described below.

A SHELL OPTIONS



Go to DOS

Select Go to DOS (1) to return to DOS without exiting Shell. Any resident programs remain resident.

A copy of DOS is started and a "(shell)" message is displayed before the DOS prompt to indicate that DOS is running under Shell. Press **Exit** (F7) or enter **exit** at the DOS prompt to return to the Shell menu.

If you are in a submenu (see *Menu Item Type Information* under *Program Information* in *Shell Reference*), the first option on the Shell feature menu is Go to Shell instead of Go to DOS. Select Go to Shell to return to the next highest Shell menu (the Shell menu that lists the submenu). Any resident programs in the submenu remain resident.

Clipboard

Select Clipboard (2) to view the contents of the Shell clipboard. With the clipboard displayed, you can clear (delete) the contents, save the contents as a text file, or retrieve a text file into the clipboard (see *Clipboard* in *Shell Reference* for details).

Other Directory

The name of the directory you are in when you start Shell is displayed in the lower left corner of the Shell menu screen. This is the default directory for the Shell program. It is also the default directory for all programs you start from the Shell menu unless a separate default directory is specified (see *Default Directory* under *Program Information Options* in *File Manager Reference* for details).

To change the Shell default directory, select Other Directory (3), then enter the full pathname of a different directory (e.g., c:\work).

Setup

Use Setup (4) to set up programs on the Shell menu and change the default settings for several Shell features (see *Setup* in *Shell Reference* for details).

Memory Map

Select Memory Map (5) to view a list of the programs currently residing in memory and the amount of memory available (see *Memory Management* in *Shell Reference* for details).

Log

The Log option (6) lets you manage the Work Logging feature, which you can use to record the amount of time spent and number of keystrokes pressed during a project or while in a specific program. However, you must set up the feature before you select this option. See *Work Log* in *Shell Reference* for details.

Function Key Features

You can access the following features by pressing the function key indicated:

Cancel

Use **Cancel** (F1) to *back out of* (cancel) any Shell menu or prompt. You may need to press Cancel more than once.

Exit

You can press **Exit** (F7) to exit Shell (see *Exiting Shell* below). Also, while using the Shell program, you can press **Exit** to exit screens and options and save any changes you have made.

Help

For help with any Shell feature, press **Help** (F3), then follow the on-screen instructions.

Exiting Shell

To exit Shell and return to DOS,

1 Press **Exit** (F7) from the main Shell menu.

If you have already exited all the programs you started from Shell, you are immediately returned to DOS.

If any programs you started from the Shell menu or submenus are still resident in memory, Shell asks if you want to save the information in all resident programs.

2 Type **y** to save all files currently active in resident programs and exit those programs.

or

Type **n** to exit without saving currently active files, then type **y** to exit Shell.

If you chose to save all currently active files in step 2 above, Shell goes to each resident program, starting with the most recently started program. If the file has been modified, the program prompts you for a filename to save the file. After you save the file(s) in a resident program, the program is exited and Shell moves to the next resident program (if any). If the file has not been modified or if it is a program in which you cannot modify a file (such as Calculator or File Manager), the program is exited for you.

If you decide you do not want to save an active file, press ***Cancel*** *(F1) when prompted for a filename, then exit the program as you normally would. As soon as you exit that program, Shell continues the exiting process.*

After all programs have been exited, you are asked if you want to exit Shell.

3 Type **y** to exit Shell and return to DOS.

Clipboard

The clipboard is a special buffer in Shell that you can use to temporarily store selected information. You can then retrieve the clipboard contents at another location in the current program or switch programs to retrieve the information into a different program.

Using the Shell feature in WordPerfect Corporation programs or the Screen Copy and Screen Retrieve features with other programs, you can save or append information to and retrieve information from the clipboard.

Using the Shell Feature

WordPerfect Corporation programs include a Shell feature with options for using the Shell clipboard. How you use these clipboard options and what type of information you can save to and retrieve from the clipboard varies from program to program.

The tables below list the type of information you can save to the clipboard (first table) and retrieve from the clipboard (second table) with the Shell feature in WordPerfect Office programs. For details on how to use the Shell feature in WordPerfect, DrawPerfect, PlanPerfect, or DataPerfect, see *Shell* in the reference manual for that program.

Program	Save or Append to Clipboard
Calculator	Contents of display register or tape (using Tape feature)
Calendar	Contents of Memo window, individual appointments, individual to-do items, individual Auto-Date formulas, or all information for a specific day
Editor	Current file or blocked text
File Manager	
File list	Text files
Look screen	Blocked text
Mail	
Send screen	Contents of To line, Message box, or Files box
Read screen	Blocked text
Info screen	Blocked text
Create/Edit Group screen	Contents of Primary Recipients, Carbon Copy, or Blind Copy box
Notebook	
List display	Record(s)
Record display	Field

Program	Save or Append to Clipboard
Scheduler	
Schedule screen	Contents of any information field
Search screen	Contents of any information field
Create/Edit Group screen	Contents of Primary Recipients, Carbon Copy, or Blind Copy box

Program	Retrieve from Clipboard
Calculator	List of numbers (with End of Line macro)
Calendar	Any text into Memo window, current appointment, or current to-do item
Editor	
Macro modes	Text saved from a macro mode only
DOS Text modes	Any text
File Manager	Not applicable
Mail	
Send screen	Any text into To line, Message box, or Files box
Create/Edit Group screen	Any text into Primary Recipients, Carbon Copy, or Blind Copy box
Notebook	
List display	Record(s)
Record display	A field or any text into current field
Scheduler	
Schedule screen	Any text into any information field
Search screen	Any text into any information field
Create/Edit Group screen	Any text into Primary Recipients, Carbon Copy, or Blind Copy box

Saving/Appending with Screen Copy

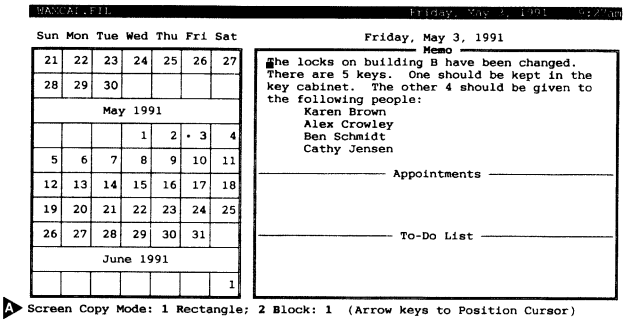
The Screen Copy feature lets you save a block of text to the clipboard from any program running under Shell. This feature is designed primarily for use with programs other than WordPerfect Corporation programs, which have a Shell feature for using the clipboard. It is also useful in WordPerfect Corporation programs, however, for saving information that you cannot save to the clipboard with the Shell feature. For example, you could save a complete Calendar screen with Screen Copy, then retrieve that screen into WordPerfect. Another important function of Screen Copy is saving screen text to a Shell macro variable.

To save or append text to the clipboard or to a Shell macro variable using Screen Copy,

1 Press **Screen Copy** (Alt-Shift-–) (hold down Alt and Shift and type a dash) from any program running under Shell, including DOS.

The Screen Copy menu appears at the bottom of the screen and the cursor doubles in height.

A SCREEN COPY OPTIONS



2 Select **R**ectangle (1) to copy in Rectangle mode.

or

Select **B**lock (2) to copy in Block mode.

Rectangle mode lets you save a rectangularly-shaped block of text to the clipboard. All highlighted text in the block is saved, including borders and display attributes.

Use Block mode to block irregularly-shaped areas of text (e.g., a sentence within a paragraph). If you use Block mode, you cannot block border characters (i.e., ASCII characters 176 through 223).

If you have a Hercules graphics card in your computer and you have selected 6 or 12 fonts for display, not all display attributes will be copied correctly with Screen Copy. Also, the text in the rectangle or block may not appear in reverse video.

3 Move the cursor to the beginning of the text you want to copy, then press **Enter** to anchor the beginning of the rectangle or block.

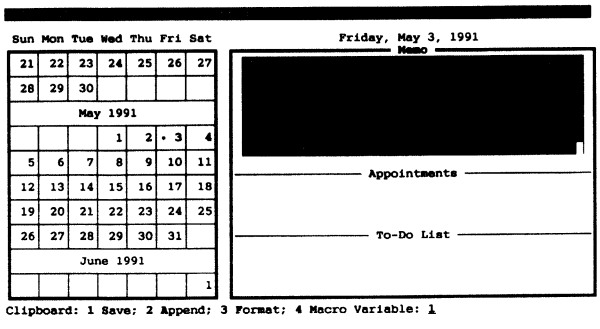
The cursor doubles in height again.

4 Move to the opposite end of the rectangle or block.

As you move the cursor, the text in the rectangle or block is displayed in reverse video. If you are in Block mode, remember that you cannot block border characters and cannot, therefore, move the cursor over a border character.

Important: *You can only use Screen Copy to save text to the clipboard or to a macro variable. If you block text that contains graphics (e.g., a graphics figure in a WordPerfect document), only the text is saved to the clipboard or macro variable.*

5 Press **Enter** to finish defining the rectangle or block.



At this point, you need to select an end-of-line code. An end-of-line code is added to the end of each line of text in the rectangle or block when it is saved or appended to the clipboard or macro variable.

6 Select **F**ormat (3).

7 Select **H**ard Return (1) to insert a Hard Return (CR/LF) code at the end of each line. This is the default Format option.

or

Select **S**oft Return (2) to insert a Soft Return code at the end of each line.

or

Select **M**erge Return (3) to save the text in WordPerfect merge file format. An end-of-field code is inserted at the end of each field; an end-of-record code is inserted at the end of the text.

The way the merge codes appear in a WordPerfect document depends on the version of WordPerfect you are using. In WordPerfect 5.1 the end-of-field code appears as {END FIELD} and the end-of-record code appears as {END RECORD} and is followed by a Hard Page code. In WordPerfect 5.0 or 4.2, the end-of-field code appears as ^R, and the end-of-record code appears as ^E and is followed by a Hard Page code.

The option you select becomes the new default setting for the Format option until you change it again or exit Shell. In other words, if you use Screen Copy again without selecting an end-of-line character, the last character you selected will be used. (Hard Return is the default setting when you start Shell.)

As soon as you select an end-of-line code, you are returned to the Screen Copy menu.

8 Select **S**ave (1) to save the selected text to the clipboard.

or

Select **A**ppend (2) to append the selected text to the end of the clipboard contents.

or

Select **M**acro Variable (4), then enter the variable name to save the selected text to that variable (see *Variables* in *Macro Reference* for details on naming and using Shell macro variables).

*You can also press **Macro Commands** (Ctrl-Shift-PgUp or Ctrl-PgUp) to assign the selected text to a macro variable.*

Retrieving with Screen Retrieve

You can use the Screen Retrieve feature to retrieve the contents of the clipboard into any program running under Shell. When you use Screen Retrieve, however, all formatting characters are removed and text is retrieved one character at a time in a continuous string. You can format text retrieved with Screen Retrieve using an End of Line macro (see *End of Line Macro Name* under *Program Information Options* in *Shell Reference*).

Because the Retrieve Clipboard feature retains formatting characters, it is usually best to use Retrieve Clipboard instead of Screen Retrieve to retrieve text into WordPerfect Corporation programs.

To use Screen Retrieve with any program running under Shell (including DOS),

1 Position the cursor where you want the contents of the clipboard inserted.

2 Press **Screen Retrieve** (Alt-Shift-+).

Appending with a Clipboard Filename

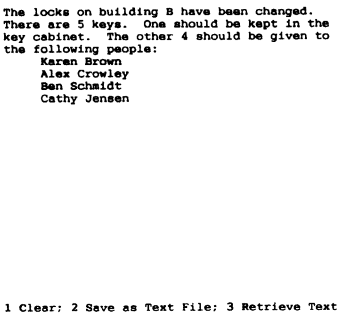
For programs that do not have a Shell feature, you can also append information to the clipboard by first saving it to a special clipboard file (see *Clipboard Filename* under *Program Information Options* in *Shell Reference*). When you switch programs or exit the program, the information in the file is appended to the clipboard. You can then retrieve the contents of the clipboard into another program as you normally would.

This method of saving to the clipboard is simply an alternative to the Screen Copy feature.

Viewing the Clipboard Contents

You can view and manage the contents of the clipboard with the View Clipboard feature.

1 From the Shell menu, select Clipboard (2) to display the contents of the clipboard.



This is not an editing screen, but you can scroll forward through the displayed text with Down Arrow (↓) or Page Down (PgDn or + on the number pad).

You can only move forward through the clipboard contents.

If you only want to view the text in the clipboard, press **Exit** (F7) when you are finished to return to the Shell menu. Otherwise,

2 Select **C**lear (1) to clear (delete) the contents of the clipboard.

or

Select **S**ave as Text File (2), then enter a filename to save the contents of the clipboard as a DOS text file. (This does not clear the clipboard contents.)

or

Select **R**etrieve Text File (3), then enter the full pathname of a DOS text file to retrieve a file into the clipboard.

You should only retrieve DOS text files into the clipboard from this screen. Any file you retrieve is appended to the end of the clipboard contents.

3 Press **Exit** (F7) to return to the Shell menu.

Clipboard Memory Management

Shell allots 1K of memory for the clipboard. When you use the clipboard to save information that requires more memory, Shell creates a temporary file on disk to store the additional information. Both the clipboard and temporary file are deleted when you exit Shell.

You can use the /c-*x* startup option (where *x* is a number 2 through 5) to change the amount of clipboard memory allotted to 2K, 3K, 4K, or 5K (see *Appendix K: Startup Options* for details on using startup options). This does not affect the

amount of information that can be stored in the clipboard; it only affects how soon the clipboard *overflows* to disk.

If you frequently use the clipboard to transfer large blocks of text, increasing the amount of clipboard memory may increase the speed at which text is saved to and retrieved from the clipboard.

If you are on a network and experience problems when saving text to the clipboard, you may not have the network file rights necessary to create overflow files in the directory from which Shell is running. You can use the /d-pathname Shell startup option to redirect overflow files to a directory to which you do have rights (see Appendix K: Startup Options). *If you are not sure what rights you have with various directories, consult your system administrator.*

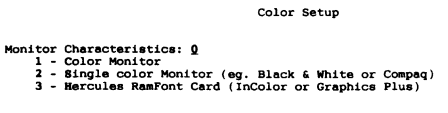
Colors

If you have a color monitor, the Colors option on the Setup Options menu lets you change the screen colors for Shell.

If you do not have a color monitor, changing Colors settings has no effect on screen display.

To change the Shell colors,

1. Select Setup (4) from the Shell menu.
2. Select Options (2).
3. Select Colors (1) to display the Color Setup screen.
4. Select the type of monitor you have (color, single color, or Hercules RamFont card), then enter the necessary information (see *Color Setup Options* below).



5 Press **Exit** (F7) twice to save the changes and return to the Shell menu.

Initially, all WordPerfect Office programs use the Shell Colors settings. You can set screen colors independently in all Office programs, and the Colors options for each Office program except Scheduler are the same as in Shell (see *Color Setup Options* below).

For details on setting up colors in Scheduler, see Colors/Attributes *in* Scheduler Reference.

If you change screen colors in any program except Calculator, the new settings remain in effect until you change them again.

Changes you make to colors in Calculator remain in effect until you exit Calculator, then the Shell Colors settings are restored. You can, however, define a Shell macro that sets up Calculator colors (see *Macros* in *Shell Reference*), and then use /m-*macro name* startup option to execute the macro each time you start Calculator (see *Appendix K: Startup Options*).

Color Setup Options

The Color Setup options correspond to three different types of color monitors.

Color Monitor

Use this option to adjust the colors on computers with a CGA or compatible color system.

1 Select Color Monitor (1) from the Color Setup screen.

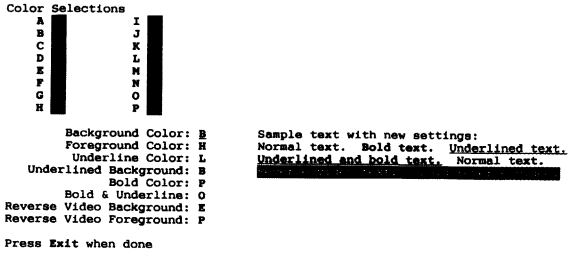
You are asked if you want to use fast-text display.

2 Type **y** to increase the speed at which Shell displays text. (This may cause *snow* on some monitors.)

or

Type **n** if you do not want to use fast-text display.

A table appears from which you can select colors for background, foreground, and several text attributes.



3 Make the desired changes.

Changes you make are reflected in the sample text.

4 Press **Exit** (F7) to save the changes and return to the Setup menu.

Single Color Monitor

To change the underline display on a black and white or Compaq monitor,

1 Select **S**ingle Color Monitor (2) from the Color Setup screen.

You are asked if you want to use fast-text display.

2 Type **y** to increase the speed at which Shell displays text. (This may cause *snow* on some monitors.)

or

Type **n** if you do not want to use fast-text display.

3 Select Underline Displayed as **R**everse Video (1).

or

Select Underline Displayed as **U**nderline (2).

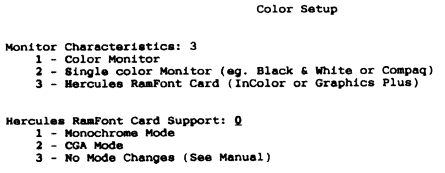
4 Press **Exit** (F7) to save the changes and return to the Setup menu.

Hercules RamFont Card

If you have a Hercules InColor Card or Hercules Graphics Plus Card,

1 Select **H**ercules RamFont Card (3) from the Color Setup screen.

Three new options appear.



2 Select **M**onochrome Mode (1) to emulate a monochrome monitor, with true bolding and underlining.

or

Select **C**GA Mode (2) to emulate a standard CGA color monitor and display the color table. (See *Color Monitor* above for details on using the color table).

or

Select **N**o Mode Changes (3) to use the color and/or extended font capabilities of the Hercules RamFont card (see *No Mode Changes* below). The same color table appears as when you select Color Monitor (see *Color Monitor* above), except that the colors you selected for the Hercules color palette appear, instead of the CGA colors. (See your Hercules manual for details on setting up the color palette.)

The CGA Mode option does not work with all monitors. If you select this option and your monitor does not support it, the selection is ignored.

If you select Monochrome Mode, you are returned to the Setup menu. If you select CGA Mode or No Mode Changes,

3 Make the desired changes in the color table.

Changes you make are reflected in the sample text.

4 Press **Exit** (F7) to save the changes and return to the Setup menu.

No Mode Changes

If you select No Mode Changes to use the Hercules color palette, your color settings may not hold when you switch to a different program and return, or when you exit and then restart the current program. This may cause text to be

almost invisible because foreground and background colors are almost the same. You can avoid this problem by using the same color settings in all programs, or you can create a DOS batch file that restores the Hercules color settings when a problem occurs.

Use Editor (DOS text mode) to create a DOS batch file (a file with .BAT extension) that contains the commands necessary to reset the Hercules card state, font, and colors. The following commands represent a sample batch file named RESET.BAT:

Command	Meaning
palette mycolors.pal	Reset Hercules card state and colors.
ramfont courier.fnt	Reset font.

To execute the batch file, select Go to DOS For One Command (usually **g**) from the Shell menu, then enter the full pathname of the file. After the batch file is executed, press any key to return to the Shell menu.

If you have room on your Shell menu, you can add the batch file as a Shell menu item. Then you can simply select that item to reset your Hercules colors. (See *Dos Command or Batch File* under *Program Information for Menu Item Types* in *Shell Reference* for details on setting up a DOS batch file as a menu item.)

Using 512 Characters

In Scheduler, WordPerfect 5.0 or later, or PlanPerfect 5.0 or later, it is possible to use 512 character fonts with the EGA, VGA, or Hercules InColor Card. While using one of these programs with 512 character fonts, Calendar alarms or Shell prompts may be unreadable. This happens because the display attributes used (Bold, Underline, etc.) are interpreted differently in this mode.

You can avoid this problem with the EGA or VGA card by using only colors A through F for your display attributes in any of these programs. When using the Hercules InColor Card, use only colors A, C, E, G, H, I, K, M, and O in Shell and Calendar.

Help

You can use the Help feature to display information about Shell features.

1 Press **Help** (F3).

The main Shell Help screen is displayed with instructions for using the Help feature.

2 Type one of the letters in the topical guide to learn about a specific topic.

If the information for the topic occupies more than one screen, the "**1** More" prompt appears at the bottom of the screen. Type **1** to view successive screens on the same topic.

You can return to the main Help screen at any time while in Help by pressing **Escape** (Esc).

When you finish using Help,

3 Press the **Space Bar** or **Enter** to exit the Help feature.

Context-Sensitive Help

You can also access Help from any menu or prompt to display information about the feature you are using. For example, if you select Clipboard (2) and then press **Help** (F3), information about the clipboard is displayed.

Macros

Using the Macro feature, you can record the keystrokes you press for a certain task, then later execute the macro to have Shell perform those keystrokes for you.

For example, you can define a macro to perform the following tasks:

- Back up the files in a directory to a disk.
- Save text to the Shell clipboard.
- Change the initial (default) settings for a program.

Almost any task you can do manually from Shell or a program running under Shell, you can automate with a Shell macro. You can also use macro programming commands to *program* a Shell macro for specific tasks.

Defining a Shell Macro

To define a simple Shell macro that executes keystrokes,

1 Press **Define Shell Macro** (Ctrl-Shift-F10) from Shell or from any program running under Shell, including DOS.

2 Enter a macro name (1 to 8 characters).

or

Hold down **Alt** and **Shift** and type a letter from A to Z.

3 Enter a description for the macro (up to 39 characters).

or

Press **Enter** to bypass entering a description.

A "* Starting Shell macro *" message is briefly displayed at the bottom of the screen. Also, "Macro Def" appears at the bottom of the Shell menu screen until you finish defining the macro.

4 Press the keystrokes you want recorded in the macro.

5 Press **Define Shell Macro** again to end macro definition.

The "* Shell macro ended *" message appears briefly at the bottom of the screen.

Shell Macro Filename

Shell uses the name you give plus a .SHM extension to create the filename for the macro. For example, if you enter **print** as the macro name, the filename for the macro will be PRINT.SHM; if you hold down Alt and Shift and type **p** for the macro name, the filename will be ALTSHFTP.SHM.

Global Macro Directory

Shell macros are saved to the global macro directory, which is the directory specified with the Macro Directory option in Setup (see *Macro Directory* under *Setup* in *Shell Reference*).

If you do not specify a macro directory and you are on a network, the global macro directory is the directory containing Shell Setup file (*XXX*SHELL.FIL, where *XXX* represents your file ID).

See Setup *in* Shell Reference *for details on the location of the Shell Setup file.*

If you do not specify a macro directory and you are using WordPerfect Office PC on a stand-alone machine, the global macro directory is the directory containing the Shell program file (SHELL.EXE).

Important: *You can override the default macro location for named macros by including a full pathname when naming the macro in step 2 above (e.g., c:\macros\format).*

If a macro with the same filename already exists in the destination directory, Shell asks if you want to replace the original macro. Type **y** to replace the original and continue defining the new macro, or type **n** and enter a new macro name to preserve the original.

Macro Description

Use the description as a reminder of what the macro does in case you later need to edit the macro. The description is displayed in the Macro Summary screen after you retrieve the macro into Editor (see *Options* in *Editor Reference*) and when you look at the file in File Manager (see *Look* in *File Manager Reference).*

Executing a Shell Macro

The way you execute a Shell macro depends on how you named the macro.

Named Macro

To execute a macro you named with one to eight characters,

1 Press **Shell Macro** (Alt-Shift-F10) from the Shell menu or from any program running under Shell.

Important: *When you execute a Shell macro, make sure you are in the same location (same program and state) as you were when you defined the macro. This ensures that the macro does what you want it to do.*

2 Enter the name of the Shell macro. You do not need to include the .SHM extension. You can include the full pathname of the macro if you want (e.g., c:\macros\print).

If the macro is found in the current macro directory (see *Macro Execution Directory* below) or the directory you specify with a pathname, it is immediately executed. If the macro is not found, a brief error message is displayed at the bottom of the screen and no action is taken.

Alt-Shift Macro

To start a macro you named with the Alt-Shift keystroke, press **Alt-Shift-*letter*** (where *letter* is the letter you used to name the macro; e.g., Alt-Shift-d).

If the macro is found in the current macro directory (see *Macro Execution Directory* below), it is immediately executed. If the macro is not found, the Alt-Shift-*letter* keystroke performs the same function as the Switch Program feature (Ctrl-Alt-*menu letter*).

See Switch Program *in* Shell Reference *for details on the Switch Program feature.*

For example, if you press **Alt-Shift-w** and no macro named ALTSHFTW.SHM is found, you will be switched to whatever item is assigned to W on the current Shell menu. If there is no item assigned to that letter, you are returned to the Shell menu.

Macro Execution Directory

When starting a named macro (with no pathname) or Alt-Shift macro from within a program running under Shell, Shell looks for the macro first in the program-specific Shell macro directory. The program-specific macro directory is the default directory specified on the Program Information screen for that program (see *Default Directory* under *Program Information Options* in *Shell Reference*). If no default directory is specified on the Program Information screen, the program's current default directory is the program-specific macro directory.

If the macro is not found in the program-specific macro directory or if you are starting a Shell macro from the Shell menu or from DOS, Shell looks for the macro in the global Shell macro directory (see *Global Macro Directory* under *Defining a Shell Macro* above).

Canceling a Shell Macro

You can cancel a Shell macro in progress by pressing one of three keys. If you have not pressed any keys since starting the macro, press **Cancel** (F1) to stop the macro. If you have pressed other keys, press **Cancel Shell Macro** (Alt-Shift-F1) or **Shell Macro** (Alt-Shift-F10) to stop the macro.

*If you included the {CANCEL OFF} command in a macro, you must press **Ctrl-Break** or **Ctrl-c** to cancel the macro.*

Advanced Shell Macros

You can create complex macros with the macro programming commands (a programming language). See *Programming Commands* in *Macro Reference* for details.

Memory Management

One of the most useful applications of Shell is the ability to keep multiple programs resident in memory or on disk and switch from program to program with a single keystroke (see *Switch Program* in *Shell Reference*). It is helpful to understand how Shell uses your computer's memory and disk space to keep programs resident.

When you start Shell, there are already at least two programs resident in memory: DOS and Shell. If you loaded any other programs before starting Shell (such as network device drivers and the WordPerfect Office notification program NOTIFY.EXE), those programs are also resident.

As you continue to start programs from Shell and leave them resident in memory or on disk, more and more of your computer's memory or disk space is used. It logically follows that the more memory and disk space your computer has, the more programs you can have resident at one time.

How Shell Uses Memory

When you start a program, the information necessary to run that program resides in conventional memory (the first 640K of RAM). When you leave a program resident to switch to another program (see *Switch Program* in *Shell Reference*), the current program is either left in conventional memory or *swapped* to one of several locations, depending on the current operation mode and conditions.

The sections below describe several Shell startup options that help you control how Shell uses memory. For details on how to use any of these startup options, see *Appendix K: Startup Options*.

Default Mode

In its default operation mode, Shell uses available expanded memory, hard disk space, and/or RAM drive space to swap programs. However, there must be more space available in these combined locations than in conventional memory (almost always the case), or the program is left in conventional memory.

Shell supports the version 3.x Lotus/Intel/Microsoft (LIM) expanded memory specification.

When swapping to one of these locations, expanded memory (if any) is used before hard disk or RAM drive space.

You can use the /o (overflow) startup option to specify the drive or drives (a maximum of two) you want Shell to use after it uses all available expanded memory. For example, you could specify a RAM drive and a hard disk, or a local hard disk and a network hard disk. You can also limit use of expanded memory and/or each disk drive to a specific number of kilobytes.

If you do not want Shell to use expanded memory, use the /ne or /v startup option (see *Virtual Mode* below and *Appendix K: Startup Options*).

Virtual Mode

Use the /v (virtual) startup option to run Shell in virtual mode. In virtual mode, Shell uses only hard disk and/or RAM drive space to swap programs. However, there must be more space available on the hard disk and/or RAM drive than in conventional memory, or the program is left in conventional memory.

You can use the /v startup option to specify the drive or drives (a maximum of two) you want Shell to use and limit their use to a specific number of kilobytes.

Conventional Mode

If you do not want Shell to use expanded memory or hard disk and/or RAM drive space for program swapping and want to use only conventional memory, use the /no startup option.

Insufficient Memory

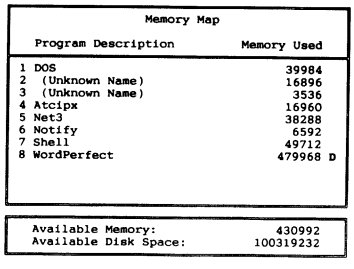
If there is not enough memory to load a program while operating in any of the modes above, the following message is displayed:

ERROR: Insufficient memory

You will need to exit one or more resident programs before you can start the next one (see *Using the Memory Map* below).

Using the Memory Map

Select Memory Map (5) from the Shell menu to display a screen similar to the one below.



```
                    Memory Map
  Program Description                Memory Used
1 DOS                                    39984
2  (Unknown Name)                        16896
3  (Unknown Name)                         3536
4 Atcipx                                 16960
5 Net3                                   38288
6 Notify                                  6592
7 Shell                                  49712
8 WordPerfect                           479968 D

  Available Memory:                      430992
  Available Disk Space:                100319232

(Press any key to return to the shell)_
```

Any currently active programs are listed by name in the top window in the order they were started. Programs or device drivers loaded into memory before you started Shell may appear as (Unknown Name) on the list. The amount of memory (number of bytes) used by each program is displayed to the right of each program name. An E appears next to any program currently swapped to expanded memory, and a D appears next to any program currently swapped to disk.

If there are more programs resident than can be displayed in the window, press **Down Arrow** (↓) or **Page Down** (PgDn) to view the remaining programs.

The amount of available memory is displayed in a separate window below the program list. The amount of conventional DOS memory available is always listed. If you are operating in the default mode (/o), the amount of expanded memory (if any) and disk space is also displayed. If you are operating in the virtual mode (/v), the amount of available disk space is displayed.

Using the available memory information and the approximate memory specifications for the programs you use, you can determine which combinations of programs you can have resident at the same time. See *Program Memory Requirements* below for the memory requirements of WordPerfect Corporation programs. For the memory requirements of other programs, see their respective reference manuals.

After viewing the Memory Map, press any key to return to the Shell menu.

Program Memory Requirements

The table below lists the memory requirements for WordPerfect Corporation programs. The figures given are only approximations. The actual memory requirements may be slightly higher or lower, depending on operating conditions.

Program	Memory Required
WordPerfect Office	
Calculator	34K
Calendar	180K
CL/I*	5K
Editor	160K
File Manager	80K
Mail	270K
Notebook	200K
Notify	7K
Scheduler	300K
Shell	48K
Other WPCorp Programs	
DataPerfect 2.0	112K
DataPerfect 2.1	112K
DrawPerfect 1.0	384K
PlanPerfect 3.0	260K
PlanPerfect 5.0	384K
WordPerfect 4.2	196K
WordPerfect 5.0	384K
WordPerfect 5.1	384K

**If you are on a network and start Notify before you execute the CL/I command, CL/I uses no memory.*

Program Information

When you add a program or command to the Shell menu, you must enter the information Shell needs to display the item on the menu and to execute the program or command when you select that item. You enter this information in the Program Information screen.

Entering Program Information

To enter the program information for a new menu item,

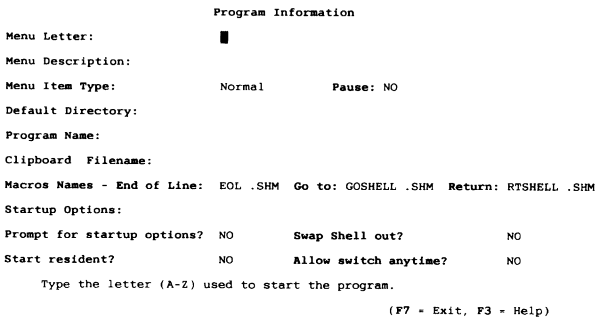
1 Select Setup (4) from the menu at the bottom of the Shell screen.

2 Use the arrow keys or type a menu letter to move to an empty item in the Setup menu.

3 Select Edit (1) to display the Program Information screen for that letter.

*You can also press **Enter** to display the Program Information Screen.*

You cannot display the Program Information screen for a program that is resident in memory.



4 Use **Down Arrow** (↓) or **Tab** to move forward through the Program Information options, and use **Up Arrow** (↑) or **Shift-Tab** to move backward through the options.

As you move from option to option, a Help message about the current option is displayed at the bottom of the screen.

5 Enter the information necessary for the program or command you are adding.

The options you will need to use depend on the type of menu item you are adding. For details on which settings to use with a particular menu item, see *Program Information for Menu Item Types* in *Shell Reference*. See *Program Information Options* in *Shell Reference* for descriptions of the Program Information options and instructions on how to use them.

6 Press **Exit** (F7) twice to save the changes and return to the Shell menu.

Editing Program Information

You can follow the steps above to edit program information after you have entered it.

While in the Program Information screen, you can use any of the following cursor movement and editing keys to edit text:

Name	Key
Character Left/Right	Left/Right Arrow (←/→)
Beginning/End of Line	Home,Left/Right Arrow (Home,←/→)
End of Line	End
Delete Character Left	Backspace
Delete Character at Cursor	Delete (Del)
Delete to End of Line	Ctrl-End

If you begin typing before you use a cursor movement or editing key, the existing text is replaced by the text you type.

Canceling Changes

When editing a line of text, you can press **Cancel** (F1) to restore the original text, but you must do so before pressing Enter or moving to a different line.

To cancel all changes made since filling in the entire Program Information screen for a menu item, move to any setting and press **Cancel** before pressing any other key. (Pressing Cancel after you begin editing a setting restores the original text for that setting only.) The original Program Information screen is restored, and you are returned to the Setup menu.

You can also cancel all changes made since you entered the Setup menu by pressing **Cancel** from the Setup menu, then typing **y** at the prompt.

Switching Program Information Screens

While editing a Program Information screen, you can press **Page Up** (PgUp) or **Page Down** (PgDn) to display the Program Information screen for the previous or next item on the Shell menu. This also saves any changes you have made to the current Program Information screen.

Program Information for Menu Item Types

The type of Shell menu item you create determines what the settings for certain Program Information options should be, and which options you can and cannot use. The sections below contain tables of the Program Information options and what the settings for those options should be for specific menu item types.

For details on how to change the settings, see Program Information *in* Shell Reference.

If the setting for an option that requires you to enter text is "Not applicable," do not enter anything for that option. If the setting for any option is "Optional," refer to the explanation of that option in *Program Information Options* in *Shell Reference* to decide whether you need to use that option.

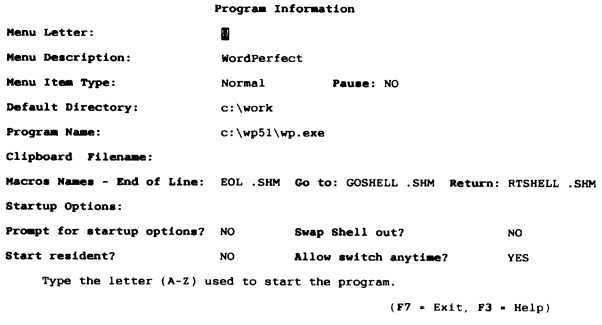
Normal Program

To add a "normal" program (not a DOS Command, DOS batch file, submenu, Shell macro, or heading) as a Shell menu item, include the following information on the Program Information screen:

Option	Setting
Menu Letter	Any available (non-duplicate) letter
Menu Description	A description of the program
Menu Item Type	Normal
Pause	No or Yes
Default Directory	Optional
Program Name	The name of the executable (program) file
Clipboard Filename	Optional
Macro Names	Optional

Option	Setting
Startup Options	Optional
Prompt for startup options?	No or Yes
Swap Shell out?	No or Yes
Start resident?	No or Yes
Allow switch anytime?	No or Yes

The screen below is an example of how you might set up WordPerfect as a menu item.



DOS Command or Batch File

To add a DOS command or batch file of DOS commands as a Shell menu item, include the following information on the Program Information screen:

Option	Setting
Menu Letter	Any available (non-duplicate) letter
Menu Description	A description of the command or batch file
Menu Item Type	DOS/Batch
Pause	No or Yes
Default Directory	Optional
Program Name	Optional
Clipboard Filename	Optional
Macro Names	Optional
Startup Options	DOS command parameters
Prompt for startup options?	No or Yes
Swap Shell out?	No or Yes
Start resident?	No
Allow switch anytime?	No or Yes

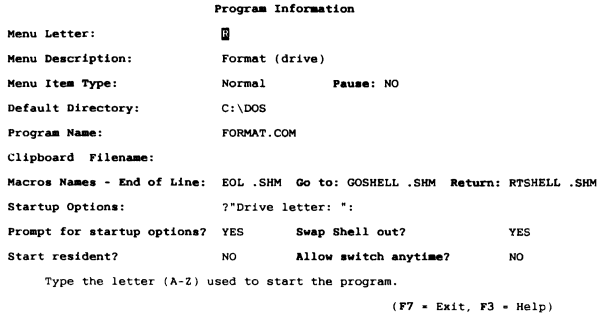
If the item is a DOS command (e.g., FORMAT.COM), you can enter the command in one of two ways. Enter the command on the Program Name Line and the parameters for that command (if any) on the Startup Options line, or enter the command *and* the parameters on the Startup Options line.

Set "Prompt for startup options?" to Yes or enter a prompt on the Startup Options line (see *Startup Options* in *Shell Reference*) if you want to enter command parameters when executing the command.

The Go to DOS For One Command option on the Shell menu is simply a DOS/Batch item with nothing on the Program Name Line and a ?"DOS Command: " prompt on the Startup Options line.

For a DOS command or batch file menu item to work properly, you must have the COMMAND.COM file in your root directory, or the COMSPEC string in the environment must indicate where the COMMAND.COM file is (look up SET in your DOS manual). When you execute the DOS command or batch file from the Shell menu, Shell loads another copy of DOS to execute the command or batch file. When the command or batch file has been executed, you are returned to the Shell menu immediately if the Pause option on the Program Information screen is set to No. If Pause is set to Yes, you are prompted to press any key to continue before you are returned to the Shell menu.

For example, the Program Information screen below is set up to execute the FORMAT.COM command when the user selects "Format (drive)" from the Shell menu.



Notice the message on the Startup Options line. When the user enters a drive letter at the prompt, a colon is added after the drive letter, and the result is passed to the FORMAT command as the command's parameters.

For details on creating a message on the Startup Options line, see Startup Options *under* Program Information Options *in* Shell Reference.

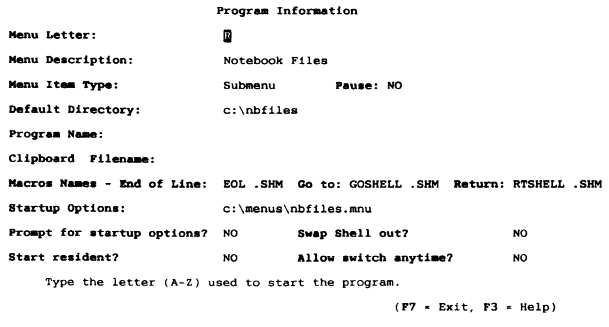
Submenu

If you run out of room on the Shell menu, you can create submenus for additional items. You can also use submenus to create separate menus for similar items.

To add a submenu as a Shell menu item, include the following information on the Program Information screen:

Option	Setting
Menu Letter	Any available (non-duplicate) letter
Menu Description	A description of the submenu
Menu Item Type	Submenu
Pause	Not applicable
Default Directory	Optional
Program Name	Not applicable
Clipboard Filename	Not applicable
Macro Names	Not applicable
Startup Options	Submenu filename (mandatory), /l, /m-*macro name*, and/or /n
Prompt for startup options?	No or Yes
Swap Shell out?	Not applicable
Start resident?	No or Yes
Allow switch option?	Not applicable

The screen below is an example of how you might set up a submenu as a menu item.



You must include a submenu filename on the Startup Options line for the Submenu item type to work. Be sure to include a directory pathname with the submenu filename to indicate where you want the file saved (e.g. c:\menus\menu2). When you select this item from the Shell menu for the first time after setting it up, the message "ERROR: File not found" may be displayed because you have not yet created the file for the new submenu. A blank Shell menu is then displayed.

Set up the submenu using the Setup feature (see *Setup* and *Program Information* in *Shell Reference*). When you exit the submenu, any changes you made to the menu are saved in the file indicated by the filename on the Startup Options line.

If you did not include a directory pathname for the submenu filename, the submenu file will be saved in the directory specified for Default Directory in the submenu's Program Information screen. If no default directory is specified, the submenu file is saved to the current Shell macro directory (see Global Macro Directory *under* Macros *in* Shell Reference).

Notice that you can use only the *filename*, /l, /m-*macro name*, and /n startup options with a submenu. However, any other startup options that you included for the main Shell menu (/c, /o, /v, etc.) are used by the submenu.

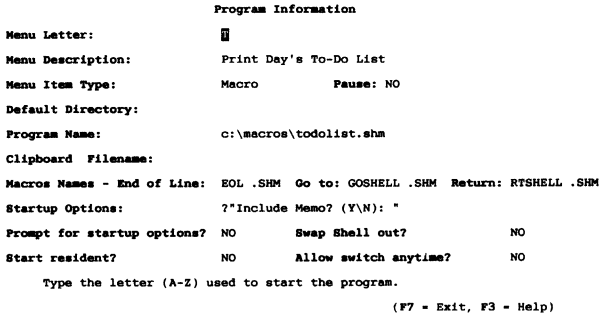
Shell Macro

To add a Shell macro as a Shell menu item, include the following information on the Program Information screen:

Option	Setting
Menu Letter	Any available letter
Menu Description	A description of the Shell macro
Menu Item Type	Macro
Pause	Not applicable

Option	Setting
Default Directory	Not applicable
Program Name	Full pathname of the Shell macro
Clipboard Filename	Not applicable
Macro Names	Not applicable
Startup Options	Optional
Prompt for startup options?	No or Yes
Swap Shell out?	Not applicable
Start resident?	No or Yes
Allow switch anytime?	Not applicable

The screen below is an example of how you might set up a Shell macro as a menu item.



If there is any text you want to be able to use within the macro, you can enter that text on the Startup Options line. You can also set "Prompt for startup options?" to Yes and then enter the text when you start the macro.

The text you enter is assigned to macro variable 0 and can be used in the macro with the {VARIABLE}0~ and {ALT-SHIFT-0} commands (see *Variables* in *Macro Reference*).

If you set "Start resident?" to Yes, the macro is executed when you start Shell.

Heading

You can create bolded headings in a Shell menu to set apart similar programs or display other types of information.

To create a bolded heading as a Shell menu item, enter the following information on the Program Information screen:

Option	Setting
Menu Letter	Space (leave blank)
Menu Description	The text of the heading
Menu Item Type	Normal
Pause	No
Default Directory	Not applicable
Program Name	Must be empty
Clipboard Filename	Not applicable
Macro Names	Not applicable
Startup Options	Not applicable
Prompt for startup options?	No
Swap Shell out?	Not applicable
Start resident?	No
Allow switch anytime?	Not applicable

The menu description is displayed on the Shell menu as a bolded heading, without a menu letter. (If you use a menu letter for a heading, the letter appears next to the heading in the Setup menu, but not in the main Shell menu.)

Important: *For this menu item type to work properly, you must leave the Program Name line blank.*

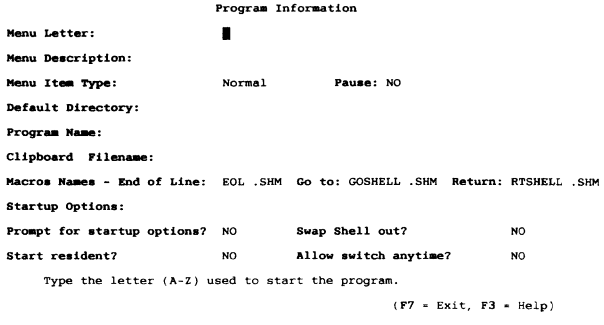
TSR Program

You can add a Terminate and Stay Resident (TSR) program to the Shell menu using the TSR Manager program included with WordPerfect Office (see *Appendix L: TSR Manager* for details).

Important: *Never start a TSR program directly from the Shell menu. Always use TSR Manager to start TSR programs from the Shell menu or start the individual TSR programs before you start Shell. This will avoid possible conflicts between Shell and other TSR programs.*

Program Information Options

This section provides a description of each of the Program Information options. The options are listed in the order they appear on the Program Information screen.



See Program Information *in* Shell Reference *for instructions on how to display the Program Information screen for a particular Shell menu item. Also, see* Program Information for Menu Item Types *in* Shell Reference *for details on which of the options described below you should use with particular types of menu items.*

Menu Letter

The menu letter is the letter that appears next to an item on the Shell menu. This is the letter you type from the Shell menu to select an item. To change the current menu letter, move to the Menu Letter option, then type a new letter.

You can also change the menu letter from the Setup screen. While in the Setup screen, move to the item whose menu letter you want to change, then hold down Alt and type the new menu letter.

Shell does not allow duplicate menu letters for menu items. If you attempt to assign a menu letter that is already assigned to another menu item, Shell warns you of the duplication and asks if you want to clear the duplicate letter. Type **y** to clear the letter from the formerly assigned menu item and assign it to the current item, or type **n** to cancel the assignment and type a different letter. Clearing a menu item letter does *not* delete any other information in that item's Program Information screen.

If you clear a duplicate letter, the Menu Letter setting for that item remains blank until you assign a new menu letter. You must assign a new letter before you can use that menu item again.

Menu Description

Use this option to enter the text (up to 30 characters) you want to appear next to the menu letter on the Shell menu.

Menu Item Type

Shell must know what type of item a program or command is in order to execute it correctly. Move the cursor to the Menu Item Type setting, then type a letter from the list below to select the correct type.

If you type an invalid letter, the setting will not be changed.

Letter	Setting
d	DOS/Batch (DOS command or batch file)
m	Macro (Shell macro)
n	Normal
s	Submenu

Normal (not a DOS/Batch, Macro, or Submenu type) is the default setting for Menu Item Type. If you are adding a menu item that must be handled differently than a normal program, select the appropriate item type. See *Program Information for Menu Item Types* in *Shell Reference* for an explanation of which menu item type you should select for various programs.

Pause

This option affects only Normal and DOS/Batch menu items. Type **y** to have Shell pause the program, DOS command, or DOS batch file after it has executed and prompt you to press any key to continue. Or type **n** to be immediately returned to the Shell menu when the program, command, or batch file is completed. The default setting is No.

The Pause option is useful for programs, commands, or batch files that perform a function and then exit (or quit) when that function is completed. If the program, command, or batch file displays the results of its function upon exiting, you need to set Pause to Yes to have Shell display that screen until you press any key to continue.

Default Directory

The directory you enter here becomes the default directory for this menu item. If you do not enter a default directory, the item uses the Shell default directory displayed at the bottom of the Shell menu.

Program Name

Use the Program Name line to enter the filename of the program (e.g., CL.EXE), DOS command (e.g., FORMAT.COM), DOS batch file (e.g., PRINT.BAT), or Shell macro (e.g., FIND.SHM) you are adding to the Shell menu.

If you do not include a path when entering the filename, Shell looks for the file first in the current Shell default directory, and then in the directories specified with the DOS PATH command (see *Appendix B: DOS and WordPerfect Office* for details on the DOS PATH command). It is a good idea to include the full pathname of the file (e.g., o:\office30\cl.exe) so Shell will find the file even if you later change the default directory or PATH command.

Clipboard Filename

You can use the Clipboard Filename option to append text to the clipboard from programs that are not Shell-compatible (do not have a Shell feature with options for saving to the clipboard).

Important: *You can also use the Screen Copy feature to save text to the clipboard from programs that are not Shell-compatible (see* Clipboard *in* Shell Reference*). Using a clipboard filename is simply an alternative to using Screen Copy.*

To use this method of appending text to the clipboard from a program, you must enter a filename on the Clipboard Filename line for that program. When you later start the program, you can save or append selected text to the clipboard file. When you switch programs or exit the program, the text in the clipboard file is appended to the clipboard. You can then retrieve the text from the clipboard with the Retrieve Clipboard or Screen Retrieve feature (see *Clipboard* in *Shell Reference*).

Macro Names

You can define an End of Line Shell macro for a program to add specific characters to the end of each text line when you use Screen Retrieve in that program. You can also define Go to Shell and Return from Shell macros that make the Switch Program feature (Ctrl-Alt-*menu letter*) work in graphics modes and graphics-based programs. You can also use these macros to make the Switch Program feature work in non-WordPerfect Corporation programs for which you have set "Allow switch anytime?" to No (see *Allow Switch Anytime* below).

See Clipboard *and* Switch Program *in* Shell Reference *for details on the Screen Retrieve and Switch Program features.*

Changing Macro Names

When you define an End of Line, Go to Shell, or Return from Shell macro for a program (see *Defining Special Macros* below), you must use the name that appears on the Program Information screen for that program. The preset macro names are listed below.

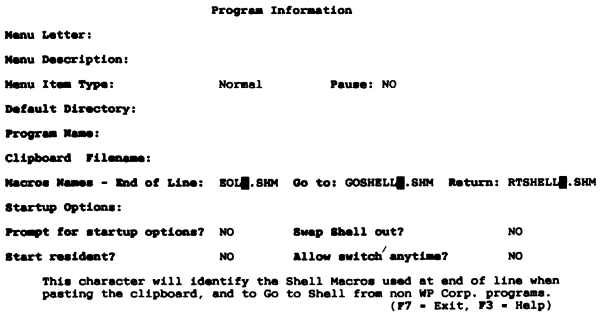
Macro Type	Macro Name
End of Line	EOL*X*.SHM
Go to Shell	GOSHELL*X*.SHM
Return from Shell	RTSHELL*X*.SHM

When you first enter information for a program, the *X* (variable character) in each macro name above is blank.

If you plan to use one of the macros, you must insert a variable character in the macro name.

To add or change the variable character for the macro names,

1 Move the cursor to the Macro Names line.



Notice that the variable characters in all three macro names are highlighted. All three macro names use the same variable character.

2 Type the desired letter or number, or press the **Space Bar** if you want to clear the current character.

The character you type appears in all three macro names.

Whenever you use Screen Retrieve in a program, Shell looks for the End of Line macro whose name appears on the Program Information screen for that program. Whenever you use Switch Program, Shell looks for the Go to Shell and Return from Shell macros specified on the Program Information screen for that program, unless "Allow switch anytime?" is set to Yes (see *Allow Switch Anytime* below). For details on where Shell looks for these macros, see *Executing a Shell Macro* under *Macros* in *Shell Reference*.

Shell does not look for these macros if you do not assign a letter or number to complete the macro names (steps 1 and 2 above).

Defining Special Macros

To define an End of Line, Go to Shell, or Return from Shell macro,

1 Start the program for which you are defining the macro, then press **Define Shell Macro** (Ctrl-Shift-F10).

2 Enter **eol*x*** (where *x* is a letter or number) for an End of Line macro.

or

Enter **goshell*x*** (where *x* is a letter or number) for a Go to Shell macro.

or

Enter **rtshell*x*** (where *x* is a letter or number) for a Return from Shell macro.

Shell adds the .SHM extension to the macro filename.

3 Enter a description.

or

Press **Enter** to bypass entering a description.

4 Press the necessary keystrokes (see *End of Line*, *Go to Shell*, and *Return from Shell* below).

5 Press **Define Shell Macro** again to end macro definition.

You can define a separate End of Line, Go to Shell, and Return from Shell macro for each program on the Shell menu. You can also use one macro with more than one program by specifying that macro name (letter or number) on the Program Information screens for all the desired programs.

End of Line
When defining an End of Line macro for the Screen Retrieve feature, press the keystrokes (e.g., Tab, Hard Page, etc.) and/or type the characters you want added at the end of each line.

Go to Shell
You can define a Go to Shell macro to use Switch Program in a graphics mode or in graphics-based programs, or in non-WordPerfect Corporation programs for which you set "Allow switch anytime?" to No. However, the program must be able to go to DOS or execute a single DOS command without exiting the program.

You must define a Go to Shell macro from within the program you are defining it for. After entering the macro name and description, press the keystrokes that take you to DOS or let you execute a single DOS command.

When running a program from Shell, pressing the keystrokes to go to DOS returns you to Shell and leaves the program resident.

Defining a Go to Shell macro for a program is usually sufficient to make the Switch Program feature work. However, a Return from Shell macro is necessary for some programs (see *Return from Shell* below).

Return from Shell
You need to define a Return from Shell macro for a program if you cannot return directly back to the program by simply selecting that program from the Shell menu. For example, some programs return you to DOS, where you must enter an additional command to return to the program.

When defining a Return from Shell macro, press the keystrokes you would normally press to return to the program from Shell (only the keystrokes you must press *after* selecting the program from the Shell menu).

Startup Options

You can use the Startup Options line to include startup options for a program, to include parameters for a DOS command, or to include text you want stored in a Shell macro variable.

See Appendix K: Startup Options *for the startup options you can use with WordPerfect Office programs and for an explanation of how to use startup options.*

The Startup Options line can contain up to 30 characters. If you run out of room, you can also set "Prompt for startup options?" to Yes (see *Prompt for Startup Options* below) and enter the remaining startup options, parameters, or text when you select the item from the Shell menu.

If you want to be able to enter different startup options, parameters, or text each time you start a program, execute a DOS command, or execute a Shell macro, you can either set "Prompt for startup options?" to Yes (see *Prompt for Startup Options* below), or you can create your own customized prompt on the Startup Options line. Shell then displays the prompt and waits for input when you select the item from the Shell menu. Creating a prompt on the Startup Options line is especially useful when you only need to change part of a startup option or parameter, or part of some text.

To create a prompt on the Startup Options line, type a question mark (?) followed by the text of the prompt in quotes ("). For example, if you want to be able to execute a variety of macros when starting WordPerfect, you could enter **/m-?"Macro Name: "** on the Startup Options line. Then, whenever you start WordPerfect from the Shell menu, Shell pauses, displays the "Macro Name: " prompt, and waits for you to enter a macro name. The text you enter replaces the entire prompt on the Startup Options line and, in this case, is used as the macro name parameter of the /m-*macro name* startup option. As soon as you press Enter, the startup process continues.

If you include more than one prompt on the Startup Option line, Shell will pause and display the prompts in the order they were entered.

Prompt for Startup Options

If the "Prompt for startup options?" setting is Yes, Shell displays the "Enter options:" prompt each time you start that program. Shell then waits for you to enter startup options (up to 60 characters). The startup process continues as soon as you press **Enter**.

Whenever you enter text at the options prompt for a particular menu item, Shell records the text you enter in a special buffer. If you start that program again before exiting Shell, the last text you entered appears at the "Enter options:" prompt.

As you continue to use the prompt for startup options with this menu item, each set of text you enter is recorded separately in the buffer. The buffer can hold up to 256 bytes or normal characters of information. If the buffer is full when you enter startup options at the "Enter options:" prompt, Shell deletes the oldest set of text to make room for the new one. Entries are stored separately for each

Shell menu item set to prompt for startup options. All startup options buffers are cleared when you exit Shell.

If you create your own prompt on the Startup Options line (see Startup Options *above), the Startup Options buffer also stores text entered from that prompt.*

Use the following keys to view and edit the startup options entries displayed after the "Enter Options:" prompt.

Action	Keystroke
Previous/Next Entry	Up/Down Arrow (↑/↓)
Delete Current Entry	Ctrl-Page Down (Ctrl-PgDn)
Delete All Entries	Ctrl-Page Up (Ctrl-PgUp)
Clear Line	Escape (Esc)
Execute and Save Entry	Enter
Execute Entry	Ctrl-Enter

If desired, you can set "Prompt for startup options?" to Yes *and* include startup options on the Startup Options line (see *Startup Options* above). If you do, the text on the Startup Options line will be inserted in the command line before the text you enter at the "Enter options:" prompt.

Swap Shell Out

By default (when "Swap Shell out?" is set to No), the Shell program stays resident and uses about 48K of random access memory (RAM) when you start a program from the Shell menu. If you do not have sufficient memory to start a particular program or use certain features in a program while Shell is resident, you can set "Swap Shell out?" to Yes to swap the Shell program to disk when you start that program, thus freeing up the memory usually used by Shell.

However, if you set "Swap Shell out?" to Yes for a program, you will not be able to use any Shell features while in that program. You will not be able to use Switch Program, Go to Shell, the Shell clipboard, or Shell macros. To return to the Shell menu or use any Shell features, you must exit the program.

If you only need the additional memory occasionally (e.g., to print a very large document in WordPerfect), you may want to create two menu items for the same program. Set "Swap Shell out?" to No for the first menu item and use that item for most of your work. Then set "Swap Shell out?" to Yes for the second item and use it only when you need the additional memory. This way, you have the Shell features available most of the time.

Start Resident

If you set "Start resident?" to Yes, a plus sign (+) appears next to that item in the Setup menu indicating that the item will be loaded into memory each time you start Shell. You should only set WordPerfect Corporation programs to start resident.

You can also change the "Start resident?" setting from the Setup menu by moving to a menu item, then typing a plus sign (+).

If you set a program on the main Shell menu to start resident, that program is loaded into memory when you start Shell. If you want a program on a submenu

to start resident, you must set both the program and the submenu to start resident. When a program or submenu is set to start resident, an asterisk (*) appears next to that item in the menu after you start Shell to indicate that it has already been loaded into memory.

You can also set Shell macro menu items to start resident. A Shell macro that is set to start resident is executed as soon as you start Shell if the macro is on the main Shell menu or as soon as you start the submenu on which the macro is a menu item.

Allow Switch Anytime

By default (when "Allow switch anytime?" is set to No), you can use the Switch Program feature from within WordPerfect Corporation programs anywhere you can use the Go to Shell feature (Ctrl-F1,1). You can also use Switch Program within non-WordPerfect Corporation programs by defining a Go to Shell macro for each of those programs (see *Macro Names* under *Program Information Options* in *Shell Reference*).

If you set "Allow switch anytime?" to Yes, you can use Switch Program from almost any location in any program, including non-WordPerfect Corporation programs. The only restriction is that Switch Program will not work in graphics modes (e.g., in the View Document screen in WordPerfect) or in a graphics-based program (e.g., DrawPerfect), unless you define a Go to Shell macro.

With certain programs and certain graphics cards, however, you may experience display problems while using Switch Program with "Allow switch anytime?" set to Yes. If you experience any display problems, such as the screen going blank when you switch to a program, try setting "Allow switch anytime?" to No to correct the problem. You only need to set "Allow switch anytime?" to No for those programs (if any) in which you experience display programs with the Switch Program feature.

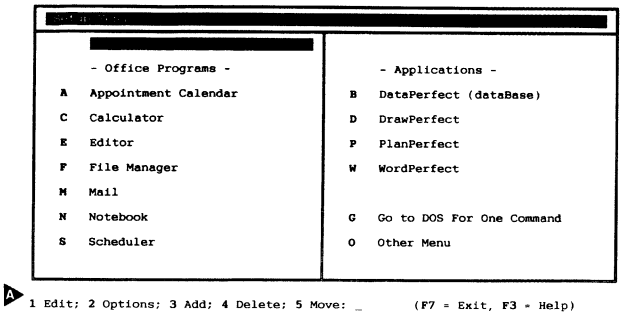
Setup

There are Setup options for changing the Shell menu and for changing the default settings for several Shell features.

Select Setup (4) from the menu at the bottom of the Shell screen to display the Setup menu. "Setup Menu" appears in the Shell menu heading, and the Setup options appear at the bottom of the screen.

If the "Enter Password:" message is displayed when you select Setup, the Setup feature has been protected with a password (see Password *below).*

SETUP OPTIONS



Four of the Setup options (Edit, Add, Delete, and Move) are used to make changes to the Shell menu (see *Shell Menu Setup* below). Use Options to change the default settings for several Shell features (see *Shell Feature Setup* below).

Settings you change with the Setup feature are saved in a Setup file and remain in effect until you change them again. If you are on a network, the Setup file is called *XXX*SHELL.FIL (where *XXX* represents your file ID). If you are using WordPerfect Office PC on a stand-alone machine, the Setup file is called SHELL.FIL.

If you use the /ps-*pathname* (**p**ath to **S**etup file) startup option (see *Appendix K: Startup Options*), Shell looks for the Setup file only in the directory you specify. If the Setup file is not found in the directory specified with the /ps-*pathname* option, a new Setup file is created in that directory.

If you do not use the /ps-*pathname* startup option, Shell looks for the Setup file first in the current default directory, then in the directory containing the Shell program file (SHELL.EXE), and finally in the directories in your DOS path (see *Appendix B: DOS and WordPerfect Office* for details on the DOS PATH command). If the Setup file is not found in any of these locations, a new one is created in the directory containing the Shell program file. If for any reason the file cannot be created in that directory (e.g., insufficient network directory rights), it will be created in the current default directory.

Shell Menu Setup

Use the options described below to edit the Shell menu. If you decide you don't want to change the Shell menu after you begin editing it, press **Cancel** (F1) from the Setup menu, then type **y** at any time before exiting the Setup feature to restore the original Shell menu.

Edit

Selecting Edit displays the Program Information screen. You use this screen to enter the information Shell needs to start a specific program or execute a specific command.

From the Shell menu,

1. Select Setup (4) to display the Setup menu.
2. Use the arrow keys or type a menu letter to move to the menu item you want to edit.

   or

   Move to an empty line if you are creating a new menu item.
3. Select Edit (1) to display the Program Information screen.

You can also press ***Enter.***

Shell will not let you edit a menu item that is currently resident in memory (a resident program is marked with an asterisk on the Shell menu). If a program is resident, enter that program, then exit it completely before repeating the steps above.

Use Down Arrow (↓), Tab, or Enter to move forward through the Program Information settings, and use Up Arrow (↑) or Shift-Tab to move backward through the settings. As you move through the settings, a Help message explaining each setting is displayed at the bottom of the screen.

Press **Help** (F3) to display additional information about the Program Information screen, or see *Program Information* in *Shell Reference*.

4. Edit or enter the program information for the menu item.
5. Press **Exit** (F7) to save any changes and return to the Setup menu.
6. Press **Exit** again to return to the Shell menu.

Add

Use this option to add (insert) a space for a new menu item. From the Shell menu,

1. Select Setup (4) to display the Setup menu.
2. Use the arrow keys or type a menu letter to move to where you want to insert a space for a new menu item.
3. Select Add (3).

When you select Add, a space is inserted and any menu items below the space are moved down one space. There must be at least one empty space at the bottom of the right side of the Shell menu for Add to work. Also, Shell will not let you add a space with the cursor resting on a program that is resident in memory or if any programs below the cursor are resident in memory (a resident program is marked with an asterisk on the Shell menu).

4 If you selected Add just to move the existing items down one space, press **Exit** (F7) to return to the Shell menu.

or

If you selected Add to make room for a new menu item, follow steps 3 through 6 under *Edit* above to add the item.

Delete

Use this option to delete a menu item or menu item space. From the Shell menu,

1 Select Setup (4) to display the Setup menu.

2 Use the arrow keys or type a menu letter to move to the menu item or space you want to delete.

3 Select Delete (4) to delete the item and move all items below up one space.

or

Press **Ctrl-End** to delete the item and leave the space blank.

You cannot use the Delete option with a menu item that is resident in memory or if any items below the cursor are resident in memory (a resident program is marked with an asterisk on the Shell menu).

You are asked if you really want to delete this item.

4 Type **y** to delete the item.

or

Type **n** to cancel the deletion and return to the Setup menu.

Important: *When you delete an item, you also delete all the information on that item's Program Information screen.*

5 Press **Exit** (F7) to save the changes and return to the Shell menu.

or

Press **Cancel** (F1), then type **y** to exit Setup without saving any changes. Any menu items you deleted or modified since selecting Setup are restored.

Move

You can use this option to move a menu item to a new location, create a duplicate menu item, or swap the locations of two menu items. When you move a menu item, the menu letter is also moved.

From the Shell menu screen,

1 Select Setup (4) to display the Setup menu.

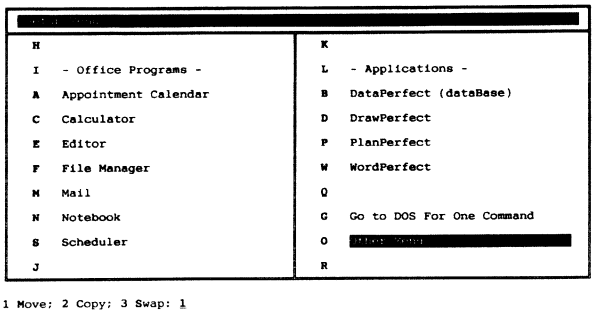
2 Use the arrow keys or type a menu letter to move to the menu item or space you want to move.

3 Select Move (5).

4 Type the letter to which you want to move, copy, or swap the item.

or

If you want to move the item to a line without an assigned letter, press the **Space Bar** to display letters next to the lines with no letters, then type the letter for the line to which you want to move, copy, or swap the item.



5 Select **M**ove (1) to move the item to the specified menu letter.

or

Select **C**opy (2) to create a duplicate of the item at the specified menu letter.

or

Select **S**wap (3) to swap the current item with the item at the specified menu letter.

If you select Move or Copy and an item already exists for the specified menu letter, Shell asks if you want to overwrite that entry. Type **y** to overwrite (replace) the entry, or type **n** to cancel the Move or Copy command.

6 Press **Exit** (F7) to return to the Shell menu.

Shell Feature Setup

To change the default settings for Shell features,

1 Select Setup (4).

2 Select Options (2) to display the Options menu.

3 Select an option and make the necessary changes (the options are described below).

4 Press **Exit** (F7) to save the changes and return to the Shell menu.

or

Press **Cancel** (F1), then type **y** to exit Setup without saving any changes. This will restore the settings in effect before you selected Setup.

Any settings you change remain in effect until you change them again.

Colors

If you have a color monitor, this option lets you change the display colors for Shell (see *Colors* in *Shell Reference* for details).

Date Format

Shell displays the current date and time in the heading of the Shell menu. Use the Date Format option to change the display format of the date and time.

1 Select **D**ate Format (2) from the Options menu.

2 Enter a new format string (up to 29 characters) using the special characters displayed on the screen. Include in the format string any text characters (such as spaces, commas, and colons) you want displayed with the date and time.

Several examples of date formats are displayed on the Date Format screen. The default date format is **6, 3 1, 4 8:90**.

Menu Title

The menu title is the title displayed in the heading of the Shell menu. To change the menu title,

1 Select Menu **T**itle (3) from the Options menu.

2 Enter a new title (up to 30 characters).

or

Edit the existing title, then press **Enter**.

If you edit the title, use Right Arrow (→) and Left Arrow (←) to position the cursor, and use Backspace and Delete (Del) to delete characters.

The default menu title is "WordPerfect Office LAN 3.0" if you have WordPerfect Office LAN, or "WordPerfect Office PC 3.0" if you have WordPerfect Office PC.

Work Log Setup

Select this option to set up the Work Log feature (see *Work Log Initial Setup* in *Shell Reference* for details).

Screen Save

Leaving the same screen displayed for long periods of time can leave a *ghost* of that image etched in the monitor screen. If you leave the Shell menu (or submenus) on the screen for long periods of time, you can use Screen Save to protect your monitor screen. Screen Save causes the screen to go blank if no keystrokes are pressed within a specified time period. You can then press any key to redisplay the Shell menu screen.

1 Select **S**creen Save (5) from the Options menu,

2 Enter the number of minutes (1 to 255) you want to elapse before the screen goes blank.

or

Enter **0** (zero) to turn off Screen Save. (This is the default setting.)

Macro Directory

Use this option to indicate where you want Shell to store Shell macros you define. The pathname you enter for Macro Directory also indicates where Shell will look for macros you attempt to execute under certain conditions. For complete details on how Macro Directory is used when defining and editing Shell macros, see *Defining a Shell Macro* and *Executing a Shell Macro* under *Macros* in *Shell Reference*.

To change the Macro Directory setting,

1 Select **M**acro Directory (6).

2 Enter the full pathname of your Shell macro directory (e.g., o:\office30\macros).

The Macro Directory setting can contain up to 24 characters.

Password

On a network, this option is designed primarily for use by the system administrator. Using Password, the system administrator can set up the Shell menu for all users and then *lock* the menu with a password so it cannot be changed by users.

If you are on a network and your system administrator has protected Setup with a password, you can still access Options from the Setup menu to change the Colors, Date Format, Menu Title, Work Log Setup, Screen Save, and Macro Directory settings. Select Setup (4), then press **Enter** when prompted for the Setup password. The message "ERROR: Invalid Password" appears, then the Setup menu appears with only the Options option displayed. You can then select Options (2) to display the Setup options (except Password and Go to DOS).

If you are using WordPerfect Office PC on a stand-alone machine or if you are on a network and Setup is not already password protected, you can assign a password to protect your Setup settings from unwanted changes.

1 Select **P**assword (7) from the Options menu.

2 Enter a password (up to 8 characters).

The Password feature is not case-sensitive. It doesn't matter whether you use uppercase or lowercase letters when defining the password and later entering the password.

The characters do not appear as you type them, so you are asked to re-enter the password to verify that you entered it correctly.

3 Enter the password again.

After you exit Setup, you will be prompted for the password each time you or someone else selects Setup.

Important: *Please note that if you forget the password, there is absolutely no way to access the Setup feature without creating a new Shell menu.*

If you want to later remove the password,

1 Select Setup (4) from the Shell menu screen, then enter the password to display the Options menu.

2 Select Options (2), then select **P**assword (7).

3 Press **Enter** twice.

4 Press **Exit** (F7) twice to return to the Shell menu.

Allow Go to DOS

On a network, the Allow Go to DOS option (like Password) is designed primarily so the system administrator can decide whether the user should be allowed to use the Go to DOS (1) option at the bottom of the Shell menu.

To change the Go to DOS setting,

1 Select Allow **G**o to DOS (8) from the Options menu.

2 Type **y** to turn on the Go to DOS feature. (This is the default setting.)

or

Type **n** to disable the Go to DOS feature.

If you disable the Go to DOS feature and do not want the user to be able to turn the feature on again, be sure to assign a password to Setup (see *Password* above).

Important: *The Allow Go to DOS option does not affect the Go to DOS for One Command option on the default Shell menu (SHELL.NEW). If you don't want users to be able to go to DOS at all from the Shell menu, be sure to delete the Go to DOS for One Command item from the default Shell menu.*

Switch Program

Using the Shell feature, you can switch programs (leave a program resident in memory while starting another) by returning to the Shell menu, then selecting another menu item or Shell feature. You can also use the Switch Program feature to switch directly from any program to any other program on the same Shell menu or to any of the Shell options (such as Go to DOS or Memory Map).

To use Switch Program, press **Ctrl-Alt-*x*** (where *x* is the Shell menu letter or option number of the program or Shell feature you want to switch to). You can also press **Switch to Shell** (Ctrl-Alt-Space Bar) to simply return to the Shell menu.

You can also use the Alt-Shift-x keystroke to switch to a different program, as in earlier versions of WordPerfect Office. However, because the Alt-Shift keystroke is also used to start Shell macros, Shell looks first for a Shell macro assigned to that keystroke. If a Shell macro is found, Shell executes the macro. If no macro is found, Alt-Shift-x works the same as Ctrl-Alt-x. To ensure that you always switch programs when you want to, we recommend that you always use the Ctrl-Alt keystroke to switch between programs.

For example, to switch to Notebook from the current program, you would press **Switch to Notebook** (Ctrl-Alt-n if N is the menu letter for Notebook). To switch to Memory Map from the current program, you would press **Ctrl-Alt-5**.

The locations within a program where you can use Switch Program depends on the "Allow switch anytime?" setting on the Program Information screen for that program (see *Allow Switch Anytime* under *Program Information Options* in *Shell Reference*).

Display Problems

If you experience display problems when you switch from a program and then come back to that program (e.g., the screen is not restored when you return), you need to set "Allow switch anytime?" to No on the Program Information screen for the program in which you experience the display problem (see *Allow Switch Anytime* under *Program Information Options* in *File Manager Reference*).

Work Log

You can use the Work Log feature to keep track of the time you spend and the number of keystrokes you press when using Shell and programs running under Shell.

Work Log Types

You can create work logs that record the total time and keystrokes used for a specific project or client (project/client work logs), and work logs that record the total time and keystrokes used in specific programs (program work logs).

Project/Client Work Log

When you start a project/client work log, Shell starts a timer and begins recording keystrokes immediately. You can stop logging time and keystrokes for the current project by outputting (saving) the work log or by exiting Shell. When you output the work log or exit Shell, the timer and keystroke counter are reset for the next project/client work log.

Program Work Log

After you start program logging, Shell creates a separate work log for each program you start from Shell. The time and keystrokes for each program are recorded until you output the work log for that program or exit that program.

For example, suppose you turn on program logging, then you start and later exit Notebook, WordPerfect, and Calculator from the Shell menu. This will create three program work log records—one for Notebook, one for WordPerfect, and one for Calculator.

Using Work Log

Using the Work Log feature involves the three basic steps listed below. Follow the steps in the order they are listed.

Setting Up Work Log

Before you actually use the Work Log feature, you need to set it up with the Work Log Setup options. Use these options to indicate the name of the file where you want work logs saved, whether you want work logging to start as soon as you start Shell, and how often work log records should be backed up.

See *Work Log Initial Setup* in *Shell Reference* for detailed instructions on setting up the Work Log feature.

Managing the Work Log Feature

Use the Work Logging screen to manage the Work Log feature while Shell is running. You can start, stop, and pause work logs and enter information that identifies and describes each work log in the work log file.

See *Work Log Management* in *Shell Reference* for detailed instructions on managing the Work Log feature.

Using the Work Log Notebook File

Work logs are recorded in a Notebook file that you can retrieve, edit, and print in Notebook or WordPerfect. You can also use the work log file in a WordPerfect merge.

For instructions on how to use a work log file, see *Work Log Notebook File* in *Shell Reference*.

Work Log Initial Setup

Before you use the Work Log feature, you need to enter the name of the work log file and make sure the settings are correct in the Work Log Setup menu.

Locating the Work Log File

Work logs are saved in Notebook file format (see *Work Log Notebook File* in *Shell Reference*). WordPerfect Office comes with a special Notebook file called WORKLOG.NB designed specifically for storing work logs.

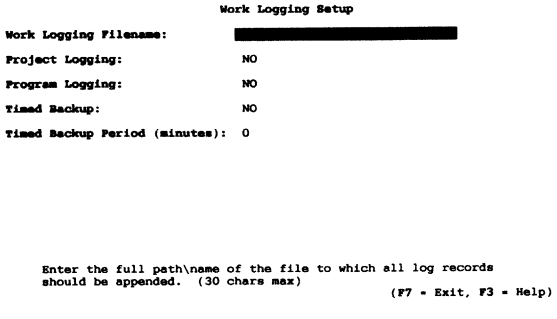
The WORKLOG.NB file should be in the WordPerfect Office program directory. If you are on a network and can't find the WORKLOG.NB file, consult your system administrator. Then, when you find the WORKLOG.NB file, copy it to your local hard disk or to a personal network directory. (You do not need to copy the file if you are using WordPerfect Office PC on a stand-alone machine.)

Setting Up Work Log

To set up the Work Log feature,

1 Select Setup (4) from the Shell menu, then select Options (2).

2 Select Work Log Setup (4) to display the Work Logging Setup screen.



When you first enter the Work Logging Setup screen, the cursor rests on the Work Logging Filename option.

Important: *If you are on a network, do not enter the pathname of the original WORKLOG.NB file in the WordPerfect Office program directory. The original must remain unchanged so all users can copy from it.*

3 Enter the full pathname of the WORKLOG.NB file.

After you enter the filename, the cursor moves to the Project Logging setting.

4 Type **y** if you want a new project log started each time you start Shell.

or

Type **n** if you want to start project logs manually from the Work Logging screen (see *Work Log Management* in *Shell Reference*).

The cursor moves to the Program Logging setting.

5 Type **y** if you want program logging started when you start Shell.

or

Type **n** if you want to start program logging manually from the Work Logging screen (see *Work Log Management* in *Shell Reference*).

The cursor moves to the Timed Backup setting.

6 Type **y** if you want Shell to back up your active work logs at timed intervals (see *Timed Backup* below).

or

Type **n** to turn off Timed Backup, then skip to step 8.

If you typed **y**, the cursor moves to the Timed Backup Period setting.

7 Enter the number of minutes (1 to 255) you want to elapse between each backup of active work logs. (If you enter 0 or a number over 255, Shell does not back up work logs, even if the Timed Backup setting is Yes.)

The Timed Backup Period setting is ignored if the Time Backup setting is No.

8 Press **Exit** (F7) until you return to the Shell menu.

Timed Backup

If you use the Timed Backup feature, each time you return to the Shell menu, Shell checks to see if the amount of time indicated for Timed Backup Period has passed since the last backup. If it has, Shell backs up all active work logs. If it hasn't, the records are not backed up.

Backup records are temporarily output to the work log file. These records are replaced when you output the work logs (see *Work Log Management* in *Shell Reference*).

Editing Work Log Setup

You can change the Work Log Setup settings at any time by repeating the steps under *Setting Up Work Log* above.

In the Work Log Setup screen, you can use Down Arrow (↓) or Up Arrow (↑) and Tab or Shift-Tab to move forward or backward through the settings.

Work Log Management

Once you set up the Work Log feature (see *Work Log Initial Setup* in *Shell Reference*), you can begin to use Work Log. You control and manage the Work Log feature from the Work Logging screen.

To display the Work Logging screen, select Log (6) from the Shell menu.

You cannot display the Work Logging screen unless you have entered a work log filename in Setup (see Work Log Initial Setup *in* Shell Reference*).*

Your Work Logging screen will look similar to the screen below when you first select Log from the Shell menu. Use the options on this screen to enter identifying and descriptive information for work logs, to start work logs, to output work log records, and to back up work log records. Each of these Work Log management functions is described in the sections below.

```
Work Logging                              Elapsed Time: [None]

     Project/Client Information
          1 - Project:          [None]
          2 - Project ID:       [None]

     User Information
          3 - User:             STEVENK
          4 - User Job Type:    [None]

     Add a Line to Comments
          5 - Project Description:
          6 - Program Comments:

     Work Logging Status
          7 - Project Log:      NO
          8 - Project Timer:    NO
          9 - Program Log:      NO

     Forced Record Output (& reset times)
          A - All Records       R - Project Record       S - Program Records

F9: Output All Records; F10: Backup Current Record(s)
Enter Selection: Q
```

After using the Work Logging screen, press **Exit** (F7) to return to the Shell menu.

Starting, Pausing, and Stopping Work Logs

Use the Work Logging Status options (7 through 9) to start, pause, and stop work logs for projects and programs. (For an explanation of project and program work logs, see *Work Log Types* under *Work Log* in *Shell Reference*).

Changes you make to these settings are changed back to the Work Log default settings each time you exit Shell (see *Work Log Initial Setup* in *Shell Reference*).

Use the Project Log and Program Log options to start and stop project logs and program logs. If you have both Project Log and Program Log active at the same time, separate work log records will be created for the current project and for each program you start under Shell. All work log records, however, will have the same Project/Client Information and User Information fields (see *Entering Project/Client and User Information* below).

Project Log

To change the Project Log setting,

1 Select Project **L**og (7) from the Work Logging screen.

2 Type **y** to start a new project log.

or

Type **n** to stop the currently active project log.

If you typed **n**, Shell asks if you want to output the work log record.

3 Type **y** to output the project log record and reset the project log timer and counter.

or

Type **n** to reset the project log timer and counter without outputting the project log record.

Important: *If you reset the project log timer and counter without outputting the records, the currently active project log will be lost.*

Project Timer

Use this option to pause the currently active project log.

1 Select Project **T**imer (8), then type **n** to temporarily turn off the project timer and keystroke counter.

When you want to reactivate the project log,

2 Select Project **T**imer, then type **y** to turn on the project timer and keystroke counter.

Program Log

To change the Program Log setting,

1 Select Program Lo**g** (9).

2 Type **y** to turn on program logging.

or

Type **n** to stop all currently active program logs.

If you typed **n**, Shell asks if you want to output the work log record(s).

3 Type **y** to output the program log record(s) and reset all program timers and keystroke counters.

or

Type **n** to reset the program log timers and counters without outputting the program log records.

Important: *If you reset the program log timers and counters without outputting the records, the currently active program logs will be lost.*

Entering Project/Client and User Information

Use these options (1 through 4) to identify a work log. The information you enter with these options is output as fields in the work log record.

To use any of the first four options,

1 Select an option by typing the corresponding number.

2 Enter the desired text (up to 29 characters).

When entering text for any of these options, you can use the following cursor movement and editing keys:

Action	Keystroke
Character Left/Right	Left/Right Arrow (←/→)
Beginning/End of Line	Home,Left/Right Arrow (Home,←/→)
End of Line	End
Delete Character Left	Backspace
Delete Character at Cursor	Delete (Del)
Delete Word	Ctrl-Backspace
Delete to End of Line	Ctrl-End
Restore Original Text	Cancel (F1)

Project and Project ID

For Project and Project ID, enter whatever you think identifies the project best. For example, if you are creating a log of the work you do on a pretrial summary for the Marquez vs. Lipton case, you might enter the following:

```
Project:     Marquez vs. Lipton
Project ID:  Pretrial Summary
```

The Project and Project ID fields are cleared (reset to [None)) when you exit Shell.

User and User Job Type

Use the User and User Job Type options to enter information about the person doing the work. (If you are on a network, your Mail/Scheduler user ID appears on the User line.) For example,

```
User:           Jackie Chang
User Job Type:  Attorney
```

The User and User Job Type fields are cleared (reset to [None)) when you exit Shell.

Changing Project/Client or User Information

If you enter or change information in the Project, Project ID, User, or User Job Type fields after starting a work log, and the work log is still active when you attempt to exit the Work Logging screen, you are warned that information in one of these fields has changed and asked if you want to output all records with previous values.

Type **y** to output all currently active work log records with the original text in the Project, Project ID, User, and User Job Type fields. When the active project and/or program work log record(s) are output, Shell starts another project and/or program work log using the new values (text) in the Project/Client Information and User Information fields.

Type **n** if you want to use the new Project/Client Information and User Information fields with the currently active work log(s). If you type **n**, Shell does not output any work log records and does not start any new work logs.

Adding Descriptions and Comments

The text you enter for Project Description or Program Comments appears in the Comments field of the WORKLOG.NB file when you output the worklog record (see *Work Log Notebook File* in *Shell Reference*).

For Program Comments, Shell automatically outputs any text on the Startup Options line of the Program Information screen for the program being logged (see *Program Information Options* in *Shell Reference*) to the Comments field in the WORKLOG.NB file. A space is added at the end of the startup options to separate them from any comments you may enter from the work logging screen.

You can use the same cursor movement and editing keys listed under *Entering Project/Client and User Information* above when entering comments.

Project Description

You can only enter text for Project Description when a project log is active (when the Project Log setting on the Work Logging screen is Yes). Shell displays an error message if you select Project Description when there is no project log active.

To add a description to the currently active project log,

1 Select Project **D**escription (5).

A pointer (>) appears on the line below the Program Comments line.

```
Work Logging                              Elapsed Time: [None]

     Project/Client Information
          1 - Project:        [None]
          2 - Project ID:     [None]

     User Information
          3 - User:           STEVENK
          4 - User Job Type:  [None]

     Add a Line to Comments
          5 - Project Description:
          6 - Program Comments:
   >_
     Work Logging Status
          7 - Project Log:    NO
          8 - Project Timer:  NO
          9 - Program Log:    NO

     Forced Record Output (& reset times)
          A - All Records          R - Project Record        S - Program Records

F9: Output All Records; F10: Backup Current Record(s)
Enter Selection: 5
```

2 Type the description at the pointer.

The Project Description field can hold up to 74 characters per line.

3 Press **Enter** to add a space at the end of the description. The cursor returns to the beginning of the Project Description line so you can enter more text.

or

Press **Exit** (F7) to add a space at the end of the description and exit the Project Description line.

or

Press **Ctrl-Enter** to add a hard return at the end of the description and exit the Project Description line.

Program Comments

You can only enter text for Program Comments when at least one program log is active (when the Program Log setting on the Work Logging screen is Yes).

Shell displays an error message if you select Program Comments when there is no program log active.

To add comments to a currently active program log,

1 Select Program Comments (6).

You are prompted for the Shell menu letter of the program. The most recently started program is displayed at the prompt as the default.

2 Press **Enter** to enter comments for the default program.

or

Type the letter of another currently active program.

If you type a menu letter for a program that is not active, Shell displays an error message and exits the Program Comments option.

3 Type the comment at the pointer.

The Program Comments field can contain up to 74 characters per line.

4 Press **Enter** to add a space at the end of the comment. The cursor returns to the beginning of the Program Comments line so you can enter another comment.

or

Press **Exit** (F7) to add a space at the end of the comment and exit the Program Comments line.

or

Press **Ctrl-Enter** to add a hard return at the end of the comment and exit the Program Comments line.

Outputting Work Log Records

If you exit a program while program logging is active, Shell outputs that program log record. If you exit Shell while a project log is active, Shell outputs that project log record.

There are also several ways to output records manually. Shell gives you the option of outputting all currently active work log records when you change a Project/Client Information or User Information field (see *Entering Project/Client and User Information* above), and when you turn off program or project logging (see *Starting, Pausing, and Stopping Work Logging* above).

The Force Record Output options on the Work Logging screen let you output all or selected records at any time. Select **A**ll Records or press **Output All Records** (F9) to output all currently active work log records to the work log file.

Select Project **R**ecord to output only the currently active project work log. Select Program Records to output only currently active program logs.

As soon as you output an active work log, the timer and keystroke counter are reset and a new work log is started. To output a work log without starting a new one, use the Work Logging Status options (see *Starting, Pausing, and Stopping Work Logs* above).

Backing Up Work Logs

You can periodically back up work log records by pressing **Backup Current Record(s)** (F10) from the Work Logging screen. This guards against losing work log records due to machine or power failure. When you back up work logs, temporary records are created in the work log file and are updated each time you press Backup Current Record(s). The temporary records are replaced when you output the work log records.

You can also have Shell back up work log records at timed intervals by turning on Timed Backup in the Work Logging Setup screen (see *Work Log Initial Setup* in *Shell Reference*).

Temporary and Permanent Records

When you are saving a Notebook file, Notebook treats temporary records created by the Backup feature the same as permanent ones. If you edit your work log file in Notebook and save the changes while there are temporary records in the file, you will probably end up with duplicate work log records (one created from the Backup feature and one created when the work log is output). For this reason, you should always output your work log records before editing a work log file in Notebook (see *Work Log Notebook File* in *Shell Reference*).

Work Log Notebook File

Shell comes with the WORKLOG.NB Notebook file which is specifically designed to store work log records. The Notebook list display and record display have already been set up in the file.

To output work logs to the WORKLOG.NB file, you must enter the name and location of the file in the Work Log Setup screen (see *Work Log Initial Setup* in *Shell Reference*).

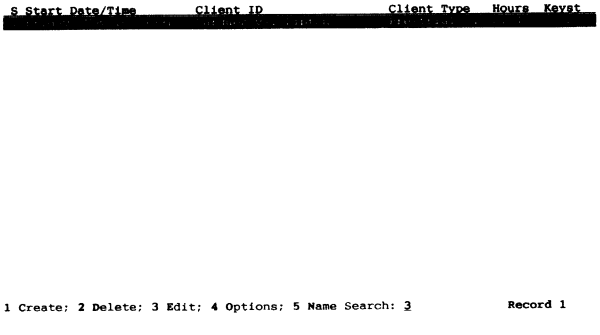
Retrieving the WORKLOG.NB File

After you have output one or more work logs, you can retrieve the work log file to view them.

To retrieve the WORKLOG.NB file into Notebook,

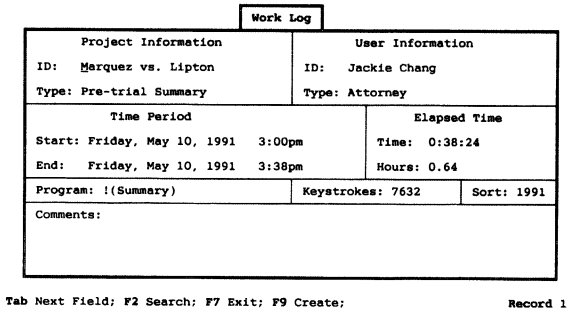
1. Start Notebook from the Shell menu.
2. If the words "Empty Notebook" do not appear at the top of the screen, press **Exit** (F7), then type **n** twice to clear the screen.
3. Press **Retrieve** (Shift-F10), then enter the full pathname of the WORKLOG.NB file (e.g., c:\nbfiles\worklog.nb).

You can also use List Files (F5) to retrieve the file.



The list display shows selected fields (pieces of information) from each work log. To view all the fields for a specific work log record,

4 Use the arrow keys to move the cursor to the desired work log record, then press **Enter**.



As shown in the screen above, there are 12 fields of information in a work log record. The Work Logging feature generates the information for the Time Period, Elapsed Time, Program, Keystrokes, and Sort fields.

You enter project information, user information, and comments from the Work Logging screen (see *Work Log Management* in *Shell Reference*).

You can edit and print the information in the WORKLOG.NB file the same as you would any other Notebook file (see *Print* in *Notebook Reference*).

Important: *Worklog files are created in WordPerfect 4.2 format and must remain in that format for Shell to continue to use them.*

5 When you finish with the file, press **Exit**.

6 If you made changes to the file and want to save them, type **y**, then press **Enter** to replace the original file with the edited version.

or

Type **n** if you do not want to save any changes you made to the file.

7 Type **y** to exit Notebook.

WORKLOG.NB Fields

Each of the fields in the WORKLOG.NB file is described below.

Project Information

The Project Information box contains the Project ID and Project Type fields. These fields contain the information you entered with the Project and Project ID options on the Work Logging screen.

User Information

The User Information box contains the User ID and User Job Type fields. These fields contain the information you entered with the User ID and User Job Type options on the Work Logging screen.

Time Period

The Time Period box contains the Start and End fields. The Work Logging feature enters the date and time you started the work log in the Start field and the date and time you output the work log in the End field.

You can change the way the date and time appear with the Date Format feature (see Shell Feature Setup *under* Setup *in* Shell Reference*).*

Elapsed Time

The Elapsed Time box contains the Time and Hours fields. The Time field contains the total time spent in standard hour-minute-second format. The Hours field contains the total time as a decimal number in case you want to perform calculations with the elapsed time (see *Clipboard Calculations* under *Shell* in *Calculator Reference*). For example, two hours, thirty minutes, and zero seconds would appear as 2.50 in the Hours field.

Because you can pause the timer when logging a project, the total elapsed time for a project work log record may not equal the time between the start and end times.

Program

If the current record is a program work log, the name of the program appears in this field. If the record is a project record, "!(Summary)" appears in the Program field to expedite searching for and sorting project records.

Keystrokes

This field contains the number of keystrokes pressed for a project (project log) or while in a program (program log).

The number only includes keystrokes pressed from within Shell or a program started from the Shell menu.

Sort

The date and time in the Sort field is the same as the date and time in the End field in the Time Period box. However, the date is in a special format so the work log records can be sorted chronologically. For example, January 6, 1991, 1:26 p.m. is formatted as 1991/01/06 13:26.

Only the year is displayed in the Sort field. You can scroll through the complete date by pressing **Right Arrow** (→).

Comments
This field contains any comments you entered with the Project Description or Program Comments option on the Work Logging screen.

Using WORKLOG.NB in a WordPerfect Merge

Because Notebook files are in WordPerfect secondary merge file format (see *File Format* under *Introduction to Notebook* in *Notebook Reference*), you can use the WORKLOG.NB file in a WordPerfect merge.

Included with Shell is a special macro and a WordPerfect primary merge file you can use to create a work log report in WordPerfect. See *Predefined Macros* in *Macro Reference* for details.













Contents

Introduction 315
Expressions 316
Message Display 322
Predefined Macros 331
Programming Commands 335
Programming Concepts 404
Value Tables 412
Variables 417

Introduction

This section contains documentation on creating Editor and Shell macros using the WordPerfect Programming Language. You can create simple macros by recording keystrokes. For information on creating simple macros, see *Macros, Define* in *Editor Reference* (for Editor macros) and *Macros* in *Shell Reference* (for Shell macros).

The WordPerfect Programming Language lets you create complex macros that use high-level control structures such as IF-THEN-ELSE statements, FOR and WHILE loops, variables, system variables, and many other features common to programming environments. The documentation of these features has been divided into the following sections:

Expressions	This section discusses the operators that may be used in expressions, and how those expressions are evaluated.
Message Display	This section describes how macros send messages to the screen, methods of positioning messages, and issues affecting the duration and visibility of messages.
Predefined Macros	Included in your WordPerfect Office 3.0 software are several predefined macros that can be used as shortcuts, to perform utility functions, to edit macros, and for many other purposes. These macros are described in this section. Since these macros use many of the programming commands, you may wish to use them as additional examples of how the programming commands interrelate.
Programming Commands	This section describes each programming command in detail and provides examples of how each one may be used.
Programming Concepts	This section discusses various programming concepts that are necessary to use the programming commands correctly and to create efficient macros.
Value Tables	These tables list numerical values returned by some of the programming commands.
Variables	This section discusses the different types of variables that may be used in macros and how they function.

Expressions

Expressions are used to determine values in several of the programming commands used in macros (see *Expressions* in *Macro Reference*). Expressions perform operations on numbers and strings of text.

An expression can contain up to 128 keystrokes. A keystroke can be a character, an extended character, a keystroke command, or a programming command.

Numeric Expressions

The following is a list of numeric expressions. The values must contain only integers or variables which contain integers.

The highest positive number you should use is 2,147,483,647. Numbers higher than 2,147,483,647 are considered negative (see *Negative Numbers* below). You can use signed numbers in expressions. When performing multiplication or division, only one number can exceed ±65,535. For example, 65535/65536 is allowed, but 65536/65536 is not allowed.

In the table below, the terms *n1* and *n2* represent number 1 and number 2. Although only a single operator is illustrated in each example below, you can use several operators, as well as parentheses, in expressions.

Expression	Operation
!n1	Returns the logical NOT (bitwise) of the number n1 (see *Expression Terms* below). Example: **!0** is –1.
–n1	Returns the negative of the number n1 (see *Negative Numbers* below). Example: If variable 1 holds 5, **–{VARIABLE}1~** is –5.
n1+n2	Returns the sum of n1 and n2. Example: **5+4** is 9.
n1–n2	Returns the difference of n1 and n2. Example: **10–1** is 9.
n1*n2	Returns the product of n1 and n2. Example: **6*5** is 30.
n1/n2	Returns the integer quotient of n1 and n2. Examples: **20/5** is 4. **5/2** is 2.
n1%n2	Returns the remainder of the quotient of n1 and n2. Examples: **20%5** is 0. **5%2** is 1.
n1&n2	Returns the logical AND (bitwise) of n1 and n2 (see *Expression Terms* below). Examples: **7&4** is 4. **3&4** is 0.
n1|n2	Returns the logical OR (bitwise) of n1 and n2 (see *Expression Terms* below). Examples: **7|4** is 7. **3|4** is 7.
n1=n2	Returns a true value (–1) if n1 and n2 are equal; otherwise, returns a false value (0). Example: If variable 1 holds 5, then **{VARIABLE}1~=5** is true and **{VARIABLE}1~=3** is false.

Expression	Operation
n1!=n2	Returns a true value (–1) if n1 and n2 are not equal; otherwise, returns a false value (0). Example: If variable 1 holds 5, then **{VARIABLE}1~!=3** is true and **{VARIABLE}1~!=5** is false.
n1>n2	Returns a true value (–1) if n1 is greater than n2; otherwise, returns a false value (0). Examples: **6>4** is true. **4>6** is false.
n1<n2	Returns a true value (–1) if n1 is less than n2; otherwise, returns a false value (0). Examples: **2<10** is true. **10<2** is false.

If you try to use an invalid numeric expression (for example, using operators incorrectly or using characters other than numbers and valid operators), the expression is treated as a text string.

String Expressions

A string is a name for any sequence of one or more characters, including spaces. For example, the following are strings:

Apple
245
QB12
Z
Personal Computer

Keyboard commands (e.g., {Enter}, {Search}) should be enclosed in string delimiters (" or ') when they are part of an expression (see *String Delimiters* below).

String delimiters must also be used whenever you compare strings. If you are comparing the string contents of two variables, both variable commands must be enclosed in string delimiters. For example, **"{VARIABLE}x~"="{VARIABLE}y~"**.

The expressions outlined below are used to compare strings. The terms *s1* and *s2* represent string 1 and string 2.

Expression	Operation
"s1"="s2"	Returns a true value (–1) if string 1 is identical (including case) to string 2; otherwise, returns a false value (0). Examples: **"true"="true"** is true. **"true"="TRUE"** is false.
"s1"!="s2"	Returns a true value (–1) if string 1 is not identical (including case) to string 2; otherwise, returns a false value (0). Examples: If variable 1 holds the string "string", then **"{VARIABLE}1~"!="rope"** is true and **"{VARIABLE}1~"!="string"** is false.

Expression	Operation
"s1">"s2"	Returns a true value (–1) if string 1 is greater than string 2*; otherwise, returns a false value (0). Examples: **"abcd">"aabcd"** is true. **"A">"a"** is false.
"s1"<"s2"	Returns a true value (–1) if string 1 is less than string 2*; otherwise, returns a false value (0). Examples: **"aabcd"<"abcd"** is true. **"a"<"A"** is false.

**In a string comparison, the WordPerfect character set values are compared. See* WordPerfect Character Set Values *below for details.*

If you do not use the delimiters correctly in s1, the expression is simply treated as a text string. If you do not use the delimiters correctly in s2, the expression is evaluated as false.

Expression Evaluation

An expression must be valid to be evaluated. If the expression is not valid (for example, if string delimiters are missing or incorrectly paired, or if invalid characters or syntax are used), the expression is treated as a text string, and is not evaluated.

When a valid expression is encountered in a command, the expression is evaluated first, then the result of the expression is used to complete the command. For example, in the statement {ASSIGN}Number~{VARIABLE}Number~+1~, the expression is "{VARIABLE}Number~+1." When the expression is evaluated, the value stored in variable Number is incremented by one. The assignment is then performed, replacing the old contents of variable Number with the result of the expression.

In several expressions, the result of the operation is either true (–1) or false (0). The Macro features assign a numeric value to true and false. These values were chosen because they are opposites (numeric complements) of each other (see *NOT* under *Expression Terms* below).

In the following example, the first assignment statement assigns false (0) to variable 1, the second assignment statement assigns true (–1), the complement of false, to variable 1, and the third assignment statement assigns true (–1) to variable 1.

```
{ASSIGN}1~5=4~
{ASSIGN}1~!{VARIABLE}1~~
{ASSIGN}1~5!=4~
```

The order in which the various operators are applied in an expression is not simply the order in which they occur. Rather, an order of precedence is used to determine which operators are evaluated first, second, etc. For example, in the expression 4+7*8, there is a different result depending on whether the addition is performed before or after the multiplication. See *Operator Precedence* below for more information.

Operator Precedence

The Macro features support expressions with several operators. Consequently, some order of evaluation must be followed. The operator precedence used in macros is similar to the accepted precedence for mathematical operators in arithmetic, and is as follows:

1 – (negative sign), + (positive sign), ! (NOT)
2 * (multiply), / (divide), % (mod)
3 – (subtract), + (add)
4 < (less than), > (greater than), = (equal), != (not equal)
5 & (AND), | (OR)

Within each level, operations are performed in the order they occur.

You can override the operator precedence by placing parentheses around the elements you want evaluated first. Elements inside parentheses are always evaluated before the elements outside. If parentheses are nested, the innermost parentheses are evaluated first.

In the expression 4+7*8, the multiplication (7*8) is performed first, followed by the addition. This is because multiplication has a higher precedence than addition. The result is 60. If you wanted the addition to be performed first, you would type **(4+7)*8**. In this case, the result is 88.

Expression Terms

The following are technical terms referenced in the discussion of expressions above. An understanding of these terms is not an essential part of creating macros.

Bitwise Operation

In the computer's memory, numbers are represented as a series of 16 ones and zeros. Each of the zeros and ones represents a bit. The pattern for each number is unique. The following table outlines some values and their corresponding bits:

Value	Bits
0	0000000000000000
–1	1111111111111111
–3	1111111111111101
–21	1111111111101011
3	0000000000000011
4	0000000000000100
7	0000000000000111
21	0000000000010101
47	0000000000101111

A bitwise operation works on one column at a time, using a single bit from each number. The operation is done 16 times so each bit of each number is operated on. Below are three types of bitwise operations: AND, NOT, and OR.

AND (&)
A bitwise AND operation compares the bits of two numbers. When both numbers have a 1 bit in the same position, a 1 is placed in that position in the result. For example, the expression 21&47 is evaluated as follows:

Value	Bits
21	0000000000010101
47	0000000000101111
21&47	0000000000000101

The resulting bits represent the number 5. So, 21&47=5.

NOT (!)
A bitwise NOT operation takes the bits of the number and complements them. For example, if the expression is !0 (0 is 0000000000000000), the resulting value is –1 (–1 is 1111111111111111).

OR (|)
A bitwise OR operation compares the bits of both numbers. When either number has a 1 bit in the same position, a 1 is placed in that position in the result. For example, the expression 21|47 is evaluated as follows:

Value	Bits
21	0000000000010101
47	0000000000101111
21|47	0000000000111111

The resulting bits represent the number 63. So, 21|47=63.

Negative Numbers

In macros, negative numbers are represented as large positive numbers, from 2,147,483,648 to 4,294,967,295. The number 4,294,967,295 is –1, 4,294,967,294 is –2, and so on. To determine the number used in macros to represent any given negative number from –1 to –2,147,483,647, use the following formula:

4,294,967,296 – |x|

where *x* is the negative number whose equivalent you are trying to find. For example, to find the macro equivalent of –3,

4,294,967,296 – 3 = 4,294,967,293

To find the negative number represented by a given macro equivalent, use this formula:

x – 4,294,967,296

where *x* is the macro equivalent. For example, to find the negative number represented by 4,294,967,293,

4,294,967,293 – 4,294,967,296 = –3

You can assign variables to be negative numbers by using the minus sign (–) (see *Numeric Expressions* above) or by using the macro equivalent. Do not use commas or other punctuation in the macro equivalent. For example,

{ASSIGN}Number~-1~

is the same as

{ASSIGN}Number~4294967295~

String Delimiters

A string delimiter is a character which marks the beginning or end of a string. In string operations, the " and ' characters serve as string delimiters. Delimiters must be paired correctly. For example, the delimiters in **"string"** and **'string'** are correctly paired, but in **"string'** they are not. However, one string *can* use the " character while the other uses the ' character (e.g., **"string"='string'**).

Important: *Whenever you compare any two items that are non-numeric, you must use string delimiters around both strings.*

WordPerfect Character Set Values

Each character in each WordPerfect character set (see *Appendix M: WordPerfect Characters*) is assigned a unique value. This is called the WordPerfect character set value. In a string comparison, the character set values are compared.

For characters in the same character set, one character is considered "less than" another character if the first character comes before the second character. For example, in character set 0, "3" is less than "4" and "A" is less than "a."

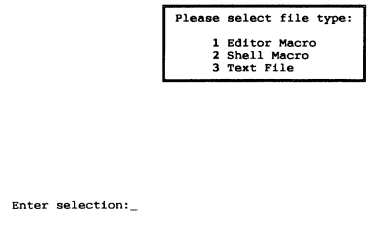
For characters in different character sets, the character from the character set with the lower numerical value is considered "less than" the character from the higher numerical character set. For example, any character from character set 2 is less than any character from character set 3.

See {KTON} *and* {NTOK} *under* Programmming Commands *in* Macro Reference *for information on how to determine the exact value of a character.*

Message Display

You can use control characters to affect the way the messages in the {CHAR}, {INPUT}, {PROMPT}, {STATUS PROMPT}, and {TEXT} macro commands are displayed on the screen. (See *Programming Commands* in *Macro Reference* for details on the above commands.) For example, you can use control characters to determine the attributes of text in the message (such as Bold or Underline), or to place messages at different locations on the screen.

The following screen shows an example of how you might display a message using these control characters:



The characters are divided into three categories: Attribute On/Off Characters, Attribute Characters, and Cursor Positioning Characters. Some of the characters have different functions depending on where they appear in the message string (e.g., which character precedes them). The tables below describe how each control character functions.

In the tables below, the Character column lists the control characters you should press to insert the commands listed in the second column (the Shown As column). In the Character column, ^*letter* means to hold down the Ctrl key, then press the letter. You may also press the key which corresponds to the command. For example, to display the {Home} command, you can press either **Ctrl-v** followed by **Ctrl-h**, or **Ctrl-v** followed by **Home**.

Attribute On/Off Characters

The following characters are used to control attribute display:

Character	Shown As	Action
^N	{^N}	Turns on display attribute, followed by attribute character (see *Attribute Characters* below).
^O	{^O}	Turns off display attribute, followed by attribute character (see *Attribute Characters* below).
^Q	{^Q}	Turns off all display attributes.
^R	{^R}	Turns on Reverse Video.
^S	{^S}	Turns off Reverse Video.
^T	{^T}	Turns on Underline.
^U	{^U}	Turns off Underline.
^]	{^]}	Turns on Bold.
^\	{^\}	Turns off Bold.

Attribute Characters

The following control characters turn a display attribute on or off when they are preceded by {^N} or {^O}. To turn on an attribute, precede the appropriate control character with {^N}. To turn off the attribute, precede the control character with {^O}.

Attribute	Character	Shown As
Blink	^P	{^P}
Bold	^L	{Del to EOP}
Reverse Video	^Q	{^Q}
Underline	^N	{^N}

The following example illustrates one use of underlining:

```
{ASSIGN}Name~Hemingway~
{CHAR}1~Is·the·Author·{^N}{^N}{VARIABLE}Name~{^O}{^N}?·(Y/N):~
```

The word "Hemingway" is assigned to variable Name. The {CHAR} command then displays the following message at the bottom of the screen:

```
Is the author Hemingway? (Y/N):_
```

The first ^N signals that an attribute character follows. The second ^N turns on Underline. Notice that the contents of variable Name are displayed next. The ^O signals that the attribute associated with the next character should be turned off. Since ^N represents Underline, underlining is turned off.

The following example illustrates one use of Bold:

```
{CHAR}Type~
    {^]}1{^Q}·{^]}E{^Q}ditor·Macro;·
    {^]}2{^Q}·{^]}S{^Q}hell·Macro;·
    {^]}3{^Q}·{^]}T{^Q}ext·File:~
```

The {CHAR} command displays the following message at the bottom of the screen:

```
1 Editor Macro; 2 Shell Macro; 3 Text File: _
```

The ^] codes turn on Bold. The ^Q codes turn off all attributes (including Bold).

Cursor Positioning Characters

The following control characters affect the location of text in a message on the screen. When a control character is executed, the cursor is moved to the location indicated, and any text that follows the control character is displayed beginning at that location. You can use as many display position control characters in a message as you need to position and format the message.

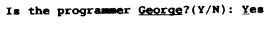
Character	Shown As	Action
^H	{Home}	Positions cursor at upper left corner of screen.
^J	{Enter}	Positions cursor at beginning of next line.

Character	Shown As	Action
^K	{Del to EOL}	Clears text to end of line. Cursor remains.
^L	{Del to EOP}	Clears the screen, positions cursor at upper left corner of screen.
^M	{^M}	Positions cursor at beginning of line.
^P	{^P}	Positions cursor (followed by two characters: column, then row). See *Ctrl-P Positioning Method* below.
^W	{Up}	Positions cursor up one line.
^X	{Right}	Positions cursor right one character.
^Y	{Left}	Positions cursor left one character.
^Z	{Down}	Positions cursor down one line.

Important: *To insert any of the above codes except {^M} and {^P}, you must be in Command Insert mode (Ctrl-v or Ctrl-F10).*

The following example illustrates the use of the ^Y control character (displayed as {Left}) for repositioning the cursor.

```
{ASSIGN}Name~George~
{CHAR}1~Is·the·programmer·{^N}{^N}{VARIABLE}Name~{^O}{^N}?(Y/N):·Yes{Left}{Left}{Left}~
```



The three {Left} commands position the cursor three characters to the left. When the message is displayed, the cursor is on the "Y" of Yes.

Ctrl-P Positioning Method

You can use the Ctrl-P character ({^P}) followed by two ASCII or alphabetic control characters to position the cursor (and hence, the message) on the screen. Ctrl-P is a shortcut to positioning the cursor. You can also move the cursor by using the other control characters listed in the table under *Cursor Positioning Characters* above.

The two characters following Ctrl-P should represent the coordinates of a position on the screen. The screen is divided into columns and rows. Each position that can be occupied by a character on the screen has a column and row coordinate. The column coordinate is listed first, then the row coordinate. For

example, the upper left corner of the screen has the coordinates 0,0. The position directly below 0,0 is 0,1. One position to the right of 0,1 is 1,1.

Within the {CHAR}, {INPUT}, {PROMPT}, {STATUS PROMPT}, and {TEXT} commands, the coordinates that follow {^P} must be entered as either control characters or ASCII character equivalents. If you use control characters, {^A} corresponds to coordinate 1, {^B} corresponds to coordinate 2, and so on. If you use ASCII character equivalents, coordinate 1=☺, 2=☻, 3=♥, and so on.

Refer to Alphabetic Conversion Chart *below and* Appendix A: ASCII Conversion Chart *to translate all row and column positions.*

The first row and column of the screen are at position zero. Since there is no letter of the alphabet for zero (A=1), the top row and left-most column are inaccessible using the {^P}*nn* positioning feature with control characters. Also, you cannot use the ASCII equivalent of zero since this is the null character.

However, you can reach row 0 or column 0 using ASCII 254. For example, to position at column 0, row 0, insert a prompt command ({CHAR}, {INPUT}, etc.), press **Ctrl-P**, then press **Alt-254** twice.

Since there are only 26 letters of the alphabet (Z=26), to position a message starting at a row or column position greater than 26 you must use the ASCII equivalents.

To produce the menu shown at the beginning of this section, you would enter the following command in the macro:

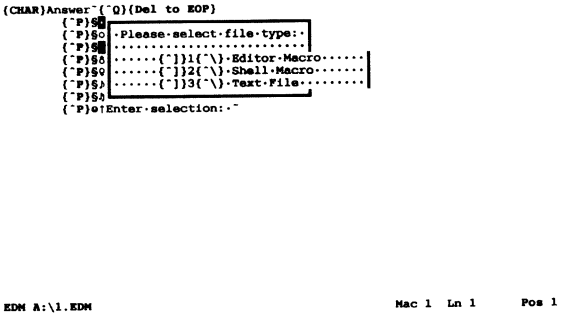
```
{CHAR}Answer~{^Q}{Del to EOP}
      {^P}{^U}{Home}
      {^P}{^U}{Tab}          ·Please·select·file·type:·
      {^P}{^U}{Enter}        ·····························
      {^P}{^U}{Del to EOL}   ·····{^}}1{^\}·Editor·Macro·····
      {^P}{^U}{Del to EOP}   ·····{^}}2{^\}·Shell·Macro·····
      {^P}{^U}{Down}{^M}     ·····{^}}3{^\}·Text·File·····
      {^P}{^U}{^N}
      {^P}{^A}{Right}Enter·selection:·~
```

```
EDM A:\ALPHA.EDM                    Mac 1  Ln 1      Pos 1
```

Notice that this is all one {CHAR} command. {^Q} turns off all attributes (see Attribute On/Off Characters *above). {Del to EOP} clears the screen and positions the cursor at the upper left corner. The first {^P}{^U}{Home} positions the cursor at column 21, row 8 (U=21, H=8—see* Conversion Chart, Alphabetic *below). The rest of the line contains characters written to the screen as part of the message string. (You can enter these characters like any other ASCII character. See* Appendix A: ASCII Conversion Chart.*) When the next {^P} is encountered, the cursor is repositioned to the next row at the 21st*

column position. {^P}{^A}{Right} positions the cursor at column 1, row 24 (the last row on the screen) for the prompt. Finally, the tilde (~) ends the {CHAR} command.

Using only ASCII equivalents, you would enter the following to produce the screen:



Important: *When you print a macro that uses the ASCII equivalents for cursor positioning, ASCII characters 1-31 will appear as their alphabetic control character counterparts. This is because these ASCII characters have a special meaning for your printer and cause a function to be executed rather than a character to be printed.*

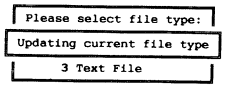
Display On/Off, Effect on Messages

The messages of the {CHAR}, {INPUT}, {PROMPT}, and {TEXT} commands are displayed on the screen whether Display is on or off (see *{DISPLAY ON}* and *{DISPLAY OFF}* under *Programming Commands* in *Macro Reference*).

The message stays on the screen until the screen is rewritten. If Display is on, the screen is rewritten very frequently (at each vertical cursor movement, change of menu, etc.). If Display is off, the screen is not rewritten unless a {DISPLAY ON} code is encountered and a subsequent action rewrites the screen.

However, while Display is off, a new message will overwrite a previous message. If you use cursor positioning, only the part of the screen occupied by

the new message is overwritten. You can use this feature to create a *stacking* effect with messages.



If you don't want messages stacked, use the ^L ({Del to EOP}) positioning command to clear the screen, as in the examples under *Ctrl-P Positioning Method* above. In some programs, you can also rewrite the screen to clear a previous message by pressing **Screen,Screen** (Ctrl-F3,Ctrl-F3).

Even if Display is off in your macro, your document may still be visible under a message, as in this example:

```
{;}··This·macro·creates·pop-out·menu·boxes,·whose·size·is·based·on·the·
        length·and·height·you·enter,·and·whose·position·is·centered·on·the
        screen.··Actually,·the·macro·simply·draws·the·top·and·bottom·line,
        then·inserts·the·{^P}(ascii)(ascii)(line·draw)·commands/characters
        on·each·line.··You·have·to·fill·in·the·rest.~

{;}··Because·this·macro·does·not·know·what·variable·you·want·to·use·in·the
        {TEXT}·command,·it·inserts·a·"#"·where·you·would·insert·that·number.
        Also,·because·the·mac                          tilde,·it·writes·"(tilde)"
        where·you·should·inse  ┌──────────────┐        s.··(You·may·wish·to·
        change·the·{TEXT}·com  │ Select one:  │        ds·if·you·have·<·10·items
        on·the·menu.)~         │              │
                               │ 1 Insert command
{;}··Variables                 │ 2 Run macro  │
                               │ 3 Switch programs
                               └──────────────┘
        {VAR 1}=Box·length·(chars·of·text)
        {VAR 2}=Box·height·(lines·of·text)
        {VAR 3}=column·position
        {VAR 4}=row·position
        {VAR 5}=Maximum·size·(width·or·height)/temporary·variable
        {VAR 6}=ascii·column·character
        {VAR 7}=ascii·row·character
        {VAR 8}=temporary·counter/temporary·variable
        {VAR 9}=GETASCII·swap·variable
```

Using the ^L ({Del to EOP}) positioning command in the {CHAR}, {INPUT}, {PROMPT}, {STATUS PROMPT}, or {TEXT} command will also clear the screen in this case.

In Editor, if Display is off and you use cursor positioning for messages, a message may remain on the screen when the macro has finished. (This may make it look like the macro got "stuck.") You can cause the screen to be

rewritten by pressing **Down Arrow** (↓). However, if you put {PROMPT}{Del to EOP}~ or {Screen}{Screen} somewhere after the last message command in the macro, the screen will be clear when the macro finishes.

To insert {Del to EOP}, press ***Ctrl-v,Ctrl-l****. To insert {Screen}, press* ***Ctrl-v,Ctrl-F3****.*

Reveal Codes, Effect on Messages

If Reveal Codes is on in Editor when you execute a macro using Ctrl-P cursor positioning (see *Ctrl-P Positioning Method* above), the message may not be displayed correctly. You can use the following commands at the beginning of the macro to turn off Reveal Codes if it is on:

```
{ASSIGN}RevealCodes~~
        {;}Clear·RevealCodes·variable~
{IF}{STATE}&512~
        {;}If·Reveal·Codes·on~
    {Reveal Codes}
        {;}Turn·Reveal·Codes·off~
    {ASSIGN}RevealCodes~was·on~
        {;}Set·flag~
{END IF}
```

If you want Reveal Codes turned back on when the macro finishes (if it was on when the above codes were encountered by the macro), insert the following commands at the end of the macro:

```
{IF}"{VARIABLE}RevealCodes~"="was·on"~
        {;}If·flag·was·set·(RC`was·turned·off)·by·above·commands~
    {Reveal Codes}
        {;}Turn·Reveal·Codes·back·on~
{END IF}
```

If you frequently write macros where you need these commands, we recommend that you save each set of commands as a separate macro and then use {NEST} (see *Programming Commands* in *Macro Reference*) to nest them in the macros that need them.

Alphabetic Conversion Chart

Use the following chart to determine row and column positions using alphabetical control characters:

Screen Position	Character	Shown As
1	^A	{^A}
2	^B	{^B}
3	^C	{^C}
4	^D	{^D}
5	^E	{^E}
6	^F	{^F}
7	^G	{^G}
8	^H	{Home}
9	^I	{Tab}

Screen Position	Character	Shown As
10	^J	{Enter}
11	^K	{Del to EOL}
12	^L	{Del to EOP}
13	^M	{^M}
14	^N	{^N}
15	^O	{^O}
16	^P	{^P}
17	^Q	{^Q}
18	^R	{^R}
19	^S	{^S}
20	^T	{^T}
21	^U	{^U}
22	^V	{^V}
23	^W	{Up}
24	^X	{Right}
25	^Y	{Left}
26	^Z	{Down}

If you want to use ASCII characters for your row and column positions, the ASCII conversion chart is in *Appendix A: ASCII Conversion Chart.*

Predefined Macros

For your convenience, several useful macros have been included with your WordPerfect Office software. Some of these macros are shortcut methods of using features in the various WordPerfect Office programs; others provide functions not currently available in the programs themselves.

Each predefined macro is briefly described below. You may want to read through the list to see which predefined macros interest you. The Shell macros are listed first (.SHM), then the Editor macros (.EDM). Also included (where applicable) are references to related macros.

You can start any of these macros as you would any other macro of its type. For example, for any Editor macro (.EDM) on this list, you can press **Macro** (Alt-F10) in Editor, then enter the name of the macro. If the macro is an Alt-*letter* macro, you can just press Alt-*letter* in Editor. For any Shell macro (.SHM) on this list, you can press **Shell Macro** (Alt-Shift-F10), then enter the name of the macro. If the macro is an Alt-Shift-*letter* macro, you can just press Alt-Shift-*letter* to start the macro.

Included with these macros is a menu system macro through which all of the Shell macros are accessible. The macro is called ALTSHFTM.SHM (see ALTSHFTM.SHM below). The on-line help information available through this menu system macro provides complete instructions for using each macro.

To use the menu system macro to start Shell macros on this list,

1 Press **Alt-Shift-M**.

If you get a "File not found" message, make sure you have entered the correct macro directory in Shell Setup or Editor Setup. For details on specifying the Shell macro directory, see Shell Feature Setup *under* Setup *in* Shell Reference. *For details on specifying the Editor macro directory, see* Location of Files *under* Setup *in* Editor Reference.

A menu appears listing the Shell macros described in this appendix.

2 Use the arrow keys to highlight the macro you want.

3 Press **Enter** to run the macro.

or

Press **Help** (F3) for instructions on how to use the macro.

If you are using the default workspace for Shell, some of these macros will be too large to execute. You may need to increase the workspace (use the /w-*kilobytes* startup option).

A Notebook file named OFF_APPL.NB has been included with your software which contains additional information about these macros. To see the information, retrieve the OFF_APPL.NB into Notebook and review the record for each macro.

The Notebook file includes information about other macros not mentioned in this section. Some of these macros are shipped on a supplemental diskette. If you would like to order the macros on the supplemental diskette, call 1-800-321-4566 or write to:

WordPerfect Orders
1555 N. Technology Way
Orem, UT 84057

Also, many of the macros listed here nest other macros which must be present in the directory for the macro to run. The nested macros are not listed here, but are listed in the OFF_APPL.NB Notebook file. As long as all the required macros are in the same directory, you do not need to know the names of the nested macros.

ALTSHFTA.SHM

Appointment Calendar
This macro lets you set up an appointment, memo, or to-do item from any program on the Shell menu.

See also *AUTOSC.SHM*.

ALTSHFTD.SHM

Create an Itinerary, Letter, or Memo
This macro uses information stored in Notebook or entered from the keyboard to create an itinerary, letter, or memo in WordPerfect.

ALTSHFTM.SHM

Macro Menu (Shell Macros)
This macro provides a menu from which you can execute other .SHM macros. The menu includes a short description of each macro, and with a user-defined help feature you can explain the macros in more detail.

All the Shell macros listed in this section are accessible through this macro and are documented in its help feature.

AUTOSC.SHM

Auto-Scheduling
This macro reschedules the same event a specified number of times. You may choose to schedule an event daily, weekly, bi-weekly, or monthly.

See also *ALTSHFTA.SHM*.

DIAL.SHM

Dial
If you have a modem, you can use this macro to dial a number from any program running under Shell.

MAIL.SHM

Mail the Current Text
This macro takes the text currently being edited and converts it into a Mail message. You are prompted for additional Mail message information. Once the information is complete, the message is sent.

PRINT.SHM

Print the Current Day, Week, Month, or Notebook File

This macro prints the memos, to-do items, and appointments for the day, week, or month at the cursor in Calendar or Scheduler, or it prints the current Notebook file. The information is merged into a table created by a primary merge file in WordPerfect (you must have WordPerfect 5.1 to run this macro).

REPORT51.SHM

Create Worklog Report

This macro creates two types of worklog reports. The first is a Project Report which can be used to track the hours spent on a specific project. The second is a Worklog Summary which can be used to track the hours spent on any project or client in the Worklog Notebook file (WORKLOG.NB).

SAVE.SHM

Save Phone Message

This macro saves the current phone message information to one of the three default Notebook files (ADDRESS.NB, CONTACT.NB, or MESSAGE.NB).

SPELL.SHM

Spell-Check the Current Text

This macro can be run from any WordPerfect Office program as long as you are in a text editing window and you have WordPerfect. The text is transported via the clipboard to WordPerfect where it is spell-checked. The corrected version then replaces the text in the WordPerfect Office program.

Important: *If the amount of text is close to or more than 6K, you may lose some of it.*

WORKLOG.SHM

Worklog Client List

This macro, which can be run from any program running under Shell, lets you change the currently active worklog information. The clients and projects are stored in a notebook file (CLIENT.NB) which can be edited in Notebook.

ALTF.EDM

Find Mark

This macro is part of a series of macros for placing bookmarks in a file. This macro finds and moves the cursor to a specified mark in the file.

See also *ALTL.EDM*, *ALTM.EDM*, and *ALTR.EDM*.

ALTL.EDM

List Marks

This macro is part of a series of macros for placing bookmarks in a file. This macro lists the marks currently in use. From the list, you can go directly to a mark or delete a mark.

See also *ALTF.EDM*, *ALTM.EDM*, and *ALTR.EDM*.

ALTM.EDM

Mark File

This macro is part of a series of macros for placing bookmarks in a file. This macro marks the current position in a file. You can insert up to nine marks,

each sequentially numbered. The mark is inserted as a comment (using correct syntax depending on the type of file currently in use).

See also *ALTF.EDM*, *ALTL.EDM*, and *ALTR.EDM*.

ALTR.EDM

Remove Marks

This macro is part of a series of macros for placing bookmarks in a file. This macro removes marks you have placed in the file.

See also *ALTF.EDM*, *ALTL.EDM*, and *ALTM.EDM*.

ALTS.EDM

Find Matching End Character

This macro searches for the matching end character of several possible character pairs. Valid character pairs are [ ], { }, ( ), <>, "", and ' '. If you have Block on before executing the macro, the text between the pair of characters will be blocked.

ALTT.EDM

Transpose Characters and Codes

This macro transposes the current character or code with the character or code to its left.

ALTU.EDM

Initial Caps

This macro capitalizes the first letter of the current word and moves the cursor to the next word.

Programming Commands

The WordPerfect Programming Language commands let you control how macros function. If you are familiar with programming you may recognize that many commands are similar to those in other programming languages.

Some of the commands described in this section can be used only in Editor macros, others only in Shell macros, while some can be used in both. The (E) icon designates a command available in Editor macros, the (S) icon designates a command available in Shell macros. The presence of both icons indicates that the command is available in both features. When you see an icon in parentheses next to a command, it means that the command itself is not available in the feature, but there is an equivalent (or nearly equivalent) command or method in the feature that performs the same function as the command being described. Be sure to read under the feature subheading for additional information.

Command Types

The programming commands can be categorized by the functions they perform. The categories are User Interface, Flow Control, Macro or Subroutine Termination, External Condition Handling, Macro Execution, Variables, System Variables, Execution Control, Programming Aids, and Keystroke Commands.

User Interface

These commands communicate with the user or otherwise affect the user interface.

{BELL}	(E)	(S)
{CHAR}	(E)	(S)
{GET CURSOR}		(S)
{INPUT}	(E)	(S)
{LOOK}	(E)	(S)
{PAUSE}	(E)	(S)
{PAUSE KEY}	(E)	(S)
{PROMPT}	(E)	(S)
{PUT CURSOR}		(S)
{RESTORE SCREEN}		(S)
{SAVE SCREEN}		(S)
{STATUS PROMPT}	(E)	(S)
{TEXT}	(E)	(S)

Flow Control

These commands can change the flow of execution.

{BREAK}	(E)	(S)
{CALL}	(E)	(S)
{CASE}	(E)	(S)
{CASE CALL}	(E)	(S)
{CHAIN}	(E)	(S)
{ELSE}	(E)	(S)

{END FOR}	E	S
{END IF}	E	S
{END WHILE}	E	S
{EXEC ADD}		S
{EXEC DOS}		S
{EXEC RPL}		S
{FOR}	E	S
{FOR EACH}	E	S
{GO}	E	S
{IF}	E	S
{IF EXISTS}	E	S
{LABEL}	E	S
{NEST}	E	S
{NEXT}	E	S
{ON CANCEL}	E	S
{ON ERROR}	E	S
{ON NOT FOUND}	E	S
{OTHERWISE}	E	S
{QUIT}	E	S
{RESTART}	E	S
{RETURN}	E	S
{RETURN CANCEL}	E	S
{RETURN ERROR}	E	S
{RETURN NOT FOUND}	E	S
{SHELL MACRO}	E	
{WHILE}	E	S

Macro or Subroutine Termination

These commands will terminate a macro or subroutine.

{BREAK}	E	S
{QUIT}	E	S
{RESTART}	E	S
{RETURN}	E	S
{RETURN CANCEL}	E	S
{RETURN ERROR}	E	S
{RETURN NOT FOUND}	E	S

External Condition Handling

These commands determine how a condition outside macro execution is responded to (e.g., when Cancel is pressed), or they create the condition.

{CANCEL OFF}	E	S
{CANCEL ON}	E	S
{ON CANCEL}	E	S
{ON ERROR}	E	S
{ON NOT FOUND}	E	S
{RETURN CANCEL}	E	S

{RETURN ERROR}	E	S
{RETURN NOT FOUND}	E	S

Macro Execution

These commands start a macro.

{ALT *letter*}	E	
{Alt-Shift-*}		S
{CHAIN}	E	S
{KEY MACRO *n*}	E	
{NEST}	E	S
{SHELL MACRO}	E	
{VAR *n*}	E	
{VARIABLE}	E	S

Variables

These commands assign a value to a variable, determine the state of a variable, or execute (write out) a variable.

{ALT *n*}	E	
{Alt-Shift-*n*}		S
{ASSIGN}	E	S
{CHAR}	E	S
{IF EXISTS}	E	S
{LEN}	E	S
{LOOK}	E	S
{MID}	E	S
{NEXT}	E	S
{TEXT}	E	S
{VAR *n*}	E	
{VARIABLE}	E	S

System Variables

These commands are used to determine the value of system variables or the state of a program.

{FIND PROG}		S
{IN MEMORY}		S
{KBSTAT}		S
{PROG SYSTEM}		S
{SHELL SYSTEM}		S
{STATE}	E	S
{SYSTEM}	E	

Execution Control

These commands affect the speed or visibility of macro execution on the screen.

{DISPLAY OFF}	E	S
{DISPLAY ON}	E	S

{SPEED}	E	S
{WAIT}	E	S

Programming Aids

These commands can be used as programming aids.

{;} (Comment)	E	S
{BELL}	E	S
{DISPLAY OFF}	E	S
{DISPLAY ON}	E	S
{SPEED}	E	S
{STEP OFF}	E	S
{STEP ON}	E	S

Keystroke Commands

These commands are equivalent to specific keystrokes.

{Alt-Shift-*}	S
{Ctrl-Alt-*}	S
{Ctrl-Alt-Shift-*}	S
{Ctrl-Shift-*}	S
{Screen Copy}	S
{Screen Retrieve}	S
{Ctrl-PgUp}	S

Command Insertion

For information on how to insert commands, see *Inserting Programming Commands* under *Macros, Edit* in *Editor Reference*.

Command Syntax

Many commands use *parameters* or *arguments* which require a tilde (~) at the end. If the tilde is missing, the macro will not work correctly and may use subsequent commands as part of the arguments for the current command. If a macro is not working properly, make sure all the comments and commands have their tilde marks correctly placed. (See also *Troubleshooting* under *Programming Concepts* in *Macro Reference*.)

Because the tilde is used as an argument delimiter, it cannot be used as a regular character. If you want a macro to execute (write out) a tilde character (~), insert a hard tilde ({~}) by pressing ***Ctrl-v,~****. When the macro is executed, the {~} writes out a tilde as though it were any other character. The hard tilde is not treated as an argument delimiter.*

The syntax and arguments for each command are displayed in the Macro Commands list and in each command heading below. In the arguments, *var* represents a variable. *Expr* represents a number, string, variable, command, expression, or a combination of these. Additional argument types are described under each command.

Programming Commands

The programming commands available in Shell and Editor macros are listed below with information about their use. Examples are included to clarify the instructions.

The predefined Editor and Shell macros (see Predefined Macros *in* Macro Reference*) use many of the commands described in this appendix. Studying these macros will help you see how some of the commands interrelate. Comments have been included to help you follow the commands.*

{;}*comment*~ E S

The text you type between the comment command {;} and the tilde (~) is ignored during execution. Comments are useful in helping you quickly recognize what each part of the macro does. You can also use comments to modify (comment out) a section of the macro so it will not execute (see *Commenting Out* under *Programming Concepts* in *Macro Reference*).

Editor/Shell

The following example shows how comments help you understand what is happening in the macro.

```
{ASSIGN}Phrase1~One~
        {;}Assign·"One"·to·var·Phrase1~
{ASSIGN}Phrase2~Two~
        {;}Assign·"Two"·to·var·Phrase2~
{ASSIGN}Concatenation~{VARIABLE}Phrase1~·{VARIABLE}Phrase2~~
        {;}Assign·to·var·Concatenation·the·contents·of·var·Phrase1·combined
        with·var·Phrase2~
{VARIABLE}Concatenation~
        {;}Execute·var·Concatenation·(Type·the·string·"One·Two")~
```

Note the centered dots (·) between many of the words. Spaces are represented this way in Editor. If the space were not between Phrase1 and Phrase2, the variable Concatenation would hold "OneTwo"

{Alt-Shift-*} S

This command executes the Alt-Shift-*letter* Shell macro represented by the asterisk (*) argument. If no Shell macro by that name exists, this command switches to the program on the Shell menu whose letter matches the asterisk argument. (It is recommended, however, that you use the {Ctrl-Alt-*} command to switch to other programs.) If neither a Shell macro nor a program corresponding to that letter exist, you are returned to the Shell menu.

If you use a single-digit number as the asterisk argument in this command, the contents of that numbered Shell variable are executed. For more information on these variables, see *Executing Variables* under *Variables* in *Macro Reference*.

When you select this command from the Macro Commands list, you are prompted for a letter or number to replace the asterisk in the command. After you enter the letter, it is displayed in the command (e.g., {Alt-Shift-A}).

Editor
This command is not available in Editor.

Shell
For example, to have a macro execute the Shell macro ALTSHFTU.SHM, you would use the following command:

```
{Alt-Shift-U}
```

In the example below, the {Alt-Shift-*} command executes a Shell variable:

```
{TEXT}1~Please·enter·your·name:·~
{CHAR}2~Pressing·Alt-Shift-1·in·any·program·will·now·type·"{Alt-Shift-1}"·(Press·Enter)~
```

For an additional example, see *{Screen Copy}*.

{ASSIGN}*var~expr~* E S

The {ASSIGN} command assigns to the variable *var* the value returned by *expr*. The expression is evaluated (see *Expressions* in *Macro Reference*), and the result is assigned to the variable. Non-numeric characters and expressions that cannot be evaluated are treated as strings. Do not enclose the expression in quotes.

After a value has been assigned to a variable, the variable command ({VARIABLE}*var*~) can be placed anywhere you would normally place the variable contents. See *Variables* in *Macro Reference* for more information on variables.

If you want to empty the variable of its contents, leave the *expr* argument empty (e.g., {ASSIGN}Fred~~). It is a good idea to empty variables at the beginning of a macro in which they are used (unless the macro assigns new contents to them). When you empty a variable, it no longer "exists" (see *{IF EXISTS}*).

Editor/Shell
In this example, variable Fred is first assigned a value, then an expression, then a string.

```
{ASSIGN}Fred~3~
        {;}Assign·3·to·var·Fred~
{ASSIGN}Fred~{VARIABLE}Fred~*2~
        {;}Multiply·old·value·of·var·Fred·by·2,·assign·the·result·(6)·as·the·new
        value·of·var·Fred~
{ASSIGN}Fred~WordPerfect·Office~
        {;}Assign·"WordPerfect·Office"·string·to·var·Fred~
```

For additional examples, see *{;} (Comment)*, *{ELSE}*, *{IF EXISTS}*, *{KTON}*, *{MID}*, *{PROG SYSTEM}*, *{SHELL MACRO}*, and *{STATE}*.

{BELL} E S

The {BELL} command causes your computer to sound a beep. This command is often useful in combination with the {CHAR}, {INPUT}, {PROMPT}, {STATUS PROMPT}, and {TEXT} commands, which prompt the user to enter

information. You can also use it to signal arrival at various points of the macro, such as at the end of a lengthy process.

Editor/Shell
In this example, a bell will sound and the prompt "Hello *name*." will appear on the screen. The {BELL} command can also be placed *inside* the prompts for {CHAR}, {TEXT} and {PROMPT} commands (e.g., {TEXT}1~{BELL}Please enter your name:·~).

```
{BELL}
        {;}Sound·a·bell~
{TEXT}Name~Please·enter·your·name:·~
        {;}Prompt·for·a·name·and·place·it·in·var·Name~
{PROMPT}Hello·{VARIABLE}Name~.~
        {;}Display·the·message·with·the·name·that·was·entered~
```

For an additional example, see *{SAVE SCREEN}*.

{BREAK} E S

{BREAK} is useful when you want to skip some commands when a Cancel, Error, or Not Found condition occurs. Usually it is used to break out of a loop where several nested IF statements are used. The location of the command in the file determines its function.

The rules that govern how this command functions are as follows:

Each of these rules assumes that the previous rules do not hold.

- If a {BREAK} command is encountered within a FOR, FOR EACH, or WHILE structure, execution moves to the end of the structure (just after the {END FOR} or {END WHILE} command). If these structures are nested, execution moves after the {END FOR} or {END WHILE} command of the current level.
- If a {BREAK} command is encountered within an IF structure, execution moves to the end of the structure (just after the {END IF} command). If the IF structures are nested, execution moves after the {END IF} command of the current IF structure.
- If a {BREAK} command is encountered within a subroutine, execution returns to the calling routine.
- If a {BREAK} command is encountered in a nested macro, execution returns to the parent macro.
- If none of the above rules hold and a {BREAK} command is encountered, execution is terminated.

Editor

In the following example, the {ON NOT FOUND}{BREAK}~ command prevents the macro from ending when the search fails. Instead, execution continues directly below the IF structure.

```
{CHAR}Continue~Continue?·1·Yes;·2·No:··~
{ON NOT FOUND}{BREAK}~
        {;}If·search·fails,·break·to·the·end·of·the·{IF}·structure~
{IF}{VARIABLE}Continue~=1~
        {;}If·var·Continue·contains·1,·continue~
  {Search}·test·{Search}
        {;}Search·for·"·test·"~
  {Block}{Word Left}
        {;}Block·the·word~
  {Backspace}y
        {;}Delete·the·word~
{END IF}
        {;}End·of·{IF}·structure~
{PROMPT}Done searching.~
        {;}The·macro·continues·with·this·command.~
  •
  •
  •
```

Shell

In the following example, the macro tries to find WordPerfect on the Shell menu. If the macro finds it, it starts the program. If not, it tries to find and start Editor. If neither program is found, the user is notified.

```
{IF}{FIND PROG}wp~=0~
        {;}If·WordPerfect·is·not·on·the·Shell·menu...~
  {IF}{FIND PROG}ed~=0~
        {;}...and·Editor·is·not·on·the·Shell·menu...~
    {BREAK}
        {;}Break·out·of·IF·structure~
  {ELSE}
        {;}If·Editor·is·on·the·Shell·menu~
    {EXEC ADD}{FIND PROG}ed~~~
        {;}Run·Editor~
  {END IF}
        {;}The·{BREAK}·command·sends·execution·here~
{ELSE}
        {;}If·WordPerfect·is·on·the·Shell·menu...~
  {EXEC ADD}{FIND PROG}wp~~/d-c:\office30~
        {;}...run·WordPerfect·with·the·/d·startup option.~
  {RETURN}
        {;}End·the·macro~
{END IF}
        {;}Execution·continues·here·if·neither·WordPerfect·nor·Editor·are·found.~
{PROMPT}Unable·to·find·WordPerfect·or·Editor.~
        {;}Inform·user·neither·program·was·found.~
```

{CALL}*label*~ E S

The {CALL} command transfers execution to the *label* subroutine. When execution of the subroutine is completed (when a {RETURN} command is encountered in the subroutine), execution returns to the command following {CALL}. (See *Subroutines* under *Programming Concepts* in *Macro Reference* for more information about subroutines. See also *Levels* under *Programming Concepts* in *Macro Reference*.)

Editor

In the following example, the macro searches for "test". When the macro finds it, it deletes the entire line on which "test" was found. Then the macro inserts the phrase, "This line was deleted."

```
{LABEL}SearchLoop~
        {;}Begin·SearchLoop·subroutine~
  {Search}test{Search}
        {;}Search·for·the·word·"test"~
  {CALL}Delete~
        {;}Commence·Delete·subroutine~
  This·line·was·deleted.
        {;}Place·the·message·in·the·file·after·line·is·deleted~
  {GO}SearchLoop~
        {;}Repeat·SearchLoop·subroutine~

{LABEL}Delete~
        {;}Subroutine·Delete~
  {Home}{Home}{Left}
        {;}Move·to·beginning·of·line~
  {Del to EOL}
        {;}Delete·the·line~
  {RETURN}
        {;}End·of·Delete·subroutine~
```

Shell

For examples of how to use this command see *{IN MEMORY}* and *{RETURN NOT FOUND}*.

{CANCEL OFF} E S

The {CANCEL OFF} command is used to stop the Cancel key from performing its normal function (which is most often to cancel the macro). The default condition is for Cancel to be on ({CANCEL ON}).

Once you have turned off Cancel with this command, you can press **Ctrl-Break** to cancel an Editor macro during execution, or **Alt-Shift-F1** to cancel a Shell macro during execution.

{CANCEL OFF} is also useful if you want to be able to get a Cancel key as input from the user in the {CHAR}, {INPUT}, {LOOK}, or {PAUSE KEY} commands.

Editor/Shell

In the following example, the macro pauses at the {PAUSE} command to let the user edit the text in the file. The {CANCEL OFF} command lets the user press **Cancel** (F1) to undelete text or back out of menus while editing.

```
{CANCEL OFF}
{PAUSE}Edit·the·desired·text.··Press·Enter·when·done.~
        {;}The·{CANCEL·OFF}·command·lets·the·user·press·Cancel·to
        undelete·text·without·terminating·the·{PAUSE}.~
{CANCEL ON}
        {;}Restores·the·normal·function·of·Cancel.~
```

{CANCEL ON} E S

The {CANCEL ON} command is used to enable the Cancel key after it has been disabled with the {CANCEL OFF} command (see *{CANCEL OFF}*).

Editor/Shell

For an example of how to use this command, see *{CANCEL OFF}*.

{CASE}*expr~case1~label1~...caseN~labelN~~* E S

The {CASE} command evaluates *expr* and compares the result to the list of *cases* included as arguments in the command. If it finds a match, execution branches to the *label* corresponding to the matching case. For example, your macro might ask the user to answer Yes or No to a prompt. If the answer is Yes, one function will be performed. If the answer is No, another function will be performed.

It is often helpful to format the {CASE} command (place it on several lines) so it is more readable. Notice that there is an additional tilde (~) required after the last label name to end the {CASE} command.

The result of the expression must match a case exactly. For example, an expression evaluated as "y" will match a case of "y" but not "Y".

If no match is found in the {CASE} command, execution continues after the {CASE} command. You can use {OTHERWISE} as the last case in the command to handle all cases that do not match.

It is possible to use the {ELSE} command instead of the {OTHERWISE} command to handle cases that do not match. However, the {ELSE} will not function correctly if the {CASE} command is within an IF statement. For this reason it is recommended you always use the {OTHERWISE} command rather than the {ELSE} command in CASE statements.

When you use a {CASE} command, execution does not return after the routine is completed. In other words, it does not *call* the routine (see *{CALL}*), rather, it *goes* to the routine (see *{GO}*). If you want execution to return, use {CASE CALL} (see *{CASE CALL}*).

Editor/Shell

In this example, the Error subroutine is *not* executed unless a character other than "n" or "y" is typed. If the {CASE} command is changed to {CASE CALL}, the subroutines are *called* and execution returns to the {QUIT} command.

```
{LABEL}GetChar~
{CHAR}Answer~Continue?·(Y/N)··~
        {;}Assign·character·to·var·Answer~
{CASE}{VARIABLE}Answer~~
  y~Yes~
  Y~Yes~
  n~No~
  N~No~
  {OTHERWISE}~Error~
  ~
        {;}If·var·Answer·contains·y·or·Y,·go·to·label·Yes;·if·var·Answercontains·n·or·N,
        go·to·label·No.··Otherwise,·go·to·label·Error.~
{QUIT}
```

For additional examples, see *{CHAR}* and *{MENU DESC}*.

{CASE CALL}*expr~case1~label1~...caseN~labelN~~* E S

The {CASE CALL} command is similar to the {CASE} command in that it can branch to different subroutines. The difference is that {CASE CALL} requires that execution return after a subroutine has executed. See *{CASE}* for details.

Editor/Shell

In the following example, the user is prompted to select an author by number or letter (note the {^]} and {^\} codes which turn on and off the Bold attribute (see *Message Display* in *Macro Reference*)). Then a subroutine corresponding to the author selected executes. If a correct number or letter is not selected, the {OTHERWISE} case of the {CASE CALL} command executes the routine again. Once a {RETURN} command is encountered in the subroutine corresponding to the option selected, execution returns to the {LABEL}GetType~ command.

```
{LABEL}GetName~
{CHAR}Name~{^]}1·J{^\}oe;·{^]}2·S{^\}ue;·{^]}3·M{^\}arco:·~
        {;}Prompt·user·for·name~
{CASE CALL}{VARIABLE}Name~~
  1~Joe~
  j~Joe~
  J~Joe~
        {;}If·user·enters·1,·j,·or·J,·call·subroutine·Joe~
  2~Sue~
  s~Sue~
  S~Sue~
        {;}If·user·enters·2,·s,·or·S,·call·subroutine·Sue~
```

```
    3~Marco~
    m~Marco~
    M~Marco~
            {;}If·user·enters·3,·m,·or·M,·call·subroutine·Marco~
    {OTHERWISE}~GetName~
            {;}Otherwise,·send·prompt·again.··Notice·the·tilde·after·the·{OTHERWISE}
            command.~
    ~
            {;}Notice·the·extra·tilde·to·end·the·CASE·statement~

{LABEL}GetType~
    •
    •
    •
```

{CHAIN}*macroname*~ E S

The {CHAIN} command stores the name of the indicated macro and executes it after the current macro is completed. You can enter a full pathname if you want. You need not include the .EDM or .SHM extension. The macro you chain must be the same type as the original macro. For example, you cannot chain a .EDM macro to a .SHM macro.

You can chain one macro at each level of nesting (see *Levels* under *Programming Concepts* in *Macro Reference*). If more than one macro is chained at the current nest level, only the last macro chained is executed when the current macro is completed.

Editor

The following macro executes a loop until the search text is not found. When the search fails, the loop is exited, completing the current macro. Execution is then transferred to the chained macro (NOTFOUND.EDM).

```
{CHAIN}NotFound~
        {;}Execute·the·NOTFOUND·macro·when·this·macro·is·completed~
{ON NOT FOUND}{RETURN}~
        {;}When·the·search·fails,·stop·this·macro,·and·start·the·chained·macro~
{LABEL}Loop~
        {;}Begin·the·repeating·subroutine~
  {Search}at{Search}
        {;}Search·for·"at"~
  {PAUSE}
        {;}Pause·(allow·user·to·edit)~
  {GO}Loop~
        {;}Search·was·successful,·repeat·the·search~
```

The section of the macro between the {LABEL} and {GO} commands is repeatedly executed until the search fails. As soon as the search fails, the NOTFOUND macro begins.

Shell
In the following example, the first macro chains the second macro, KEYDUMP.SHM. If the user presses any keystrokes not required by the first macro during execution, the KEYDUMP.SHM macro "throws them away."

First macro:

```
{CHAIN}KeyDump~
   •
   •
   •
```

KEYDUMP.SHM:

```
{LABEL}Dump·Key~
   {LOOK}Key~
         {;}Get·the·next·keystroke·from·the·keyboard·buffer~
   {IF EXISTS}Key~
         {;}If·a·keystroke·was·in·the·buffer...~
      {GO}Dump·Key~
         {;}...ignore·it.··Repeat·for·each·keystroke.~
   {END IF}
```

{CHAR}*var~message~* (E) (S)

This command is useful for creating menus and prompts. The {CHAR} command prompts the user with the *message* and waits until a single key is pressed. The user can press any key as the input (including a feature key such as Search). The key is then assigned to the indicated variable (see *Variables* in *Macro Reference*). If Cancel is pressed, the macro ends unless the {CANCEL OFF} or {ON CANCEL} commands have been previously executed.

Once the key has been assigned to the variable, a {CASE}, {CASE CALL}, or {IF} command can be used to perform different operations depending on the key pressed.

See *Message Display* and *Prompting and User Input* under *Programming Concepts* in *Macro Reference*, and *Message Display* in *Macro Reference* for information on affecting the way messages are displayed.

Editor
In the following example, the user is prompted to select a type of macro, after which a subroutine is executed based on what the user entered.

```
{CHAR}MacType~1·WPM;·2·EDM;·3·SHM:··~
         {;}Prompt·the·user·for·input·and·assign·the·character·to·var·MacType~
{CASE}{VARIABLE}MacType~~
   1~WordPerfect~
   2~Editor~
   3~Shell~
   ~
         {;}Check·var·MacType·and·branch·to·the·appropriate·subroutine~
```

For additional examples, see *{BREAK}*, *{CASE}*, *{CASE CALL}*, *{KTON}*, *{RESTART}* and *{SHELL MACRO}*.

Shell
For examples of how to use this command see *{Alt-Shift-*}*, *{CASE}*, *{CASE CALL}*, *{KTON}*, *{MENU DESC}*, *{PROG SYSTEM}*, *{RESTART}*, and *{SAVE SCREEN}*.

{Ctrl-Alt-*}

This command switches to the program on the Shell whose menu letter matches the asterisk argument. (It is possible to use the {Alt-Shift-*} command to switch programs, but we recommend you use this command instead.) If there is no program corresponding to the letter entered as the argument, you are returned to the Shell menu.

When using this command, you should keep in mind that if the indicated program is set up in Shell to prompt for startup options, the user will be prompted for them after this command executes.

If you enter a number from 1 to 6 instead of a letter as the asterisk argument, the corresponding Shell option is executed:

1 Go to DOS (or Go to Shell)
2 Clipboard
3 Other Directory
4 Setup
5 Memory Map
6 Log

See *Introduction to Shell* in *Shell Reference* for more information on these options.

This command will also take advantage of a Go to Shell (GOSHELL) macro if one is defined.

When you insert this command, you are prompted for a letter or number to replace the asterisk. After you enter a letter or number, it is displayed in the command (e.g., {Alt-Shift-A}).

Editor
This command is not available in Editor.

Shell
For example, if the Shell menu letter for Appointment Calendar is A, you would execute the following command in a macro to switch to Calendar:

```
{Ctrl-Alt-A}
```

For additional examples, see *{Screen Retrieve}* and *{MENU DESC}*.

{Ctrl-Alt-Shift-*}

This command executes the Ctrl-Alt-Shift-*letter* keystroke designated by the asterisk (*) argument. If this keystroke is mapped in your application program, this command will cause the function associated with the keystroke to be executed. If this keystroke is not mapped in your application program, this command is ignored.

When you select this command from the Macro Commands list, you are prompted for a letter to replace the asterisk in the command. After you enter the letter, it is displayed in the command (e.g., {Ctrl-Alt-Shift-A}).

Editor
This command is not available in Editor.

Shell
For example, if the keystroke Ctrl-Alt-Shift-W performs a function in your application program, you would execute the following command to have the macro perform the function:

```
{Ctrl-Alt-Shift-W}
```

{Ctrl-PgUp}

This Shell macro command invokes variable assignment in the current application program. It is equivalent to pressing Ctrl-PgUp in the application program while a macro is running. Using this command allows a Shell macro to pass information to an application program macro (such as a WordPerfect or Editor macro).

If you have several application program variables to assign from a Shell macro, you may need to put a {WAIT} command (see {WAIT}*) between each assignment to allow the application program to catch up.*

Shell
In this example, if you executed the Shell macro, then executed the Editor macro (in Editor), the Editor macro would write out "11".

Shell Macro:

```
{ASSIGN}Foo~13~
        {;}Assign·13·to·Shell·var·Foo~
{Ctrl-PgUp}
        {;}Invoke·the·"Variable:"·prompt·in·Editor·to·start·assigning·an·Editor·variable~
Number{Enter}
        {;}At·the·"Variable:"·prompt,·enter·Number·as·the·name·of·the·Editor·variable~
{VARIABLE}Foo~{Enter}
        {;}At·the·"Value:"·prompt,·enter·the·contents·of·Shell·variable·Foo·(13)·as·the·value·of
          the·Editor·variable~
```

Editor·Macro:

```
                {;}After·the·Shell·macro,·the·Editor·variable·named·Number·contains·13~
{ASSIGN}Number~{VARIABLE}Number~+1~
                {;}Increment·the·Number·variable~
{VARIABLE}Number~
            {;}Write·out·the·contents·of·var·Number·(14)~
```

{Ctrl-Shift-*}

This command executes the Ctrl-Shift-*letter* keystroke designated by the asterisk (*) argument. If this keystroke is mapped in your application program, this command causes the function associated with the keystroke to be executed. If this keystroke is not mapped in your application program, this command is ignored.

When you select this command from the Macro Commands list, you are prompted for a letter to replace the asterisk in the command. After you enter the letter, it is displayed in the command (e.g., {Ctrl-Shift-A}).

Editor
This command is not available in Editor.

Shell
For example, if the keystroke Ctrl-Shift-w performs a function in your application program, you would execute the following command to have the macro perform the function:

```
{Ctrl-Shift-W}
```

For an additional example, see *{IN MEMORY}*.

{DISPLAY OFF}

The {DISPLAY OFF} command turns off the display of macro execution. If this command were not present, each action of the macro would be rapidly displayed on the screen as it was executed. In many cases, you may want to turn display off because execution is faster when it is not displayed.

When you define an Editor macro by recording keystrokes (rather than writing it in Editor), the {DISPLAY OFF} command is automatically inserted at the beginning of the macro. (Exceptions: If the macro ends at a menu, or includes a {PAUSE} or {PAUSE KEY} command, the {DISPLAY OFF} command is not inserted.) You can delete this command if you want execution displayed.

If you use this command to turn off display, the screen is not automatically cleared. Whatever is on the screen will remain there (unless another command overwrites it) while the macro is executing.

If display is off when a {PAUSE} or {PAUSE KEY} command (see *{PAUSE}* and *{PAUSE KEY}*) is executed, the screen is not rewritten and the user will probably not know what to do at the pause. You should be sure to turn on display before using one of these commands.

Messages in the {CHAR}, {INPUT}, {PROMPT}, and {TEXT} commands are always displayed on the screen, even when display is off.

{DISPLAY ON} and {DISPLAY OFF} will not control display while a Shell macro is running in a non-WordPerfect Office program unless the program was written to be compatible with WordPerfect Office 3.0.

Editor

In the following example, display is off until the file is ready to be saved and exited. The {DISPLAY ON} command just before the {Exit} command allows the subsequent prompts to be displayed.

```
{DISPLAY OFF}
{Home}{Home}{Up}
        {;}Move to beginning of file~
{Replace}n[{Search}({Search}
        {;}Replace "[" with "(" without confirm~
{Home}{Home}{Up}
        {;}Move the cursor to the top of the file~
{Replace}n]{Search}){Search}
        {;}Replace "]" with ")" without confirm~
{DISPLAY ON}
        {;}Turn on display to allow prompts to display~
{Exit}
        {;}Save, Replace and Exit prompts will now show~
```

For an additional example, see *{STATUS PROMPT}*.

Shell

This example shows how you can control the display of a macro.

```
{DISPLAY ON}
  •
  •     (All actions display during this part of the macro)
  •
{DISPLAY OFF}
  •
  •     (No actions display during this part of the macro)
  •
{DISPLAY ON}
  •
  •     (All actions display during this part of the macro)
  •
```

For an additional example, see *{PROG SYSTEM}*.

{DISPLAY ON} E S

The {DISPLAY ON} macro command is used to turn on the display of macro execution after it has been turned off with the {DISPLAY OFF} command (see *{DISPLAY OFF}*). Display of macro execution defaults to on. Execution is slower when display is on.

{DISPLAY ON} does not itself rewrite the screen. The screen is only rewritten when a command subsequent to the {DISPLAY ON} command performs an action that rewrites the screen.

{DISPLAY ON} and {DISPLAY OFF} will not control display while a Shell macro is running in a non-WordPerfect Office program unless the program was written to be compatible with WordPerfect Office 3.0.

Editor/Shell
For examples of how to use this command, see *{DISPLAY OFF}*, *{PROG SYSTEM}*, and *{STATUS PROMPT}*.

{ELSE} E S

The {ELSE} command is used in connection with the {IF} and {IF EXISTS} commands. It marks the beginning of the commands which execute when the IF value is false (zero) (see *{IF}*).

The {ELSE} command is not a required part of an IF statement. It should be used when there are certain steps that need to be performed *only* when the IF value is false (zero). The commands below {END IF} execute whether or not the IF value is true.

It is possible to use the {ELSE} command instead of the {OTHERWISE} command to handle cases that do not match in a {CASE} or {CASE CALL} command. However, the {ELSE} will not function correctly if the CASE statement is within an IF statement. For this reason it is recommended you always use the {OTHERWISE} command rather than the {ELSE} command in CASE statements.

Editor/Shell
In the example below, if variable Number contains a negative number, add 2. If not, subtract 2.

```
{IF}{VARIABLE}Number~<0~
        {;}If·var·Number·is·less·than·0~
  {ASSIGN}Number~{VARIABLE}Number~+2~
        {;}Add·2·to·var·Number~
{ELSE}
        {;}If·not...~
  {ASSIGN}Number~{VARIABLE}Number~-2~
        {;}...subtract·2·from·var·Number~
{END IF}
        {;}End·of·{IF}·statement~
```

For additional examples, see *{BREAK}*, *{IF EXISTS}*, *{IN MEMORY}*, *{PROG SYSTEM}*, *{RESTART}*, and *{STATE}*.

{END FOR} E S

This command signals the end of a FOR loop (see *{FOR}* and *{FOR EACH}*).

Editor/Shell
For examples of how to use this command, see *{FOR}*, *{FOR EACH}*, *{NEXT}*, and *{PROG SYSTEM}*.

{END IF} E S

The {END IF} command marks the end of an IF structure and is used with the {IF} and {IF EXISTS} commands.

Editor/Shell

For examples of how to use this command, see *{BREAK}*, *{CHAIN}*, *{ELSE}*, *{EXEC RPL}*, *{GO}*, *{IF}*, *{IF EXISTS}*, *{IN MEMORY}*, *{LEN}*, *{LOOK}*, *{NEXT}*, *{PROG SYSTEM}*, *{RESTART}*, and *{STATE}*.

{END WHILE} E S

This command signals the end of a {WHILE} loop (see *{WHILE}*).

Editor/Shell

For examples of how to use this command, see *{SYSTEM}* and *{WHILE}*.

{EXEC ADD}*menultr~parameters~* S

This command executes a program from the Shell menu using the indicated parameters (startup options). Use this command when you want to execute a program on the Shell menu, but want to use some parameters *in addition to* the ones listed on the Program Information screen for that program (see *Shell Program Information Options* in *Shell Reference*).

The parameters you enter with this command will execute *after* the startup options listed on the Program Information screen. If the program is set to prompt for startup options, the parameters you include in this command are displayed as the default input at the prompt.

For the *menultr* argument, enter the letter corresponding to the program on the Shell menu. This argument is not case-sensitive, so you can use a lowercase or uppercase letter for the menu letter.

You should check to see whether the indicated program is already in memory (use the {IN MEMORY} command). If so, this command simply transfers control to the program already in memory, and the startup options indicated in this command have no effect.

If you leave the *parameters* argument empty ({EXEC ADD}*menultr*~~), the program is started using the startup options indicated in its Shell Program Information screen. This is similar to using the {Ctrl-Alt-*} command with the same menu letter.

The screen is not automatically rewritten when you return to the original program after using this command to transfer control to another program. To rewrite the screen, use the Screen key twice ({Ctrl-F3}{Ctrl-F3}) or any other keystrokes that will update the screen, or use {SAVE SCREEN} and {RESTORE SCREEN} (see *{SAVE SCREEN}* and *{RESTORE SCREEN}*).

See also *{EXEC DOS}*, *{EXEC RPL}*, and {Ctrl-Alt-*}.

Editor
This command is not available in Editor.

Shell
For example, suppose you have **/w-160** listed as a startup option for Editor in its Program Information screen. (This option limits the workspace used by Editor to 160K.) If you wanted to have a macro start Editor (suppose it is letter E on your Shell menu), but in addition to the /w option you wanted to add a **/m-start** option (to execute an Editor macro named START), you would execute the following:

```
{EXEC ADD}e~/m-start~
```

For an additional example, see *{BREAK}*.

{EXEC DOS}*program~parameters~* ⓢ

This command is similar to the {EXEC ADD} and {EXEC RPL} commands, except that it executes the indicated program from DOS, not from Shell. It is especially useful when you want to execute a program not on the Shell menu. Only the parameters specified in this command are used as startup options for the program.

If the indicated program is already in memory, a new copy is started from DOS. Be careful to avoid possible temporary file conflicts. You may need to use the /d or /d-*%x* startup options to avoid such conflicts (see *Appendix K: Startup Options*).

Because the program is not started from Shell, many Shell functions are not available. Even programs normally run from Shell are not aware that Shell is running if they are started with this command. However, Shell still has control of the keyboard and the clipboard is still active and accessible through Screen Copy and Screen Retrieve.

See also *{EXEC ADD}*, *{EXEC RPL}*, and {Ctrl-Alt-*}.

Editor
This command is not available in Editor.

Shell
For example, to start Editor from DOS with the /w-100 startup option (assume ED.EXE is located in your C:\OFFICE directory), you would use the following command:

```
{EXEC DOS}c:\office\ed.exe~/w-100~
```

For an additional example, see *{SHELL MACRO}*.

{EXEC RPL}*menuItr~parameters~* ⓢ

This command executes a program from the Shell menu using the indicated parameters (startup options). Use this command when you want to execute a program on the Shell menu, but want to *replace* the parameters listed on the

Shell Program Information screen for that program with the parameters in this command. If the program is set to prompt for startup options, the prompt is ignored.

For the *menultr* argument, enter the letter corresponding to the program on the Shell menu. This argument is not case-sensitive, so you can use a lowercase or uppercase letter for the menu letter.

You should check to see whether the indicated program is already in memory (use the {IN MEMORY} command). If so, this command simply transfers control to the program already in memory, and the startup options indicated in this command have no effect.

If you leave the *parameters* argument empty ({EXEC RPL}*menultr*~~), the program is started using no startup options.

See also *{EXEC ADD}*, *{EXEC DOS}*, and {Ctrl-Alt-*}.

Editor
This command is not available in Editor.

Shell
For example, suppose you have **/w–160** listed as a startup option for Editor on its Shell Program Information screen. (This option limits the workspace used by Editor to 160K.) If you wanted to have a macro start Editor (suppose it is letter E on your Shell menu), but wanted to use a workspace of 100K, you would execute the following:

```
{IF}{IN MEMORY}e~~
        {;}If·Editor·is·already·in·memory...~
  {PROMPT}Editor·is·in·memory.··Can't·run·a·copy·with·new·workspace.~
        {;}Prompt·user~
  {WAIT}20~
        {;}Wait·2·seconds~
  {RETURN}
        {;}End·macro~
{END IF}
        {;}If·Editor·is·not·in·memory...~
{EXEC RPL}e~/w-100~
        {;}Run·Editor·with·the·/w-100·Startup·Option~
```

For an additional example, see *{IN MEMORY}*.

{FILE EXISTS}*filename*~ 3

Use this command to determine if a file exists. You may include a path in the filename if you want only a specific directory to be searched for the file. If you do not include a path, the directories specified in your DOS PATH command

(see your DOS documentation) are searched. Be sure the filename you specify in this command exactly matches the name of the file you are trying to find, including the extension.

If the file is found, the full pathname of the file is returned (whether or not a path was specified in the *filename* argument). If the file is not found, nothing is returned.

Shell
The macro below checks to see if the CLIENTS.NB Notebook file exists in any of the directories in the DOS PATH. If so, the macro retrieves it.

```
{ASSIGN}Pathname~{FILE EXISTS}clients.nb~~
        {;}Check·to·see·if·the·file·exists,·and·if·so,·assign·the·pathname·of·the·file·to·var·Pathname~
{IF EXISTS}Pathname~
        {;}If·the·file·was·found...~
  {Retrieve}{VARIABLE}Pathname~
        {;}Retrieve·the·notebook~
{END IF}
```

{FIND PROG}*program*~

This command searches the currently active Shell menu for *program*, and returns its corresponding menu letter. The search is performed first from top to bottom on the left side of the menu, then from top to bottom on the right side of the menu. If the program is on the Shell menu more than once, the menu letter for the first program found is returned.

You need not enter the extension of the program's filename. For example, if you were searching for ED.EXE, you could enter **ed** as the program name. However, this command will find all types of executable files, including .COM, .BAT, and .EXE files. If you have files with the same name but different extensions, be sure to include the extension in the *program* argument so the correct one is found.

If the program is not found, a zero (0) is returned.

Editor
This command is not available in Editor.

Shell
For example, to return the menu letter for Editor on the Shell menu, you would use the following command:

```
{FIND PROG}ed.exe~
```

or

```
{FIND PROG}ed~
```

For an additional example, see *{BREAK}*.

{FOR}*var~start~stop~step~* E S

The {FOR} command is useful for executing a series of commands a certain number of times. The commands between the {FOR} and {END FOR} commands are executed once for each value of *var* between *start* and *stop* inclusive, as incremented by *step*.

The *start*, *stop*, and *step* values can be entered in the command as values, expressions, or other commands. Each expression or command is evaluated to a value, then that value is used as the *start*, *stop*, or *step* value.

In any FOR loop, an {END FOR} command must be used to determine the end of the series of commands included in the loop. The {END FOR} command sends execution to the top of the loop for the next iteration. You can also use the {NEXT} command to send execution to the next iteration (see *{NEXT}*), but you must still include an {END FOR} command to mark the end of the loop.

The {FOR} command itself initializes the variable with the *start* value. You do not need to pre-assign the variable. Each subsequent time the {FOR} command is executed (at the top of the loop), the variable is incremented by the *step* value.

Editor/Shell

The following example shows how you could use the {FOR} command to write out a line of 20 asterisks (*).

```
{FOR}Counter~1~20~1~
        {;}For·every·value·of·Counter·from·1·to·20·(values·incremented
        by·1·each·time·through·the·loop)~
  *
        {;}Write·an·asterisk·(*)~
{END FOR}
        {;}End·of·{FOR}·loop.··Repeat·the·loop·unless·Counter=20~
```

For additional examples, see *{NEXT}* and *{PROG SYSTEM}*.

{FOR EACH}*var~expr1~...exprN~~* E S

The {FOR EACH} command is similar to the {FOR} command. However, instead of having a sequential step value, each value to be assigned to the variable is included as an argument in the command. (The values can still be included as values, expressions, or commands. They are evaluated before being assigned to the variable.) See *{FOR}* for more information.

Like the {FOR} command, the {FOR EACH} command itself initializes the variable with the start value. You do not need to pre-assign the variable. Each time the {FOR EACH} command is executed (at the top of the loop), the variable is assigned the next value.

Remember to end the loop with an {END FOR} command.

Editor/Shell
In the following example, the macro will loop five times. Each time it loops, the variable Number is equal to the specified value (i.e., on the first loop, Number=15; on the second loop, Number=10; on the third, Number=25, etc.)

```
{FOR EACH}Number~15~10~25~95~50~~
        {;}Var·Number·is·assigned·15·the·first·time·through·the·loop,·then
        10,·then·25,·and·so·on~
  {VARIABLE}Number~·
        {;}Write·out·var·Number·followed·by·a·space~
{END FOR}
        {;}Perform·the·next·iteration·of·the·loop·unless·Number=50.··In·that·case,·end·the·loop.~
```

When execution is complete, "15 10 25 95 50 " will have been written out. Note the space (represented by "·") after the {VARIABLE}Number~ command. This is the space that is written out after each number.

{GET CURSOR}*colvar~rowvar~* (S)

Use this command to store the current column and row positions of the cursor in *colvar* and *rowvar* respectively. You can use any variable names for *colvar* and *rowvar*.

You may want to use this command with the {PUT CURSOR} command to first capture the cursor position and then replace it on the screen after commands that may have moved it are executed. See *{PUT CURSOR}* for more information.

Editor
This command is not available in Editor.

Shell
For examples of how to use this command, see *{PUT CURSOR}* and *{SAVE SCREEN}*.

{GO}*label~* (E) (S)

The {GO} command transfers execution to the location in the macro file indicated by *label*. It is used in conjunction with the {LABEL} command, which marks the place to which execution is transferred.

The {GO} command is useful when you want to skip part of the macro or transfer control to another part based on a condition. Unlike the {CALL} command, {GO} does not require that execution return.

Editor
This macro checks to see if the Search command has been entered in variable Key. Notice that the steps between {END IF} and {LABEL} will be skipped if variable Key contains {Search}.

```
{IF}"{VARIABLE}Key~"="{Search}"~
        {;}If·var·Key·contains·{Search}~
  {GO}Search~
        {;}Go·to·the·Search·Label~
```

```
{END IF}
  •
  •     (middle section of macro)
  •
{LABEL}Search~
          {;}Perform·the·search~
  •
  •     (steps of the search)
  •
{QUIT}
          {;}Stop·macro·execution~
```

The macro ends after the search has been completed.

For additional examples, see *{CALL}*, *{CHAIN}*, *{LEN}*, *{LOOK}*, *{ON CANCEL}*, *{ON ERROR}*, *{RETURN CANCEL}*, *{RETURN ERROR}*, and *{RETURN NOT FOUND}*.

Shell
For examples of how to use this command, see *{CHAIN}*, *{LEN}*, *{LOOK}*, *{MENU DESC}*, *{ON CANCEL}*, *{ON ERROR}*, *{RETURN CANCEL}*, *{RETURN ERROR}*, *{RETURN NOT FOUND}* and *{SAVE SCREEN}*.

{IF}*expr*~ E S

The {IF} command is used to execute a set of commands only *if* a certain condition exists. If the condition exists (*expr* is evaluated to be true), the commands directly after the {IF} command are executed.

The *expr* argument is usually a logical expression. An expression is true if it is evaluated as a nonzero number. For example, when the expression 4=4 is evaluated, the result is –1 (which corresponds to true). The value is false if it results in a zero (0) or contains nothing at all. String values and commands must be enclosed in quotes to be evaluated correctly. See *Expressions* in *Macro Reference* for more information on expression evaluation.

An IF statement always begins with an IF command ({IF} or {IF EXISTS}) and ends with {END IF}. If the value is true (-1), the commands directly after the IF command are executed. If the value is false (or there is no value at all), the commands after the IF command are skipped, and execution continues after the {END IF} command.

If you want certain commands to execute only when the value is not true, use the {ELSE} command (see *{ELSE}*). In this case, execution continues at the {ELSE} command when *expr* is evaluated as false, rather than at the {END IF}.

It is possible to nest {IF} commands. See *{STATE}* for an example of nested {IF} commands.

Editor
In the example below, the Setup menu is displayed only if the appropriate password is in variable Input.

```
{IF}"{VARIABLE}Input~"="{VARIABLE}Password~"~
        {;}If·var·Input·contains·the·password·(as·stored·in·var·Password)~
  {Setup}
        {;}Enter·the·Setup·menu~
{END IF}
        {;}End·of·{IF}·structure~
```

Notice that quotes are placed around both {VARIABLE}Input~ and {VARIABLE}Password~ because the values being compared are strings.

For additional examples, see *{BREAK}*, *{ELSE}*, *{GO}*, *{LEN}*, *{LOOK}*, *{RESTART}*, and *{STATE}*.

Shell
For examples of how to use this command, see *{BREAK}*, *{ELSE}*, *{EXEC RPL}*, *{IN MEMORY}*, *{LEN}*, *{NEXT}*, *{PROG SYSTEM}*, and *{RESTART}*.

{IF EXISTS}*var*~ (E) (S)

The {IF EXISTS} command checks to see if the indicated *variable* has been assigned. If it has, the commands following {IF EXISTS} are executed. Like other IF statements, the {IF EXISTS} command requires an {END IF} and can use an {ELSE} command (see *{IF}*).

Common uses for the {IF EXISTS} command include establishing a default response at a menu (see example below). {IF EXISTS} is also useful when you want execution to wait until a key is pressed (see *{LOOK}*).

Editor/Shell
The following example shows how you can use the {IF EXISTS} command to set up a default response to a user prompt:

```
{TEXT}Name~1·Joe;·2·Sue;·3·Marco:·1{Left}~
        {;}User·selects·name~
{IF EXISTS}Name~
{ELSE}
        {;}If·user·pressed·Enter·at·menu~
  {ASSIGN}Name~1~
        {;}Use·default·of·"1"~
{END IF}
```

For additional examples, see *{CHAIN}*, *{LOOK}*, *{PROG SYSTEM}*, and *{STATE}*.

{IN MEMORY}*letter*~ (S)

This command checks to see if the program corresponding to *letter* on the Shell menu is in memory. If the program is in memory, one (1) is returned; if not, zero (0) is returned.

One use for this command is to determine what types of actions the macro should perform when switching programs.

Editor
This command is not available in Editor.

Shell
In the following example, the macro checks to see whether Editor (letter E on the Shell menu) is in memory. If so, it switches to Editor. Otherwise, it starts Editor from Shell using the startup options indicated on the Editor Program Information screen.

```
{IF}{IN MEMORY}e~
        {;}If·Editor·is·in·memory~
  {Ctrl-Shift-E}
        {;}Switch·to·it~
  {CALL}Clear·Documents~
        {;}Clear·all·the·active·documents~
  {Exit}ny
        {;}Exit·Editor~
{ELSE}
        {;}Otherwise~
  {EXEC ADD}e~~
        {;}Start·Editor,·with·normal·Startup·Options~
{END IF}
```

For an additional example, see *{EXEC RPL}*.

{INPUT}*message*~ E

This command prompts the user with the *message*, then pauses, allowing the user to perform any keystroke operations. When the user presses Enter, input is terminated, the message is removed from the screen, and execution continues.

Using an {INPUT} command after a {STATUS PROMPT} command will remove the previous {STATUS PROMPT} message (see {STATUS PROMPT}*).*

See also *Prompting and User Input* under *Programming Concepts* in *Macro Reference* for alternative means of obtaining user input.

Editor
After the command below is executed, the user can do any editing. Execution continues when the user presses Enter.

```
{INPUT}Edit·the·macro.··Press·Enter·when·done.~
```

Shell
This command is not available in Shell.

{KBSTAT}*expr*~ S

This command is used to set or clear the following keyboard (BIOS) status flags:

Key	Individual Value
Scroll Lock	16
Num Lock	32
Caps Lock	64

When one of these flags is set, the application program functions as though the keyboard function is active (or *turned on*). For example, if the Caps Lock flag (64) is set, Caps Lock is turned on (letters you type at the keyboard will be uppercase).

The individual value listed next to each key above is the *expr* you would use if you wanted *only* that flag to be set (no others would be set). To set more than one flag (i.e, to activate more than one keyboard function), enter the sum of the individual values as the *expr* argument.

The following table shows the values to use to set various combinations of flags:

Scroll Lock	Num Lock	Caps Lock	Value
•	•		48
	•	•	96
•		•	80
•	•	•	112

You can use the KBSTAT system variable to determine which keyboard status flags are set at a given time (see *{SHELL SYSTEM}*). To set a single flag without affecting the others, take the logical OR of the KBSTAT system variable and the individual value of the keyboard function you want to set ({KBSTAT}{SHELL SYSTEM}kbstat~|*individual value*~). To set combinations of flags without affecting the others, substitute the combined value for the combination (from the above table) for *individual value* in the above formula.

To clear a single flag without affecting the others, take the logical AND NOT of the individual value of the you flag want to clear ({KBSTAT}{SHELL SYSTEM}kbstat~&(!*individual value*)~). To clear combinations of flags without affecting the others, substitute the value for the combination (from the above table) for *individual value* in the above formula.

To clear all flags use {KBSTAT}0~

For more information on status flags and how to use them, see *Mask Values and Multiple States* under *Programming Concepts* in *Macro Reference*.

Editor

This command is not available in Editor.

Shell

For an example of how to use this command, see *{PROG SYSTEM}*.

{KTON}*key*~ E S

The {KTON} (**K**ey **TO** **N**umber) command converts *key* (which may be any key on the keyboard) to a unique number—its WordPerfect "key value." {KTON} performs the inverse (opposite) function of the {NTOK} command (see *{NTOK}*).

If you take the {KTON} of a function key, an editing key, or a cursor key, the key value is the end result. This is the value you would use with the {NTOK} command.

If *key* is a character (characters are a subset of all keys), you can use the key value to calculate the WordPerfect character set value. The character set value can be assigned to a variable, and a variable can be used to input the character set value.

To calculate the character set value for a given key,

1 Use the {KTON} command to obtain the key value.

2 Divide the key value by 256.

The quotient is the number of the WordPerfect character set (0 to 12). The remainder is the character number in the character set (0 to 255).

See *Value Tables* in *Macro Reference* for a list of other values returned by the {KTON} command.

Editor/Shell

For example, if you want your macro to calculate the character set value for a character, you could use the following:

```
{CHAR}Key~Type·any·character~
        {;}Assign·input·to·var·Key~
{ASSIGN}Set~{KTON}{VARIABLE}Key~~/256~
        {;}Assign·quotient·to·var·Set~
{ASSIGN}Num~{KTON}{VARIABLE}Key~~%256~
        {;}Assign·remainder·to·var·Num~
{PROMPT}{VARIABLE}Set~,{VARIABLE}Num~~
        {;}Display·character·set·value~
{WAIT}15~
```

This macro prompts for a key, then calculates and displays the character set value for that key.

{LABEL}*label*~ E S

A {LABEL} command marks a place in a macro file. Execution can be sent directly there from any place in the macro. The {CALL}, {CASE}, {CASE CALL}, and {GO} commands are used to direct execution to the label. The {LABEL} command can also be used to mark the beginning of a subroutine (see *Subroutines* under *Programming Concepts* in *Macro Reference*).

The label name distinguishes each label from the others. Label names have no restrictions regarding length; however, only the first 15 characters are used to

determine uniqueness. (In other words, ABCDEFGHIJKLMNO (15 characters) and ABCDEFGHIJKLMNOP (16 characters) would be considered the same label name, but ABCDEFGHIJKLMN (14 characters) and ABCDEFGHIJKLMNO (15 characters) would be considered different label names. The only character you cannot use in the label name is a tilde (~) because a tilde ends the label name. You *can* use spaces.

There can be many labels in the same macro file as long as each one has a different name. If a label name is duplicated, only the first one is used.

Editor/Shell
For examples of how to use this command, see *{CALL}*, *{CASE}*, *{CASE CALL}*, *{CHAIN}*, *{GO}*, *{IN MEMORY}*, *{LEN}*, *{LOOK}*, *{MENU DESC}*, *{ON CANCEL}*, *{ON ERROR}*, *{RETURN NOT FOUND}* and *{SAVE SCREEN}*.

{LEN}*var*~ E S

This command determines the length of the contents of a variable. This command is useful for validating or restricting the length of user input.

Editor/Shell
In this example, if the user enters more than three letters at the {TEXT} prompt, the macro rejects it and the user is prompted again.

```
{LABEL}Get·Initials~
  {TEXT}Initials~Enter·your·initials:~
  {IF}{LEN}Initials~>3~
    {GO}Get·Initials~
  {END IF}
```

{LOOK}*var*~ E S

The {LOOK} command checks to see if a key has been pressed by the user. If a key has been pressed, it is assigned to the variable; it is not executed. If a key has not been pressed, the contents of the variable are deleted and execution is continued without stopping.

Editor
In the following example, {LOOK} is used to simulate a pause which does not terminate with the Enter key (see *{PAUSE}*). (You can also do this with the {PAUSE KEY} command.)

```
{STATUS PROMPT}Press·Exit·to·Quit.~
        {;}Exit·terminates·the·pause~
{LABEL}Loop~
        {;}Top·of·the·loop~
  {LOOK}Key~
        {;}Check·to·see·if·a·key·was·pressed~
  {IF}'{VARIABLE}Key~'='{Exit}'~
        {;}If·Exit·was·pressed...~
    {GO}Next~
        {;}...drop·out·of·the·loop~
```

```
{END IF}
        {;}End·of·{IF}·structure~
{VARIABLE}Key~
        {;}Perform·the·keystroke~
{GO}Loop~
        {;}Go·to·the·top·of·the·loop~

{LABEL}Next~
        {;}Execution·continues·here·after·Exit·is·pressed~
```

Shell

The following macro empties all type-ahead keystrokes from the keyboard buffer. If used before a {CHAR} (or similar) command, it forces input at the point of the {CHAR} (or similar) commands and will not allow type-ahead input to the command.

```
{LABEL}Dump·Keys~
  {LOOK}Key~
        {;}Get·the·next·keystroke·from·the·keyboard·buffer~
  {IF EXISTS}Key~
        {;}If·there·was·a·key·in·the·buffer...~
    {GO}Dump·Keys~
        {;}...ignore·the·key·and·go·to·label·Dump·Keys~
  {END IF}
  {RETURN}
```

For additional examples, see *{CHAIN}* and *{MENU DESC}*.

{MENU DESC}*letter*~ (S)

This command returns the Shell menu description of the program corresponding to *letter* on the Shell menu.

Editor

This command is not available in Editor.

Shell

The following macro prevents the user from trying to switch to a program that is not on the Shell menu.

When the user presses Ctrl-Alt-*letter* to switch to a non-existent program, the macro sends a message showing which programs are available and allows the user to select one from the list. If the user presses Ctrl-Alt-*letter* to switch to a program that does exist, the switch is performed without intervention from the macro.

Assume, for this example, that the following are the only programs on the Shell menu:

A	Appointment Calendar
C	Calculator
E	Editor
F	File Manager

M	Mail
N	Notebook
S	Scheduler
W	WordPerfect

The macro below must be running before the user presses Ctrl-Alt-*letter*.

```
{LABEL}Loop~
   {LOOK}Key~
         {;}Capture·the·key·pressed·by·the·user~
   {CASE}"{VARIABLE}Key~"~
      "{CTRL-ALT-B}"~Can't·Switch~
      "{CTRL-ALT-D}"~Can't·Switch~
      "{CTRL-ALT-G}"~Can't·Switch~
      "{CTRL-ALT-H}"~Can't·Switch~
      "{CTRL-ALT-I}"~Can't·Switch~
      "{CTRL-ALT-J}"~Can't·Switch~
      "{CTRL-ALT-K}"~Can't·Switch~
      "{CTRL-ALT-L}"~Can't·Switch~
      "{CTRL-ALT-O}"~Can't·Switch~
      "{CTRL-ALT-P}"~Can't·Switch~
      "{CTRL-ALT-Q}"~Can't·Switch~
      "{CTRL-ALT-R}"~Can't·Switch~
      "{CTRL-ALT-T}"~Can't·Switch~
      "{CTRL-ALT-U}"~Can't·Switch~
      "{CTRL-ALT-V}"~Can't·Switch~
      "{CTRL-ALT-X}"~Can't·Switch~
      "{CTRL-ALT-Y}"~Can't·Switch~
      "{CTRL-ALT-Z}"~Can't·Switch~
      ~
         {;}If·the·key·pressed·by·the·user·would·switch·to·a·non-existent·program,
         go·to·label·"Can't·Switch"~
   {VARIABLE}Key~
         {;}Otherwise,·perform·the·keystroke~
   {GO}Loop~
         {;}Repeat·the·loop·for·the·next·keystroke~

{LABEL}Can't·Switch~
   {CHAR}Answer~{^Q}
      {^P}☺☺You·may·switch·to·the·following·programs:
      {^P}♦♦{^]}A{^\}·{MENU DESC}A~     {^P}'♦{^]}M{^\}·{MENU DESC}M~
      {^P}♦♣{^]}C{^\}·{MENU DESC}C~     {^P}'♣{^]}N{^\}·{MENU DESC}N~
      {^P}♦♠{^]}E{^\}·{MENU DESC}E~     {^P}'♠{^]}S{^\}·{MENU DESC}S~
      {^P}♦•{^]}F{^\}·{MENU DESC}F~     {^P}'•{^]}W{^\}·{MENU DESC}W~
      {^P}☺↓Select·program:·~
         {;}Tell·user·which·programs·are·available·and·prompt·for·a·selection.~
   {CASE}"{VARIABLE}Answer~"~
      "A"~A~     "a"~A~
      "C"~C~     "c"~C~
      "E"~E~     "e"~E~
      "F"~F~     "f"~F~
      "M"~M~     "m"~M~
```

```
"N"~N~    "n"~N~
"S"~S~    "s"~S~
"W"~W~    "w"~W~
{OTHERWISE}~Can't·Switch~
~
        {;}If·the·user·enters·a·valid·selection,·go·to·the·label·to·switch·to·that·program.
        Otherwise,·repeat·the·prompt.~

{LABEL}A~{CTRL-ALT-A}{GO}Loop~
{LABEL}C~{CTRL-ALT-C}{GO}Loop~
{LABEL}E~{CTRL-ALT-E}{GO}Loop~
{LABEL}F~{CTRL-ALT-F}{GO}Loop~
{LABEL}M~{CTRL-ALT-M}{GO}Loop~
{LABEL}N~{CTRL-ALT-N}{GO}Loop~
{LABEL}S~{CTRL-ALT-S}{GO}Loop~
{LABEL}W~{CTRL-ALT-W}{GO}Loop~
```

{MID}*var~offset~count~* E S

Use this command to extract substrings. The substring returned is the set of characters in the string in *var*, starting *offset* characters from the left and continuing *count* characters. This command is often used with {LEN} to parse non-integer numbers.

Editor/Shell

In the following example, the {MID} command is used to parse a number into its integer and non-integer portions.

```
{ASSIGN}Number~123.456~
        {;}Assign·string·"123.456"·to·var·Number~
{ASSIGN}Integer~{MID}Number~0~3~~
        {;}Extract·the·first·3·characters·from·the·string·in·var·Number·and·assign·the·result·to
        var·Integer~
{ASSIGN}Non-Integer~{MID}Number~4~3~~
        {;}Extract·the·5th·through·7th·characters·from·the·string·in·var·Number·and·assign·the
        result·to·var·Non-Integer~
```

{NEST}*macroname~* E S

The {NEST} macro command transfers control to another macro. When the nested macro has finished, execution returns to the parent macro. It is somewhat like placing the contents of the specified macro where the {NEST} command is.

You can enter a full pathname as the *macroname* if you want. It is not necessary to include the .EDM or .SHM extension.

The macro you nest must be the same type as the original macro. For example, you cannot use the {NEST} command to nest a Shell macro from an Editor macro. However, you can cause another type of macro to be executed simply by inserting the keystroke commands to start the other type macro in the parent macro. This is equivalent to nesting the macro with the {NEST} command. You can also execute a Shell macro from an Editor macro with the {SHELL MACRO} comand (see *{SHELL MACRO}*).

See *Chaining and Nesting* under *Programming Concepts* in *Macro Reference* for more information on nesting.

Editor/Shell
In the following example, the macro writes out "abcdefghi".

```
abc
{NEST}foo~
ghi
```

Nested macro (FOO.EDM if an Editor macro, FOO.SHM if a Shell macro):

```
def
```

For an additional example, see *{RESTART}*.

{NEXT} E S

Use this command to execute the next iteration of a {FOR}, {FOR EACH}, or {WHILE} loop. Usually, the {END FOR} or {END WHILE} command that ends the loop sends execution to the next iteration. However, the {NEXT} command can be used to send execution to the next iteration from *other* than the end of the loop. For example, you may use nested IF statements as part of the loop so that if a certain condition is true, you can abandon the rest of the commands in the loop and go to the next iteration. In this case, you would use the {NEXT} command where you wanted the next iteration to begin.

Even if you use the {NEXT} command in a loop, you must still use an {END FOR} or {END WHILE} command to mark the end of the loop.

Editor/Shell
The following macro writes out "**********@@@@@".

```
{FOR}1~1~15~1~
        {;}Repeat·the·loop·15·times,·starting·at·1,·ending·at·15,·in·increments·of·1~
  {IF}{VARIABLE}1~>10~
        {;}If·var·1·is·>·10,~
    @
        {;}Write·an·@~
    {NEXT}
        {;}Skip·to·the·next·iteration·of·the·loop~
  {END IF}
  *
        {;}Write·an·asterisk~
{END FOR}
```

{NTOK}*number*~ E S

The {NTOK} (**N**umber **TO** **K**ey) command converts a WordPerfect key value to its character or function equivalent. It performs the inverse (opposite) function of the {KTON} command (see *{KTON}*).

For example, if you take the {NTOK} of 32809 (Save), a Save is executed. If you take the {NTOK} of 1537, a "±" is written out.

You can also take the {NTOK} of a WordPerfect character set value. For example, the character set value for ± is 6,1. Type **{NTOK}6,1~** to obtain ±.

If you want to calculate the key value for a given character set value,

1 Multiply the character set number by 256, then add the number of the character.

You can then use the {NTOK} command to obtain the character.

For example, "±" is character number 1 in character set 6. Multiply 256 times 6 (1536), then add 1 (1537). You can then take the {NTOK} of 1537 to obtain ±.

See *Value Tables* in *Macro Reference* for a list of other values that may be used with the {NTOK} command.

Editor/Shell
The following example prompts for a number, then returns the character or function equivalent.

{TEXT}Num~Type a number:··~
{NTOK}{VARIABLE}Num~~

If the number returns a function, such as Save, and you do not want the function to execute, you can store it in a variable (e.g., {ASSIGN}Key~{NTOK}{VARIABLE}Num~~~).

{ON CANCEL}*action*~

The {ON CANCEL} command indicates what action should be taken if a user presses Cancel (F1) or if a {RETURN CANCEL} command is returned by a subroutine or nested macro. When a cancel occurs, the macro knows what to do next only if it has already encountered the {ON CANCEL} command. For this reason, it is a good idea to place the command before a cancel can occur, otherwise execution will terminate when Cancel is pressed.

The following *actions* are available with this command:

{BREAK}
{CALL}
{GO}
{QUIT}
{RESTART}
{RETURN}
{RETURN CANCEL}

Since {GO} and {CALL} require a tilde (~) after the label, there must be two tildes (~~) at the end (e.g., {ON CANCEL}{GO}label~~).

The default response to a cancel (if no {ON CANCEL} command is encountered) is {RETURN CANCEL}.

If no *action* is specified in the command (i.e., {ON CANCEL}~), the Cancel is ignored and execution continues as if there had been no cancel. Not only is the

Cancel condition ignored, but if the Cancel key was pressed, the key is thrown away. In other words, if a {LOOK} is used, it does not detect that the Cancel key was pressed. If you want the Cancel key to be used as input, use the {CANCEL OFF} command before the input is requested.

When Cancel is pressed (or a {RETURN CANCEL} is encountered), the last {ON CANCEL} command encountered at the current level (see *Levels* under *Programming Concepts* in *Macro reference*) is executed. If no {ON CANCEL} command was encountered during execution of the previous level, the macro looks to successively higher levels and executes the last one encountered. If none was encountered, the default ({RETURN CANCEL}) is executed.

If you chain or nest a macro, the {ON CANCEL} command is not passed from the parent file to the nested or chained file. Rather, the default ({RETURN CANCEL}) is in effect until another {ON CANCEL} command is encountered.

When execution returns from a lower level to a higher level, the last {ON CANCEL} command encountered at the higher level resumes effect.

Editor/Shell
In the following example, if the user presses Cancel (F1) during the macro, the End subroutine is executed.

```
{ON CANCEL}{GO}End~~
  •
  •     (commands in the macro)
  •
{LABEL}End~
          {;}Beginning·of·End·subroutine~
  {PROMPT}Macro·cancelled·prematurely.~
          {;}Send·notification·message~
  {WAIT}40~
          {;}Display·message·for·4·seconds~
  {PROMPT}{Del to EOP}~
          {;}Clear·message·from·screen~
  {QUIT}
          {;}Terminate·execution~
  •
  •     (rest of the macro)
  •
```

For an additional example, see *{RETURN CANCEL}*.

{ON ERROR}*action*~ E S

The {ON ERROR} command indicates what *action* should be taken if an error is detected in macro execution, if an error is returned by the current application program or DOS, or if a {RETURN ERROR} command is returned by a subroutine or nested macro.

Inserting this command without an *action* ({ON ERROR}~) causes the macro to ignore the error and continue execution (when possible).

Any error that returns an error message to or from a WordPerfect Corporation program can be trapped with this command.

If you chain a file that does not exist or is not found, the error condition is not generated until the macro tries to execute the chained file (i.e., at the end of the current macro). See *Chaining and Nesting* under *Programming Concepts* in *Macro Reference*, and *{CHAIN}* for more information.

The default *action* (if no {ON ERROR} is encountered) is {RETURN ERROR}. For a list of other possible *actions*, see *{ON CANCEL}*.

The range of effect of the {ON ERROR} command is the same as the {ON CANCEL} command (see *{ON CANCEL}*).

Editor/Shell

In the following example, the macro requests that the user enter a filename. The macro then tries to retrieve the file. The {ON ERROR} command specifies that the Error subroutine be executed if the file is not found when the macro tries to retrieve it.

```
{ON ERROR}{GO}Error~~
        {;}If an error is generated, execute the Error subroutine~
{LABEL}GetFile~
  {TEXT}Filename~File to be retrieved: ~
        {;}Prompt user for file~
  {Retrieve}{VARIABLE}Filename~{Enter}
        {;}Retrieve the file~
  •
  •     (more commands)
  •
{LABEL}Error~
        {;}If the file was not found when the macro tried to retrieve it,
        execution moves here~
  {Cancel}
        {;}Cancel "Document to be retrieved:" prompt~
  {PROMPT}The file you entered is not in the default directory.  Try again.~
        {;}Tell the user what happened~
  {WAIT}15~
        {;}Display the message for 1.5 seconds~
  {GO}GetFile~
        {;}Prompt again for the file~
```

For additional examples, see *{RETURN ERROR}*, *{RETURN NOT FOUND}* and *{SAVE SCREEN}*.

{ON NOT FOUND}*action*~ E S

The {ON NOT FOUND} command tells the macro what *action* to take if a search fails (e.g., Search, Word Search, or Name Search) or if a {RETURN NOT FOUND} is returned by a nested macro or subroutine. If no {ON NOT FOUND} command is included before a Not Found condition occurs,

the Not Found stops that level of macro execution (an {ON NOT FOUND} {RETURN NOT FOUND}~ is executed).

For a list of valid *actions* for this command, see *{ON CANCEL}*.

The range of effect of the {ON NOT FOUND} command is the same as the {ON CANCEL} command (see *{ON CANCEL}*).

If you search for a nonexistent name with the Name Search feature, the Not Found condition is returned at the first character entered that does not match. You should insert an {Enter} command somewhere in the macro after the Not Found is generated to terminate the name search. If during the Name Search all characters before the {Enter} match, a Not Found is *not* generated, even though there may be additional characters in the name at the cursor. To check whether the name is an exact match, use {HPg} or {Ctrl-Enter} to terminate the Name Search. When you use {HPg} or {Ctrl-Enter}, a not Found is generated if the name does not exactly match.

Editor
For examples of how to use this command, see *{BREAK}*, *{CHAIN}*, and *{RETURN NOT FOUND}*.

{OTHERWISE}
Use this command as the last case in a {CASE} or {CASE CALL} command to handle all cases that do not match one of the specified cases. See *{CASE}* above.

Editor/Shell
For examples of how to use this command, see *{CASE}*, *{CASE CALL}*, and *{MENU DESC}*.

{PAUSE} E S
The {PAUSE} command causes execution to pause until **Enter** is pressed. This command lets the user edit or type new text as if there were no macro running. Execution proceeds after **Enter** is pressed. (If you want another key to end the pause, see *{PAUSE KEY}*.)

Because {PAUSE} does not prompt the user, the {PROMPT} and/or {BELL} commands are often used with {PAUSE}. See *Prompting and User Input* under *Programming Concepts* in *Macro Reference* for other methods of obtaining user input.

Editor
In the following example, after the {PROMPT} command is executed, the user can do any editing. Execution continues when the user presses Enter.

```
{PROMPT}Edit·the·codes.··Press·Enter·when·done.~
        {;}Send·a·prompt·to·the·screen~
{PAUSE}
        {;}Pause·for·user·to·edit·codes~
```

For additional examples, see *{CANCEL OFF}*, *{CHAIN}*, and *{RESTART}*.

Shell
For examples of how to use this command, see *{CANCEL OFF}* and *{RESTART}*.

{PAUSE KEY}*key*~ E S
This command functions like the {PAUSE} command (see *{PAUSE}*), except that you specify the key that terminates the pause.

Editor
If you wanted Exit (F7) to terminate the pause, you could use the following:

```
{STATUS PROMPT}Edit the codes.  Press Exit when done.~
        {;}Send message to user~
{PAUSE KEY}{Exit}~
        {;}Stop so that user can edit codes.  Execution continues when the user presses Exit (F7)~
```

Shell
For an example of how to use this command, see *{Screen Retrieve}*.

{PROG SYSTEM}*sysvar*~ (E) S
The {PROG SYSTEM} command returns the value of the given system variable. These system variables indicate the state of the current application program to the macro. You can use mask values (see *Mask Values and Multiple States* under *Programming Concepts* in *Macro Reference*) to check for multiple states of a given system variable. Valid system variables are listed below.

Rather than use the system variable name in the {PROG SYSTEM} command, you can use the number in parentheses next to each system variable name below. Using the number is especially useful when you want to use the same macro in different international versions of Shell and the application program. Since the system variable names are translated in international versions, running an English version of a macro would create an error at the {PROG SYSTEM} command. The numbers, however, are the same for all international versions.

For a list of the system variables for WordPerfect Corporation programs not included in WordPerfect Office (e.g., WordPerfect and DrawPerfect), see the documentation for those programs.

See also *{SHELL SYSTEM}* and *{SYSTEM}*.

Calculator

These are the Calculator system variables.

Sysvar	Value(s) Returned
Base (3)	Current base (2, 8, 10, or 16).
Fix (2)	Current value of FIX (number of digits displayed after the decimal point).
NVal (1)	Current value of N (Alt-0).

Sysvar	Value(s) Returned
TrigMode (4)	Current trigonometric mode. 0 Radians 1 Degrees

Calendar

These are the Calendar system variables.

Sysvar	Value(s) Returned
CDay (6)	Day at the cursor (1 to 31).
CMonth (7)	Month at the cursor (1 to 12).
CWeekday (9)	Weekday at the cursor (e.g, Monday).
CYear (8)	Year at the cursor (e.g., 1990).
Day (2)	DOS day (1 to 31). This is the day DOS is using in date features.
Month (3)	DOS month (1 to 12). This is the month DOS is using in date features.
Name (1)	Filename of the current Calendar file. The whole filename, including the extension, is returned. (The path is not included.)
Weekday (5)	DOS weekday (e.g., Monday). This is the weekday DOS is using in date features.
Year (4)	DOS year (e.g., 1990). This is the year DOS is using in date features.

Editor

These are the Editor system variables.

Sysvar	Value(s) Returned
ALine (4)	Current absolute line position as displayed in the status line. (See also *Line* below.)
Document (1)	Modification status of the current document. 1 Document has been modified. 256 Document is blank. (Blank documents are those that appear when you first start Editor and when you exit to a clear screen. A document from which you delete all text and codes is not "blank.") All other values are undefined and not guaranteed to be zero.

Sysvar	Value(s) Returned
Ext (13)	Extension of the file. (The characters returned are uppercase and the period is not included.)
File (14)	Current file number (1 to 9).
Left (2)	Item (character, code, or command) immediately to the left of the cursor. For codes and commands, a number representing the code is returned. For a list of the values returned for codes and commands, see *Value Tables* in *Macro Reference*.
Line (3)	Current line position as displayed in the status line. (See also *ALine* above.)
Mode (6)	Current Editor mode (e.g., WPM, EDM, SHM, DOS, BIN).
Name (5)	Name of the current document, (e.g., POPOUT.EDM.)
Page (7)	Current page number as displayed on the status line.
Path (8)	Path to the current document (e.g., C:\ED\). (Note the backslash at the end of the path.)
Pos (9)	Current cursor position as displayed on the status line.
Print (12)	Current print status. 0 Not printing. 1 Printing.
Right (10)	Item (text, code, or command) at the cursor. For codes and commands, a number representing the code or command is returned. For a list of the values returned for codes and commands, see *Value Tables* in *Macro Reference*.
ShellVer (11)	Current Shell version number. The formula for determining the version from the number returned is as follows: Value Returned/256 = Major Version # Value Returned%256 = Minor Version # *If you are running Shell 3.0, 3 is the major version number, 0 is the minor version number.* For example, if 768 is returned, you would know you were running Editor under Shell version 3.0 (768/256=3, 768%256=0). If you were running under Shell 2.0, 512 would be returned (512/256=2, 512%256=0).

File Manager

These are the File Manager system variables.

Sysvar	Value(s) Returned
After (9)	Select Files "From" date parameter.
Before (10)	Select Files "To" date parameter.
Directory (5)	Currently active directory (e.g., C:\OFFICE\). (Note the backslash at the end of the path.)
Drive (13)	Current drive letter (e.g., A, B, C). The drive letter is returned in uppercase.
Extension (2)	Extension of the currently highlighted file or directory (e.g., EXE). (Note that the period is not included.)
Files (3)	Number of files in the current list.
Free (12)	Unused space (in bytes) on the current disk. (See also *Used* below.)
Marked (14)	Whether the file at the cursor is marked. 0 No 1 Yes
Marks (4)	Total number of marked files.
Name (1)	Name (without the extension) of the currently highlighted file or directory. For example, if ED.EXE were highlighted, "ED" would be returned. The name is returned in uppercase.
Pattern (6)	Current filename pattern.
Replace (8)	Whether Confirm Replace mode is off or on. 0 Off 1 On
SortMode (7)	Current sort method. 1 Filename 2 Extension 4 Date and Time 8 Size
Used (11)	Disk space (in bytes) used on the current disk. (See also *Free* above.)

Mail

These are the Mail system variables.

Sysvar	Value(s) Returned
Field (7)	Current field on the Send, Phone Message, Reply, Forward, Resend, or Group screen. The value retured corresponds to the order of the items on the screen. For example, if the cursor is in the first item on the screen, 1 is returned; if it is in the 10th item on the screen, 10 is returned. If the cursor is not currently in one of these screens, 0 is returned.
InBox (1)	Number of items in the In Box.
Items (4)	Number of files attached to the current Mail message.
OutBox (2)	Number of items in the Out Box.
Read (6)	Whether the current In Box entry has been read. 0 No 1 Yes
Unread (3)	Number of unread items in the In Box.
UserID (5)	User's User ID.

Notebook

These are the Notebook system variables.

Sysvar	Value(s) Returned
Document (9)	Current modification status of the notebook file on the screen. 0 File has not been modified. 1 File has been modified. 256 File is blank. (Blank files are those that appear when you first start Notebook (if you don't use a default Notebook file), and when you exit to a clear Notebook screen. A Notebook file from which you delete all records is not "blank.") All other values are undefined and not guaranteed to be zero.
Field (1)	Current field name. (This system variable is only defined from within the record display.)
Marked (6)	Mark status of the current record. 0 Not marked 1 Marked

Sysvar	Value(s) Returned
Marks (4)	Total number of marked records.
Name (5)	Filename of the current Notebook file.
Path (8)	Path to the current Notebook file, (e.g., C:\NB\). (Note the backslash at the end of the path.)
Port (2)	COM port for dialing (1 to 4).
Record (7)	Current record number.
Total (3)	Total number of records in the current Notebook file. If the number is unknown, -1 is returned. The number of records is known after the first time you cursor to the bottom of the list display.

Scheduler

These are the Scheduler system variables.

Sysvar	Value(s) Returned
CDay (10)	Day at the cursor (1 to 31).
CMonth (11)	Month at the cursor (1 to 12).
CWeekday (13)	Weekday at the cursor (e.g, Monday).
CYear (12)	Year at the cursor (e.g., 1990).
Day (6)	DOS day (1 to 31). This is the day DOS is using in date features.
Field (14)	Current field on the Schedule, Search, or Create/Edit Group screen. The value retured corresponds to the order of the items on the screen. For example, if the cursor is in the first item on the screen, 1 is returned; if it is in the 10th item on the screen, 10 is returned. If the cursor is not currently in one of these screens, 0 is returned.
Month (7)	DOS month (1 to 12). This is the month DOS is using in date features.
Organized (2)	Number of events in the Organized box.
Pending (3)	Number of requested events that are pending.
Requested (1)	Number of events in the Request box.
UserID (4)	User ID or resource ID of the current user or resource.
UserType (5)	Type of user. 0 User 1 Resource

Sysvar	Value(s) Returned
Weekday (9)	DOS weekday (e.g., Monday). This is the weekday DOS is using in date features.
Year (8)	DOS year (e.g., 1990). This is the year DOS is using in date features.

Editor

This command is not available in Editor. You may be able to use the {SYSTEM} command instead (see *{SYSTEM}*).

Shell

The following macro clears all active files in Editor. If a file has been modified, the user may choose whether to save it. (A file the user saves that is already named simply replaces the previous version.)

```
{FOR}Counter~1~9~1~
        {;}For·each·of·9·possible·active·files...~
  {Home}{VARIABLE}Counter~
        {;}...use·Home,number·to·get·to·each·file~
  {IF}{PROG SYSTEM}Document~=1~
        {;}If·file·has·been·modified...~
    {DISPLAY ON}{Ctrl-F3}{Ctrl-F3}{DISPLAY OFF}
    {PROMPT}{Ctrl-End}~
        {;}...display·the·file·and·clear·the·remaining·Ctrl-F3·menu.~
    {KBSTAT}{SHELL SYSTEM}KBStat~|64~
        {;}Turn·on·Caps·Lock~
    {CHAR}Answer~Save·this·file?·N{Left}~
        {;}Ask·whether·to·save·modifiactions~
    {IF}"{VARIABLE}Answer~"="Y"~
        {;}If·yes,...~
      {ASSIGN}Pathname~{PROG SYSTEM}Path~{PROG SYSTEM}Name~~
        {;}...assign·pathname·of·file·(if·any)·to·var·Pathname~
      {IF EXISTS}Pathname~
      {ELSE}
        {;}If·the·file·is·unnamed...~
        {TEXT}Name~Under·what·pathname?:·~
        {;}...get·a·pathname.~
      {END IF}
      {F7}y
        {;}Exit·and·save·the·file...~
      {VARIABLE}Pathname~{Enter}
        {;}...under·the·previous·pathname·or·pathname·entered.~
      {IF}{STATE}&1024~
        {;}If·user·is·asked·to·replace...~
        y
        {;}...replace·the·old·version.~
      {END IF}
    {ELSE}
          {;}If·user·does·not·want·to·save·the·file...~
      {F7}nn
          {;}...exit·the·file·without·saving.~
    {END IF}
```

```
  {ELSE}
          {;}If·the·file·has·not·been·modified·(or·is·blank)...~
    {F7}nn
          {;}...exit·directly·without·saving.~
  {END IF}
{END FOR}
```

{PROMPT}*message*~ (E) (S)

The {PROMPT} command displays the *message* on the status line. See *Message Display* under *Programming Concepts* in *Macro Reference* for information on affecting the way messages are displayed on the screen. See also *Prompting and User Input* under *Programming Concepts* in *Macro Reference* for other methods of prompting the user.

Editor/Shell

For examples of how to use this command, see *{BELL}*, *{BREAK}*, *{EXEC RPL}*, *{KTON}*, *{ON CANCEL}*, *{ON ERROR}*, *{PAUSE}*, *{PROG SYSTEM}*, *{RESTART}*, *{RETURN NOT FOUND}*, *{SAVE SCREEN}*, *{Screen Retrieve}*, *{SHELL MACRO}*, and *{SYSTEM}*.

{PUT CURSOR}*colexpr~rowexpr~* (S)

This command lets you move the cursor to any location on the screen. It is usually used with the {GET CURSOR} command to restore the cursor to a location after is has been moved by another command. (Use the {GET CURSOR} command to store the location of the cursor before it is moved, then use the {PUT CURSOR} command to restore it to that location after it has been moved.)

Important: *This command does not change the current insertion point in a file or string editor. It simply locates the cursor on the screen. If you move the cursor using this command and then insert text, the text will appear at the new cursor position, but will actually be inserted at the current insertion point as the application program has calculated it.*

Editor

This command is not available in Editor.

Shell

The following example shows how you can use the {GET CURSOR} and {PUT CURSOR} commands to save and restore the cursor position.

```
{GET CURSOR}Column~Row~
        {;}Store·the·column·coordinate·of·the·current·cursor·position·in·var·Column,·the·row
        position·in·var·Row~
  •
  •     (The·commands·here·may·move·the·cursor.)
  •
{PUT CURSOR}{VARIABLE}Column~~{VARIABLE}Row~~
        {;}Restore·the·cursor·to·the·position·saved·with·the·{GET·CURSOR}·command~
```

For an additional example, see *{SAVE SCREEN}*.

{QUIT} Ⓔ Ⓢ

The {QUIT} command stops execution of the macro. If macros are nested or chained, it stops their execution at that point.

Editor/Shell

For examples of how to use this command, see *{CASE}*, *{GO}*, and *{ON CANCEL}*.

{RESTART} Ⓔ Ⓢ

The {RESTART} command terminates all execution at the end of the current nested macro. This command can be used if you do not want a macro to return to the parent macro. The {RESTART} command can be inserted anywhere in the nested macro. The macro *remembers* the {RESTART} command and executes it after all other commands have been executed.

Editor/Shell

In the following example, the parent macro nests a macro which asks whether the user wants to continue or stop. If the user elects to continue, execution returns to the parent file. If the user elects to stop, the {RESTART} command prevents execution from returning after the last command of the nested file is executed.

Parent File:

```
•
•
•
{NEST}Continue~
•
•
•
```

Nested File (CONTINUE.EDM if parent macro was an Editor macro, CONTINUE.SHM if parent macro was a Shell macro):

```
{CHAR}Answer~1·Continue;·2·Stop:·1{Left}~
        {;}Prompt·user~
{IF}{VARIABLE}Answer~=1~
        {;}If·user·elects·to·continue...~
  {RETURN}
        {;}...return·execution·to·the·parent·file.~
{ELSE}
        {;}Otherwise...~
  {RESTART}
        {;}...terminate·execution·at·the·end·of·this·file.~
{END IF}
        {;}End·of·IF·statement~
{PROMPT}You·have·elected·to·stop·the·macro.··Press·Enter·to·terminate·execution.~
{PAUSE}
        {;}Prompt·user·and·wait·for·user·to·press·Enter~
{PROMPT}{Del to EOP}~
        {;}Clear·the·screen.··Execution·stops·after·this·command.~
```

{RESTORE SCREEN} Ⓢ

This command redisplays on the screen the characters and attributes saved with the {SAVE SCREEN} command (see *{SAVE SCREEN}*). This is purely a display function. It does not affect how the current application program functions. This command restores only the most recently saved screen (or portion of the screen).

Editor

This command is not available in Editor.

Shell

For an example of how to use this command, see *{SAVE SCREEN}*.

{RETURN} Ⓔ Ⓢ

The {RETURN} command marks the end of a subroutine and signals the macro to return from a {CALL} or {CASE CALL} command.

If there is no {CALL} or {CASE CALL} command to return to and the macro file containing this command is nested, {RETURN} signals the macro to return to the file from which it was nested. If the command is not in a nested file and there is no {CALL} or {CASE CALL} to return to, {RETURN} marks the end of a macro (see *{CALL}*).

Editor/Shell

For examples of how to use this command, see *{BREAK}*, *{CALL}*, *{CHAIN}*, *{EXEC RPL}*, *{LOOK}*, *{RESTART}*, *{RETURN NOT FOUND}* and *{SAVE SCREEN}*.

{RETURN CANCEL} Ⓔ Ⓢ

The {RETURN CANCEL} command causes execution to leave the current level and indicates a Cancel to the next higher level (see *Levels* under *Programming Concepts* in *Macro Reference*).

Since {RETURN CANCEL} is the default action to Cancel when no {ON CANCEL} command is used (see *{ON CANCEL}*), the {RETURN CANCEL} command is most often used to reset the {ON CANCEL} action back to the default after it has been changed.

Editor/Shell

In this example, the {RETURN CANCEL} is used to set the {ON CANCEL} action to {RETURN CANCEL}.

```
{ON CANCEL}{GO}Send·Message~~
•
•     (During this part of the macro, if the user presses Cancel, execution will be transferred
      to the Send Message label.)
•
{ON CANCEL}{RETURN CANCEL}~
•
•     (During this part of the macro, if the user presses Cancel, a {RETURN CANCEL} is
•     returned to the higher level.)
```

{RETURN ERROR}

The {RETURN ERROR} command causes execution to leave the current level and indicate an error to the next higher level (see *Levels* under *Programming Concepts* in *Macro Reference* and *{ON ERROR}*).

Since {RETURN ERROR} is the default action when an error occurs and no {ON ERROR} command is used (see *{ON ERROR}*), the {RETURN ERROR} command is most often used to reset the {ON ERROR} action back to the default after it has been changed.

Editor/Shell
In this example, the {RETURN ERROR} is used to reset the {ON ERROR} action back to the default.

```
{ON ERROR}{GO}Send·Message~~
•
•   (During this part of the macro, if an error occurs, execution will be transferred to the
    Send Message label.)
•
{ON ERROR}{RETURN ERROR}~
•
•   (During this part of the macro, if an error occurs, a {RETURN ERROR} is returned to
    the higher level.)
•
```

For an additional example, see *{RETURN NOT FOUND}*.

{RETURN NOT FOUND}

The {RETURN NOT FOUND} command terminates execution on the current level and indicates a search Not Found condition to the next higher level (see *{ON NOT FOUND}*). {RETURN NOT FOUND} can be used wherever you would use {RETURN} (see *{RETURN}*).

Since {RETURN NOT FOUND} is the default action when a Not Found condition occurs and no {ON NOT FOUND} command is used (see *{ON NOT FOUND}*), the {RETURN NOT FOUND} command is often used to reset the {ON NOT FOUND} action back to the default after it has been changed.

Editor
In this example, the {RETURN NOT FOUND} is used to reset the {ON NOT FOUND} action back to the default.

```
{ON NOT FOUND}{GO}Send·Message~~
•
•   (During this part of the macro, if a search string is not found, execution will be
    transferred to the Send Message label.)
•
{ON NOT FOUND}{RETURN NOT FOUND}~
•
•   (During this part of the macro, if a search string is not found, a
•   {RETURN NOT FOUND} is returned to the higher level.)
```

Shell
Since there is no way to perform a search in Shell, the only way to generate a Not Found condition in a Shell macro is by using this command, or having an application program macro return a Not Found to the Shell macro. WordPerfect, PlanPerfect, and all WordPerfect Office programs except Calculator will return a Not Found after an unsuccessful search.

Other common uses for this command are to return a Not Found to a non-Shell parent macro or to track multiple types of errors (e.g., with an {ON ERROR}{RETURN NOT FOUND}~ command so you can trap one type of error with an {ON ERROR} command and another with an {ON NOT FOUND} command). For example,

```
{ON ERROR}{GO}Error1~~
{ON NOT FOUND}{GO}Error2~~
{CALL}Err1Check~
{CALL}Err2Check~
   •
   •
   •

{LABEL}Err1Check~
   {ON ERROR}{RETURN ERROR}~
      •
      •     (This part of the macro checks for one type of error (e.g., File Not Found)).
      •
   {RETURN}

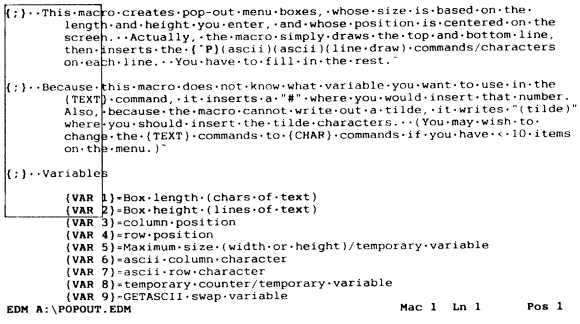
{LABEL}Err2Check~
   {ON ERROR}{RETURN NOT FOUND}~
      •
      •     (This part of the macro checks for a different error (e.g., Invalid Path)).
      •
   {RETURN}

{LABEL}Error1~
   {PROMPT}Error·1·has·occurred.~
   {WAIT}30~
   {RETURN}

{LABEL}Error2~
   {PROMPT}Error·2·has·occurred.~
   {WAIT}30~
   {RETURN}
```

{SAVE SCREEN}*ulc~ulr~lrc~lrr~* 
This command captures the portion of the screen defined by the upper left column and row and lower right column and row coordinates you include as arguments with this command.

For example, the command {SAVE SCREEN}0~0~12~16~ would save the portion of the screen starting at column 0, row 0, and going to column 12, row 16.



You can enter expressions for each of the column and row arguments.

A copy of the screen is saved in memory and can be redisplayed with the {RESTORE SCREEN} command. Only the last screen saved is held in memory and can be restored. You *cannot* store the screen contents in a variable and then restore it by executing the variable. For example, the following is *ILLEGAL*:

```
{ASSIGN}Screen~{SAVE SCREEN}0~0~5~5~~
{VARIABLE}Screen~
```

This operation will produce garbage on the screen and possibly an error.

Editor
This command is not available in Editor.

Shell
In the following example, the macro displays the currently available conventional and expanded memory, and the currently available space on Disks 1 and 2.

```
{ON ERROR}{GO}No·Memory~~
        {;}If·workspace·is·too·small·to·save·screen,·go·to·No·Memory·label~
{GET CURSOR}CurCol~CurRow~
        {;}Save·the·current·cursor·position~
{SAVE SCREEN}19~5~57~10~
        {;}Save·the·part·of·the·screen·used·by·the·message·in·the·next·command~
{PROMPT}
  {^P}!!♣
  {^P}!!♠ ·Conventional·Memory:·····
  {^P}!!• ·····Expanded·Memory:·····
  {^P}!!◘ ·····Disk·1·Space:·····
  {^P}!!○ ·····Disk·2·Space:·····
  {^P}!!■
  ~
        {;}Put·info·box·on·screen~
```

```
{PROMPT}    {^P}*♠{SHELL SYSTEM}Memory~
            {^P}*•{SHELL SYSTEM}EMM~
            {^P}*◘{SHELL SYSTEM}Disk1~
            {^P}*○{SHELL SYSTEM}Disk2~~
            {;}Write·memory·and·space·available·in·box~
{CHAR}Foo~Press·any·key:~
            {;}Wait·for·user's·acknowledgement~
{RESTORE SCREEN}
            {;}Restore·the·part·of·the·screen·overwritten·by·message·box~
{PUT CURSOR}{VARIABLE}CurCol~~{VARIABLE}CurRow~~
            {;}Restore·the·cursor~
{RETURN}
            {;}Macro·ends·here·if·no·errors~

{LABEL}No·Memory~
            {;}Execution·moves·here·if·there·is·not·enough·workspace·to·save·the·screen~
  {PROMPT}{BELL}Not·enough·workspace.··Increase·with·/w·startup·option.~
            {;}Prompt·user~
  {WAIT}20~
            {;}Leave·message·on·the·screen·for·2·seconds~
  {RETURN}
            {;}Macro·ends·here·if·an·error·occurs~
```

{Screen Copy}

This keystroke command starts the Screen Copy feature in Shell. It is the same as pressing **Alt-Shift--**.

Editor

This command is not available in Editor.

Shell

For example, either of the following two commands will start the Screen Copy feature:

```
{Alt-Shift--}
```

or

```
{Screen Copy}
```

{Screen Retrieve}

This command inserts (pastes) the contents of the clipboard into the current application at the current cursor position. It is equivalent to pressing Screen Retrieve (Alt-Shift-+).

Editor

This command is not available in Editor.

Shell

For example, the macro below copies a block of text from a document in WordPerfect and inserts it as an appointment in Calendar.

```
                {;}Start·this·macro·in·a·WordPerfect·Document~
{PROMPT}Move·to·the·beginning·of·the·block·and·press·Ctrl-Enter~
                {;}Prompt·the·user·to·mark·the·beginning·of·the·block·to·be·cut~
{PAUSE KEY}{Ctrl-Enter}~
                {;}Pause·until·the·user·presses·Ctrl-Enter~
{Alt-F4}
                {;}Turn·on·Block~
{PROMPT}Move·to·the·end·of·the·block·and·press·Ctrl-Enter~
                {;}Prompt·the·user·to·mark·the·end·of·the·block·to·be·cut~
{PAUSE KEY}{Ctrl-Enter}~
                {;}Pause·until·the·user·presses·Ctrl-Enter~
{Ctrl-F1}2
                {;}Copy·the·block·to·the·clipboard~
{Ctrl-Alt-A}
                {;}Switch·to·Appointment·Calendar~
{Typeover}
                {;}Begin·inserting·appointment~
{PROMPT}Enter·appointment·time.~{PAUSE}
                {;}Prompt·user·to·enter·time~
{Enter}{Screen Retrieve}
                {;}Insert·text·from·clipboard·as·appointment·text~
{F7}{F7}
                {;}Exit·to·main·level~
{Ctrl-Alt-W}
                {;}Switch·back·to·WordPerfect~
```

{SHELL MACRO}*macroname*~ E

The {SHELL MACRO} command invokes a Shell macro. This is useful when switching between various WordPerfect Corporation products.

You do not need to include the .SHM extension in *macroname*. However, you must include a path if the Shell macro is in a directory other than the Macro/MRS Files directory specified in Location of Files (see *Setup* in *Editor Reference*).

Editor

In the example below, the Editor macro causes the Shell macro CHKDSK to execute. CHKDSK ckecks for disk errors which may have occurred. Once the check is completed, execution returns to the Editor macro where the {Screen}{Screen} commands rewrite the screen.

Editor macro:

```
{SHELL MACRO}Chkdsk~
                {;}Execute·the·Chkdsk·Shell·macro~
{Screen}{Screen}
                {;}When·execution·returns,·rewrite·the·screen~
```

CHKDSK Shell Macro:

```
{PROMPT}Checking·disk·for·errors...~
        {;}Let·user·know·macro·is·checking·for·errors~
{WAIT}10~
        {;}Keep·prompt·on·screen·for·1·second~
{EXEC DOS}Chkdsk~c:~
        {;}Run·CHKDSK·program·from·DOS~
{CHAR}Foo~Press·any·key...~
        {;}Wait·for·user·to·acknowledge·completion~
{ASSIGN}Foo~~
        {;}Clear·var·Foo~
```

Shell

This command is not available in Shell. Use {NEST} instead (see *{NEST}*).

{SHELL SYSTEM}*sysvar*~ (E) (S)

The {SHELL SYSTEM} command returns the value of the given Shell system variable. These system variables indicate the current state of Shell to the macro. You can use mask values (see *Mask Values and Multiple States* under *Programming Concepts* in *Macro Reference*) to check for multiple states of a given system variable. Valid system variables are listed below.

Rather than use the system variable name in the {SHELL SYSTEM} command, you can use the number given in parentheses next to each system variable name below. Using the number is useful when you want to use the same macro in different international versions of Shell. Since the system variable names are translated in international versions, running an English version of a macro would create an error at the {SHELL SYSTEM} command. The numbers, however, are the same across international versions.

Sysvar	Value(s) Returned
Clipboard (7)	Current clipboard data format. Text Format of current clipboard contents (values are mutually exclusive): 0 WordPerfect 4.2 or ASCII text format 1 WordPerfect 4.2 merge file format 2 WordPerfect 5.*x* text format 3 WordPerfect 5.*x* merge format 4 Graphics/binary format End of Line option selected for subsequent screen copies (values are mutually exclusive): 256 Hard Return 512 Soft Return 768 Merge Return Screen Cut Mode (value is independent of above values): 4096 Rectangle cut mode selected

Sysvar	Value(s) Returned
CurDir (8)	Current DOS default directory (e.g., C:\OFFICE).
DefDir (23)	Default directory from the Program Information Screen of the currently active program (or program highlighted on the Shell menu).
Disk1 (18)	Space available on disk 1. (Disk 1 is the first disk or drive specified with the /o or /v startup options. See *Default Mode* or *Virtual Mode* under *Memory Management* in *Shell Reference* for more information.)
Disk2 (19)	Space available on disk 2. (Disk 2 is the second disk or drive specified with the /o or /v startup options. See *Default Mode* or *Virtual Mode* under *Memory Management* in *Shell Reference* for more information.)
EMM (17)	Expanded memory currently available.
KBStat (22)	Current keyboard status. 1 Right Shift key depressed 2 Left Shift key depressed 4 Control key depressed 8 Alt key depressed 16 Scroll Lock active 32 Num Lock active 64 Caps Lock active 128 Insert key active (inactive is Typeover mode)
LogName (10)	Pathname of defined Work Log.
MacroDir (15)	Global directory for Shell macros.
Memory (16)	Conventional memory (in bytes) currently available.
MenuLev (6)	Hierarchical level of the current Shell menu. 0 Original (main) Shell menu 1 One level deep 2 Two levels deep 3 Three levels deep Etc. Basically, this system variable tells you how many times you need to press Go to Shell (1) in order to get to the original Shell menu when using nested Shell menus.
MenuLtr (2)	Menu letter of currently active program (or program highlighted on the Shell menu).
MenuName (3)	Menu description of currently active program.

Sysvar	Values(s) Returned
Path (20)	Path of the currently active program. This system variable is available with DOS 3.0 or later only. With earlier DOS versions, nothing is returned.
Prog (21)	Name of the executed program (DOS 3.0 or later only).
ProgName (4)	Program name from the Program Information screen (see *Program Information Options* in *Shell Reference*).
Project (11)	Current Work Log project name.
ProjectID (12)	Current Work Log project ID.
State (1)	Executional state. 1 Shell is main active program 2 Macro definition active 4 Macro execution active (always set) 8 Work Log defined 16 Clipboard contains data 32 Clipboard cut in progress 256 DOS command or batch file active 512 Currently active program not run from Shell 1024 Go to DOS (option 1) selected
Swap (5)	Current Shell swap options. 1 There is sufficient expanded memory to swap the current program to memory. 2 There is sufficient disk space to swap the current program to disk. 4 Swapping to expanded memory and/or disk space is being allowed by Shell (/ne or /no options were not used). The value returned will always be either zero or a value of four or greater.
User (13)	Work Log user name.
UserJob (14)	Work Log user job type.
WorkLog (9)	Work Log status. 1 Client Logging On/Off 2 Program Logging On/Off 4 Timed Backup On/Off 8 Timer (default always On)

Editor
This command is not available in Editor. You may be able to use the {SYSTEM} command instead (see *{SYSTEM}*).

Shell
For examples of how to use this command, see *{PROG SYSTEM}*, *{SAVE SCREEN}*, and *{WHILE}*.

{SPEED}*100ths second*~ E S

The {SPEED} command slows down execution. It causes execution to wait the amount of time indicated by the *100ths second* argument between each command.

The default speed is no delay between commands (i.e., {SPEED}0~).

Editor/Shell
For example, if you want macro commands to execute every 1.5 seconds, insert the following into your macro:

{SPEED}150~

{STATE} E S

The {STATE} command returns a number representing the operational state of the current application program. This lets you create macros that are aware of the environment in which they are executing. The operational states and their corresponding code numbers are listed below.

The values listed below are for WordPerfect Office LAN programs only. For information on State values for other WordPerfect Corporation programs, see the documentation for those programs.

Calculator

These are the Calculator states.

Value	Operational State
1	At main screen
2	Scientific functions active
4	Programmer functions active
8	Financial functions active
16	Statistical functions active
128	At Colors Setup menu
256	In a Help screen
1024	Waiting for input at a prompt
2048	Tape is on
4096	Tape is full
32768	Cannot go to Shell

Calendar

These are the Calendar states.

Value	Operational State
1	In Memo window
2	In Appointments window
4	In To-Do List window
8	In Calendar window
32	At Setup menu
64	At Print menu
128	At Color Setup menu
256	In a Help screen
512	Typeover Mode active
1024	Waiting for input at a prompt
4096	File has been modified
8192	At Auto-Date Formulas menu
32768	Cannot go to Shell

Editor

These are the Editor states.

Value	Operational State
1	Current editing window is window 1
2	Current editing window is window 2
4	At main editing screen
16	Macro definition on
32	Macro execution active (always set)
128	Block on
256	Typeover Mode active
512	Reveal Codes on
1024	At a Yes/No prompt
32768	Cannot go to Shell

Macro Execution (32) is labeled as "always set" because the {STATE} command is only used in a macro as it is executing.

File Manager

These are the File Manager states.

Value	Operational State
1	At main screen
2	In Look mode
4	At Select Files menu
8	At Program Launch menu
16	At Setup menu
256	In a Help screen
512	Name Search active

1024	Waiting for input at a prompt
2048	Current list contains marked files
4096	Confirm Replace on
8192	Date limits set for displayed files
32768	Cannot go to Shell

Mail

These are the Mail states.

Value	Operational State
1	In main Mail screen
2	In Read screen
4	In Info screen
8	In Group screen
16	In Send screen
32	In Phone Message screen
64	In Look mode
128	At Colors Setup menu
256	In a Help screen
512	Typeover Mode active
1024	At a Yes/No prompt
2048	Current list contains marked items
4096	In a list
8192	At Temporary Send Options menu
16384	In the In Box
32768	Cannot go to Shell

Notebook

These are the Notebook states.

Value	Operational State
1	In list display
2	In record display
4	In List Files
8	In Merge Selection screen
32	At Print menu
64	At Options for Current Notebook menu
128	In Colors Setup screen
256	In a Help screen
512	In record display and Typeover Mode active
1024	Waiting for input at a prompt
2048	Marked items exist
4096	File has been modified
16384	Currently dialing
32768	Cannot go to Shell

Scheduler

These are the Scheduler states.

Value	Operational State
1	In Month screen
2	In Day window of Month screen
4	In Schedule screen
8	In Week screen
16	In Busy screen
32	At Setup menu
64	At Print menu
128	At Colors Setup menu
256	In a Help screen
1024	Waiting for input at a prompt
2048	Current list contains marked items
4096	In a list
8192	In Search screen
16384	In Events screen
32786	Cannot go to Shell
65536	In Look mode
131072	In Export screen
262144	In Create/Edit Group screen

Shell

These are the Shell states.

Value	Operational State
1	At DOS
2	At Clipboard menu (option 2 on Shell menu)
4	In Setup feature (option 4 on Shell menu)
8	In Memory Map screen
16	In Work Log screen
256	In a Help screen
1024	Waiting for input at a prompt
4096	Password set on menu file
8192	Can go to DOS

See *Mask Values and Multiple States* under *Programming Concepts* in *Macro Reference* for information on using the {STATE} command to check for the states listed above. See also *{SYSTEM}*, *{PROG SYSTEM}*, and *{SHELL SYSTEM}* for information on accessing system variables.

Editor

In the example below, if the currently active file has been modified, the macro saves it before exiting. Otherwise, it is exited without saving.

```
{IF}{SYSTEM}Document~&1~
        {;}If·file·has·been·modified...~
```

```
{ASSIGN}Pathname~{SYSTEM}Path~{SYSTEM}Name~~
    {;}...assign·current·file·pathname·(if·any)·to·var·Pathname~
{IF EXISTS}Pathname~
{ELSE}
    {;}If·the·file·is·unnamed...~
  {TEXT}Pathname~Enter pathname: ~
    {;}...get·a·pathname~
{END IF}
{Exit}y
    {;}Exit·and·save·the·file...~
{VARIABLE}Pathname~
    {;}...under·the·previous·pathname·or·pathname·entered.~
{IF}{STATE}&1024~
    {;}If·user·is·asked·to·replace...~
  y
    {;}...replace·the·old·verison.~
{END IF}
{ELSE}
  {Exit}nn~
{END IF}
```

Shell
For an example of how to use this command, see *{PROG SYSTEM}*.

{STATUS PROMPT}*message*~ E

This command puts a message on the status line. Although you can use cursor positioning commands (see *Message Display* under *Programming Concepts* in *Macro Reference*) to position the message elsewhere on the screen, the message may not redisplay correctly when the screen is rewritten if you do. Also, the {STATUS PROMPT} message is only displayed when the status line normally displays. So, for example, the {STATUS PROMPT} message is only displayed when display is on (see *{DISPLAY OFF}* and *{DISPLAY ON}*) and when the macro has terminated.

If you position the message on the status line, only the first 48 characters will be displayed.

When you use this command, the message is stored in memory, much like a variable. However, this place in memory is shared with the {INPUT} command. If you use an {INPUT} command after a {STATUS PROMPT} command, the {STATUS PROMPT} message will be replaced in memory by the {INPUT} message. Since the {INPUT} command clears its own message from memory when execution continues after the command, the {STATUS PROMPT} message no longer exists after the {INPUT} command. This is one way to clear the {STATUS PROMPT} message from memory.

To clear a {STATUS PROMPT} message without using {INPUT}, insert another {STATUS PROMPT} command with no message ({STATUS PROMPT}~). If you do not clear the message with an {INPUT} or {STATUS PROMPT}~ command, the message will be on the screen whenever the status line is displayed until you exit Editor.

For additional methods of prompting the user, see *Prompting and User Input* under *Programming Concepts* in *Macro Reference*.

Editor
In the following example, the {STATUS PROMPT} is used to display the date the Editor macro was created on the status line before the rest of the macro executes.

```
{DISPLAY ON}
        {;}Turn·Display·on·so·the·subsequent·{STATUS·PROMPT}·message·will·show~
{STATUS PROMPT}Macro·created:·10/25/90~
        {;}Display·the·creation·date·on·the·status·line~
{WAIT}15~
        {;}Give·the·user·1.5·seconds·to·read·the·message~
{STATUS PROMPT}~
        {;}Clear·the·{STATUS PROMPT}·message·from·memory~
{DISPLAY OFF}
        {;}Turn·Display·off·so·that·the·rest·of·execution·will·not·display.~
    .
    .   (Rest of macro)
    .
```

For additional examples, see *{LOOK}* and *{PAUSE KEY}*.

Shell
This command is not available in Shell. See *Prompting and User Input* under *Programming Concepts* in *Macro Reference* for more information.

{STEP OFF} E S

The {STEP OFF} command turns off single step execution after it has been turned on (see *{STEP ON}*).

Editor/Shell
See the example under *{STEP ON}*.

{STEP ON} E S

The {STEP ON} command is useful for debugging macros. It causes the macro to execute one step at a time. Between each step, a message on the status line indicates what the next key or command is. The key or command is executed when any key is pressed. While Step is on in macro execution, if the next step in the macro is a character (e.g., A), that character is displayed. If it is a command, a label followed by a number is displayed. The labels are as follows:

Label	Meaning
ALT *x*	Alt-*letter* Macro Execution
ALT *n*	Alt-*number* Keystroke Command
ALT SHFT *n* or *x*	Alt-Shift-*key* Keystroke Command
CTL ALT *n* or *x*	Ctrl-Alt-*key* Keystroke Command
CTL ALT SHFT *n* or *x*	Ctrl-Alt-Shift-*key* Keystroke Command
CTRL SHFT *n* or *x*	Ctrl-Shift-*key* Keystroke Command
KEY CMD *n* or *x*	Other Keystroke Command
MACRO CMD *n*	Editor/Shell Macro Command
SHELL CMD *n*	Shell-Specific Macro Command

The *x* and *n* in the table above represent the letter or number (respectively) that identifies the specific command of that type. Alt-*letter* macro commands are identified by the letter to which they are assigned. Alt-*number* keystroke commands are identified by number. Alt-Shift-*key*, Ctrl-Alt-*key*, Ctrl-Alt-Shift-*key*, and Ctrl-Shift-*key* keystroke commands are identified by the character (letter or number) of the key. Other keystroke commands, Editor/Shell macro commands, and Shell-specific macro commands are identified by the code numbers listed below.

Keystroke Command Codes (KEY CMD)

Editor

1 {^A}
2 {397}
3 {^C}
4 {^D}
5 {^E}
6 {^F}
7 {^G}
8 {Home}
9 {Tab}
10 {Enter}
11 {Del to EOL}
12 {Del to EOP}
23 {Up}
24 {Right}
25 {Left}
26 {Down}
27 {Esc}
32 {Cancel}
33 {Search}
34 {Help}
35 {Copy}
36 {List Files}
37 {Dup Word}
38 {Exit}
39 {Switch}
40 {Block}
41 {Save}
44 {Setup}
45 {Search Left}
46 {Switch}
47 {Append}
48 {Date}
49 {Dup Line}
50 {Print}
51 {Options}
52 {Middle}
53 {Retrieve}
57 {Replace}
58 {Reveal Codes}
59 {Block}
61 {Copy Line}
64 {Bottom}
65 {Macro}
68 {Shell}
69 {Wrap}
70 {Screen}
71 {Move}
72 {Text In/Out}
73 {Macro Def}
76 {Top}
77 {Functions}
80 {Backspace}
81 {Del}
82 {Del Word}
83 {Word Right}
84 {Word Left}
85 {End}
88 {GoTo}
89 {PgUp}
90 {PgDn}
91 {Screen Down}
92 {Screen Up}
93 {Typeover}
94 {Left Mar Rel}
95 {HPg}
101 {Prev Structure}
102 {Next Structure}
103 {Structure Up}
104 {Structure Down}

Shell

1	{^A}
2	{^B}
3	{^C}
4	{^D}
5	{^E}
6	{^F}
7	{^G}
8	{Home}
9	{Tab}
10	{Enter}
13	{^M}
14	{^N}
15	{^O}
16	{^P}
17	{^Q}
18	{^R}
19	{^S}
20	{^T}
21	{^U}
22	{^V}
23	{Up}
24	{Right}
25	{Left}
26	{Down}
27	{Esc}
32	{F1}
33	{F2}
34	{F3}
35	{F4}
36	{F5}
37	{F6}
38	{F7}
39	{F8}
40	{F9}
41	{F10}
44	{Shift-F1}
45	{Shift-F2}
46	{Shift-F3}
47	{Shift-F4}
48	{Shift-F5}
49	{Shift-F6}
50	{Shift-F7}
51	{Shift-F8}
52	{Shift-F9}
53	{Shift-F10}
56	{Alt-F1}
57	{Alt-F2}
58	{Alt-F3}
59	{Alt-F4}
60	{Alt-F5}
61	{Alt-F6}
62	{Alt-F7}
63	{Alt-F8}
64	{Alt-F9}
A	{Alt-F10}
D	{Ctrl-F1}
E	{Ctrl-F2}
F	{Ctrl-F3}
G	{Ctrl-F4}
H	{Ctrl-F5}
I	{Ctrl-F6}
J	{Ctrl-F7}
K	{Ctrl-F8}
L	{Ctrl-F9}
M	{Ctrl-F10}
P	{Backspace}
Q	{Del}
U	{End}
Y	{Page Up}
Z	{Page Down}
^	{Shift-Tab}
\	{- (Num Pad)}
[	{+ (Num Pad)}
]	{Typeover}

Editor/Shell Macro Command Codes (MACRO CMD)

1 {ASSIGN}
2 {BELL}
3 {BREAK}
4 {CALL}
5 {CANCEL OFF}
6 {CANCEL ON}
7 {CASE}
8 {CASE CALL}
9 {CHAIN}
10 {CHAR}
11 {;} (comment)
12 {DISPLAY OFF}
13 {DISPLAY ON}
14 {ELSE}
15 {END FOR}
16 {END IF}
17 {END WHILE}
18 {FOR}
19 {FOR EACH}
20 {GO}
21 {IF}
22 {LABEL}
23 {LOOK}
24 {NEST}
25 {NEXT}
26 {SHELL MACRO}
27 {ON CANCEL}
28 {ON ERROR}
29 {ON NOT FOUND}
30 {PAUSE}
31 {PROMPT}
32 {QUIT}
33 {RESTART}
34 {RETURN}
35 {RETURN CANCEL}
36 {RETURN ERROR}
37 {RETURN NOT FOUND}
38 {SPEED}
39 {STEP ON}
40 {TEXT}
41 {STATE}
42 {WAIT}
43 {WHILE}
44 {Macro Commands}
45 {STEP OFF}
47 {IF EXISTS}
50 {STATUS PROMPT}
51 {INPUT}
52 {VARIABLE}
53 {SYSTEM} or {PROG SYSTEM}
54 {MID}
55 {NTOK}
56 {KTON}
57 {LEN}
58 {~} (hard tilde)
59 {PAUSE KEY}
60 {UNKNOWN}
61 {OTHERWISE}

Shell-Specific Macro Command Codes (SHELL CMD)

1 {SAVE SCREEN}
2 {RESTORE SCREEN}
3 {GET CURSOR}
4 {PUT CURSOR}
5 {EXEC ADD}
6 {Screen Copy}
7 {Screen Retrieve}
8 {SHELL SYSTEM}
16 {FIND PROG}
15 {FILE EXISTS}
17 {MENU DESC}
18 {IN MEMORY}
19 {KBSTAT}
20 {EXEC RPL}
21 {EXEC DOS}

The {STEP ON} feature is particularly useful when you want to track the contents of a variable. When a variable is encountered during macro execution with Step on, MACRO CMD 52 (for {VARIABLE}) is first displayed, then each letter of the variable name is displayed. Then the variable contents (if they exist) are displayed one character at a time. For example, if variable Num contains 14, the first message, MACRO CMD 52, is followed by N, then u, then m, then a tilde (~), which is then followed by 1, then 4.

If the execution command for a variable was entered as {VAR #} or {Alt-Shift-#}, VAR # or ALT SHFT # (respectively) is displayed instead of MACRO CMD 52. The contents are then displayed one character at a time as described above.

During execution, press **Exit** (F7) to turn off Step mode. Pressing **Cancel** (F1) terminates execution unless Cancel is turned off or is redefined (see *{CANCEL OFF}* and *{ON CANCEL}*).

Editor/Shell

The following example shows how you can use {STEP ON} and {STEP OFF} to isolate problems in a macro.

```
•
•    (This section will execute normally.)
•
{STEP ON}
•
•    (This section will execute one keystroke at a time.)
•
{STEP OFF}
•
•    (This section will execute normally.)
•
```

{SYSTEM}*sysvar*~ (E) ((S))

The {SYSTEM} command returns the value of the given system variable. These system variables indicate the current state of Editor to the macro. You can use mask values (see *Mask Values and Multiple States* under *Programming Concepts* in *Macro Reference*) to check for multiple states of a given system variable. Valid system variables are listed below.

Rather than use the name of the system variable in the {SYSTEM} command, you can use the number given in parentheses next to each system variable name below. Using the number is especially useful when you want to use the same macro in different international versions of Editor. Since the system variable names are translated in international versions, running an English version of a macro would create an error at the {SYSTEM} command. The numbers, however, are the same across international versions.

Sysvar	Value(s) Returned
ALine (4)	Current absolute line position as displayed in the status line. (See also *Line* below.)
Document (1)	Current modification status of the document on the screen.

Sysvar	Value(s) Returned
	1 Document has been modified. 256 Document is blank. (Blank documents are those that appear when you first start Editor and when you exit to a clear screen. A document from which you delete all text and codes is not "blank.") All other values are undefined and not guaranteed to be zero.
Ext (13)	Extension of the file. (The characters returned are uppercase and the period is not included.)
File (14)	Current file number (1 to 9).
Left (2)	Item (character, code, or command) immediately to the left of the cursor. For codes and commands, a number representing the code or command is returned. For a list of the values returned for codes and commands, see *Value Tables* in *Macro Reference*.
Line (3)	Current line position as displayed in the status line. (See also *ALine* above.)
Mode (6)	Current Editor mode (e.g., WPM, EDM, SHM, DOS, BIN).
Name (5)	Name of the current document (e.g., POPOUT.EDM.)
Page (7)	Current page number.
Path (8)	Path to the current document, (e.g., C:\ED\). (Note the backslash at the end of the path.)
Pos (9)	Current cursor position as displayed on the status line.
Print (12)	Current print status. 0 Not printing 1 Printing
Right (10)	Item (character, code, or command) at the cursor. For codes and commands, a number representing the code or command is returned. For a list of the values returned for codes and commands, see *Value Tables* in *Macro Reference*.
ShellVer (11)	Current Shell version number. The formula for determining the version from the number returned is as follows: Value Returned/256 = Major Version # Value Returned%256 = Minor Version #

If you are running Shell 3.0, 3 is the major version number, 0 is the minor version number.

For example, if 768 is returned, you would know you were running Editor under Shell version 3.0 (768/256=3, 768%256=0). If you were running under Shell 2.0, 512 would be returned (512/256=2, 512%256=0).

Editor

The following example sends a message to the screen while printing is in progress, then another message when printing has stopped.

```
{PROMPT}Printing·is·in·progress...~
        {;}Send·message·to·user~
{WHILE}{SYSTEM}Print~=1~
        {;}While·printing·is·in·progress~
  {WAIT}100~
        {;}Let·Editor·print~
{END WHILE}
        {;}End·{WHILE}·loop~
{PROMPT}Printing·has·stopped.~{WAIT}40~
        {;}Send·new·message·to·user.··Display·it·for·4·seconds.~
```

The {WAIT} command is very important in this macro because it gives the computer processor time to print. If it weren't there, nothing would be printed because the macro loop would take all of the computer processor's time.

For additional examples, see *{STATE}* and *{WHILE}*.

Shell

This command is not available in Shell. You may be able to use the {SHELL SYSTEM} and {PROG SYSTEM} commands instead (see *{SHELL SYSTEM}* and *{PROG SYSTEM}*).

{TEXT}*var~message~* E S

The {TEXT} command prompts the user by displaying a message on the status line. The input (up to 128 keystrokes) from the user is then assigned to the variable (see *{CHAR}*). See *Message Display* in *Macro Reference* for information on affecting the way messages are displayed. See also *Prompting and User Input* under *Programming Concepts* in *Macro Reference* for additional methods of obtaining user input.

Editor/Shell

For examples of how to use this command, see *{Alt-Shift-*}*, *{BELL}*, *{IF EXISTS}*, *{LEN}*, *{NTOK}*, *{ON ERROR}*, and *{STATE}*.

{VARIABLE}*var~* E S

This command executes or writes out the contents of a variable. After a value has been assigned to a variable (see *{ASSIGN}*), the {VARIABLE}*var~* command can be placed anywhere you would normally place the variable

contents. It can be placed within or as an argument for another command, or by itself.

Editor/Shell
For examples of how to use this command, see *{;} (Comment)*, *{ASSIGN}*, *{BELL}*, *{BREAK}*, *{CASE}*, *{CASE CALL}*, *{CHAR}*, *{ELSE}*, *{FOR EACH}*, *{GO}*, *{IF}*, *{KTON}*, *{LOOK}*, *{MENU DESC}*, *{NEXT}*, *{NTOK}*, *{ON ERROR}*, *{PROG SYSTEM}*, *{PUT CURSOR}*, *{RESTART}*, *{SAVE SCREEN}*, and *{STATE}*.

{WAIT}*10ths second*~ E S

The {WAIT} command delays further execution of the macro for the indicated time. This command is useful when you want a message to be displayed for a certain amount of time.

Although macro execution is delayed, the application program continues to run. For example, printing may be in progress while the macro is at a {WAIT}.

Editor/Shell
For examples of how to use this command, see *{KTON}*, *{ON CANCEL}*, *{ON ERROR}*, *{SAVE SCREEN}*, *{SHELL MACRO}*, *{STATUS PROMPT}*, and *{SYSTEM}*.

{WHILE}*expr*~ E S

While the expression *expr* is true, the commands between the {WHILE} and the {END WHILE} are repeatedly executed. This command is like the {FOR} command, except that it does not increment a value each time it goes through the loop. In order to end the loop, use another command that will force the expression to be evaluated as false (see *Loops* under *Programming Concepts* in *Macro Reference*).

Remember that if you use a variable in *expr*, the variable must already exist *before* the {WHILE} command is executed.

Editor
In this example, the macro finds the first "a" after the cursor.

```
{WHILE}"{SYSTEM}Right~"!="a"~
   {Right}
{END WHILE}
```

For an additional example, see *{SYSTEM}*.

Shell
In this example, the macro exits any nested Shell menus until it is at the main Shell menu.

```
{WHILE}{SHELL SYSTEM}MenuLev~!=0~
   {F7}
{END WHILE}
```

Programming Concepts

Commenting Out

You can use the {;} (Comment) command to *comment out* sections of a macro that you don't want to execute. This practice is useful for testing and debugging your macros.

Anything (including commands) between the {;} command and the next tilde is ignored during execution. It is easy to comment out commands such as {NEST}, {CHAIN}, etc. where there is only one tilde associated with the command. For example,

```
{;}{NEST}thefile~
```

However, if the commands to be commented out have more than one tilde, you must insert a {;} command to correspond to each one. For example,

```
{;}{ASSIGN}Number~{;}45~
```

When multiple tildes are involved, you may find it easier to delete the additional tildes in the section to be commented out so you only have to use one {;} command. The tildes would have to be re-inserted if you later decided to restore the section.

Keystrokes

A macro is simply a series of keystrokes. Even the programming commands are keystrokes.

When a macro is running, all keystrokes (whether from the macro file or the keyboard) are captured by the macro and evaluated. If a keystroke is *known* to the macro, the keystroke's function within the macro context is completed. It never reaches the application program under which the macro is run.

A keystroke that is known *is one that is expected by the macro, such as Enter after a {PAUSE}; or one that has special significance to the macro, such as Alt-Shift-*letter *in Shell macros; or a programming command.*

If, however, the keystroke is not known to the macro, it is passed along to the application program and its normal function within the program is performed.

Keystroke handling is especially important when you run macros in products that have a Keyboard Layout feature (a keyboard remapping feature available in several WordPerfect Corporation programs). Suppose, for example, that in WordPerfect you have remapped the Enter key to perform the key sequence "abc[HRt]". Then suppose you run a Shell macro that starts WordPerfect and performs a {PAUSE} command. The {PAUSE} command lets you perform any editing until you press Enter. When Enter is pressed, the keystroke is evaluated by the Shell macro. Since the macro *knows* the keystroke Enter, the pause is ended. The Enter keystroke never reaches WordPerfect, so the "abc[HRt]" sequence is never executed.

Now suppose that in WordPerfect you have also remapped the Shift-a key to insert the WordPerfect character 4,32 (”). If you run the same Shell macro, then press Shift-a during the pause, ” will be entered in the WordPerfect document. Since Shift-a is not a known keystroke to a Shell macro, it is passed directly to WordPerfect where it is evaluated and its function is performed.

Levels

In a macro, you can have up to 30 levels of execution. Each {NEST} command uses two levels (one for executing the macro and one for a possible CHAIN command). Each {CALL}, {CASE CALL}, nested {IF}, {FOR}, {FOR EACH}, or {WHILE} command uses one level. Generally, an expression uses one level but may use more if it is very complex.

For more information on these commands, see *Programming Commands* in *Macro Reference*.

Loops

Whenever the same commands repeat several times, that section of the macro is called a loop. For example,

```
{LABEL}Top~
                {;}Top·of·the·loop~
    endless·loop
                {;}Type·"endless·loop"~
    {GO}Top~
                {;}Go·to·top~
```

In this example, the words “endless loop” are written out continuously. There is no way to stop execution without pressing **Cancel** (F1), **Ctrl-Break**, or **Alt-Shift-F1**. When you create a loop, it is very important to have a way for the loop to end. In the following example, a count is kept of the number of times the text has been written to the screen. After the tenth time, the loop ends.

```
{ASSIGN}Counter~0~
                {;}Assign·0·to·var·Counter~
{LABEL}Top~
                {;}Top·of·the·loop~
    {ASSIGN}Counter~{VARIABLE}Counter~+1~
                {;}Add·1·to·var·Counter~
    Loop·{VARIABLE}Counter~{Enter}
                {;}Type·"loop"·#~
    {IF}{VARIABLE}Counter~=10~
                {;}If·this·is·the·tenth·time~
      {QUIT}
                {;}Quit·the·macro~
    {ELSE}
                {;}Otherwise,~
      {GO}Top~
                {;}Go·to·top·(repeat·the·loop)~
    {END IF}
                {;}End·of·{IF}·structure~
```

There are many types of loops you can create with macro commands. You can use an IF structure as in the above example, or you can use the {FOR}, {FOR EACH}, or {WHILE} commands. You can also create loops by going to or calling subroutines (with the {GO} or {CALL} command). The structure you should use for any given loop will depend on the task you are trying to accomplish.

For more information on these commands, see *Programming Commands* in *Macro Reference*.

Mask Values and Multiple States

Several programming commands let you check the status of a program or the computer. For example, the {SYSTEM}, {SHELL SYSTEM}, and {PROG SYSTEM} commands have several system variables that check program and computer status. The {STATE} command also checks program status. You can use these commands to determine what actions your macro should perform when a particular state exists in the program.

The status of a particular feature of the program or computer (e.g., whether Block is on) is reflected by the value of a status flag. There is one flag for each feature that can be checked. If the flag is set to zero, the feature is not active (e.g., Block is off). If the feature is active, the flag is set to a nonzero value particular to that flag.

For example, the following are the flags for the {STATE} command in Editor:

1	Current editing window is window 1
2	Current editing window is window 2
4	At main editing screen
16	Macro definition active
32	Macro execution active (always set)
128	Block on
256	Typeover Mode active
512	Reveal Codes on
1024	At a Yes/No prompt

If Block is on in Editor, the Block on flag is set to 128. If not, it is set to zero (0).

Sometimes there may be several features active at one time. For example, Reveal Codes may be on, Block may be on, and a Yes/No question may be active (i.e., Delete block? **N**o (**Y**es)).

The value returned by the command (in this example, the {STATE} command) is the sum of the values of all active flags. This value represents the total status of the program with respect to the features checked for by the command. So in the above example (assume the current editing window is 1), execution of the {STATE} command would return 1701 (1+4+32+128+512+1024=1701).

When many features are active, it may not be easy to tell which status flag values combine to equal the value returned by the command. Use the following steps to determine exactly which features are active:

1 Find the largest flag value that is equal to or less than the value returned by the command. That feature is active.

2 Subtract the flag value you found in step 1 from the value returned by the command and look at the result.

3 Repeat steps 1 and 2 until the result of the subtraction is zero (0).

The values you subtracted in this process represent the currently active features.

You can check whether a particular feature is active (regardless of whether any other features are active) by forming an AND (&) expression with the flag's active value (e.g., {STATE}&128 to check whether Block is on). If the result of the AND operation is zero (0), then the feature you were checking for is not active. If the result is the flag's active value, then the feature is active.

Since the {IF} command interprets zero (0) as false, you can form IF statements that will perform functions when a certain condition exists. For example, the following macro returns you to the normal editing screen if Reveal Codes, Block, both, or neither is on.

```
{LABEL}Top~
   {IF}{STATE}&128~
            {;}If·Block·is·on~
      {Block}
            {;}Turn·Block·off~
   {ELSE}
            {;}Otherwise~
      {IF}{STATE}&512~
            {;}If·Reveal·Codes·is·on~
         {Reveal Codes}
            {;}Turn·off·Reveal·Codes~
      {ELSE}
            {;}Otherwise~
         {RETURN}
            {;}Exit·the·loop~
      {END IF}
   {END IF}
   {GO}Top~
            {;}Repeat·the·loop·until·the·{RETURN}·command·exits·it~
```

To check for multiple features (multiple status flags set), form an AND (&) expression with a value called a *mask*. The mask value is the sum of the active status flags of the features you want to check for. For example, if you want to know if Typeover Mode is active (256) and/or if Reveal Codes is on (512), the mask value is 768 (256+512=768). The AND expression would be {STATE}&768.

If the result of the AND operation is zero (0), then none of the features you were checking for is active. If the result is a nonzero number, then some or all of the features you checked for are active. Use the three-step method outlined above to determine which of the features you checked for is active.

For example, suppose you executed the following Editor macro to check whether Typeover Mode (256) and/or Reveal Codes (512) is on:

```
{ASSIGN}Active~{STATE}&768~
```

Variable Active would contain a number indicating whether Typeover Mode (256), Reveal Codes (512), both (768), or neither (0) is active.

If you want to check whether only a certain group of features are active (all the checked-for features are active, but no other features are active), use an If-Equals expression.

For example, if you want to check whether Typeover Mode and Reveal Codes are on but no other states are active (Block is not on, there is no Yes/No prompt active, etc.), you would use the following command:

```
{IF}{STATE}=768~
```

The commands under the IF statement would be executed only if *both* the Typeover Mode and Reveal Codes features were active, and *no other* features were active.

You can also use the methods described above with the {SYSTEM}, {PROG SYSTEM}, or {SHELL SYSTEM} commands to check the status of system variables. Of course, these methods only apply to system variables that have multiple status flags. Each system variable is treated separately.

For more information on these commands, see *Programming Commands* in *Macro Reference*.

Message Display

The following commands send a message to the screen when executed:

{CHAR}	E	S
{INPUT}	E	
{PROMPT}	E	S
{STATUS PROMPT}	E	
{TEXT}	E	S

You can use control characters to both position the message on the screen and affect the display attributes (such as Bold, Underline, etc.) of the message. For information on using control characters and display attributes, see *Message Display* in *Macro Reference*.

Nesting

Nesting is the process of moving control of execution to another macro file. Execution then returns to the parent file (directly after the nest command) when execution of the nested file terminates.

Nesting a macro is similar to calling a subroutine (see *Subroutines* below), except that the nested macro is not a part of the parent macro. It is a separate macro, referenced by the macro name. You can include a full pathname if the macro is not in the default directory for Shell macros, or if it is not in the

Macro/MRS Files directory currently specified in Location of Files for Editor macros (see *Setup* in *Editor Reference*). You do not need to include the .EDM or .SHM extension in the filename or pathname. Because execution is automatically returned when the nested macro has finished, you do not need to place a {RETURN} command at the end of a nested macro.

If there are certain procedures you frequently use in your macros, you can put them in smaller macros and nest them when they are needed.

You can nest macro files several levels deep (see *Levels* above). The main file nests a second file; the second file nests a third. After the third file has finished, the rest of the second file is executed. After the second file has finished, the remaining part of the main file is executed.

The commands that nest are as follows:

{NEST}	E	S
{SHELL MACRO}	E	

Prompting and User Input

The following commands can be used to prompt the user of your macro and/or obtain input from the user:

{CHAR}	E	S
{INPUT}	E	
{LOOK}	E	S
{PAUSE}	E	S
{PAUSE KEY}	E	S
{PROMPT}	E	S
{STATUS PROMPT}	E	
{TEXT}	E	S

These commands are similar to each other in some ways, yet different in others. The chart below shows some of these differences and similarities. Comparisons are based on the following features of each command:

- Whether or not a message is sent with the command or command combination.
- If a message is sent, whether the message remains on the screen until 1) the screen is rewritten or the message is overwritten with a new command, 2) input is terminated, or 3) you exit the program under which the macro is running (Shell or Editor) or the message is overwritten with a new command.
- Whether or not execution stops at the command or command combination for user input.
- If execution stops for input, whether the input goes directly into the application program or into a variable.
- If execution stops for input, the method of terminating input.
- Whether the command or command combination is available in Editor macros only, Shell macros only, or in both.

Commands	Sends Message?	Message Duration	Stops for User Input?	Input Goes To:	Input Termination Method:	Available In:
{CHAR}	Yes	R/O	Yes	Var.	1 Char.	Both
{INPUT}	Yes	T	Yes	App.	Enter	Editor
{LOOK}	No	n/a	No	Var.	1 Char. or nothing	Both
{PAUSE}	No	n/a	Yes	App.	Enter	Both
{PAUSE KEY}	No	n/a	Yes	App.	Specified key	Both
{PROMPT}	Yes	R/O	No	n/a	n/a	Both
{STATUS PROMPT}	Yes	E/O	No	n/a	n/a	Editor
{TEXT}	Yes	R/O	Yes	Var.	Enter	Both
{PROMPT} with {PAUSE}	Yes	R/O	Yes	App.	Enter	Both
{PROMPT} with {PAUSE KEY}	Yes	R/O	Yes	App.	Specified key	Both
{STATUS PROMPT} with {PAUSE}	Yes	E/O	Yes	App.	Enter	Editor
{STATUS PROMPT} with {PAUSE KEY}	Yes	E/O	Yes	App.	Specified key	Editor

Legend
n/a Not applicable
T Termination
R/O Rewrite Screen or Overwrite Message
E/O Exit Application Program or Overwrite Message

Subroutines

A subroutine is a set of commands you may want to execute several times in a macro. Instead of repeating the commands each time you need them, you can include them only once, then send execution to that spot each time you want the commands performed. Inserting a call to a subroutine functions as if its commands were placed at each point of call. There is no limit to the number of subroutines you can have in a macro file.

A subroutine is identified by two commands. The first command, {LABEL}, marks the beginning of a subroutine. The second command, {RETURN}, marks the end.

Some subroutines do not need a {RETURN} at the end if the commands in the subroutine guarantee correct branching or returning.

The commands you can use to send execution to a subroutine are as follows:

{CALL}	E	S
{CASE}	E	S
{CASE CALL}	E	S
{GO}	E	S
{ON CANCEL}	E	S
{ON ERROR}	E	S
{ON NOT FOUND}	E	S

Since there may be more than one subroutine in a macro, the name associated with each one must be unique. The label name must be entered as an argument in the command that sends execution to the subroutine, and must match the name following the {LABEL} command identifying the beginning of the subroutine.

Troubleshooting

If you have trouble getting a macro to work, check to see that you have not made one of the following errors:

- Incorrect number or placement of tildes. See the descriptions of the commands you are using under *Programming Commands* in *Macro Reference*.
- Using a variable name instead of the {VARIABLE}*var*~ command, or vice versa. See the description of the commands you are using, and *Variables* in *Macro Reference*.
- Other syntax errors. See the descriptions of the commands you are using under *Programming Commands* in *Macro Reference*.
- Infinite loops. See *Loops* above.
- Missing a {RETURN} at the end of a subroutine. See *Subroutines* above for details.
- Misspelled variable or label names.
- Going to or calling nonexistent labels, or accessing nonexistent variables.
- Nesting files too many deep or using too many levels. See *Levels* above.
- Performing a numeric operation on a string. This usually happens when you use an invalid character (such as a space, period, or comma) in an expression which is assigned to a variable. See *Expressions* in *Macro Reference* for details.
- Missing loop terminators. See *{END FOR}*, *{END IF}*, *{END WHILE}* under *Programming Commands* in *Macro Reference*.
- Missing or improper nested files, or improper termination of nested files. See *{NEST}* and *{SHELL MACRO}* under *Programming Commands* in *Macro Reference*, and *Nesting* above.

Value Tables

The following table shows the values returned by the {KTON}, {NTOK}, {SYSTEM}Right~, and {SYSTEM}Left~ programming commands. For more information on using these commands, see *Programming Commands* in *Macro Reference*.

Value	Key	Shell Macro Command	Editor Macro Command
32769	Ctrl-a	{^A}	{^A}
32770	Ctrl-b	{^B}	{^B}
32771	Ctrl-c	{^C}	{^C}
32772	Ctrl-d	{^D}	{^D}
32773	Ctrl-e	{^E}	{^E}
32774	Ctrl-f	{^F}	{^F}
32775	Ctrl-g	{^G}	{^G}
32776	Home or Ctrl-h	{Home}	{Home}
32777	Tab	{Tab}	{Tab}
32778	Enter or Ctrl-j	{Enter}	{Enter}
32779	Ctrl-End or Ctrl-k	{Ctrl-End}	{Del EOL}
32780	Ctrl-PgDn or Ctrl-l	{Ctrl-PgDn}	{Del EOP}
32781	Ctrl-m	{^M}	{^M}
32782	Ctrl-n	{^N}	{^N}
32783	Ctrl-o	{^O}	{^O}
32784	Ctrl-p	{^P}	{^P}
32785	Ctrl-q	{^Q}	{^Q}
32786	Ctrl-r	{^R}	{^R}
32787	Ctrl-s	{^S}	{^S}
32788	Ctrl-t	{^T}	{^T}
32789	Ctrl-u	{^U}	{^U}
32790	Ctrl-v	{^V}	{^V}
32791	↑ or Ctrl-w	{Up}	{Up}
32792	→ or Ctrl-x	{Right}	{Right}
32793	← or Ctrl-y	{Left}	{Left}
32794	↓ or Ctrl-z	{Down}	{Down}
32795	Esc or Ctrl-[	{Esc}	{Esc}
32796	Ctrl-\	{^\}	{^\}
32797	Ctrl-]	{^]}	{^]}
32799	Ctrl-_	{SHy}	{SHy}
32800	F1	{F1}	{Cancel}
32801	F2	{F2}	{Search}
32802	F3	{F3}	{Help}

Value	Key	Shell Macro Command	Editor Macro Command
32804	F5	{F5}	{List Files}
32805	F6	{F6}	{Dup Word}
32806	F7	{F7}	{Exit}
32807	F8	{F8}	{Switch}
32808	F9	{F9}	{Block}
32809	F10	{F10}	{Save}
32810	F11	{F11}	{Reveal Codes}[1]
32811	F12	{F12}	{Block}[1]
32812	Shift-F1	{Shift-F1}	{Setup}
32813	Shift-F2	{Shift-F2}	{Search Left}
32814	Shift-F3	{Shift-F3}	{Switch}
32815	Shift-F4	{Shift-F4}	{Append}
32816	Shift-F5	{Shift-F5}	{Date}
32817	Shift-F6	{Shift-F6}	{Dup Line}
32818	Shift-F7	{Shift-F7}	{Print}
32819	Shift-F8	{Shift-F8}	{Options}
32820	Shift-F9	{Shift-F9}	{Middle}
32821	Shift-F10	{Shift-F10}	{Retrieve}
32822	Shift-F11	{Shift-F11}	
32823	Shift-F12	{Shift-F12}	
32824	Alt-F1	{Alt-F1}	{Null}
32825	Alt-F2	{Alt-F2}	{Replace}
32826	Alt-F3	{Alt-F3}	{Reveal Codes}
32827	Alt-F4	{Alt-F4}	{Block}
32828	Alt-F5	{Alt-F5}	{Mark Text}
32829	Alt-F6	{Alt-F6}	{Copy Line}
32830	Alt-F7	{Alt-F7}	
32831	Alt-F8	{Alt-F8}	
32832	Alt-F9	{Alt-F9}	{Bottom}
32833	Alt-F10	{Alt-F10}	{Macro}
32834	Alt-F11	{Alt-F11}	
32835	Alt-F12	{Alt-F12}	
32836	Ctrl-F1	{Ctrl-F1}	{Shell}
32837	Ctrl-F2	{Ctrl-F2}	{Wrap}
32838	Ctrl-F3	{Ctrl-F3}	{Screen}
32839	Ctrl-F4	{Ctrl-F4}	{Move}
32840	Ctrl-F5	{Ctrl-F5}	{Text In/Out}
32841	Ctrl-F6	{Ctrl-F6}	{Macro Def}
32842	Ctrl-F7	{Ctrl-F7}	
32843	Ctrl-F8	{Ctrl-F8}	
32844	Ctrl-F9	{Ctrl-F9}	{Top}
32845	Ctrl-F10	{Ctrl-F10}	{Functions}
32846	Ctrl-F11	{Ctrl-F11}	
32847	Ctrl-F12	{Ctrl-F12}	
32848	Backspace	{Backspace}	{Backspace}

Value	Key	Shell Macro Command	Editor Macro Command
32850	Ctrl-Backspace	{Ctrl-Backspace}	{Del Word}
32851	Ctrl-→	{Ctrl-Right}	{Word Right}
32852	Ctrl-←	{Ctrl-Left}	{Word Left}
32853	End or Home, Home, →[2]	{End}	{End}
32854	Begin (Victor computer) or Home, Home, ←[2]		
32855		{Invalid}	{Invalid}
32856	Ctrl-Home	{Ctrl-Home}	{Goto}
32857	PgUp	{Page Up}	{Page Up}
32858	PgDn	{Page Down}	{Page Down}
32859	+	{+ (Num Pad)}	{Screen Down}
32860	-	{– (Num Pad)}	{Screen Up}
32861	Ins	{Typeover}	{Typeover}
32862	Shift-Tab	{Shift-Tab}	{Reverse Tab}
32863	Ctrl-Enter	{Ctrl-Enter}	{HPg}
32864	Ctrl--	{SHy}	{SHy}
32865	Alt--	{-}	{-}
32869	Alt-←		{Prev Structure}
32870	Alt-→		{Next Structure}
32871	Alt-↑		{Structure Up}
32872	Alt-↓		{Structure Down}
32874	Ctrl-Del	{Ctrl-Backspace}	{Del Word}
32875	Alt-=	{F7}	{Exit}
32877	Ctrl-Del	{Ctrl-Backspace}	{Del Word}
33281		{SAVE SCREEN}	
33282		{RESTORE SCREEN}	
33283		{GET CURSOR}	
33284		{PUT CURSOR}	
33285		{EXEC ADD}	
33286		{Screen Copy}	
33287		{Clipboard Paste}	
33288		{SHELL SYSTEM}	
33295		{FILE EXISTS}	
33296		{FIND PROG}	
33297		{MENU DESC}	
33298		{IN MEMORY}	
33299		{KBSTAT}	
33300		{EXEC RPL}	
33301		{EXEC DOS}	

Value	Key	Shell Macro Command	Editor Macro Command
638*nn*[4]		{Ctrl-Alt-*}	
640*nn*[4]		{Alt-Shift-*}	
643*nn*[4]		{Ctrl-Shift-*}	
64513		{ASSIGN}	{ASSIGN}
64514		{BELL}	{BELL}
64515		{BREAK}	{BREAK}
64516		{CALL}	{CALL}
64517		{CANCEL OFF}	{CANCEL OFF}
64518		{CANCEL ON}	{CANCEL ON}
64519		{CASE}	{CASE}
64520		{CASE CALL}	{CASE CALL}
64521		{CHAIN}	{CHAIN}
64522		{CHAR}	{CHAR}
64523		{;}	{;}
64524		{DISPLAY OFF}	{DISPLAY OFF}
64525		{DISPLAY ON}	{DISPLAY ON}
64526		{ELSE}	{ELSE}
64527		{END FOR}	{END FOR}
64528		{END IF}	{END IF}
64529		{END WHILE}	{END WHILE}
64530		{FOR}	{FOR}
64531		{FOR EACH}	{FOR EACH}
64532		{GO}	{GO}
64533		{IF}	{IF}
64534		{LABEL}	{LABEL}
64535		{LOOK}	{LOOK}
64536		{NEST}	{NEST}
64537		{NEXT}	{NEXT}
64538		{SHELL MACRO}	{SHELL MACRO}
64539		{ON CANCEL}	{ON CANCEL}
64540		{ON ERROR}	{ON ERROR}
64541		{ON NOT FOUND}	{ON NOT FOUND}
64542		{PAUSE}	{PAUSE}
64543		{PROMPT}	{PROMPT}
64544		{QUIT}	{QUIT}
64545		{RESTART}	{RESTART}
64546		{RETURN}	{RETURN}
64547		{RETURN CANCEL}	{RETURN CANCEL}
64548		{RETURN ERROR}	{RETURN ERROR}
64549		{RETURN NOT FOUND}	{RETURN NOT FOUND}
64550		{SPEED}	{SPEED}
64551		{STEP ON}	{STEP ON}
64552		{TEXT}	{TEXT}
64553		{STATE}	{STATE}
64554		{WAIT}	{WAIT}

Value	Key	Shell Macro Command	Editor Macro Command
64556	Ctrl-PgUp	{Macro Commands}	{Macro Commands}
64557		{STEP OFF}	{STEP OFF}
64559		{IF EXISTS}	{IF EXISTS}
64562			{STATUS PROMPT}
64563			{INPUT}
64564		{VARIABLE}	{VARIABLE}
64565		{PROG SYSTEM}	{SYSTEM}
64566		{MID}	{MID}
64567		{NTOK}	{NTOK}
64568		{KTON}	{KTON}
64569		{LEN}	{LEN}
64570		{~}	{~}
64571		{PAUSE KEY}	{PAUSE KEY}
64573		{OTHERWISE}	{OTHERWISE}
{Enter}[3]		End of a line	End of a line
{Tab}[3]		Tab	Tab

[1] *F11 and F12 are mapped to correspond to Alt-F3 and Alt-F4, respectively.*

[2] *Although it is impossible to take the {KTON} of multiple keys, you can produce (execute) this keystroke sequence by taking the {NTOK} of its key value.*

[3] *For use with {SYSTEM}Right~ and {SYSTEM}Left~ only. If the cursor is on (or to the right of) a tab in the macro (not on a {Tab} but on a tab used to indent a portion of the macro), {SYSTEM}Right~ (or {SYSTEM}Left~) returns a tab. Unless you capture it in a variable, another tab is inserted in the macro.*

[4] *The actual value returned here depends on the number or letter used for the asterisk (*) argument in the command.*

Variables

A variable represents a place in memory where data is stored. As its name indicates, the data in a variable is changeable. You might want to use variables to calculate and/or keep track of values and text which change during macro execution.

System Variables vs. User-Defined Variables

There are two major types of variables: system variables and user-defined variables. System variables are variables that a WordPerfect Corporation application program (such as Shell, Editor, or WordPerfect) creates and maintains, and that contain information about the current state of that program. You cannot change the names or contents of these variables, but you can find out and use their contents at any given time. The names and possible contents of system variables for Shell and Editor are listed in *Programming Commands* in *Macro Reference* under *{PROG SYSTEM}*, *{SYSTEM}*, and *{SHELL SYSTEM}*. Information on the system variables of other WordPerfect Corporation programs is contained in the documentation of those programs.

User-defined variables are variables *you* create and name, and whose contents *you* determine. You can perform operations on these variables to change their contents.

Global Nature of User-Defined Variables

Variables are accessible from anywhere inside a macro. In other words, they are *global* variables. However, variables are only accessible by a macro of the same type as created the variable. For example, variables created by a Shell macro are not accessible to an Editor macro, and vice versa.

It is possible, however, to pass information from a Shell variable to a variable in an application program (such as an Editor variable). For more information on this process, see {Ctrl-PgUp} *under* Programming Commands *in* Macro Reference.

Naming User-Defined Variables

Each user-defined variable must have a unique name. The name may consist of any combination of the characters in the WordPerfect character sets. However, only the first seven letters are used to determine uniqueness. For example, ABCDEFG and ABCDEFGH are considered by the macro to refer to the same variable.

Variable names are not case sensitive. Abc, AbC, ABC, and abc are all considered by the macro to be the same variable.

If you name variables with single-digit numbers they can be executed without running a macro. See *Executing Variables* below for more information.

Variables receive their names when they are *assigned*. See *Assigning Variables* below for more information.

User-Defined Variable Contents

All user-defined variables can contain text, numbers, and keystrokes. The method you use to assign variables may affect the kinds of codes, commands, and keystrokes that can be assigned to them (see *Assigning User-Defined Variables* and *Keystroke Commands in Variables* below). A user-defined variable can hold up to 128 keystrokes, unless the variable is assigned using Screen Copy (where the limit is the amount of cache memory you have available). A keystroke can be a character, an extended character, a keystroke command, or a programming command.

Assigning User-Defined Variables

Assigning With Commands

You can assign a variable with the {ASSIGN} command. For example, the following statement assigns a variable:

```
{ASSIGN}Number~45~
```

The {ASSIGN} command creates a variable named Number and puts in 45 as its contents. The {ASSIGN} command can only be entered from within Editor (see *Macro Commands* under *Macros, Edit* in *Editor Reference*).

In addition to using the {ASSIGN} command, the following commands also assign variables:

{CHAR}	{LOOK}
{FOR}	{TEXT}
{FOR EACH}	

See *Programming Commands* in *Macro Reference* for a description of each of these commands.

Important: *If a variable already exists, assigning new contents to it replaces the previous contents without warning.*

Assigning Without Commands

In some cases, you can assign variables without using a command. For example, to assign a Shell variable,

1. Press **Ctrl-Shift-PgUp**.
2. If no menu appears, skip to step 3. If you are in Shell macro definition mode, a menu appears. Select **A**ssign (3).
3. Enter the variable name (see *Naming User-Defined Variables* above).
4. Enter the variable contents (value).

To assign an Editor variable while in text mode in Editor, perform the following steps:

1. Press **Macro Commands** (Ctrl-PgUp).
2. Enter the variable name (see *Naming User-Defined Variables* above).

3 Enter the variable contents (value).

With the two methods described above, you can only assign characters and numbers to the variable. You can enter up to 79 characters. If the characters you enter form a valid expression (see *Expressions* in *Macro Reference*), the expression is evaluated and the result is assigned to the variable.

Assigning a Block

In Editor, to assign a block of existing text to a variable (from an editing window or while in macro definition mode),

1 Use **Block** (F9 or Alt-F4) to block the text.

2 Press **Macro Commands** (Ctrl-PgUp).

3 Enter the variable name.

The first 128 characters in the block are assigned to the variable.

Assigning During Screen Copy

While Screen Copy is active, you can assign a portion of the text on the screen to a Shell variable by doing the following:

1 Press **Screen Copy** (Alt-Shift-–) to start Screen Copy. (If you are having a Shell macro start Screen Copy, use the {Screen Copy} or {Alt-Shift-*} command.)

2 Define the area containing the text you want assigned (see *Screen Copy* in *Shell Reference*).

When the "**1** Save; **2** Append; **3** Format; **4** Macro Variable:" menu appears,

3 Select Macro Variable (4).

or

Press **Ctrl-Shift-PgUp**.

4 If you are having a macro perform this process, select Assign (3). Otherwise, skip to step 5.

5 Enter the name of the Shell variable to which you want the text assigned.

Screen Copy is terminated after you enter the variable name.

The general 128K storage limit for variables does not apply to variables assigned with Screen Copy. The only limit on storage for these variables is the amount of cache memory you have available.

Executing User-Defined Variables

You can *execute* or *write out* a variable anywhere you would want its contents. For example, by executing a variable you can do the following:

- Use the contents of the variable as a subroutine.
- Insert the contents as text in a file, or in the message strings of programming commands.
- Provide variable arguments in other programming commands.

To execute a variable, you use the {VARIABLE} command. For example, the statement {VARIABLE}Number~ would execute the variable named Number.

If a variable is named with a single-digit number (0 to 9) (see *Naming User-Defined Variables* above), Editor allows a short-cut method of inserting the command to execute the variable in the macro. In an Editor macro, press **Ctrl-v,Alt-#**, (where # is the number of the variable). The command that is inserted looks like this: **{VAR #}**. When creating a Shell macro in Editor, press **Macro Commands** (Ctrl-PgUp), then select {Alt-Shift-*} from the command list. Type the number of the variable when prompted for a key. The command that is inserted looks like this: **{Alt-Shift-#}**. These commands ({VAR #} and {Alt-Shift-#}) are equivalent to {VARIABLE}#~.

Another advantage of naming variables with a single digit is that you can execute them without running a macro. For example, if you are at an editing window of Editor and want to know the current contents of the Editor macro variable 5, press **Alt-5**. The contents are executed/written out. To find out the contents of the Shell macro variable 5, press **Alt-Shift-5**. You can only use this method to execute variables that are named with a single digit.

User-Defined Variable Duration

The contents of variables remain in memory until you exit the program that created the variable.

If you want to erase a variable before exiting the program, assign the variable "nothing" by using the following command: {ASSIGN}*var*~~. This command not only empties the variable of its contents but also releases the memory used by the variable. After this command is executed, the variable no longer exists. It is a good idea to empty variables at the beginning of a macro in which they are used (unless the macro assigns them new contents).

Operations on User-Defined Variables

All variables can be compared to each other. User-defined variables can also have other operations performed on them. Operations are performed using various programming commands (see *Programming Commands* and *Expressions* in *Macro Reference*).

Keystroke Commands in Variables

Variables are executed as keystrokes. Therefore, if you assign keystroke commands (such as {Search}, {Tab}, {Enter}, {Home}) to a variable, and then execute the variable, the keystrokes are performed.

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▲

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Contents

Introduction to Calendar 425
Alarm Installation 431
Appointments 432
Appointments Options 440
Auto-Date 443
Calendar Files 450
Copy/Move 453
Date 454
Date/Time Formats 455
File Options 458
Help 462
Memos 462
Options 465
Print 466
Print Options 470
Printer, Select 472
Scheduler and Calendar 474
Screen 479
Search 480
Shell 482
To-Do List 484
To-Do List Options 488

Introduction to Calendar

The Calendar program is a time organizer that is more advanced and interactive than a daily planner. Among other things, it lists your appointments, displays your to-do items, and displays memos for any date on the calendar. Calendar can also notify you of approaching appointments by sounding a beep and displaying a message while you are in any program.

This introduction gets you started and provides a brief overview of Calendar. For more detailed information on specific features, refer to the alphabetically listed sections that follow the introduction.

Starting Calendar

To start Calendar from the Shell menu, type the appropriate menu letter (usually **a** for Appointment Calendar), or move the cursor to the Calendar menu item and press **Enter**.

To start Calendar from DOS, change to the directory containing the CL.EXE file, then enter **cl**.

If you have included the WordPerfect Office program file directory in your DOS path, you do not need to change directories before entering ***cl*** *(see* Appendix B: DOS and WordPerfect Office *for details on the DOS PATH command).*

Important: *If you are on a network, you need to be careful which directory you are in when starting a WordPerfect Office program from DOS. Because WordPerfect Office programs create temporary files while they are running, if you attempt to start a program in a directory where you do not have the network rights necessary to create files, the program will not start. You can avoid this problem by including the /d-pathname startup option to redirect temporary files to a directory where you do have sufficient rights. Or you can change to a directory where you have sufficient rights and then enter the full pathname of the program file to start the program (e.g., o:\office30\cl.exe).*

The options (switches) you can use when starting Calendar are briefly described below. For a more detailed explanation of these startup options and instructions on how to use them, see *Appendix K: Startup Options*. The /c, /cm, /cn, /nc, and /ph options apply only if you are on a network and have access to Scheduler.

Option	Action
filename	After you start Calendar, retrieves the file indicated.
/c	Checks for pending event requests from Scheduler. Loads *and* starts Calendar if pending event requests are found when Calendar is set to start resident (under Shell) or when starting Calendar from DOS. (From DOS, installs alarms.)
/cm	Same as /c, but only informs of pending event requests from Scheduler.

Option	Action
/cn	Same as /c, but Calendar does not stay resident if no pending event requests are found.
/cp-*x*	Tells Calendar which code page to use, overriding the code page selected in DOS.
/d-%*x*	Lets you run another copy of Calendar from the same directory.
/d-*pathname*	Redirects temporary files to the directory indicated.
/i	Installs Calendar alarms (from the DOS level only) without entering Calendar.
/m-*macro name*	Executes the Shell macro indicated when you start Calendar.
/n	Tells Calendar not to install alarms.
/na	Turns off Bold and Underline for alarm messages.
/nc	Does not check for events from Scheduler.
/nt-*x*	Overrides the default Network Type selection with the network type indicated by *x*.
/ph-*pathname*	Defines the path to the Mail/Scheduler system (host) directory, overriding the default path.
/ss-*rows,columns*	Lets you change the default screen size.
/w-*x*	Lets you allocate more work space for large Calendar files.

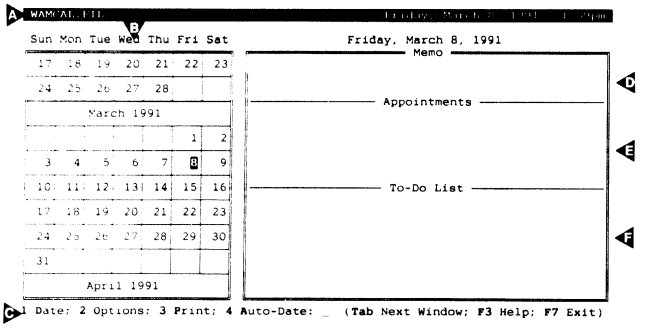
Running Calendar from Your Hard Drive

If you have WordPerfect Office LAN (i.e., if you are on a network) and want to run Calendar from your hard drive rather than use the Calendar program on the network, you need to make sure that Calendar can find Scheduler communication files. You can either use the /ph Calendar startup option (see *Appendix K: Startup Options*) to indicate the location of the WordPerfect Office host directory (the directory where the Mail/Scheduler system is installed), or you can include the host directory in the DOS PATH command (see *Appendix B: DOS and WordPerfect Office*).

Calendar Screen

When you start Calendar, the following screen is displayed:

A HEADING
B CALENDAR WINDOW
C MAIN CALENDAR MENU
D MEMO WINDOW
E APPOINTMENTS WINDOW
F TO-DO LIST WINDOW



The heading contains the name of the current Calendar file, the date, and the time. Calendar uses your computer's current date and time, so if you enter an incorrect date or time when starting your computer, the error will be reflected in the heading. The line at the bottom of the screen is the main Calendar menu.

The rest of the screen is divided into four windows. Use the Calendar window to display and move to specific dates. Use the other windows to enter memos, appointments, and to-do items for the date at the cursor in the Calendar window.

A bullet (•) appears next to any date in the Calendar window that has a memo, appointment, and/or to-do item assigned to it.

Moving to a Date

When you first start Calendar, the cursor rests on today's date (according to your computer) in the Calendar window. Use the following keys to move to a different date:

Action	Keystroke
Previous/Next Day	Left/Right Arrow (←/→)
	Page Up/Page Down (PgUp/PgDn)
Previous/Next Week	Up/Down Arrow (↑/↓)
Previous/Next Month	Screen Up/Down (–/+ on the number pad)
Previous/Next Year	Home,Page Up/Page Down (Home,PgUp/PgDn)
First/Last Day of Week	Home,Left/Right Arrow (Home,←/→)

Action	Keystroke
First/Last Day of Month	Home,Up/Down Arrow (Home,↑/↓)
First/Last Day of Year	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

To move to a specific date, press **Go To** (Ctrl-Home), then enter the date in the format shown. To return to today's date, press **Go To**, then press **Enter.**

As you move through dates, the memo, appointments, and to-do items for the date at the cursor are displayed.

Calendar can display any date from January 1, 1600 to December 31, 9999.

Moving from Window to Window

Press **Tab** to move forward from window to window, or press **Shift-Tab** to move backward. As you move to the Memo, Appointments, or To-Do List window, the window title is bolded and the cursor appears in the window so you can enter information (see *Memos*, *Appointments*, and *To-Do List* in *Calendar Reference*). When you are in one of these windows, the date for which you are entering information appears underlined in the Calendar window.

Press **Exit** (F7) or **Switch** (Shift-F3) while in the Memo, Appointments, or To-Do List window to return directly to the Calendar window.

Cursor Movement and Editing Keys

Use the following keys to move the cursor and edit the text of a memo, appointment, or to-do item:

Action	Keystroke
Character Left/Right	Left/Right Arrow (←/→)
Word Left/Right	Ctrl-Left/Right Arrow (Ctrl-←/→)
Line Up/Down	Up/Down Arrow (↑/↓)
First/Last Line	Screen Up/Down (–/+ on the number pad)
Beginning/End of Line	Home,Left/Right Arrow (Home,←/→)
End of Line	End
Beginning/End of Text	Home,Home,Up/Down Arrow (Home,Home,↑/↓)
Delete Character Left	Backspace
Delete Character at Cursor	Delete (Del)
Delete Word	Ctrl-Backspace
Delete to End of Line	Ctrl-End
Delete to End of Text	Ctrl-Page Down (Ctrl-PgDn)

Bold and Underline

You can use Bold and Underline when entering or editing the text of a memo, appointment, or to-do item.

Using Bold and Underline

To enter bolded or underlined text in a memo, appointment, or to-do item,

1 Press **Bold** (F6) or **Underline** (F8) to turn on Bold or Underline.

2 Type the text you want bolded or underlined.

3 Press **Bold** or **Underline** again to turn off the attribute.

You can use Bold and Underline for the same text.

Deleting Attribute Codes

When you turn an attribute on and off, Calendar inserts invisible On and Off codes immediately before and after the bolded or underlined text.

To delete an On code,

1 Press **Word Right** (Ctrl-→) or **Word Left** (Ctrl-←) until the cursor is under the first character with the attribute you want to delete.

Using Word Left or Word Right places the cursor on the invisible On code before the first character with the attribute.

2 Press **Delete** (Del), then type **y** to delete the On code.

Deleting an On code for an attribute also deletes the matching Off code.

If both Bold and Underline are on for that text, repeat step 2 above to delete the other On code.

Function Key Features

The following is a list of the features you can access with function keys from within Calendar. You can find details on each feature in the Calendar Reference section listed.

Feature	Reference Section
Adjust (F6)	Appointments To-Do List
Bold (F6)	Introduction to Calendar
Cancel (F1)	Introduction to Calendar
Copy (F4)	Copy/Move
Date/Time Formats (Shift-F5)	Date/Time Formats
Exit (F7)	Introduction to Calendar
File Format (Ctrl-F5)	File Options
Help (F3)	Help

Feature	Reference Section
Move (Ctrl-F4)	Copy/Move
Options (Shift-F1 or Shift-F8)	Options
Outline (F9)	Appointments
Print (Shift-F7)	Print
Retrieve (Shift-F10)	Retrieve Copy/Move
Save (F10)	Save
Screen (Ctrl-F3)	Screen
♦Search (F2)	Search
♦Search (Shift-F2)	Search
Shell (Ctrl-F1)	Shell
Switch (Shift-F3)	Introduction to Calendar
Underline (F8)	Introduction to Calendar

Cancel

Cancel (F1) can be used to *back out of* (cancel) any Calendar menu or prompt. You may need to press Cancel more than once. You can also use Cancel to restore deleted items and text.

Help

For help using the features above or any Calendar feature, press **Help** (F3), then follow the on-screen instructions.

Function Key Template

Press **Help** (F3) twice to display the Calendar function key template.

Exiting Calendar

Any changes you have made to the current Calendar file are saved when you exit Calendar; you don't need to save the file before exiting. To exit Calendar, press **Exit** (F7) until you return to the Shell menu (or DOS if you started from DOS).

To exit Calendar without saving any changes, press **Cancel** (F1) from the main Calendar window, then type **y** to confirm the cancelation.

Lessons

For step-by-step instructions on using basic Calendar features, see *Lesson 2: Calendar Basics* in the *WordPerfect Office Workbook*. For details on entering appointments, see *Lesson 3: Calendar Functions*.

Alarm Installation

You can set alarms for an appointment so Calendar will notify you (sound a beep and display a message) when that appointment is approaching (see *Setting Alarms* under *Appointments* in *Calendar Reference*). For alarms to work, you must run the Notify program and/or use the /i Calendar startup option. With alarms installed, you will receive alarms in any program you are using.

If you do not install alarms, you will only receive an alarm if you happen to be in Calendar or if Calendar is resident in memory at the time of the alarm.

The commands you use to install alarms depend on whether you are using WordPerfect Office LAN or WordPerfect Office PC.

Network

If you are on a network, use Notify in combination with the /i Calendar startup option to install alarms. Notify is a Terminate and Stay Resident (TSR) program that provides notification for alarms set in Calendar, as well as for Mail messages and Scheduler event requests. The /i Calendar startup option downloads alarm information from Calendar to Notify.

To install alarms,

1. Turn on your computer and enter the commands to log into your network.
2. Change to the WordPerfect Office program directory.
3. Enter **notify** at the DOS prompt to load the Notify program.
4. Enter **cl/i** to download alarm information from Calendar to Notify.

The cl/i command does not actually start Calendar nor does it leave Calendar resident in memory. It only finds alarm information (if any) and gives that information to Notify. The next 20 alarms chronologically are downloaded by cl/i to Notify.

Notify allocates a buffer for alarm messages that can contain up to 600 normal characters of information. If the combined alarm messages of the next 20 alarms exceed 600 characters, only the alarms whose messages will fit in the buffer are downloaded.

5. Enter **shell** to start Shell.

It is important that you enter the commands in the order they are given in the steps above. If you enter cl/i before you start Notify, an additional alarm handler (TSR program) will be loaded, using more memory than necessary.

If you don't want to enter these commands each time you turn on your computer, you can put them in your AUTOEXEC.BAT file. AUTOEXEC.BAT is a DOS batch file that is automatically executed each time you turn on your computer. See Appendix B: DOS and WordPerfect Office *for details on AUTOEXEC.BAT file.*

When you receive an alarm, press **Ctrl-Enter** to clear the alarm. The message does not have to be displayed when you press Ctrl-Enter.

*You can also press **Alt-Space Bar** to clear the message.*

WordPerfect Office PC

When using WordPerfect Office PC on a stand-alone machine, you use the /i Calendar startup option to install alarms.

1 Turn on your computer, then change to the WordPerfect Office program directory.

2 Enter **cl/i** at the DOS prompt.

The cl/i command loads an alarm handler (a Terminate and Stay Resident (TSR) program) and downloads alarm information from Calendar to the alarm handler. The command does not actually start Calendar nor does it leave Calendar resident in memory.

3 Enter **shell** to start Shell.

If you don't want to enter these commands each time you turn on your computer, you can put them in your AUTOEXEC.BAT file. AUTOEXEC.BAT is a DOS batch file that is automatically executed each time you turn on your computer. See Appendix B: DOS and WordPerfect Office *for details on AUTOEXEC.BAT file.*

When you receive an alarm, press **Alt-Space Bar** to clear the alarm.

Appointments

The Appointments window is the middle window on the right side of the Calendar screen. You can use this window to enter, view, and edit the appointments for a particular date.

You can use the Zoom Windows feature to enlarge the display size of the Appointments window (Ctrl-F3,2).

Adding an Appointment with Insert

To add an appointment for a certain date,

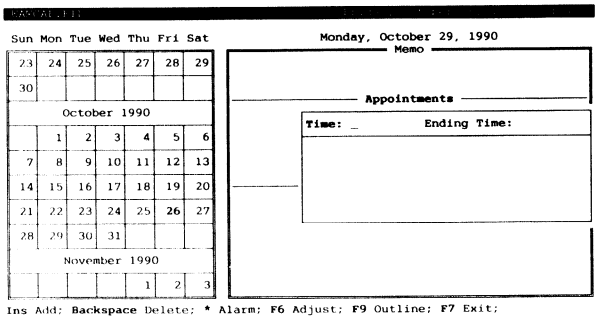
1 Move to the desired date in the Calendar window.

2 Press **Tab** twice to move to the Appointments window.

The window title is bolded and the Appointments menu appears at the bottom of the screen.

3 Press **Insert** (Ins) to open the Appointment Edit window.

You can also simply begin typing an appointment time instead of pressing Insert.



4 Type the time for the appointment (see *Entering Times* below).

5 Press **Tab** to move to the ending time setting.

or

Press **Enter** to bypass entering an ending time and move to the description window. Then skip to step 7.

6 Type an ending time (see *Ending Time* below), then press **Enter** or **Tab** to move to the description window.

7 Type the appointment description (see *Description* below).

8 Press **Exit** (F7) to add the appointment in the Appointments window.

At this point you can repeat steps 3 through 8 above to add another appointment to the date at the cursor.

When you finish adding appointments,

9 Press **Exit** (F7) to return to the Calendar window.

When you add an appointment, memo, or to-do item for a date, a bullet (•) appears next to that date in the Calendar window.

Entering Times

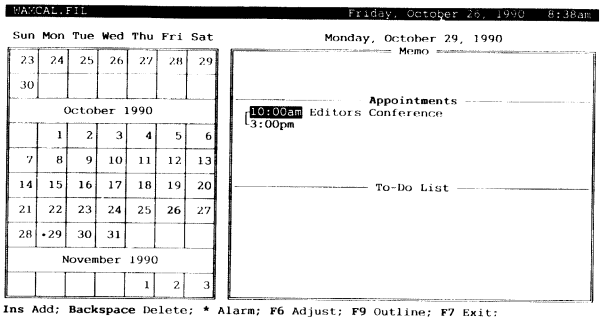
When you enter a time, the colon (:) is optional. You also do not need to include the minutes for an exact hour (e.g., 9 is treated the same as 9:00 or 900).

Calendar uses a 12-hour clock as the default. You can use a 24-hour clock by changing the date format (Shift-F5). See *Date/Time Formats* in *Calendar Reference* for details.

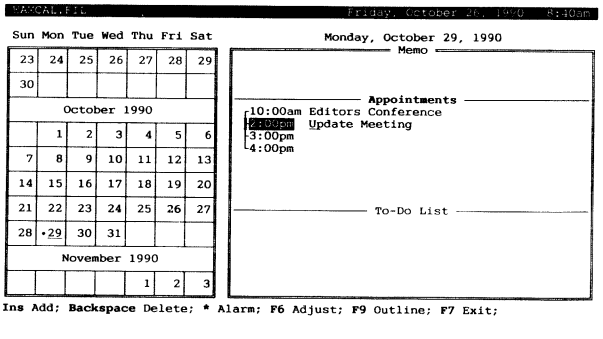
If you use a 12-hour clock, type **a** after the time for a.m. or type **p** after the time for p.m. (e.g., 6a, 145p). If you do not include an "a" or "p," Calendar assumes the appointment is during normal business hours. The default setting for normal business hours is 8:00 a.m. to 5:00 p.m. You can change the default setting with the Appointments options (Shift-F8,3).

Ending Time

If you enter an ending time, the beginning and ending times must fall within the same 24-hour period. The beginning and ending times, connected by a vertical line, are added to the appointments list when you save the appointment.



If the appointment conflicts with (overlaps) an existing appointment and both appointments have an ending time, Calendar displays a double line next to the overlapping times.



If you do not want any lines displayed to show the length of an appointment and to indicate conflicting appointments, set Appointment Overlap Display to No (Shift-F8,3,4,n).

Description

The text you enter for a description is displayed next to the appointment time in the Appointments window. If the description text is wider than the window, Calendar wraps the text to the next line(s). You can add a new line manually by pressing **Enter**. An appointment description can contain a maximum of 255 characters.

You can use any of the cursor movement and editing keys when entering an appointment description (see *Cursor Movement and Editing Keys* under *Introduction to Calendar* in *Calendar Reference*). You can also use Bold and Underline (see *Bold and Underline* under *Introduction to Calendar* in *Calendar Reference*).

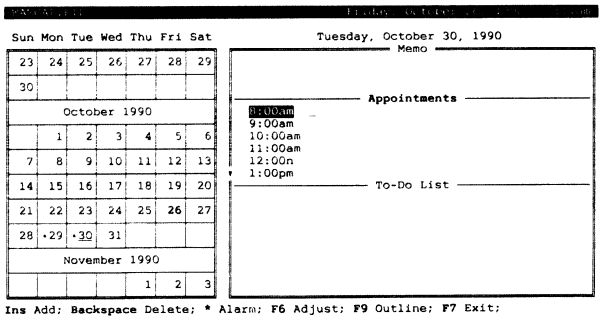
You can retrieve text from the Shell clipboard into an appointment description (see *Shell* in *Calendar Reference*). You can also copy or move text from other memos, to-do items, or other appointments (see *Copy/Move* in *Calendar Reference*).

Adding an Appointment with Outline

Instead of entering the time for each appointment, you can have Calendar display an *outline* of possible appointment times. Then you simply move to a preset time and enter an appointment description to record an appointment.

With the cursor in the Appointments window,

1 Press **Outline** (F9) to display a list of appointment times.



The default settings for the time outline are a beginning time of 8:00 a.m., an ending time of 5:00 p.m., and an interval of one hour. You can change these settings with the Appointments options (Shift-F8,3).

If appointments already exist when you select Outline, the appointments are included in the outline in their correct positions.

2 Use **Up Arrow** (↑) or **Down Arrow** (↓) to move to the desired time.

3 Type the appointment description.

As soon as you begin typing, the Appointment Edit window opens and the characters appear in the description window. Notice that the outline time appears as the beginning time.

The first character you type must be a letter. Typing a number takes you to the beginning time setting.

4 If you want to set an ending time, press **Shift-Tab**, then enter an ending time.

5 Press **Exit** (F7) to add the appointment.

Adding Appointments with Auto-Date

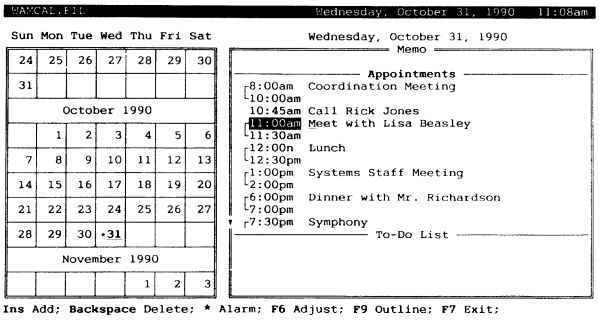
If you have the same appointment on a regular basis (e.g., a staff meeting every Friday at 10:00 a.m.), you can use the Auto-Date feature to create a formula that enters the appointment for you on all the appropriate days (see *Auto-Date* in *Calendar Reference*).

Using the Appointments Window

Once you enter appointments for a date, those appointments appear in the Appointments window each time you move to that date in the Calendar window. With the cursor in the Appointments window, you can view the appointments, adjust appointment times, set alarms, and delete appointments.

Viewing Appointments

If there are more appointments than can be displayed in the Appointments window, an arrow appears at the bottom and/or top of the left border of the window, indicating that there are more appointments listed in the direction of the arrow.



Use the following keys to scroll through the appointments for the date at the cursor:

Action	Keystroke
Appointment Time Up/Down	Up/Down Arrow (↑/↓)
Screen Up/Down	Home,Up/Down Arrow (Home,↑/↓)
First/Last Appointment	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

Use the following keys to display the appointments for different dates without leaving the Appointments window:

Action	Keystroke
Previous/Next Day	Page Up/Page Down (PgUp/PgDn)
Previous/Next Year	Home,Page Up/Page Down (Home,PgUp/PgDn)

Adjusting Appointment Times

To adjust an appointment time,

1. Move the cursor to the desired appointment.
2. Press **Adjust** (F6) to open the Appointment Edit window and move to the beginning time setting.

   or

   Type a dash (-) to open the Appointment Edit window and move to the ending time setting.
3. Enter the new time.

The appointments are updated to reflect the change.

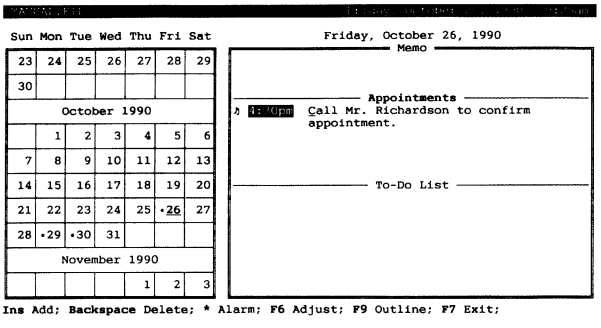
Setting Alarms

You can set an alarm for an appointment to have Calendar notify you when that appointment is approaching.

To set an alarm,

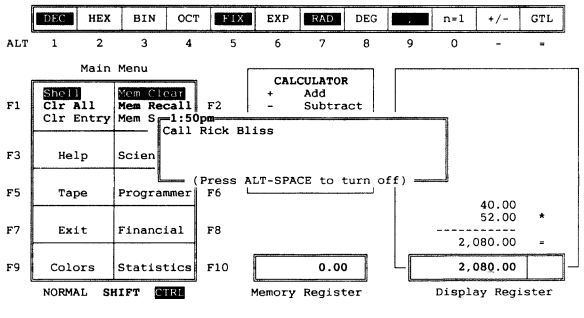
1. Move to an appointment in the Appointments window.
2. Type an asterisk (*).

A musical note (♫) appears next to the appointment to indicate that an alarm has been set.



Then, 10 minutes before the appointment time, a beep sounds and a message containing the appointment beginning and ending times and the appointment description is briefly displayed in a window in the middle of your screen.

The message will be displayed in any program you are using, as long as you have installed alarms. See *Alarm Installation* in *Calendar Reference* for details on installing alarms.



The message continues to appear every 30 seconds thereafter until you turn off the alarm or the appointment time arrives. To turn off the alarm, press **Ctrl-Enter** anytime after the first alarm message is displayed, or press **Alt-Space Bar** when the alarm message is displayed. The key you must press is displayed in the message and depends on whether you are using the Notify

program or the /i Calendar startup option to handle alarms (see *Alarm Installation* in *Calendar Reference).*

You can change the default setting for alarm times (the number of minutes before the appointment and number of seconds between each alarm thereafter) with the Alarms options (Shift-F8,2).

You can set as many alarms as you want as far in the future as you want. However, each time you install alarms or start Calendar, only the next 20 alarms are installed.

You can turn on Auto-Alarm to have Calendar set an alarm for each appointment you add (Shift-F8,3,6,y).

Deleting an Appointment

To delete an appointment from the Appointments window,

1 Move the cursor to the appointment.

2 Press **Backspace** or **Delete** (Del).

If you are on a network and the appointment is a Scheduler event you accepted earlier, Calendar asks if you want to delete the scheduled event. Type ***y*** *to delete the event, or type* ***n*** *to cancel the deletion. If you type* ***y****, you are prompted for a reason for rejecting the event. Enter a reason or press* ***Enter*** *to bypass entering a reason.*

To delete all the appointments for the current date, press **Ctrl-Backspace** with the cursor anywhere in the Appointments window, then type **y** to confirm the deletion(s).

If there are any Scheduler events among the appointments when you press Ctrl-Backspace, they are deleted without prompting you for a rejection reason.

Restoring an Appointment

Calendar stores the two most recent appointment deletions in a temporary buffer. To restore one of these deletions,

1 Make sure the cursor is somewhere in the Appointments window and that the Appointment Edit window is not open, then press **Cancel** (F1).

Calendar displays the most recent appointment deletion at the bottom of the screen.

2 Select **R**estore (1) to restore the most recent deletion.

or

Select **P**revious (2), then select **R**estore (1) to restore the second to last deletion.

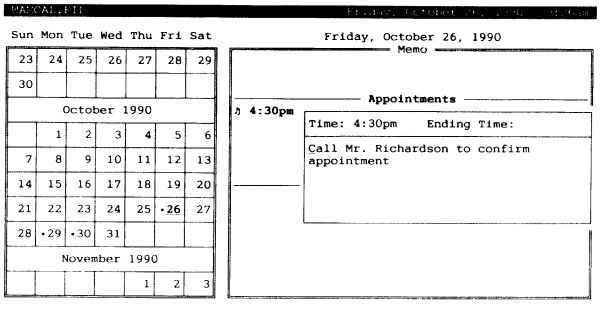
The temporary buffer is deleted when you exit Calendar.

If you delete all the appointments for a day with Ctrl-Backspace, only the last two appointments of the day are saved to the temporary buffer. Scheduler events you delete are not saved to the buffer.

Using the Appointment Edit Window

Use the Appointment Edit window to change the beginning and ending times for an appointment and to edit the appointment description.

To open the edit window, move to the desired appointment in the Appointments window, then press **Enter**. The Appointment Edit window is displayed with the cursor on the appointment description.



To edit the appointment information,

1. Use any of the cursor movement and editing keys to edit the text of the description (see *Cursor Movement and Editing Keys* under *Introduction to Calendar* in *Calendar Reference*).
2. Press **Tab** to move to the beginning time, then type a new beginning time.

The old time is cleared as soon as you start typing.

3. Press **Tab** to move to the ending time, then type a new ending time.
4. Press **Exit** (F7) to save the changes and return to the Appointments window.

Appointments Options

You can use the Appointments options to change the default settings for appointment alarms and display.

Appointment Alarms

You can set an alarm for an appointment so that your computer sounds a beep to remind you that the appointment is approaching. You can set alarms manually (see *Setting Alarms* under *Appointments* in *Calendar Reference*), or you can have Calendar set an alarm for each appointment you add.

To change the default alarms settings,

1 Select **O**ptions (2) from the Calendar or Auto-Date menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar or Auto-Date screen.*

2 Select **A**larms (2).

```
Alarm Options
     1 - Minutes Before Appointment to Start Alarm: 10
     2 - Seconds to Pause Between Each Alarm: 30




Selection: 0
```

By default, an alarm sounds 10 minutes before the appointment and every 30 seconds thereafter until you turn it off or the appointment time arrives. To change the current start and repeat settings,

3 Select **M**inutes Before Appointment to Start Alarm (1), then enter a number of minutes (0 to 60).

If you enter 0, alarms sound at appointment times.

4 Select **S**econds to Pause Between Each Alarm (2), then enter a number of seconds (5 to 60).

5 Press **Exit** (F7) to return to the Options menu.

6 Select Appointments/**T**o-Do (3), then select **A**uto-Alarm Mode (6).

7 Type **y** to have Calendar set an alarm for each appointment you enter.

or

Type **n** if you want to set appointment alarms manually.

8 Press **Exit** until you return to the main Calendar or Auto-Date screen.

Appointment Display

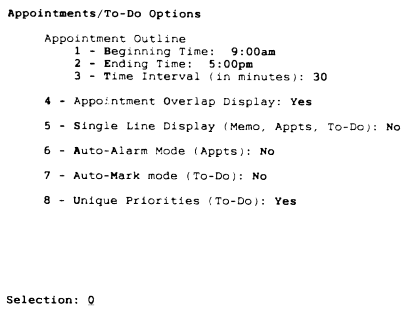
You can change the way the appointment outline, overlapping appointments, and appointment descriptions are displayed.

To change the appointment display settings,

1 Select **O**ptions (2) from the Calendar or Auto-Date menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar or Auto-Date screen.*

2 Select Appointments/**T**o-Do (3).



3 Select an appointment display option, then make the desired changes (the options are described below).

4 Press **Exit** (F7) until you return to the main Calendar or Auto-Date screen.

Appointment Outline

The default settings for the appointment outline are a beginning time of 8:00 a.m., an ending time of 5:00 p.m., and a time interval of one hour. The beginning time and ending time of the outline constitute a normal business day.

To change appointment outline display,

1 Select **B**eginning Time (1), then enter the time you want the outline to start (e.g., 830a).

2 Select **E**nding Time (2), then enter the time you want the outline to end (e.g., 6p).

3 Select **T**ime Interval (3), then enter the number of minutes (1 to 60) you want between each entry in the outline.

Appointment Overlap Display

By default, Calendar displays a single line connecting beginning and ending times for appointments. Calendar also displays a double line for overlapping times.

To change appointment overlap display,

1 Select Appointment **O**verlap Display (4).

2 Type **y** if you want beginning and ending times connected by a single line and overlapping appointment times represented with a double line.

or

Type **n** if you do not want any lines displayed.

Single Line Display

When you enter an appointment description, Calendar wraps text that extends beyond the edge of the Appointments window to the next line(s). If you want, you can restrict display of appointment descriptions to one line.

1 Select **S**ingle Line Display (5).

2 Type **y** if you want appointment descriptions restricted to one line.

or

Type **n** if you do not want description display restricted.

If you select single line display, you can still enter up to 255 normal characters for the appointment description, but only the first line of text is displayed in the Appointments window.

The Single Line Display setting also affects memo and to-do item text.

Auto-Date

If you have an appointment, memo, or to-do item you need to enter on a regular basis, you can use the Auto-Date feature to enter appointments, memos, and to-do items on the desired days without having to enter them over and over again.

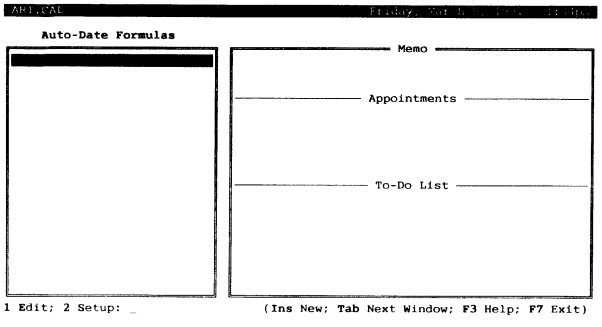
For example, if you have a staff meeting at 10:00 a.m. every Friday, you can enter that appointment once with an auto-date formula and have it appear on your calendar for every Friday in the year.

Lesson 4: Auto-Date Formulas *in the* WordPerfect Office Workbook *gives you specific examples in entering auto-date formulas.*

To schedule dates automatically,

1 Select **A**uto-Date (4) from the main Calendar menu.

The Calendar window is replaced with the Auto-Date Formulas window.



2 Press **Insert** (Ins) to move the cursor inside the Auto-Date Formulas window.

3 Enter an auto-date formula (see *Auto-Date Formulas* below).

If you enter a valid formula, it appears in reverse video. If the formula is invalid, an error message is displayed and the formula is marked with an asterisk (*). See *Formula Error Messages* below for details on how to correct an error.

4 Enter the desired memo, appointment(s), and/or to-do item(s) for the formula dates.

If you include a to-do item for an auto-date formula and the formula includes dates from the past, the to-do item will only be added to past dates if you mark the item as *done*. To mark a to-do item done, move the cursor to the item in the To-Do List window, then type an asterisk (*).

5 Press **Exit** (F7) to return to the main Calendar screen.

The item(s) you enter are added to the day(s) in the calendar for the range of time (days, weeks, etc.) you specified in the auto-date formula.

*For a list of auto-date formulas for common holidays, press **Help** (F3), then select Holiday Auto-Date Formulas (r).*

Auto-Date Formulas

You use special functions and operators to create an auto-date formula. The formula can consist of a single function or of functions and operators entered in a certain order (similar to a mathematical formula). You can enter a maximum of 255 separate auto-date formulas for a single Calendar file.

Functions

Each of the Auto-Date functions is listed below. Use these functions to schedule specific days of a week, month, or year.

Function	Examples	Meaning
Day of the Week	tue	All Tuesdays
Day of the Month	3	Third day of the month
	last	Last day of the month
Day of the Year	35	Thirty-fifth day of the year
Month of the Year	jan	All days in January
Year	1990	All days in 1990
Weekday of the Month	tue(1)	First Tuesday of the month
	sun(last)	Last Sunday of the month
	fri(last–1)	Second to last Friday of the month

Use these functions in combination with the operators described below to further limit the schedule days.

Operators

An operator is a character or word you insert in a formula to perform a specific operation. Each operator is assigned a priority, meaning that when a formula is evaluated, some operations are performed before others. The table below lists all the auto-date operators and their priorities.

Name	Operator	Priority
High-Priority And	*space*	1
Positive Offset	+ *or* plus	2
Negative Offset	– *or* minus	2
Range	: *or* to	3
Every—Starting	every . . . starting . . .	4
Every—Ending	every . . . ending . . .	4
Before	before	5
On/Before	on/before	5
After	after	5
On/After	on/after	5
Near	near	5
On/Near	on/near	5
Or	, *or* or	6
Not	! *or* not	6
Low-Priority And	& *or* and	7

The operators listed above, as well as the grouping operators, are described in detail in the sections that follow. The operators are described in order of priority, beginning with the highest.

Grouping Operators

Use parentheses as grouping operators to change the priority of operators or to group functions together for clarification.

For example, because the high-priority And operator (a space) has a higher priority than the Or operator (comma), the formula below means that all scheduled days must fall on a Tuesday *or* must fall on a Thursday and be in the month of July *or* must be in the month of August.

tue,thu jul,aug

In other words, the formula is performed as if parentheses were inserted as follows: (tue),(thu jul),(aug). So this formula would schedule all Tuesdays, all Thursdays in the months of July, and all days in the months of August.

Notice how the meaning changes when parentheses are included, as in the formula below.

(tue,thu) (jul,aug)

This formula means that all scheduled days must fall on a Tuesday or Thursday *and* must be in the month of July or August. The end result is that only Tuesdays and Thursdays in July and August are scheduled.

Important: *If you ever have any doubt about operator priority and how the formula will be evaluated, use parentheses to make sure the formula does what you want it to.*

High-Priority And

A space between two functions acts as an And operator, meaning that both functions must hold true.

For example, **25** means the 25th day of all months in all years. But **25 oct** means that all scheduled days must fall on the 25th day of the month *and* must be in October. And **25 oct 1990** means that all scheduled days must fall on the 25th day of the month *and* must be in October *and* must be in the year 1990.

The space as the And operator has the highest priority of all operators (see the priority table above).

Offset Operators

You can use a positive offset operator (+ *or* plus) or negative offset operator (– *or* minus) to add a relative offset to a function or statement.

For example, suppose you want to schedule an event three days before the first Thursday in February for all years. You could enter the following formula:

thu(1) feb–3

This formula means that all scheduled days must fall on the first Thursday in the month and be in February *minus* three days.

Range

The range operator (: *or* to) functions like a series of Or operators (see *Or* below) between each item (day, month, etc.) in the range.

For example, if you want to schedule the 15th of every month, but only if the 15th is a weekday, you could enter either of the following formulas:

15&mon:fri
15 (mon:fri)

This formula means that all scheduled days must fall on the 15th of the month *and* must be a day from Monday to Friday. Another way of describing the formula is that all scheduled days must fall on the 15th of the month *and* must be a Monday or Tuesday or Wednesday or Thursday or Friday.

Periodic Operators

There are three periodic operators: Every, Starting, and Ending. Use Every in combination with Starting and/or Ending to schedule days at regular intervals, beginning on a specific date and/or ending on a specific date.

For example, suppose you want to schedule a meeting for once a week starting on March 3, 1990 and continuing through June 11, 1990. You could use the following formula:

every 7 starting mar 3 1990 ending jun 11 1990

The formula will schedule every seventh day starting with March 3, 1990 and ending with June 11, 1990. The starting date is always scheduled as the first day and the ending date is scheduled only if it naturally falls at the Every interval.

If you do not use both the Starting and Ending operators, the starting or ending date is the first or last date in the Calendar file. For example, the formula **every 7 starting mar 3 1990** schedules every seventh day starting on March 3, 1990 and continuing to the last date in the Calendar file.

Relative Operators

There are six relative operators: Before, On/Before, After, On/After, Near, and On/Near. Use these operators to schedule days relative to a specific date.

For example, to schedule the Monday closest to November 6 in all years, you could enter the following formula:

mon on/near nov 6

If you need to schedule the first Tuesday after November 6, 1990, you could enter the following formula:

tue after nov 6 1990

Or

You can use the Or operator (, *or* or) to indicate that one or the other function or statement must hold true in order to schedule days.

For example, if you wanted to schedule an appointment on the 15th day of each month in the year 1990, but only if the 15th falls on a Tuesday or Thursday, you would enter the following formula:

15 1990 (tue,thu)

Because the space as an And operator has a higher priority than the Or operator (see *Operators* above), it is a good idea to always place parentheses around Or statements when used in combination with high-priority And statements.

You could also use the low-priority And (& or *and) instead of including parentheses (e.g., 15 1990 & tue,thu).*

For example, if you leave the parentheses out of the formula, it takes on a whole new meaning. Without parentheses, **15 1990 tue,thu** means that all scheduled days must fall on the 15th of the month and must be in the year 1990 and must fall on a Tuesday *or* the scheduled days must fall on a Thursday of any month of any year.

Not

When placed before a function, the Not operator (! *or* not) negates that function. For example, if you want to schedule all days in January, 1991 except for Tuesdays and Thursdays, you could use the following formula:

jan 1991 !tue !thu

This formula means that all scheduled days must be in January *and* must be in 1991 *and* must *not* be a Tuesday *and* must *not* be a Thursday.

Low-Priority And

Like a space, the low-priority And operator (& *or* and) between two functions indicates that both functions must hold true. However, the low-priority And has the lowest priority of all operators.

For example, the formula **tue,thu jul,aug** means that scheduled days must be a Tuesday *or* must be a Thursday and must be in July *or* must be in August. However, if you substitute the high-priority And (a space) with a low-priority And, the formula **tue,thu and jul,aug** means that scheduled days must be a Tuesday or must be a Thursday *and* must be in July or must be in August. In the first formula, the And operator is evaluated before the Or operators. In the second formula, the And operator is evaluated after the Or operators.

Formula Error Messages

If you enter an invalid auto-date formula, Calendar marks the formula with an asterisk and briefly displays one of the following error messages at the bottom of the screen: "Error: Invalid Token" or "Error: Syntax Error."

The "Invalid Token" message means there is an unrecognized character or symbol in the formula, usually due to the misspelling of a function. The function containing the invalid token is displayed with the error message.

The "Syntax Error" message means you have entered one or more operators in the wrong order (e.g., tue! instead of !tue). The misplaced operator is displayed with the error message.

Use the Edit feature to correct an invalid formula and clear the asterisk (see *Editing/Deleting Auto-Dates* below).

Editing/Deleting Auto-Dates

To edit or delete an auto-date formula and the accompanying memo, appointment(s), and/or to-do item(s),

1 Select **A**uto-Date (4) from the main Calendar menu.

2 Use **Up Arrow** (↑) or **Down Arrow** (↓) to move the cursor (the reverse video bar) to the formula you want to edit or delete.

3 Select **E**dit (1) to begin editing the formula.

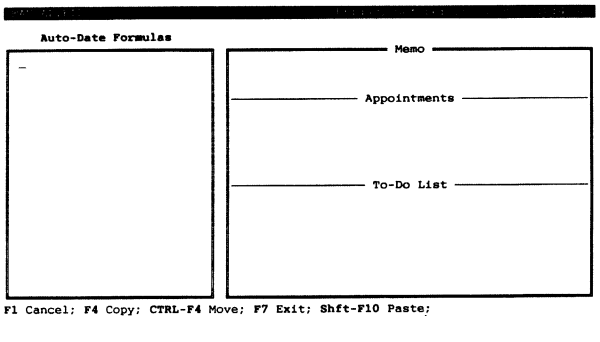
or

Press **Backspace** or **Delete** (Del) to delete the formula, then skip to step 8 below.

Deleting the formula also deletes the memo, appointment(s), and/or to-do item(s) entered for that formula.

To restore the most recently deleted formula and its accompanying memo, appointment(s), and to-do item(s), press ***Cancel*** *(F1), then type* ***y****.*

If you select Edit, the reverse video bar highlighting the formula disappears and the editing cursor (the small, blinking cursor) appears on the first character of the formula.



4 Use any of the cursor movement and editing keys to edit the formula (see *Cursor Movement and Editing Keys* under *Introduction to Calendar* in *Calendar Reference*).

5 Press **Enter** to save the changes.

To edit any of the information previously entered for the formula,

6 Press **Tab** or **Shift-Tab** to move to the Memo, Appointments, or To-Do List window.

7 Edit the memo, appointment, or to-do item as you normally would.

8 Press **Exit** (F7) until you return to the main Calendar screen.

If you only want to edit an appointment or to-do item for selected dates instead of all dates scheduled by the auto-date formula, edit those items individually from the main Calendar screen. Editing an auto-date appointment or to-do item from the main Calendar screen does not affect the other days scheduled by that formula. You cannot, however, edit auto-date memos individually.

Calendar Files

The first time you start Calendar, the default (main) Calendar file is created. The file is named *XXX*CAL.FIL (where *XXX* is your file ID) if you are on a network or CALENDAR.FIL if you are using WordPerfect Office PC on a stand-alone machine. When you exit Calendar, any changes you have made are automatically saved to this file. Whenever you start Calendar, this file is automatically retrieved.

You can create additional Calendar files and retrieve those files when needed.

If you are on a network, the Scheduler program communicates only with your main Calendar file.

Saving a Calendar File

You can use the Save feature to periodically save the Calendar file you are working on to guard against the loss of information due to machine or power failure.

To have your Calendar files automatically saved (backed up) at specific time intervals, use the Timed Backup feature (see Backup Options *under* File Options *in* Calendar Reference*).*

You can also use the Save feature to create new Calendar files.

To save the current Calendar file or create a new one,

1 Press **Save** (F10) from the main Calendar screen.

The default filename appears after the prompt.

2 Press **Enter**, then type **y** to save the current file with the same filename.

or

Enter a different filename to create a new Calendar file containing the same information. Include a path for the file if you do not want it saved to the default directory (e.g., c:\personal\cal1).

If you enter a different filename, that filename becomes the default filename. All changes you make from that point until you exit Calendar or retrieve a different file are saved to the new default file.

Creating a New Calendar File

If you want to create a new Calendar file that is empty (contains no information), you must create the file by giving the Calendar filename when you start Calendar from the Shell menu or from DOS.

Starting from the Shell Menu

To create a new Calendar file when starting Calendar from the Shell menu,

1 Select Setup (4) from the options at the bottom of the Shell menu.

If you are prompted for a password, enter the password to continue. If you are on a network and do not know the password, you must create a new Calendar file by starting Calendar from DOS (see Starting from DOS *below).*

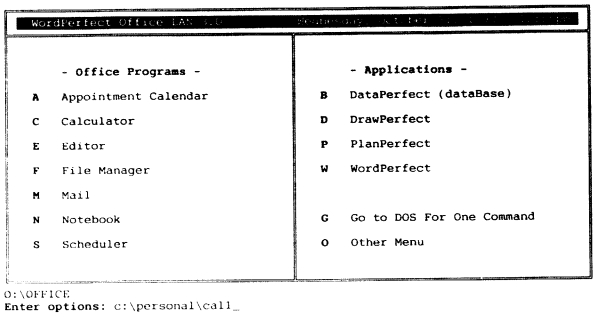
2 Move the cursor to the Calendar menu item, then select Edit (1) to display the Program Information screen.

You can also press ***Enter*** *to display the Program Information screen.*

3 Move the cursor to the "Prompt for startup options?" setting, then type **y** to change the setting to Yes.

4 Press **Exit** (F7) until you return to the normal Shell menu.

5 Type the Calendar menu letter to start Calendar, then enter the new filename when prompted for startup options (e.g., c:\personal\cal1).



If you include other startup options, be sure the filename is the last option and that you precede it with a space (e.g., /d-c:\ c:\personal\cal1).

Because the file does not yet exist, the "Error: File not found" message is displayed when Calendar starts and a new, empty Calendar file appears. When you exit Calendar, any changes you made are saved to the new file. You can also save the file manually with the Save feature (F10).

Unless you want to be able to enter a Calendar filename or other startup options each time you start Calendar, be sure to change "Prompt for startup options?" in the Program Information screen for Calendar back to No (repeat steps 1 through 4 above, but type **n** instead of **y** in step 3).

Starting from DOS

To create a new Calendar file when starting from DOS, enter the new filename last on the command line. For example, enter the following at the DOS prompt to start Calendar and create the CAL1 Calendar file in the PERSONAL directory on drive C:

cl c:\personal\cal1

If you include other startup options, be sure the filename is the last option and that you precede it with a space (e.g., cl /d-c:\ c:\personal\cal1).

Because the file does not yet exist, the "Error: File not found" message is displayed when Calendar starts and a new, empty Calendar file appears. When you exit Calendar, any changes you have made are saved to the new file. You can also save the file manually with the Save feature (F10).

Retrieving a Calendar File

Use the Retrieve feature to retrieve a Calendar file into Calendar. You can replace the current file with the retrieved file, or you can merge the retrieved file with the current file.

Important: *If you are going to replace the current Calendar file with the retrieved file, be sure to save the current file before proceeding to step 1.*

With the cursor in the Calendar window,

1. Press **Retrieve** (Shift-F10).
2. Enter the full pathname of the file you want to retrieve (e.g., c:\personal\cal1).
3. Select **R**eplace (1) to replace the current file with the retrieved file.

   or

   Select **M**erge (2) to merge the retrieved file with the current file.

A copy of the file replaces or is merged with the current file, and the original file(s) remains unchanged on disk.

Important: *If you merge the Calendar files and the combined information in a Memo window for any particular day exceeds the Memo window size limit (255 characters), only as much Memo information (if any) as will fit from the merged file will be added to the Memo window for that day.*

If you selected Merge in step 3 above, Calendar asks if you want to save the merged file when you attempt to exit Calendar. Type **y** and enter a new filename for the merged calendar to save the file, or type **n** to exit Calendar without saving the file.

Copy/Move

You can copy or move the text of a memo, appointment, or to-do item to a temporary buffer with the Copy or Move feature. You can then retrieve the text into a memo, appointment, or to-do item in the same Calendar file or a different file with the Retrieve feature.

Copying/Moving Text

To copy or move text,

1 Move to the Memo, Appointments, or To-Do List window.

If you moved to the Memo window, skip to step 3. Otherwise,

2 Move the cursor to the appointment or to-do item you want to copy or move.

3 Press **Copy** (F4) to copy the text of the memo, appointment, or to-do item to the temporary buffer.

or

Press **Move** (Ctrl-F4) to move the text to the buffer.

If you pressed Move in step 3 above, the text is deleted from the window as soon as it is copied to the buffer.

The Copy/Move buffer contains only the last item you copied or moved and is deleted when you exit Calendar.

Retrieving Text

To retrieve the text from the Copy/Move buffer,

1 Move to the Memo, Appointments, or To-Do List window.

If you moved to the Memo window, skip to step 3. Otherwise,

2 Move the cursor to the appointment or to-do item you want to retrieve the text into.

3 Press **Retrieve** (Shift-F10) to retrieve the text from the buffer and place it before any existing text in the memo, appointment, or to-do item.

or

Position the cursor where you want the text inserted in the text of the memo, appointment, or to-do item, then press **Retrieve** to retrieve the text from the buffer.

Date

Use the Date feature to move directly to any date in the Calendar window, to move a specific number of days forward or backward, or to calculate the difference between the date at the cursor and a date you specify.

Go to Date

To move directly to a specific date,

1 Select **D**ate (1) from the main Calendar menu, then select **G**o to Date (1).

Today's date is displayed at the "Enter date (mm/dd/yy):" prompt.

2 Enter a date in a mm/dd/yyyy or mm/dd/yy format.

or

Press **Enter** to return to today's date.

The cursor in the Calendar window moves directly to the date you specify.

You can change the date format (e.g., to day/month/year) with the Date/Time Formats feature (Shift-F5).

You can also press **Go to Date** (Ctrl-Home) to go directly to the "Enter date (mm/dd/yy):" prompt from any window in the main Calendar screen.

Partial Dates

You can also enter partial dates. You must, however, include both slashes to clarify which date elements (day, month, or year) you are including. Calendar assumes any missing date elements to be the same as those for today's day, month, or year.

For example,

Today's Date	Partial Date	Result
5/10/90	7//	7/10/90
5/10/90	7//45	7/10/45

Move Days

Use this option to move a specific number of days forward or backward from the date at the cursor.

From the main Calendar menu,

1 Select **D**ate (1), then select **M**ove Days (2).

2 Enter the number of days you want the cursor moved ahead.

or

Enter a dash and the number of days (e.g., –20) you want the cursor moved back.

Date Difference

To calculate the number of days between two dates,

1 Move the cursor to a date in the Calendar window.

2 Select **D**ate (1) from the main Calendar menu, then select **D**ate Difference (3).

3 Enter another date.

You can enter partial dates (see *Partial Dates* above).

The number of days between the dates is displayed at the bottom of the screen. Press any key to continue.

Date/Time Formats

There are separate formats for the date display and time display. You can use the Date/Time Formats feature to change these formats. You can also use this feature to change which day of the week appears on the left side of the calendar and to change your computer's date and time.

To use the Date/Time Formats feature,

1 Select **O**ptions (2) from the main Calendar or Auto-Date menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar or Auto-Date screen.*

2 Select **D**ate/Time Formats (1) to display the Date/Time Formats screen.

*You can also press **Date/Time Formats** (Shift-F5) from any window instead of pressing the keystrokes in steps 1 and 2 above.*

```
Date/Time Formats

Number  Meaning
  1     Day of the month
  2     Month (number)
  3     Month (word)
  4     Year (all four digits)
  5     Year (last two digits)
  6     Day of the week (word)
  7     Hour (24 hour clock)
  8     Hour (12 hour clock)
  9     Minute
  0     am / pm
  #     Week  (number)
  %     Pad numbers less than 10 with a leading zero, or
          Output only 3 letters for the month or day of the week
  $     Pad numbers less than 10 with a leading space

Examples: 3 1, 4  Wk # = January 15, 1991 Wk 3
          %6 %3 1, 4   = Tue Jan 15, 1991
          %2/%1/5 (6)  = 01/15/91 (Tuesday)
          8:90         = 10:55am

1 Date Format; 2 Time Format; 3 Start Day of Week; 4 DOS Time; 5 DOS Date: 0
```

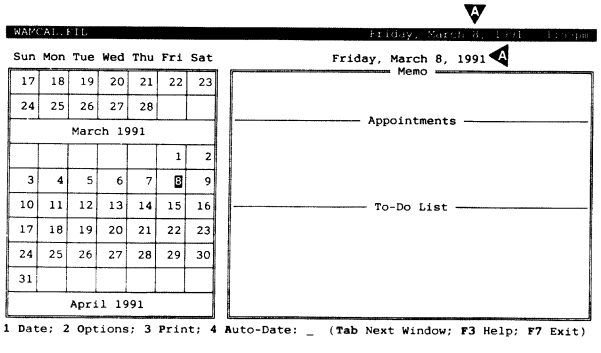
3 Select a Date/Time Formats option and make the desired changes (the options are described below).

4 Press **Exit** (F7) until you return to the main Calendar or Auto-Date screen.

Date Format

Use this option to change the display of the date that appears both in the main Calendar screen heading and above the Memo window.

⚠ DISPLAY AFFECTED BY DATE FORMAT



1 Select **D**ate Format (1).

2 Enter a new date format (up to 29 characters).

You can use the characters listed on the Date/Time Formats screen to create the format. Include any text characters (e.g., spaces, commas, and colons) that you

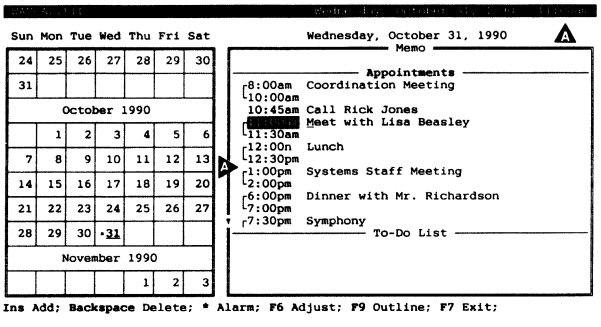
want to appear in the date display. Several examples of date format strings are included at the bottom of the screen.

The default date format is 6, 3 1, 4.

Time Format

Use this option to change the display of the current time on the right side of the main Calendar screen and appointment times in the Appointments window.

⚠ DISPLAY AFFECTED BY TIME FORMAT



1 Select Time Format (2).

2 Enter a new time format (up to nine characters).

If you want the appointment times to align correctly, use the percent symbol (%) or dollar sign ($) before the hour character. This adds leading zeros or spaces to hours less than 10 (e.g., 09:40am).

The default time format is $8:90.

Start Day of Week

To change the day appearing first (on the left) in the Calendar window,

1 Select Start Day of Week (3).

2 Use arrow keys to scroll through the names of the days. Stop on the desired day.

3 Press **Enter** to save the new setting.

Sunday is the default setting.

DOS Time

To change your computer's DOS time (the current time), select DOS Time (4), then enter a new time in the format indicated.

DOS Date

To change your computer's DOS date (today's date), select DOS Date (5), then enter a new date in the format indicated.

File Options

You can use the file options to create archive files of outdated Calendar information, create a backup of the currently active Calendar file, change the Calendar file format, and protect a Calendar file with a password.

Archive/Delete Options

Each memo, appointment, or to-do item you add is saved to the current Calendar file when you exit Calendar or use the Save feature. If your file becomes quite large, the speed of the Calendar program may be affected.

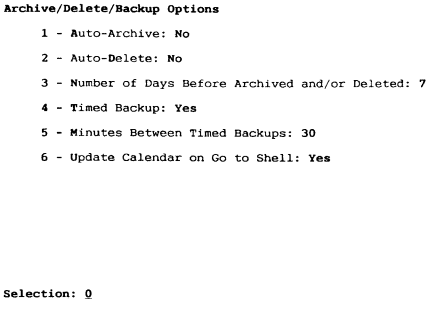
You can avoid large working files by using the Auto-Delete feature. If you do not want to lose outdated information, you can also use the Auto-Archive feature to save the information you delete.

To use the Archive/Delete options,

1 Select **O**ptions (2) from the main Calendar or Auto-Date menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar or Auto-Date screen.*

2 Select Archive/Delete/**B**ackup (4).



3 Select **A**uto-Archive (1).

4 Type **y** if you want to save outdated information in an archive file. This also sets the Auto-Delete setting to Yes.

or

Type **n** if you don't want to save outdated information.

If you typed **y**, skip to step 7. If you typed **n** and want to change the Auto-Delete setting,

5 Select Auto-**D**elete (2).

6 Type **y** to have Calendar delete outdated information.

or

Type **n** if you do not want outdated information deleted, then skip to step 8.

7 Select **N**umber of Days Before Archived and/or Deleted (3), then enter a number of days (1 to 365). The default setting is seven days.

8 Press **Exit** (F7) until you return to the main Calendar or Auto-Date screen.

If you turn on Auto-Delete, information is deleted from the Calendar file as it becomes older than the number of days you specify.

If you turn on Auto-Archive, Calendar saves outdated information to an archive file before deleting it. The archive file is continually updated as additional information becomes outdated. The archive file is created in the same directory as the Calendar file. The archive file has the same name as the Calendar file, but Calendar adds a .ARC extension to the archive filename.

For example, if your main Calendar file, is in the WORK directory of your hard drive (C:), the full pathname of the archive file for your main Calendar file will be C:\WORK*XXX*CAL.ARC if you are on a network or C:\WORK\CALENDAR.ARC if you are using WordPerfect Office on a stand-alone machine.

Retrieving an Archive File

You can retrieve an archive file like you would any other Calendar file. Press **Retrieve** (Shift-F10) and enter the archive filename, then select **R**eplace (1) to replace the current file with the archive file. When you retrieve an archive file, Auto-Archive is disabled (set to No) so Calendar does not attempt to archive the same information again.

Backup Options

The Backup options guard against loss of Calendar information due to machine or power failure.

To change the Backup options settings,

1 Select **O**ptions (2) from the main Calendar or Auto-Date menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar or Auto-Date screen.*

2 Select Archive/Delete/**B**ackup (4).

3 Select **T**imed Backup (4).

4 Type **y** to turn on Timed Backup (see *Timed Backup* below).

or

Type **n** to turn off Timed Backup.

If you typed **n**, skip to step 6. If you typed **y**, the cursor moves to the Minutes Between Timed Backups option.

5 Enter the number of minutes you want to elapse between timed backups. The default is 30 minutes.

6 Select **U**pdate Calendar on Go to Shell (6).

7 Type **y** to turn on the Update Calendar feature (see *Update Calendar* below).

or

Type **n** to turn off the Update Calendar feature.

8 Press **Exit** (F7) until you return to the main Calendar or Auto-Date screen.

Timed Backup

If you set Timed Backup to Yes, the Calendar file you are using is backed up (saved) to a temporary file on disk at the interval you specify.

The backup file is created in the same directory as the Calendar file. The backup file has the same name as the Calendar file, but has a BK! extension. For example, the backup file for the main Calendar file would be *XXX*CAL.BK! if you are on a network or CALENDAR.BK! if you are using WordPerfect Office PC on a stand-alone machine.

The backup file remains on your disk after a machine or power failure, but is deleted the next time you exit properly or is replaced the next time a backup is performed.

The default setting for Timed Backup is Yes.

Update Calendar on Go to Shell

If the setting for this option is Yes and you are running Calendar under Shell, any changes you make to the current Calendar file are saved to that file each time you return to Shell or use the Switch Program feature. This guards against the loss of Calendar information when the program is still resident, but not currently active.

If you are on a network and use the Update Calendar option, other WordPerfect Office LAN users can access a Calendar file you have resident.

The default setting for Update Calendar is Yes.

File Format Options

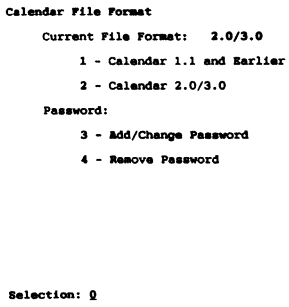
The File Format options let you change the format of a Calendar file and set a Calendar file password.

To use the File Format options,

1 Select **O**ptions (2) from the main Calendar or Auto-Date menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar or Auto-Date screen.*

2 Select File Format (6).



You can also access the File Format options by pressing ***File Format*** *(Ctrl-F5) from anywhere in the main Calendar or Auto-Date screen.*

3 Select Calendar 1.1 and Earlier (1) to save the current file in Calendar version 1.1 format. Select this option only if you intend to later use this file on a WordPerfect Office 1.1 system.

or

Select Calendar 2.0/3.0 (2) to save the current file in the Calendar 2.0/3.0 file format. This is the default setting.

4 Select Add/Change Password (3), then enter a new password for the current file (up to 23 characters). Enter the password again to verify that you entered it correctly the first time (the password is not displayed as you type it).

or

Select Remove Password (4) to remove the current password.

If you add a password to a Calendar file, you are asked to enter the password whenever you attempt to retrieve that file.

Important: *If you forget the password for a Calendar file, there is absolutely no way to retrieve that file.*

5 Press **Exit** (F7) until you return to the main Calendar or Auto-Date screen.

Help

You can use the Help feature to display information about Calendar features.

To get help with the Calendar program,

1 Press **Help** (F3).

The main Calendar Help screen is displayed with instructions for using the Help feature.

2 Press any function key, cursor movement key, or editing key to view information about the feature assigned to that key.

or

Type one of the letters in the topical guide to learn about a specific topic.

or

Press **Help** again to display the Calendar function key template.

If the information for the feature or topic occupies more than one screen, the "**1** More" prompt appears at the bottom of the screen. Type **1** to view successive screens on the same feature or topic.

You can return to the main Help screen at any time while in Help by pressing **Escape** (Esc).

When you finish using Help,

3 Press the **Space Bar** to exit the Help feature.

Context-Sensitive Help

You can also access Help from any menu or prompt to display information about the feature you are using.

For example, if you press **Print** (Shift-F7) and then press **Help** (F3), information about the Print feature is displayed.

Memos

The Memo window is the first of the three windows on the right side of the Calendar screen. You can use this window to enter a memo for a particular day.

You can use the Zoom Windows feature to enlarge the display size of the Memo window (Ctrl-F3,2).

Adding a Memo

To add a memo for a certain date,

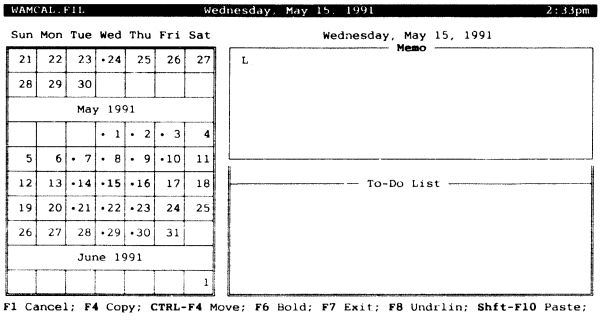
1 Move the cursor to the desired date in the Calendar window.

2 Press **Tab** to move to the Memo window.

The window title is bolded, and the Memo menu appears at the bottom of the screen.

3 Begin typing the memo.

The Memo Edit window opens as soon as you begin typing.



Calendar wraps text to the next line(s) as you reach the edge of the Memo Edit window. You can add a new line manually by pressing **Enter**. A memo can contain a maximum of 255 characters.

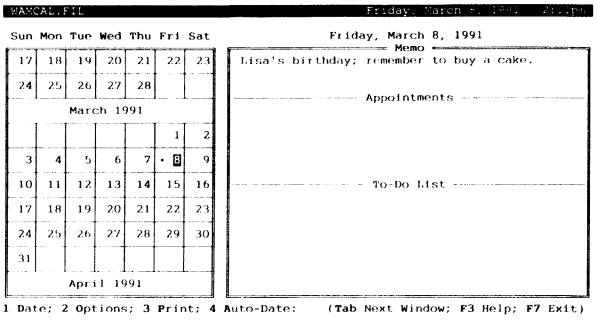
You can use any of the cursor movement and editing keys when typing a memo (see *Cursor Movement and Editing Keys* under *Introduction to Calendar* in *Calendar Reference*). You can also use Bold and Underline (see *Bold and Underline* under *Introduction to Calendar* in *Calendar Reference*).

You can retrieve text from the Shell clipboard into a memo (see *Shell* in *Calendar Reference*). You can also copy or move text from other memos, to-do items, or appointments (see *Copy/Move* in *Calendar Reference*).

4 Press **Exit** (F7) to save the memo and return to the Calendar window.

*You can press **Cancel** (F1) instead of Exit to cancel the changes you made to the memo.*

When you add a memo, appointment, or to-do item for a date, a bullet (•) appears next to that date in the Calendar window.



Adding a Memo with Auto-Date

If you need to enter the same memo on more than one day, you can use the Auto-Date feature to create a formula that enters the memo on all the appropriate days (see *Auto-Date* in *Calendar Reference*).

Using the Memo Window

Once you enter a memo for a date, the memo appears in the Memo window each time you move to that date in the Calendar window. With the cursor in the Memo window, you can display the memos for other dates by using the following keystrokes:

Action	Keystroke
Previous/Next Day	Page Up/Page Down (PgUp/PgDn)
Previous/Next Year	Home,Page Up/Page Down (Home,PgUp/PgDn)

Editing a Memo

Use the Memo Edit window to edit the text of a memo.

1. Move to the Memo window.
2. Use any of the cursor movement and editing keys to edit the memo text (see *Cursor Movement and Editing Keys* under *Introduction to Calendar* in *Calendar Reference*).
3. Press **Exit** (F7) to save the changes and return to the Calendar window.

You must edit Auto-Date memos from the Auto-Date screen.

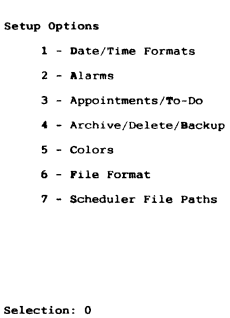
Options

You can use Options to change the default (initial) settings for Calendar features and display for the current Calendar file. Any changes you make are saved with the current Calendar file and become the new default settings for that file. Thus, you can change settings independently for each Calendar file you use.

To display the Options menu,

1 Select **O**ptions (2) from the main Calendar or Auto-Date menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar or Auto-Date screen.*



2 Select an option, then make the desired changes (the options are described below).

3 Press **Exit** (F7) to return to the main Calendar screen.

Date/Time Formats

You can use the Date/Time Formats option to change the format of the displayed date and time, indicate which day should appear first on the monthly calendar, and change your computer's date and time. See *Date/Time Formats* in *Calendar Reference* for details.

Alarms

The Alarms options let you set times when appointment alarms should sound. See *Appointments Options* in *Calendar Reference* for details.

Appointments/To-Do

Select Appointments/To-Do from the Options menu to change the default settings for Appointments and To-Do List features.

For appointments, you can change the format of the appointment outline, indicate whether overlap of appointments should be displayed, restrict appointment

descriptions to one line, and have Calendar set an alarm for each appointment you add (see *Appointments Options* in *Calendar Reference*).

For to-do items, you can have Calendar mark each to-do item you add and indicate whether you want Calendar to force unique priorities (see *To-Do List Options* in *Calendar Reference*).

Archive/Delete/Backup

The Archive/Delete/Backup options help you manage your Calendar files and protect the files against accidental loss. See *File Options* in *Calendar Reference* for details on using these features.

Colors

If you have a color monitor, you can use this option to change the display colors for Calendar. The Calendar Colors feature is used the same way as the Shell Colors feature (see *Colors* in *Shell Reference* for details).

File Format

You can use this option to indicate in which format you want the current Calendar file saved and to protect the current Calendar file with a password. See *File Options* in *Calendar Reference* for details.

Scheduler File Paths

This option appears only if you are on a network.

Select this option to view the default file path for the main (primary) Scheduler on your network. You can also add other (secondary) Scheduler file paths to have Calendar report to other Scheduler systems set up on your network (if there are any). For details, see *Scheduler File Paths* under *Scheduler and Calendar* in *Calendar Reference*.

Print

The Print feature offers several options for printing Calendar information. You can select which items (memos, appointments, to-do items) you want printed for what period of time. You can also indicate whether you want the information printed in list form on paper or to disk in WordPerfect merge file format. Other Print options let you select and control your printer, as well as set margins and number of lines per page.

Important: *Before you print for the first time, you need to select and set up your printer (see* Printer, Select *in* Calendar Reference*).*

Printing Calendar Information

To set up a print job and print Calendar information,

1 Select **P**rint (3) from the main Calendar menu.

You can also press ***Print*** *(Shift-F7) from anywhere in the main Calendar screen.*

```
Print

     1 - Print
     2 - Format              Normal
     3 - Options
     4 - Hand-fed Forms      No
     5 - Device or File      LPT1
     6 - Select Printer      GENERIC

Control

     7 - Abort Print Job
     8 - Stop Printer
     9 - Send a Go to Printer




Selection: 0
```

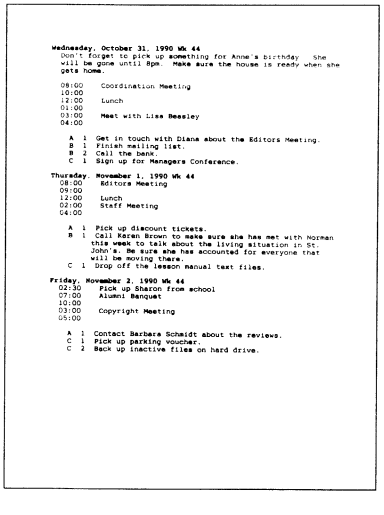
The current format setting is displayed next to the Format option. If the current setting is correct, go to step 4. Otherwise,

2 Select **F**ormat (2).

3 Select **N**ormal (1) to print the information on paper in list form.

or

Select **M**erge (2) to print the information to disk in WordPerfect secondary merge file format (see *Printing to Disk* below).



```
Wednesday, October 31, 1990 Wk 44
  Don't forget to pick up something for Anne's birthday.  She
  will be gone until 8pm.  Make sure the house is ready when she
  gets home.

  08:00    Coordination Meeting
  10:00
  12:00    Lunch
  01:00
  03:00    Meet with Lisa Beasley
  04:00

    A  1   Get in touch with Diana about the Editors Meeting.
    B  1   Finish mailing list.
    B  2   Call the bank.
    C  1   Sign up for Managers Conference.

Thursday, November 1, 1990 Wk 44
  08:00    Editors Meeting
  09:00
  12:00    Lunch
  02:00    Staff Meeting
  04:00

    A  1   Pick up discount tickets.
    B  1   Call Karen Brown to make sure she has met with Norman
           this week to talk about the living situation in St.
           John's.  Be sure she has accounted for everyone that
           will be moving there.
    C  1   Drop off the lesson manual text files.

Friday, November 2, 1990 Wk 44
  02:30    Pick up Sharon from school
  07:00    Alumni Banquet
  10:00
  03:00    Copyright Meeting
  05:00

    A  1   Contact Barbara Schmidt about the reviews.
    C  1   Pick up parking voucher.
    C  2   Back up inactive files on hard drive.
```

If you select Normal, the date appears at the top of each day's information on the printed page, as shown in the illustration above. Any memo text for a day is printed directly below the date, followed by any appointments, and then any to-do items.

4 Select **O**ptions (3).

Use the Print options to indicate how many days of information you want printed and what information from those days to print. You can also use these options to format the printed page. See *Print Options* in *Calendar Reference* for more information.

5 Press **Exit** (F7) to return to the Print menu.

6 Select **P**rint (1) to print the information.

You must let the current print job finish before starting another.

Printer Control

Once a print job has been sent to the printer, you can use the control options on the Print menu to cancel, interrupt, or restart it.

1 Select **P**rint (3) from the main Calendar menu.

*You can also press **Print** (Shift-F7) from anywhere in the main Calendar screen.*

2 Select **A**bort Print Job (7) to cancel the print job.

or

Select **S**top Printer (8) to stop the printer without canceling the print job.

or

Select Send a **G**o to Printer (9) to restart a print job you have stopped or to start a new page with hand-fed forms (see *Hand-Fed Forms* under *Printer, Select* in *Calendar Reference*).

Printing to Disk

You can print selected Calendar information to disk. When you print information in normal format to disk, the information is saved as a file containing all the characters and codes normally sent to the printer. You can also create a WordPerfect secondary merge file from Calendar information by printing to disk in merge format. You can then retrieve the merge file into WordPerfect or Notebook, or use it in a WordPerfect merge (see *Merge File Contents* below).

Lesson 5: Calendar and WordPerfect *in the* WordPerfect Office Workbook *shows you how to create a WordPerfect merge file from Calendar information and how to use that file in a WordPerfect merge.*

To print to disk or create a merge file,

1 Select **P**rint (3) from the main Calendar menu.

*You can also press **Print** (Shift-F7) from anywhere in the main Calendar screen.*

2 Select **F**ormat (2).

3 Select **N**ormal (1) if you want to print to disk the information normally sent to the printer.

or

Select **M**erge (2) if you want to create a WordPerfect secondary merge file (see *Merge File Contents* below).

4 Select **O**ptions (3) to indicate what information you want printed to disk and what page format or file format to use (see *Print Options* in *Calendar Reference*).

If you are creating a merge file, none of the page format options apply. Only the WP Merge Format, Duration, and Contents options affect how the merge file is created.

5 When you finish with Options, press **Exit** (F7) to return to the Print menu.

6 Select **D**evice or File (5).

7 Select **D**evice or File (4), then enter the full pathname of the file where you want the information printed (saved in normal printer format or merge format).

If you are using WordPerfect Office PC on a stand-alone machine, skip to step 8 below. If you are on a network, Calendar asks if the device you selected is a network printer.

8 Type **n**.

9 Select **P**rint (1) to print the information to the specified file.

Merge File Contents

When you create a merge file from Calendar information, each record represents one day of information. The number of days included in the file depends on the Duration setting on the Print Options menu (Shift-F7,3). The number of fields within each record depends on what information you include with the Contents options on the Print Options menu.

For example, if you include only one item of information (memos, appointments, or to-do items), each record will contain only one field for the information you selected. If you include two or more items of information, the records will contain three fields, with the memos in the first field, appointments in the second field, and to-do items in the third field.

Not only is the file saved in WordPerfect merge format, but information that makes the file fully compatible with Notebook is included. The first record in the file contains the information necessary to set up the record and list displays in Notebook. This means you can retrieve a merge file created in Calendar directly into Notebook and immediately begin to use the information.

Print Options

Use Print Options to set the margins and number of lines on the printed page, to indicate for which period of time information should be printed, and to select which information to print.

To change a Print Options setting,

1 Select **P**rint (3) from the main Calendar menu.

*You can also press **Print** (Shift-F7) from anywhere in the main Calendar screen.*

2 Select **O**ptions (3) to display the Print Options menu.

```
Page Size

     1 - Page Length (in lines):   66
     2 - Top Margin (in lines):    6
     3 - Bottom Margin (in lines): 6

     4 - Left Margin (column #):   10
     5 - Right Margin (column #):  74
     6 - Number of Col. to Indent: 2

Options

     O - One Day Per Page: No
     E - Print Empty Days: No
     W - WP Merge Format:  WP 5.0
     D - Duration:         Week

Contents

     A - Appointments: Yes
     I - To-Do Items:  Yes
     M - Memos:        Yes

Selection: 0
```

3 Select an option and make the desired changes (the options are described below).

4 Press **Exit** (F7) to save the changes and return to the Print menu.

5 Select **P**rint (1) to send the selected information to the printer.

or

Press **Exit** to return to the main Calendar screen.

Any changes you make are saved with the Calendar file and remain in effect until you change the settings again.

Page Size

Use the Page Size options to set the page length, margins, and amount of indentation you want.

Page Length

Select Page Length, then enter the number of lines you want on each printed page. If your printer is set to print in 10 pitch, you can print six lines per inch.

The default page length is 66 lines (11" with 10 pitch).

Top/Bottom Margin

To change the top or bottom margin, select Top Margin or Bottom Margin, then enter the desired number of lines.

The default setting for top and bottom margins is six lines (1" with 10 pitch).

Left/Right Margin

To change the left or right margin, select Left Margin or Right Margin, then enter the desired screen column number. There are 80 screen columns in a normal screen, with 10 columns per inch.

The default setting for the left margin is column 10 (or 1" in from the left edge), and the default setting for the right margin is column 74 (or 1" in from the right edge of a page that is 8½" wide).

Number of Columns to Indent

In Normal format, Calendar information is printed in list form. The date which precedes the information for a specific day is always printed at the left margin.

To indent the memo, appointment, and to-do information below the date, select Number of Columns to Indent, then enter the number of screen columns (roughly equivalent to spaces) you want the information indented. Enter **0** if you do not want the information indented.

The default setting is two columns.

Options

Use these options to indicate how you want information for separate days printed, how many days to include, and the type of merge format to use.

One Day Per Page

Select this option, then type **y** to begin the information for each day on a new page or type **n** to print each day's information immediately after the previous day's.

The default setting is No.

Print Empty Days

Select this option, then type **y** to print the date for days with no information or type **n** to print nothing for empty days.

The default setting is No.

WP Merge Format

You can print Calendar information to disk in WordPerfect merge file format (see *Printing to Disk* under *Print* in *Calendar Reference*). Use the WP Merge Format option to change the WordPerfect format of the merge file.

Select **W**P Merge Format (w), then select WP 5.0 (1) or WP 4.2 (2).

WP 5.0 is the default merge format.

If you have WordPerfect 5.1, select WP 5.0 for the merge format.

Duration

This option indicates the amount of time for which information is to be printed. Select **D**uration (d), then select **T**oday (1), **D**ay (2), **W**eek (3), **M**onth (4), or **Y**ear (5).

If you select Today, the information for today's date is printed, regardless of the cursor position in the Calendar window. The Day option prints information for the day at the cursor. The Week, Month, and Year options print information from the day at the cursor on.

The default setting for Duration is Week.

Contents

You can use the Contents options to select which information from each day you want printed. Select a Contents option (Appointments, To-Do Items, or Memos), then type **y** if you want that item printed or type **n** if you do not want that item printed.

The default setting is Yes for all three options.

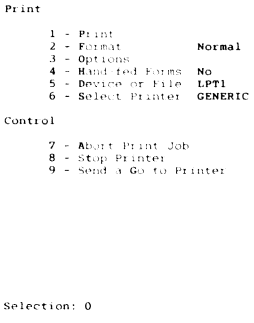
Printer, Select

Before you print Calendar information, you need to select a print device and a printer definition.

Important: *If you are on a network and want to use a network printer, see* Appendix D: Network Printers *before selecting a printer.*

1 Select **P**rint (3) from the main Calendar menu.

You can also press ***Print*** *(Shift-F7) from anywhere in the main Calendar screen.*



Options 4 through 6 let you select and set up your printer. The current settings for these options appear after the option names.

2 If you need to change any of these settings, select the option(s) and make the desired changes (the options are described below).

3 Press **Exit** (F7) to save the changes and return to the main Calendar screen.

Hand-Fed Forms

Select this option, then type **y** to have Calendar pause the printer and sound a beep on your computer after each page is printed. Then you can insert another piece of paper. When you are ready to resume printing, select Send a **G**o to Printer from the Print menu (Shift-F7,9).

Select this option and type **n** if you are using a continuous-feed printer.

Device or File

To select a print device,

1 Select a parallel (LPT) port (1 through 3) as the print device.

or

Select **D**evice or Filename (4), then enter the name of the device or file you want to print to.

If you select Device or Filename, you can enter the name of a serial port (i.e., com1, com2, com3, or com4) for a serial printer. You must, however, use the DOS MODE command to set up the port (see your DOS manual for details).

If you enter a filename, the Calendar information is saved in the file with all the codes normally sent to the printer. Be sure to include a full pathname for the file if you do not want it saved in the current default directory.

If you are on a network, Calendar asks if the device name you entered is for a network printer.

2 Type **y** if the device is a network printer.

or

Type **n** if the device is a local printer or a file.

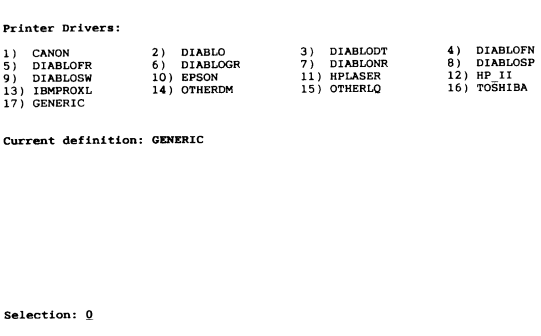
If you typed **y**, *Calendar will print to the network printer only if you have taken the steps necessary to redirect the print device (see* Appendix D: Network Printers*).*

Your selection appears next to the Device or File option on the Print menu.

Select Printer

To change the printer definition,

1 Choose Select Printer (6).



A menu of printer definitions (drivers) appears. Find the name of your printer. If you cannot find your printer, find a printer your printer emulates (see your printer manual). If you cannot find a printer your printer emulates, use the GENERIC definition (the default setting).

2 Enter the number of the printer definition.

You are returned to the Print menu and your selection is displayed next to the Select Printer option.

Scheduler and Calendar

This section only applies if you are on a network.

When you use the Scheduler program to search for free times, it checks the appointments in the calendars of each person you want to schedule. Thus, if you or others on the network use Scheduler, all users need to keep their Calendar appointments as complete and up-to-date as possible.

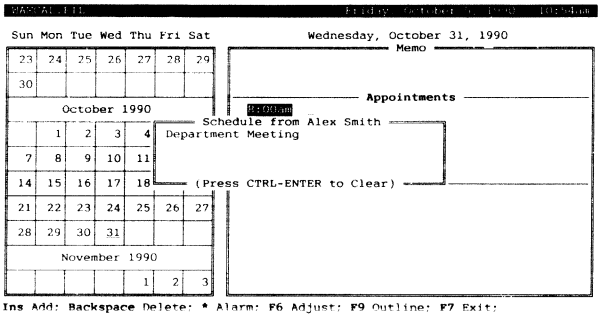
Calendar includes two features that let you check your Scheduler files for pending event requests and add Scheduler file paths.

Event Notification and Response

When anyone on your network uses Scheduler to schedule an event which involves you, you are notified of the event.

Immediate Notification

If your computer is on and the Notify program is running when a user tries to schedule you for an event, an on-screen message notifies you that you have been requested to attend the event. You receive notification while you are in any program (except graphics-based programs) if the Notify program is running. (See *Appendix E: Notify* for details on the Notify program.)



When you receive notification, press **Ctrl-Enter** to clear the message. You can then accept or reject the scheduling of the event from within Calendar or Scheduler (see *Checking Scheduler Files* below).

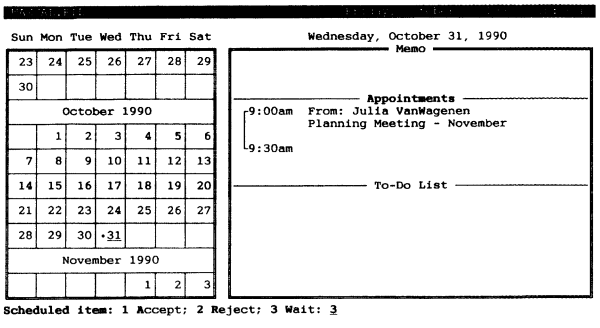
There may be situations where notification messages have stacked up due to certain conditions in the Mail/Scheduler system. This could mean that you receive several notification messages in a row, the next message coming up as soon as you clear the current one. You can clear all the notification messages at once by pressing ***Ctrl-Alt-Enter*** *or* ***Ctrl-Alt-Space Bar****.*

Startup Notification

If you were not using your computer when an event was scheduled or if the Notify program was not running, you are notified of the event the next time you start Calendar or Scheduler. In Calendar, the cursor moves to the date on which the event was scheduled, and the event information is displayed in the Appointments window. A menu of response options appears at the bottom of the screen.

You can turn off Scheduler file checking at startup using the /nc startup option. Calendar also will not check Scheduler files if Calendar is started from a Shell macro executed

with the /m startup option. See Appendix K: Startup Options *for more information on these startup options.*



To clear the notification message,

1 Select **A**ccept (1) to add the event to your Calendar and Scheduler and send an "Accepted" message back to the event organizer.

or

Select **D**elete (2). Then select **D**elete (1), or select **R**eply and **D**elete (2) and enter a reason why you are deleting (rejecting) the event. A "Deleted" message, along with the reason for rejection (if any), is sent back to the event organizer.

or

Select **W**ait (3) to postpone responding to the event request. The event remains in your Scheduler pending response but is not added to your Calendar. You can later respond to the request from Scheduler or Calendar (see *Checking Scheduler Files* below).

If there is more than one event request pending, the cursor moves to the next event request and displays it in the Appointments window.

2 If necessary, repeat step 1 above until you have responded to all pending event requests.

You are then returned to the normal Calendar screen.

Deletion Notification

If you have accepted an event request, thus adding the event to Calendar, and the event organizer later deletes (cancels) that event, you receive notification of the deletion the next time you start Calendar. The deleted event is displayed and a message at the bottom of the screen indicates that this event has been deleted by Scheduler. Press any key when you are ready to clear the message.

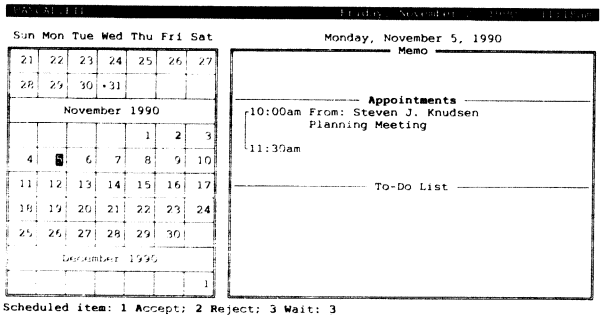
Checking Scheduler Files

The Check Scheduler Files feature lets you check for pending Scheduler event requests at any time while using Calendar.

1 Press **Screen** (Ctrl-F3), then select Check Scheduler Files (3).

This option appears only if you are on a network.

If there are any pending event requests, the cursor moves to the date of the first request and displays the event information in the Appointments window.



2 Follow steps 1 and 2 under *Startup Notification* above to respond to the event requests(s).

Scheduler File Paths

The directory path between Calendar and your system's main (primary) Mail/Scheduler system is called the Scheduler file path. This path or link was established when WordPerfect Office LAN was installed and can only be changed by the system administrator. However, you can indicate other (secondary) Scheduler file paths in Calendar to have your Calendar report to Mail/Scheduler systems (hosts) other than your own.

Adding/Changing a Scheduler File Path

To add or change a Scheduler file path,

1 Select **O**ptions (2) from the main Calendar menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar screen.*

2 Select **S**cheduler File Paths (7).

This option appears only if you are on a network.

The main Scheduler file path is displayed as the first path in the list. You cannot edit this file path.

3 Select **I**nsert (1).

4 Enter the path to the SCHCAL directory of a different Mail/Scheduler system (e.g., z:\office30\schcal).

The new path is added at the bottom of the list.

5 Press **Exit** (F7) twice to return to the main Calendar screen.

Managing Scheduler File Paths

After you add one or more Scheduler file paths, you can use the other Scheduler File Paths options to manage them.

To manage existing file paths,

1 Select **O**ptions (2) from the main Calendar menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar screen.*

2 Select **S**cheduler File Paths (7).

3 Select a Scheduler File Paths option and make the desired changes (the options are described below).

4 Press **Exit** (F7) twice to return to the main Calendar screen.

Move

The path numbers preceding the pathnames indicate the path priorities and determine the order scheduled events are displayed in when you check Scheduler files.

To change the priority of a secondary path (path number 2 or higher),

1 Use **Up Arrow** (↑) or **Down Arrow** (↓) to move to the path you want to move.

As you move through the paths, the current path number is bolded.

2 Select **M**ove (2).

3 Enter the new priority number for the path.

The path is moved to the new position and the other path priorities are updated.

Delete

To delete a path from the list,

1 Move to the path number.

2 Select **D**elete (3).

3 Type **y** to delete the path and all events that link your Calendar with that Scheduler.

or

Type **n** to cancel the deletion.

You can restore the most recently deleted path by pressing **Cancel** (F1), then typing **y** before you exit the Scheduler File Paths screen.

Reset
If something causes the information linking Calendar and a Scheduler to become unsynchronized, you can use Reset to correct any inconsistencies between the two databases.

1 Move to the problem path.

2 Select **R**eset (4).

3 Type **y** to reset the link.

or

Type **n** to cancel the reset command.

If you typed **y**, all events that link Calendar and the "problem" Scheduler are deleted and then re-entered when they are re-sent by Scheduler.

Screen

The Screen options described below let you rewrite (update) the screen display, change the screen colors, increase the size of the Memo, Appointments, and To-Do List windows, and check Scheduler files for pending event requests.

Rewrite

To rewrite the screen to reflect any changes that are not automatically updated,

1 Press **Screen** (Ctrl-F3) to display the Screen menu.

2 Select **R**ewrite (0).

*You can also press **Enter**.*

For example, you might need to use Rewrite if a DOS level error message overwrites a portion of the Calendar screen and is not cleared after you respond to the message.

Colors

Select this option to change the display colors for Calendar. The Calendar Colors feature is used in the same way as the Shell Colors feature (see *Colors* in *Shell Reference*).

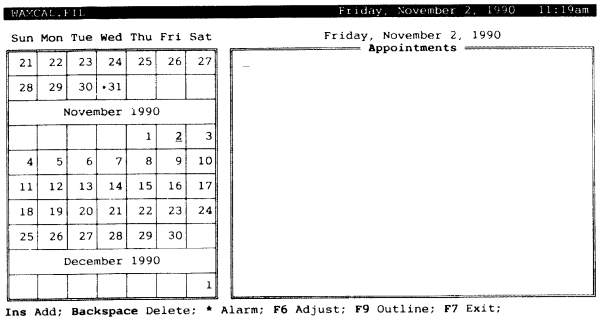
Zoom Windows

By default, the Memo, Appointments, and To-Do List windows all appear in the box on the right side of the screen. You can use Zoom Windows to enlarge the display of these windows so only one window occupies the entire box.

1 Move to the window (Memo, Appointments, or To-Do List) you want to zoom in on.

2 Press **Screen** (Ctrl-F3).

3 Select **Z**oom Windows (2), then type **y**.



While in Zoom mode, you can still press **Tab** or **Shift-Tab** to move from window to window. As you move between the Memo, Appointments, and To-Do List windows, each window in turn occupies the entire box.

4 Press **Screen**, then select **Z**oom Windows again to return to normal window display.

If you exit Calendar with Zoom on, Calendar will be in Zoom mode when you next start the program. The window displayed when you exited the program (Memo, Appointments, or To-Do List) will be displayed.

Check Scheduler Files

Use this option to check your Scheduler files for any pending event requests (see *Scheduler and Calendar* in *Calendar Reference*).

This option is only available if you are on network.

Search

You can use the Search feature to find a specific word or word pattern in a memo, appointment, or to-do item.

To search through a Calendar file,

1 Press ♦**Search** (F2) to search forward through the file.

or

Press ♦**Search** (Shift-F2) to search backward through the file.

When you press ♦Search or ♦Search, the last word pattern you entered (if any) is displayed as the default word pattern. If you want to use the default word pattern, skip to step 3. Otherwise,

2 Type the word pattern you want to find (see *Word Patterns* below).

3 Press **♦Search** or to begin the search.

The cursor moves to the first date with a memo, appointment, or to-do item containing the word pattern you specified. If the word pattern was found in a memo, the Memo window title is underlined. If the word pattern was found in an appointment or to-do item, the appointment time or to-do item priority is underlined.

To find additional occurrences of the same word pattern,

4 Press **♦Search** twice or press **♦Search** twice (once to display the default word pattern, then again to begin the search).

When you repeat a search, additional occurrences of the word pattern in the same memo, appointment, or to-do item will not be found. However, Search will find additional occurrences in different appointments or to-do items for the same date.

Calendar searches for a word pattern from the date at the cursor to the date one year ahead (forward search) or one year before (backward search). If the word pattern is not found within the one-year period, Calendar asks if you want to continue the search into the next year (forward search) or previous year (backward search). Type **y** to continue the search, or type **n** to end it.

Word Patterns

When you enter a word pattern, *all* items containing the exact characters will be found. For example, if you enter **sue**, Calendar items containing the words *Sue*, en*sue*, pur*sue*d, and is*sue*d could be found. Thus, you will want to enter a precise word pattern. If you know that *sue* is always followed by a space, you could enter **sue** followed by a space to avoid finding most of the words listed above.

Search is not case sensitive. When you enter a word pattern that contains letters, all occurrences of that word pattern will be found, regardless of the case (uppercase or lowercase) of the letters in the pattern.

If you enter two words separated by a space, Calendar will also find those words if they are separated by a Hard Return or Soft Return code.

Invisible Hard Return codes are inserted in memo, appointment, or to-do item text when you press Enter to start a new line. Invisible Soft Return codes are inserted whenever Calendar wraps text to the next line for you.

Wild Card Characters

You can use wild card characters in word patterns. A question mark (?) matches one character. An asterisk (*) matches zero or more characters.

Word Pattern	Finds
peters?n	All items containing *peters* followed by one character, followed by *n* (e.g., Petersen, Peterson).
harold*johnson	All items containing *harold* followed by zero or more characters, followed by *johnson* (e.g., Harold A. Johnson, Harold Alan Johnson, Harold Johnson).

Shell

If you start Calendar from the Shell menu, the Shell feature lets you return to the Shell menu without exiting Calendar. Other Shell options let you save or append memos, appointments, or to-do items to the Shell clipboard and retrieve text from the clipboard into one of these items or into another program.

The clipboard is a special Shell buffer that can be used to temporarily store information and move information between programs (see Clipboard *in* Shell Reference *for details).*

Go to Shell

To return to the Shell menu,

1. Press **Shell** (Ctrl-F1) from any window in the main Calendar or Auto-Date screen.
2. Select **G**o to Shell (1).

You can also press ***Switch to Shell*** *(Ctrl-Alt-Space Bar) to return to Shell with a single keystroke.*

An asterisk (*) appears next to the Calendar menu letter in the Shell menu to indicate that the program is still resident in memory. You can now start another program or use any of the Shell options.

To return to Calendar, make sure you are at the Shell menu, then type the menu letter assigned to Calendar (usually **a**).

Switch Program

You can use the Switch Program feature to move directly to other programs or options on the Shell menu without having to return to the Shell menu. Press **Switch Program** (Ctrl-Alt-*x*, where *x* is the menu letter or option number for the program or option you want to switch to).

Saving/Appending to the Clipboard

To save or append a memo, appointment, to-do item, or auto-date formula to the Shell clipboard,

1 Move the cursor to the Memo, Appointments, To-Do List, or Auto-Date Formulas window.

or

Move the cursor to the desired date in the Calendar window.

You can also save or append to the clipboard from the Memo Edit, Appointment Edit, or To-Do Edit windows or when editing an auto-date formula.

If you moved to the Memo window or to a date in the Calendar window, skip to step 3. Otherwise,

2 Move the cursor to the appointment, to-do item, or formula you want to save or append to the clipboard.

3 Press **Shell** (Ctrl-F1).

4 Select **S**ave to Clipboard (2) to replace the contents of the clipboard with the selected item.

or

Select **A**ppend to Clipboard (3) to append the selected item to the end of the clipboard contents.

If you select Save to Clipboard or Append to Clipboard with the cursor resting on a date in the Calendar window, a list of information is saved to the clipboard. Calendar uses the current Print Options settings (Shift-F7,3) to determine what information to save or append to the clipboard.

Retrieving from the Clipboard

To retrieve the text from the clipboard into a memo, appointment, to-do item, or formula,

1 Move the cursor to the Memo, Appointments, To-Do List, or Auto-Date Formulas window.

If you moved to the Memo window, skip to step 3. Otherwise,

2 Move the cursor to an existing appointment, to-do item, or formula where you want to retrieve the text from the clipboard.

or

If you want to use the text in the clipboard to create a new item, enter an appointment time or to-do item priority, or press **Insert** (Ins) to create a new auto-date formula. Then, skip to step 4 below.

3 If you moved to the Memo window or to an appointment or to-do item, press **Enter** to open the edit window for that item, then position the cursor where you want the text inserted.

or

If you moved to an auto-date formula, select **E**dit (1), then position the cursor where you want the text inserted.

4 Press **Shell** (Ctrl-F1), then select **R**etrieve Clipboard (4).

To-Do List

The To-Do List window is the third window on the right side of the main Calendar screen. Use this window to list and prioritize the things you need to do on a particular day.

You can use the Zoom Windows feature to enlarge the display size of the To-Do List window (Ctrl-F3,2).

Adding a To-Do Item

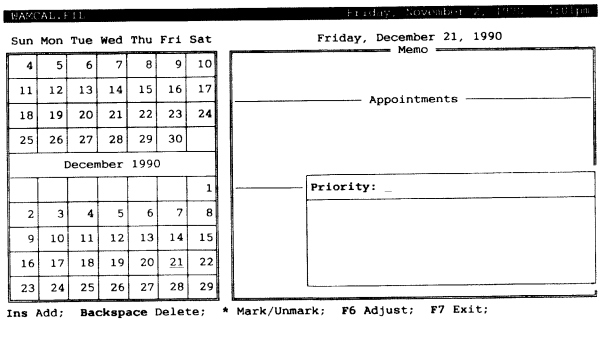
To add a to-do item for a certain date,

1 Move the cursor to the desired date in the Calendar window.

2 Press **Shift-Tab** to move to the To-Do List window.

3 Press **Insert** (Ins) to add a to-do item.

You can type a priority value to begin adding a to-do item instead of pressing Insert.



4 Enter a priority letter and/or number for the item (see *Priorities* below).

5 Type the text of the to-do item (see *To-Do Item Text* below).

6 Press **Exit** (F7) to save the to-do item.

At this point you can repeat steps 3 through 6 above to add another to-do item for the same date.

When you finish adding to-do items,

7 Press **Exit** to return to the Calendar window.

When you add a to-do item, appointment, or memo for a date, a bullet (•) appears next to that date in the Calendar window.

Priorities

To-do items are prioritized first by letters, then by numbers. For example, item A1 has a higher priority than A2, and item A2 has a higher priority than B1. Calendar displays the items in the to-do list in order of priority.

You can also simply enter a priority number as in earlier versions of Calendar. If you enter only a number, the letter priority becomes a space. If you use files created in earlier versions of Calendar, the letter priorities for existing to-do items are filled with spaces. Spaces have a higher priority than any letter. For example, item 1 has a higher priority than item A1.

By default, Calendar forces unique priorities for all to-do items in the same list. If you add a to-do item with a priority already assigned to another to-do item in the list, the new item receives the priority, and all items with the same priority and lower are moved down in the list. When you delete a to-do item, Calendar updates the remaining priorities.

If you want to allow duplicate priorities, change the Unique Priorities setting to No on the Appointments/To-Do Options menu (Shift-F8,3,8,n).

To-Do Item Text

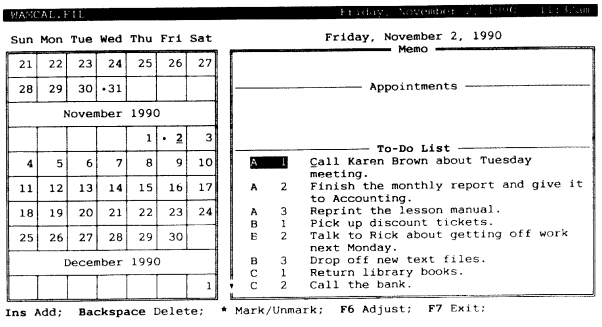
As you type text for a to-do item, Calendar wraps the text to the next line(s) if it is wider than the window. You can add a new line manually by pressing **Enter**. A to-do item can contain up to 255 characters.

You can use any of the cursor movement and editing keys when entering a to-do item (see *Cursor Movement and Editing Keys* under *Introduction to Calendar* in *Calendar Reference*). You can also use Bold and Underline (see *Bold and Underline* under *Introduction to Calendar* in *Calendar Reference*).

You can retrieve text from the Shell clipboard into the text of a to-do item (see *Shell* in *Calendar Reference*). You can also copy or move text from other memos, appointments, or to-do items (see *Copy/Move* in *Calendar Reference*).

Viewing To-Do Items

If there are more to-do items than can be displayed in the To-Do List window, an arrow appears at the bottom and/or top of the left border of the window.



Use the following keystrokes to scroll through the to-do items for a certain date:

Action	Keystroke
Item Up/Down	Up/Down Arrow (↑/↓)
Window Up/Down	Home,Up/Down Arrow (Home,↑/↓)
First/Last Item	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

Use the following keystrokes to display the to-do items for different dates without leaving the To-Do List window:

Action	Keystroke
Previous/Next Day	Page Up/Page Down (PgUp/PgDn)
Previous/Next Year	Home,Page Up/Page Down (Home,PgUp/PgDn)

Adjusting Priorities

To adjust (change) the priority of a to-do item,

1. Move the cursor to the desired item.
2. Press **Adjust** (F6).
3. Enter the new priority.

The to-do items are re-sorted to reflect the change.

You can also change the priority from the To-Do Edit window (see *Using the To-Do Edit Window* below).

Marking To-Do Items

If you add a to-do item for a date and that date passes, Calendar moves that to-do item to today's date until you mark it as done or delete it.

To mark a to-do item done,

1 Move the cursor to the desired item in the To-Do List window.

2 Type an asterisk (*).

A bullet (•) appears next to the item to indicate that it has been completed.

You can unmark a to-do item by moving to that item and typing an asterisk again.

If you unmark a to-do item on a day previous to today's date, the item is moved to today's date as soon as you exit Calendar and then start it again.

If you do not want any to-do items carried over to successive days, you can use the Auto-Mark feature to have Calendar mark each to-do item you enter (Shift-F8,3,7,y).

Deleting a To-Do Item

To delete a to-do item from the To-Do List window,

1 Move the cursor to the item.

2 Press **Backspace**.

To delete all the items for the date at the cursor, press **Ctrl-Backspace** with the cursor anywhere in the To-Do List window, then type **y**.

Restoring a To-Do Item

Calendar stores the two most recently deleted to-do items in a temporary buffer. To restore one of these deletions,

1 Press **Cancel** (F1) with the cursor anywhere in the To-Do List window.

Calendar displays the most recently deleted item at the bottom of the screen.

2 Select **R**estore (1) to restore the most recent deletion.

or

Select **P**revious (2), then select **R**estore (1) to restore the second to last deletion.

The text in the temporary buffer is deleted when you exit Calendar.

If you use Ctrl-Backspace to delete all the to-do items for a day, only the last two to-do items for that day are saved to the buffer.

Using the To-Do Edit Window

Use the To-Do Edit window to change the priority of a to-do item and to edit the item text.

1 Move the cursor to the desired date in the Calendar window.

2 Press **Shift-Tab** to move to the To-Do List window, then use **Up Arrow** (↑) and **Down Arrow** (↓) to move the cursor to the item you want to edit.

3 Press **Enter** to open the To-Do Edit window.

The cursor rests on the first character in the item text.

4 Edit the text using any of the cursor movement and editing keys (see *Cursor Movement and Editing Keys* under *Introduction to Calendar* in *Calendar Reference*).

If you need to change the priority,

5 Press **Tab** to move to the priority setting.

6 Type a new priority.

The old priority is cleared as soon as you start typing.

7 Press **Exit** (F7) to save the changes and return to the Calendar window.

To-Do List Options

You can use the To-Do List options to change to-do item display, have Calendar mark each to-do item you add, and force unique item priorities.

To change To-Do List settings,

1 Select **O**ptions (2) from the Calendar or Auto-Date menu.

*You can also press **Options** (Shift-F1 or Shift-F8) from anywhere in the main Calendar or Auto-Date screen.*

2 Select Appointments/**T**o-Do (3).

```
Appointments/To-Do Options

    Appointment Outline
        1 - Beginning Time: 8:00am
        2 - Ending Time: 5:00pm
        3 - Time Interval (in minutes): 60

    4 - Appointment Overlap Display: Yes

    5 - Single Line Display (Memo, Appts, To-Do): No

    6 - Auto-Alarm Mode (Appts): No

    7 - Auto-Mark Mode (To-Do): No

    8 - Unique Priorities (To-Do): Yes



Selection: 0
```

The menu contains options for both appointments and to-do items.

3 Select an option and make the desired changes (the options for to-do items are described below).

4 Press **Exit** (F7) to return to the main Calendar or Auto-Date screen.

Single Line Display

When you enter to-do item text, Calendar wraps text that extends beyond the edge of the To-Do List window to the next line(s). If you want, you can restrict display of to-do item text to one line.

1 Select Single Line Display (5).

2 Type **y** if you want to-do item text restricted to one line.

or

Type **n** if you do not want display of to-do item text restricted.

If you select single line display, you can still enter up to 255 normal characters for each to-do item, but only the first line of text will be displayed in the To-Do List window.

The Single Line Display setting also affects memo and appointment text.

The default setting is No.

Auto-Mark Mode

To-do items are carried over from day to day unless you mark them as done (see *Marking To-Do Items* under *To-Do Items* in *Calendar Reference*) or delete them.

You can have Calendar mark each to-do item you enter so none are carried over to successive days.

1 Select Auto-Mark Mode (7).

2 Type **y** if you want Calendar to mark each to-do item you add.

or

Type **n** if you want to mark to-do items manually.

The default setting is No.

Unique Priorities

By default, Calendar *forces* unique priorities for all to-do items. If you add a to-do item with a priority already assigned to another to-do item in the list, the new item receives the priority and all items with the same priority and lower are moved down in the list. When you delete a to-do item, Calendar updates the remaining priorities.

To change the Unique Priorities setting,

1 Select Unique Priorities (8).

2 Type **y** if you want Calendar to force unique priorities and update to-do lists when you delete items.

or

Type **n** if you want to allow duplicate priorities and do not want Calendar to update to-do lists when you delete items.

The default setting is Yes.

▲

▲

▲

▲

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▲

Contents

Introduction to Mail 495
Copy Types 501
Environment Setup 503
Groups 507
Help 510
In Box/Out Box Options 511
Info 513
List 517
List Files 518
List Groups/Personal Groups 525
List Hosts 528
List Users/User IDs 529
Mail Message 531
Phone Message 534
Print 536
Print Options 538
Read 541
Recipients 548
Retrieve 553
Save 556
Send Options 557
Setup 563
Shell 563

Introduction to Mail

Important: *Mail is included with WordPerfect Office LAN and can only be used on a network. If you are using WordPerfect Office PC on a stand-alone machine, you do not have this program.*

The Mail program is a powerful electronic mail system that enables you to communicate quickly and efficiently with other people in your group or business. You can easily send memos, letters, phone messages, and even files to other network users. In addition, the Mail program includes a forwarding feature so you can quickly relay important messages to one or more network users.

Mail and phone messages may be read, saved, replied to, forwarded, and printed. Recipients can be automatically notified that mail or phone messages have been sent to them.

This introduction gets you started and provides a brief overview of Mail. For more detailed information on specific features, refer to the alphabetically listed sections that follow this introduction.

Starting Mail

To start Mail from the Shell menu, type the appropriate menu letter (usually **m**), or move the cursor to the Mail menu item and press **Enter**.

To start Mail from DOS, change to the directory containing the ML.EXE file, then enter **ml**.

If you have added the WordPerfect Office program directory in your DOS path, you do not need to change directories before entering the program name (see Appendix B: DOS and WordPerfect Office *for details on the DOS PATH command).*

Important: *If you are on a network, you need to be careful which directory you are in when starting a WordPerfect Office program from DOS. Because WordPerfect Office programs create temporary files while they are running, if you attempt to start a program in a directory where you do not have the network rights necessary to create files, the program will not start. You can avoid this problem by including the /d-pathname startup option to redirect temporary files to a directory where you do have sufficient rights. Or you can change to a directory where you have sufficient rights and then enter the full pathname of the program file to start the program (e.g., o:\office30\ml.exe).*

If you or your system administrator has assigned a password to your Mail file, you are prompted for a password when you start Mail. Enter the password to display the main Mail screen.

If you are prompted for a password and do not know your password, consult your system administrator.

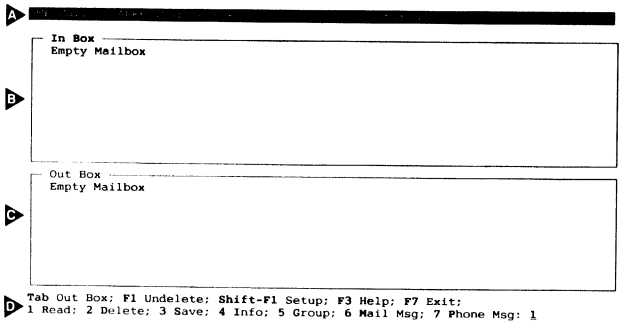
The options (switches) you can use when starting Mail are briefly described below. For a more detailed explanation of these startup options and instructions on how to use them, see *Appendix K: Startup Options*.

Option	Action
/@u-*user ID*	Lets you start Mail for another user (password required).
/c	From DOS or when Mail is set to start resident under Shell, checks for unread messages. Loads *and* starts Mail if unread messages are found.
/cm	Same as /c, but only informs of new events.
/cn	Same as /c, but Mail does not stay resident if there is no unread mail.
/cp-*x*	Tells Mail which code page to use, overriding the code page selected in DOS.
/d-*pathname*	Redirects temporary files to the directory indicated.
/m-*macro name*	Executes the Shell macro indicated when you start Mail.
/nf	Disables fast-text display.
/ns	Starts non-sync version of the program, which may make color monitors run faster.
/nt-*x*	Overrides the default Network Type selection with the network type indicated by *x*.
/nu	Disables the Auto-Update feature.
/ph-*pathname*	Defines the path to the Mail/Scheduler system (host) directory, overriding the default path.
/ss-*rows,columns*	Lets you change the default screen size.

Mail Screen

When you start Mail, the following screen is displayed:

A HEADING
B IN BOX
C OUT BOX
D MAIL OPTIONS



The Heading lists the host ID, user ID and today's date and time.

The In Box lists in chronological order any mail items (envelopes) you receive. Each item is referred to as an envelope. The priority of each unread envelope is indicated with a minus sign (-) for low, a bullet (•) for normal, or a plus sign (+) for high priority (see *Priority* under *Send Options* in *Mail Reference*).

If the sender requests a reply, an exclamation point (!) appears next to the envelope after it has been opened (read, printed, or saved) and until a reply is sent (see *Reply Requested* under *Send Options* in *Mail Reference*).

The information listed for each envelope includes (from left to right) the sender's name (long names may be shortened), the date and time the envelope was sent, the subject (up to 40 characters), and the copy type (carbon or blind copy), if applicable (see *Copy Types* in *Mail Reference*).

The Out Box lists in chronological order any mail envelopes you have sent. The information listed with each envelope includes the envelope type (e.g., message, file(s)), the recipient (user ID), and the subject.

Using Mail Options

You can select from the options at the bottom of the screen to manage your Mail envelopes. See *In Box/Out Box Options* in *Mail Reference* for details.

Moving Through the Mail Screen

The cursor (reverse video bar) rests in the In Box when you start Mail. To move back and forth between the In Box and the Out Box, press **Tab**, **Shift-Tab**, or **Switch** (Shift-F3).

Both the In Box and Out Box may contain more envelopes than can be displayed on-screen. You can move through the entries in either box using the following keystrokes:

Action	Keystroke
Envelope Up/Down	Up/Down Arrow (↑/↓)
Screen Up/Down	Home,Up/Down Arrow (Home,↑/↓)
	Screen Up/Down (-/+ on the number pad)
	Page Up/Page Down (PgUp/PgDn)
First/Last Envelope	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

Cursor Movement and Editing Keys

You can use the following keys to move the cursor and edit text while in Mail:

Action	Keystroke
Character Left/Right	Left/Right Arrow (←/→)
Word Left/Right	Ctrl-Left/Right Arrow (Ctrl-←/→)
Line Up/Down	Up/Down Arrow (↑/↓)
Beginning/End of Line	Home,Left/Right Arrow (Home,←/→)
End of Line	End
Screen Up/Down	Screen Up/Down (-/+ on the number pad)
	Home,Up/Down Arrow (Home,↑/↓)
	Page Up/Page Down (PgUp/PgDn)
Beginning/End of Text	Home,Home,Up/Down Arrow (Home,Home,↑/↓)
Tab	Home,Tab
Delete Character Left	Backspace
Delete Character at Cursor	Delete
Delete Word	Ctrl-Backspace
Delete to End of Line	Ctrl-End
Delete to End of Text	Ctrl-Page Down (Ctrl-PgDn)

Bold and Underline

You can use Bold and Underline when entering or editing text in Mail screens.

Using Bold and Underline

To enter bolded or underlined text in the Message box on the Mail Message screen or Phone Message screen,

1 Press **Bold** (F6) or **Underline** (F8) to turn on Bold or Underline.

2 Type the text you want bolded or underlined.

3 Press **Bold** or **Underline** again to turn off the attribute.

You can use Bold *and* Underline for the same text.

Deleting Attribute Codes

When you turn an attribute on and off, Mail inserts invisible On and Off codes immediately before and after the bolded or underlined text.

To delete an On code,

1 Press **Word Left** (Ctrl-←) or **Word Right** (Ctrl-→) until the cursor is under the first character with the attribute you want to delete.

Using Word Left or Word Right places the cursor on the invisible On code directly before the first character with the attribute.

2 Press **Delete** (Del), then type **y** to delete the On code.

Deleting the On code for an attribute also deletes the matching Off code.

If both Bold and Underline are on for text, you will need to repeat step 2 above to delete the other On code.

Function Key Features

The following is a list of the features you can access with function keys from within Mail. You can find details on each feature in the Mail Reference section listed.

Feature	Reference Section
Bold (F6)	Introduction to Mail
Cancel (F1)	Introduction to Mail
Date Format (Shift-F5)	Environment Setup
Exit (F7)	Introduction to Mail
Help (F3)	Help
List (F5)	List
Mark/Unmark All (Alt-F5)	List
Options (Shift-F8)	Send Options
Print (Shift-F7)	Print
Retrieve (Shift-F10)	Retrieve
Save (F10)	Save
♦Search (F2)	List
♦Search (Shift-F2)	List
Send (F9)	Mail Message
Setup (Shift-F1)	Setup
Shell (Ctrl-F1)	Shell
Switch (Shift-F3)	Introduction to Mail
Underline (F8)	Introduction to Mail

Cancel
Cancel (F1) can be used to *back out of* (cancel) any Mail menu or prompt. You may need to press Cancel more than once.

Help
For help using the above or any Mail feature, press **Help** (F3), then follow the on-screen instructions.

Function Key Template
Press **Help** (F3) twice to display the Mail function key template.

Exiting Mail

To exit the Mail program, press **Exit** (F7) until you return to the Shell menu (or to the DOS prompt if you started from DOS).

Lessons

For step-by-step instructions on using basic Mail features, see *Lesson 15: Mail Basics* in the *WordPerfect Office Workbook*. *Lesson 16: Mail Groups* shows how easy it is to send messages to groups of people.

Copy Types

When you send a Mail message to one or more primary recipients, you can also send a *carbon copy* or *blind copy* of that message to other users to inform them of the correspondence.

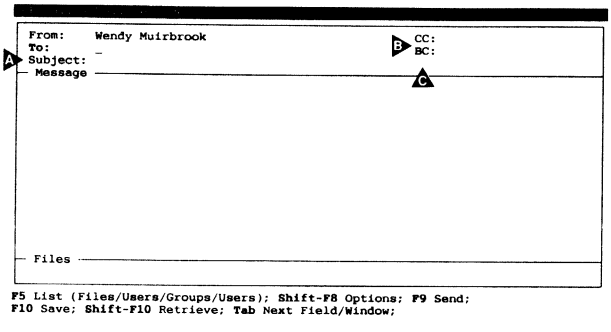
Assigning Copy Types

The copy type assigned to a recipient or group of recipients depends on where you include the user ID or group name in the Mail Message, Forward, or Reply screen.

See Recipients *in* Mail Reference *for details on including user IDs and group names for recipients of messages.*

To designate a user or group as a primary recipient (see *Primary Recipient* below), include the appropriate user ID or group name on the To line.

A PRIMARY RECIPIENTS
B CARBON COPY RECIPIENTS
C BLIND COPY RECIPIENTS



To designate a user or group as a carbon copy or blind copy recipient (see *Carbon Copy Recipient* and *Blind Copy Recipient* below), include the appropriate user ID or group name on the CC or BC line, respectively (see screen above).

You can also assign copy types to individual users in a personal group (see *Groups* in *Mail Reference*).

Primary Recipient

A user designated as a primary recipient receives the normal Mail message.

Carbon Copy Recipient

A user designated as a carbon copy recipient receives a copy of the message sent to the primary recipient(s). A CC indicator appears next to the envelope in a carbon copy recipient's In Box. The CC indicator also appears next to the names of all carbon copy recipients listed in the In Box Info screens for recipients and the Out Box Info screen of the sender.

Blind Copy Recipient

As with a carbon copy recipient, a blind copy recipient receives a copy of the message sent to the primary recipient(s). However, the user IDs of blind copy recipients only appear in the list of recipients in the sender's Out Box Info screen. They do not appear in recipients' In Box Info screens. Consequently, only the sender and the blind copy recipient are aware that the message was sent to the blind copy recipient. Furthermore, one blind copy recipient is not aware of other blind copy recipients of the same message.

A BC indicator appears next to the envelope in a blind copy recipient's In Box. The BC indicator also appears next to the names of all blind copy recipients listed in the Out Box Info screen of the sender.

Precedence

Because groups can be nested within other groups and can be listed more than once on the To, CC, and BC lines, it can be confusing trying to figure out which users will receive which copy type. There are three rules that apply to resolving copy types.

Rule 1

Of the three copy types, blind copy takes precedence over (is at a higher priority than) carbon copy and primary copy, and carbon copy takes precedence over primary copy.

For example, if you enter the user ID **Tom** on all three recipient lines in the Mail Message screen, Tom will receive a blind copy.

Rule 2

The members of a group receive no lower priority copy type than what is given to the group as a whole.

For example, suppose you have created a group (GROUP1) with Tom as a primary recipient, Jill as a carbon copy recipient, and Frank as a blind copy recipient. If you type **Group1** on the CC line of the Mail Message screen, Tom will receive a carbon copy, Jill will receive a carbon copy, and Frank will receive a blind copy.

Rule 3

If duplicate recipients exist at different levels of nesting when using groups and nesting groups within other groups, the recipients in any nested group receive the copy type designated by the highest (outermost) level of nesting.

A user ID typed on the To, For, CC, or BC line is at the highest level of nesting. A user ID inside a group is at the second level of nesting. A user ID within a group that is within a group is at the third level of nesting, and so on.

For example, if you type **Group1** (the same group described under *Rule 2* above) on the To line of the Mail Message screen and type **Frank** on the CC line, Frank will receive a carbon copy. The "Frank" in GROUP1 is nested one level deeper (lower) than the "Frank" on the CC line, so the "Frank" on the CC line takes precedence.

Inclusive Example

The following example uses all three rules of precedence to decide what copy type Jill receives.

Suppose that you type **Group1** (the same group described under *Rule 2* above) on the CC line of the Mail Message screen and you type **Jill** on both the To and BC lines. Since, according to rule 2, all recipients within GROUP1 receive no lower copy type than CC, Tom receives a carbon copy and Frank receives a blind copy. Jill would have received a carbon copy except that, according to rule 3, the "Jill" inside GROUP1 is overridden by the "Jill" typed in the To and BC boxes. Finally, because of rule 1, Jill receives a blind copy, because blind copy takes precedence over primary copy.

Environment Setup

You can use the Environment Setup options to change the way the date and time appear in several Mail screens, to indicate what function you want the Page Up and Page Down keys to perform, and to set or remove a password for your mailbox.

Date/Time Format

To change any of the Date/Format settings,

1. Press **Setup** (Shift-F1) from the main Mail screen, then select **E**nvironment (4).
2. Select Date/Time **F**ormat (1).
3. Select a Date/Time Format option and enter a new format, using the characters displayed on the screen (the options are described below).

Examples of format strings are included at the bottom of the screen.

4. Press **Exit** (F7) until you return to the main Mail screen.

Heading Date

Select Heading **D**ate (1) to change the way the date combined with the heading time (see *Heading Time* below) appears in the headings of the main Mail Screen and in the Date field of the Read and Info screens. The Heading Date format is

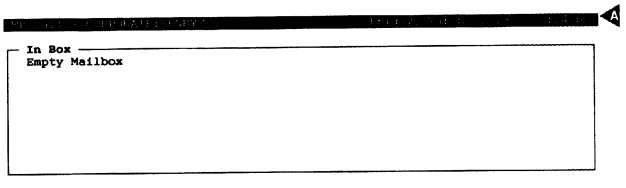
also used to display the date in the reply-requested message in the Read screen and in the Send Options information in the Info screen.

The default Heading Date setting is 6, 3 1, 4 (e.g., Monday, December 17, 1990).

Heading Time

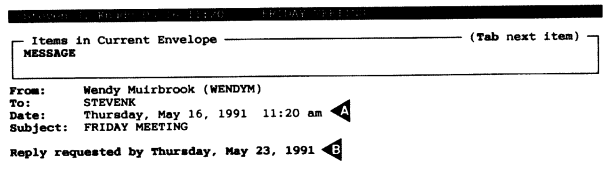
Select Heading Time (2) to change the way the time combined with the heading date appear in the headings of the Read, Info, and main Mail screens (see *Heading Date* above).

A COMBINED HEADING DATE AND HEADING TIME

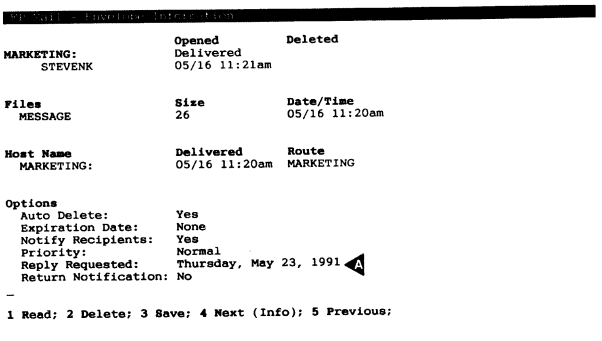


A COMBINED HEADING DATE AND HEADING TIME

B HEADING DATE



A HEADING DATE

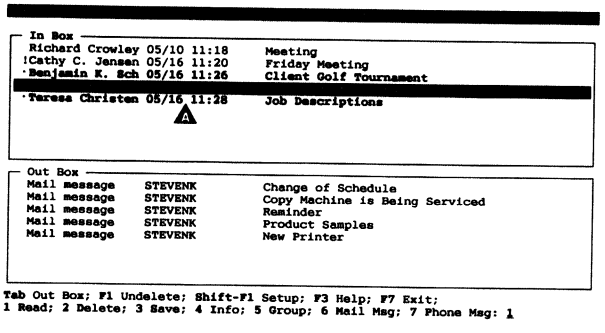


The default Heading Time setting is 8:9 0 (e.g., 9:13 am).

In Box

Select **I**n Box (3) to change the way the date and time appear in envelopes in the In Box.

▲ IN BOX DATE/TIME

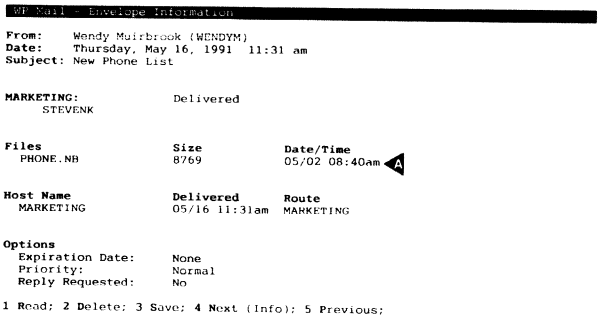


The default In Box setting is %2/%1 %7:9 (e.g., 12/17 21:15).

File Info

Select **F**ile Info (4) to change the way the date and time appear in the Date/Time column for file information in the Info screen.

▲ FILE INFO DATE/TIME

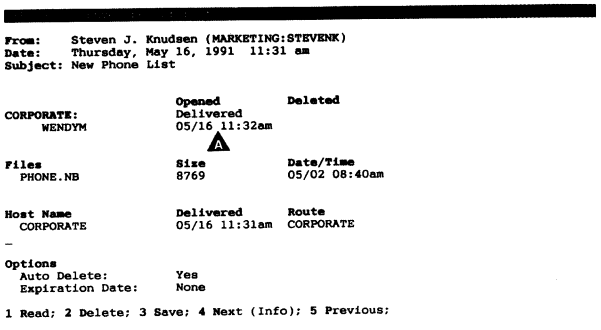


The default File Info setting is %2/%1 %8:90 (e.g., 12/17 09:15pm).

Recipient Info

Select **R**ecipient Info (5) to change the way the date and time appear in the Delivered column for host information in all Info screens and in the Opened and Deleted columns of the Out Box Info screen.

▲ RECIPIENT INFO DATE/TIME



The default Recipient Info setting is %2/%1 %8:90 (e.g., 12/17 09:15pm).

Page Up/Down Same as Next/Previous

Select **P**age Up/Down Same as Next/Previous (2), then type **y** if you want the Page Up and Page Down keys to perform the same function as the Previous and Next options in the Read and Info screens, or type **n** if you want these keys to perform their normal functions (Screen Up and Screen Down).

The default setting is No.

Password

Use this option to protect your Mail box with a password or to remove an existing password.

Assigning a Password

To assign a password to Mail,

1 Select Password (3), then select **S**et Password (1).

2 Enter the password twice to make sure you didn't mistype it the first time.

With the password set, anyone who attempts to start Mail with your user ID or attempts to retrieve your mailbox will be asked for the password.

Important: *If you forget your password, there is absolutely no way to get into the Mail program.*

Assigning a password overrides the password (if any) assigned by your system administrator.

Assigning a Null Password

If you want every Mail user to have access to your mailbox, you can set a *null* password by pressing **Enter** twice in step 2 above. Then, any Mail user can use Retrieve or the /@u-*user ID* startup options to retrieve your mailbox.

Important: *Entering a null password offers no protection for your mailbox and anyone who wants to can read all the messages you receive and send. If you want only certain people to have access to your mailbox, set a password and then let those people know the password. With a password set, only those who know the password can access your mailbox.*

Removing a Password

To remove a password you have set for Mail,

1 Select Password (3).

2 Select Remove Password (2).

If your System Administrator has set a password for your mailbox, that password is again in effect when you remove a password you have set.

Sharing Mail

Mail users can access the mailboxes of other Mail users with the Retrieve feature and the /@u-*user ID* startup option (see *Appendix K: Startup Options*). However, password protection affects the accessibility of a specific user's mailbox by other users. For details on how password protection affects the sharing of mailboxes, see *Retrieve* in *Mail Reference*.

Groups

You can use the Groups feature to create groups of users. You can then use the group name on the To, For, CC, or BC line of the Mail Message, Forward, Reply, or Phone Message screen to include all the users in a group instead of adding the IDs for each user individually (see *Recipients* in *Mail Reference* for details on using groups).

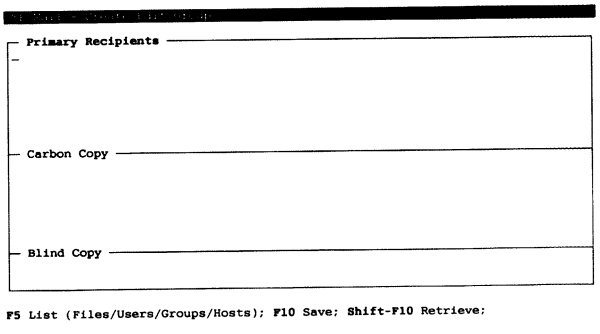
The groups you create with the Groups feature are called personal groups. Your system administrator may have created global groups for all WordPerfect Office users. You can access global groups with the List Groups feature (see List Groups *in* Mail Reference*).*

Creating a Group

To create a group of Mail users,

1 Select Groups (5) from the main Mail screen.

An empty Create/Edit Group screen appears.



Notice that the screen is divided into three boxes, one for each copy type (primary, carbon copy, and blind copy). The box in which you add users or groups determines what copy type those users are assigned.

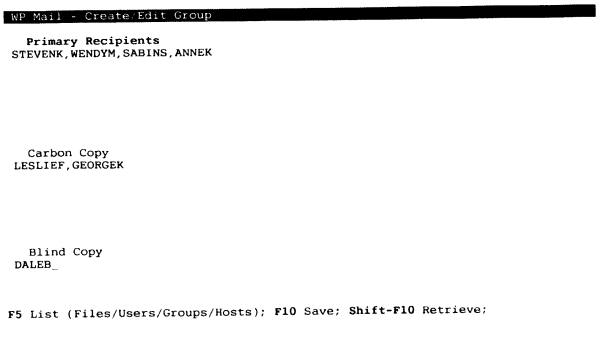
For details on copy types, see Copy Types *in* Mail Reference.

To add a user or group to the group you are creating,

2 Use **Tab** or **Shift-Tab** to move the cursor to the desired copy type box.

3 Add a user ID or group name (see *Recipients* in *Mail Reference*).

4 Repeat step 3 above for each user or group of users you want assigned to the current copy type. Separate each ID and/or group name with a comma.



Important: *Because spaces are legal characters in user IDs, you cannot separate items in a group with spaces only, as in earlier versions of WordPerfect Office. You must use commas.*

5 If necessary, repeat steps 1 through 4 above to add users to one or both of the remaining copy type boxes.

6 Press **Exit** (F7) if you want to save the group and return to the main Mail screen.

or

Press **Save** (F10) if you want to save the group and stay in the Create/Edit Group screen.

*You can also press **Cancel** (F1), then type **y** if you decide not to save the group. The information in the Create/Edit Group screen is cleared and you are returned to the main Mail screen. (If there is nothing in the Create/Edit Group screen when you press Cancel, you are not prompted to confirm the cancelation.)*

7 If you pressed Exit, type **y**, then enter one to eight characters as the group filename. Include a full pathname if you want to save the group file to a directory other than the current default directory (e.g., c:\groups\sales).

or

If you pressed Save, enter one to eight characters as the group filename. Include a full pathname if you want to save the group file to a directory other than the current default directory (e.g., c:\groups\sales).

*You can type **n** after pressing Exit if you do not want to save the group at this time but you want to keep the information in the Create/Edit Group screen so you can return and complete the group later. The information is left in the Create/Edit Group screen until you move to the Mail Message, Forward, Reply, or Phone Message screen or exit Mail.*

User group files have a .GRP extension (e.g., SALES.GRP). If you do not include an extension when entering the group name, Mail adds the .GRP extension for you.

Mail does not check to see if the names in the group are valid at the time you save a group file. It only checks when you attempt to send a message to the group.

Editing a Personal Group

To edit an existing personal group (a group you have created),

1 Select **G**roups (5) from the main Mail screen.

2 Press **Retrieve** (Shift-F10), then enter the filename of the group you want to edit. You do not need to include the .GRP extension. Include the full pathname if the file is not in the current default directory (e.g., c:\groups\sales.grp)

or

If you don't know the location or exact filename of the group, use the **R**etrieve option (1) in List Groups or List Files to retrieve the group file you want to edit (see *List Groups* and *List Files* in *Mail Reference*).

***Important**: If you use List Groups or List Files to retrieve a group you want to edit, do not mark the file and press Exit, as this inserts the group filename in the current copy type box and does not retrieve the group contents.*

3 Make the desired changes.

With the group displayed, use the cursor movement and editing keys to edit or delete names in the group (see *Cursor Movement and Editing Keys* under *Introduction to Mail* in *Mail Reference*). You can add names to the group the same way you do when creating a group (see *Creating a Group* above).

When you finish editing the group,

4 Press **Exit** (F7), then type **y** at the save prompt.

The original name of the group is displayed as the default filename.

5 To replace the original group file with the edited version, press **Enter**, then type **y** at the prompt.

or

If you want to preserve the original, enter a new filename for the group (see *Creating a Group* above for details on group filenames).

You are returned to the main Mail screen.

Help

You can use Help to display information about Mail features.

1 Press **Help** (F3).

The main Mail Help screen is displayed with instructions for using the Help feature.

2 Press any function key, cursor movement key, or editing key to view information about the feature assigned to that key.

or

Type one of the letters in the topical guide to learn about a specific topic.

or

Press **Help** again to display the Mail function key template.

If the information for the feature or topic occupies more than one screen, the "**1** More" message appears at the bottom of the screen. Type **1** to view successive screens on the same feature or topic.

You can return to the main Help screen at any time while in Help by pressing **Escape** (Esc).

When you finish using Help,

3 Press the **Space Bar** or **Enter** to exit the Help feature.

Context-Sensitive Help

You can also access Help from any menu or prompt to display information about the feature you are using. For example, if you press **Setup** (Shift-F1) and then press **Help** (F3), information about Setup is displayed.

In Box/Out Box Options

You can use the options at the bottom of the main Mail screen to manage the envelopes in the In Box and Out Box. The options are described below.

Read

Select **R**ead (1) to display the contents of an envelope.

*You can also press **Enter** to read the contents of the envelope.*

See *Read* in *Mail Reference* for details on this feature.

Delete

Use this option to delete an envelope.

1 Move the cursor to the envelope in the In Box or Out Box that you want to delete.

2 Select **D**elete (2).

*You can also press **Delete** (Del) or **Backspace**.*

3 If the envelope you are deleting is from the In Box, type **y** to delete the envelope.

or

If the currently displayed envelope is from the Out Box, select This **O**ut Box (1), select All **I**n Boxes (2), or select **A**ll Mailboxes (3).

If the envelope is from the Out Box and you select This **O**ut Box (1), the envelope is deleted from your Out Box but left in the In Boxes of all recipients. If you select All **I**n Boxes (2), the envelope is deleted from all recipients' In Boxes but left in your Out Box. If you select **A**ll Mailboxes (3), the envelope is deleted from all recipients' In Boxes and your Out Box. When deleting an envelope from the In Box of another user, that envelope will be deleted only if the recipient has not yet opened (read, printed, or saved) it.

Undelete

When you delete an envelope, Mail stores that envelope in a temporary buffer (a location in memory reserved by Mail). There are separate buffers for the In Box and Out Box. Each buffer contains the last three envelopes deleted from that box.

You cannot undelete envelopes you delete from recipients' In Boxes. Those envelopes must be re-sent.

While you can delete envelopes from the Read, Info, or main Mail screen, you must undelete (restore) envelopes from the main Mail screen.

1 Use **Tab** to move the cursor to the box (In or Out) where you want to restore an envelope, then press **Undelete** (F1).

The last mail envelope deleted is displayed at the bottom of the screen.

2 Select **R**estore (1) to restore that envelope.

or

Select Show **P**revious (2) until the desired envelope is displayed, then select **R**estore (1).

Save

The Save option lets you save the message and other files in an envelope as files on disk. To save the contents of an envelope,

1 Use Tab to move to the box (In or Out) where the envelope is stored, then move the cursor to the envelope.

2 Select **S**ave (3).

*You can also press **Save** (F10).*

You are prompted for a filename for the first item in the envelope. The path of the current default directory, followed by the current filename for that item appears at the prompt (e.g., C:\WORK\MESSAGE).

3 Press **Enter** to save the item to the current default directory using the same name.

or

Enter the full pathname for the file where you want the item saved.

If a file with the same name exists in the directory indicated, you are given two options for saving the item. Select **R**eplace (1) to replace the original file with the item you are saving, or select **A**ppend (2) to append the item at the end of the original file's contents. A page break (Hard Page code) is inserted before the appended item.

If there is more than one item in the current envelope, the next item appears at the save prompt. If you entered the pathname to a different directory in step 3 above, the new pathname appears in front of the filename.

4 Repeat step 2 above until all the items in the envelope are saved.

You can press **Cancel** (F1) at any time to stop saving items.

Info

Select **I**nfo (4) to display more detailed information about an envelope, including a list of all the primary and carbon copy recipients, routing information, and the Send Options settings for the message. See *Info* in *Mail Reference* for details.

Group

Select **G**roups (5) to display the Create/Edit Group screen in which you can create and edit groups of users. After creating a group, you can then use the group name to send a message to all users in that group instead of including each user ID individually. See *Groups* in *Mail Reference* for details.

Mail Message

Select **M**ail Message (6) to display the Mail Message screen, from which you can create and send messages. See *Mail Message* in *Mail Reference* for details.

Phone Message

Select **P**hone Message (7) to quickly forward phone messages to network users. See *Phone Message* in *Mail Reference* for details.

Info

You can use the Info (Envelope Information) screen to display detailed information about an envelope in your In Box or Out Box.

Displaying an Info Screen

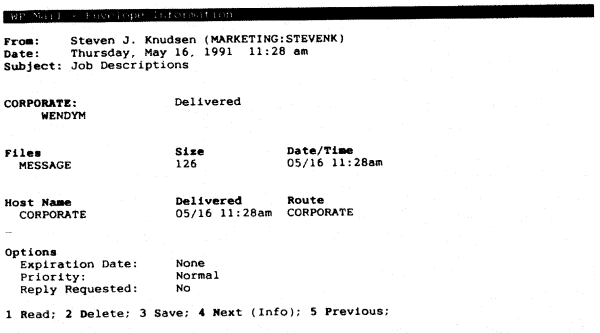
You can display an Info screen for an envelope from the main Mail screen or Read screen.

1 In the main Mail screen, move the cursor to the envelope in the In Box or Out Box you want to see information for.

or

In the Read screen, select **N**ext (1) or **P**revious (5) to display the desired envelope.

2 Select Info (4) to display the Info screen for that envelope.



You can use the following keys to scroll through the information:

Action	Keystroke
Line Up/Down	Up/Down Arrow (↑/↓)
Screen Up/Down	Home,Up/Down Arrow (Home,↑/↓)
	Screen Up/Down (-/+ on the number pad)
First/Last Line	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

See *Info Screen* below for a description of the information displayed in an Info screen. While in the Info screen, you can select any of the options in the menu at the bottom of the screen (see *Info Options* below).

When you finish with the Info screen,

3 Press **Exit** (F7) to return to the main Mail screen.

Info Screen

The information displayed in the Info screen varies slightly, depending on whether the envelope is from the In Box or Out Box.

In Box

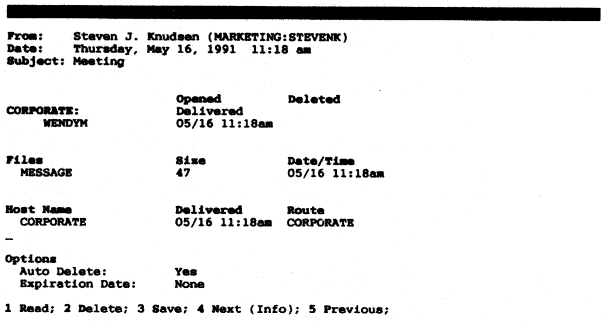
The In Box Info screen (see the screen under *Displaying an Info Screen* above) includes the following information about the current envelope:

- Name, host, and user ID of the sender
- Date and time the message was sent
- Subject of the message
- List of all recipients (except blind copy recipients) according to host

- List of attached files including the MESSAGE file (the size of each file and the date and time it was last saved are also included).
- Status information about recipient hosts (including date and time the message was delivered to that host and the route used to get to that host from the sender's host)
- Send Options settings at the time the message was sent

Out Box

The Out Box Info screen includes the same information as the In Box, except that blind copy recipients and status information for all recipients are also displayed. The status information includes the date and time the envelope was received by each recipient and when the envelope was deleted. If a user in the recipient list is unknown (e.g., the user ID was misspelled) or the envelope could not be delivered to a particular user (e.g., the user's In Box was full), an "Unknown" or "Undeliverable" indicator appears next to that user's ID.



Info Options

The Info options are described below.

Read

Select **R**ead (1) to display the Read screen for the current envelope (see *Read* in *Mail Reference*).

Delete

To delete the currently displayed envelope,

1 Select **D**elete (2).

*You can also press **Delete** (Del) or **Backspace**.*

You are asked to confirm the deletion.

2 If the currently displayed envelope is from the In Box, type **y** to delete the envelope.

or

If the currently displayed envelope is from the Out Box, select This **O**ut Box (1), select All **I**n Boxes (2), or select **A**ll Mailboxes (3).

If the envelope is from the Out Box and you select This **O**ut Box (1), the envelope is deleted from your Out Box but left in the In Boxes of all recipients. If you select All **I**n Boxes (2), the envelope is deleted from all recipients' In Boxes but left in your Out Box. If you select **A**ll Mailboxes (3), the envelope is deleted from all recipients' In Boxes and your Out Box. When deleting an envelope from the In Box of another user, that envelope will be deleted only if the recipient has not yet opened (read, printed, or saved) it.

Undelete
When you delete an envelope, Mail stores that envelope in a temporary buffer (a location in memory reserved by Mail). There are separate buffers for the In Box and Out Box. Each buffer contains the last three envelopes deleted from that box.

You cannot undelete envelopes you delete from recipients' In Boxes. Those envelopes must be re-sent.

While you can delete envelopes from the Read, Info, or main Mail screen, you must undelete (restore) envelopes from the main Mail screen.

1 Use **Tab** to move the cursor to the box (In or Out) where you want to restore an envelope, then press **Undelete** (F1).

2 The last envelope deleted is displayed at the bottom of the screen.

3 Select **R**estore (1) or type **y** to restore that envelope.

or

Select Show **P**revious (2) until the desired envelope is displayed, then select **R**estore (1).

Save
Select **S**ave (3) then enter a filename to save the current Info screen as a WordPerfect file on disk. Include a full pathname if you do not want the file saved in the current default directory (e.g., c:\work\info.doc).

Next/Previous
You can select **N**ext (4) or **P**revious (5) to view the Info screen for the next or previous envelope from the box (In or Out) containing the current envelope. If there are no more envelopes to display, you are returned to the main Mail screen.

Saving Info Screen Text to the Clipboard

While viewing an Info screen, you can block and save lines of text to the Shell clipboard. See *Shell* in *Mail Reference* for details.

List

When creating a message or group, you can use the List feature to find and insert user IDs and group names to indicate who you want to receive the message. Using the List feature is an alternative to typing user IDs or group names as recipients and is especially useful when you can't remember the exact ID or group name.

You can also use List to list the hosts (Mail/Scheduler systems) on your system and manage your files.

List Options

Each of the List options is briefly described below. For more information, refer to the sections indicated.

List Files

List **F**iles (1) helps you manage your files while in Mail. See *List Files* in *Mail Reference* for details.

List Users

You can use List **U**sers (2) to insert user IDs when preparing a message and to display other information about users on the network. The list is normally sorted by users' full names. See *List Users/User IDs* in *Mail Reference* for details.

List User IDs

List User **I**Ds (3) displays a list similar to one displayed by the List Users option, except that there is less information and the list is sorted by the user IDs instead of users' full names. See *List Users/User IDs* in *Mail Reference* for details.

List Groups and List Personal Groups

You can use List **G**roups (4) and List **P**ersonal Groups (5) to include groups of users as recipients of Mail messages. See *List Groups/Personal Groups* in *Mail Reference* for details.

List Hosts

List **H**osts (6) lists all the hosts to which your host has direct access. Use this option to list the users on other hosts and include them as recipients for Mail messages. See *List Hosts* in *Mail Reference* for details.

Name Search

You can use Name Search in any list displayed with the List feature.

Select **N**ame Search, then begin typing the characters in the name you want to find. As you type, the cursor moves to the name that most closely matches those characters. Press **Enter** or one of the arrow keys to exit the Name Search mode. (Pressing an arrow key also moves the cursor in the direction of the arrow.)

You can also press ♦***Search*** *(F2) to begin a name search.*

List Files

You can use List Files to retrieve group and text files into various Mail screens, to attach files to messages, to look at the contents of files, and to otherwise manage your files.

1 Press **List** (F5) from any Mail screen, then select **F**iles (1).

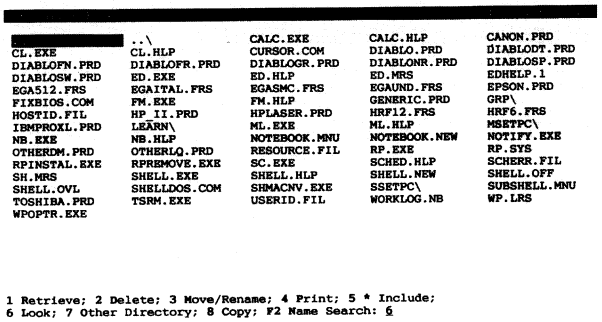
In many cases, the screen you are in when you press List determines what List Files options you will be able to use and what the effect of those options will be. The requirements for each option are described in the individual sections below.

The path of the Mail default directory is displayed. It is the default directory indicated on the Shell Program Information screen for Mail if you started Mail from Shell (see *Program Information Options* in *Shell Reference*), or the directory you were in when you started Mail from DOS.

2 Press **Enter** to list all the files in the default directory.

or

Enter a new directory name and/or filename pattern (see *Filename Patterns* in *File Manager Reference*).



Most List Files options affect the file at the cursor (the reverse video bar). You can also mark files to include more than one file at a time (see *Include* below).

3 Use the cursor movement keys to move the cursor to the desired file.

or

Select **N**ame Search, then begin typing a filename to move directly to it. Press **Enter** to end the name search.

You can also press ***Search*** *(F2) to start a name search.*

With the cursor highlighting the desired filename,

4 Select a List Files option, then enter any necessary information (the options are described below).

5 Press **Exit** (F7), if necessary, to exit the List feature and return to the screen you were in when you pressed List.

Retrieve

You can use this option to retrieve the contents of a personal group file or the contents of a text file.

Retrieving a Group File

You can retrieve the user IDs and/or group names from a personal group file into the Mail Message, Forward, Reply, or Create/Edit Group screen. Before you display a list of files, move the cursor to the To, CC, or BC line in the top box of the Mail Message, Forward, or Reply screen or to a copy type box in the Create/Edit Group screen.

When you press List with the cursor in one of these locations, the path of the current default directory, along with the *.GRP (group file) filename pattern, appears at the directory prompt. Press **Enter** to display the group files (if any) in the default directory, or enter the full pathname and the *.GRP filename pattern for the directory where your personal group files are stored (e.g., c:\groups*.grp).

With a file list including personal group files displayed,

1 Move the cursor to the group file you want to retrieve.

2 Select **R**etrieve (1) to retrieve the contents of the group file (user IDs and/or group names.

If retrieving a group file will add to recipient information already in the Mail Message, Forward, Reply, or Create/Edit Group screen, Mail asks you to confirm retrieval of the file. Type **y** to retrieve the file, or type **n** to cancel the retrieval.

The user IDs in and/or group names in the group you retrieved are inserted on the appropriate line (To, CC, or BC) in the Mail Message, Forward, or Reply screen or in the appropriate box (Primary Recipients, Carbon Copy, or Blind Copy) in the Create/Edit Group screen, according to what copy type those users

and groups are assigned within the group file (see *Groups* in *Mail Reference* for details on assigning copy types within personal groups).

Retrieving a Text File

You can retrieve the contents of a text file into the Message box in the Mail Message, Forward, Reply, or Phone Message screen. In any of these screens, move the cursor to the Message box before pressing List. If there is already text in the box, position the cursor where you want the text from the file inserted. Then display the file list containing the name of the text file you want to retrieve.

With a file list displayed,

1 Move the cursor to the name of the text file you want to retrieve.

2 Select **R**etrieve (1).

The text from the file is inserted at the cursor.

The Message box can contain about 6K of information. If retrieving a file will exceed that limit, an error message is displayed and the file is not retrieved.

Delete

With a file list displayed,

1 Move the cursor to the file you want to delete.

or

Mark the files you want to delete (see *Include* below).

2 Select **D**elete (2).

3 Type **y** to delete the file(s).

or

Type **n** to cancel the deletion(s).

Move/Rename

Use this option to move a file to a different directory and/or to rename a file. With a file list displayed,

1 Move the cursor to the file you want to move and/or rename.

or

Mark the files you want to move (see *Include* below).

2 Select **M**ove/Rename (3).

3 Enter the path of the directory to which you want the file(s) moved (e.g., c:\work). This is the only option available if you marked files.

or

Enter a new filename to change the name of the file at the cursor but leave it in the same directory (e.g., newname).

or

Enter the path of the directory and a new filename to move and rename the file at the cursor (e.g., c:\work\newname).

Print

The Print feature is designed primarily for printing Mail messages (MESSAGE files) and is, therefore, not as sophisticated as the print features in other programs such as WordPerfect. For best results with text files other than Mail messages, print those files in the programs where they were created.

To print a Mail message file,

1 Move the cursor to the name of the file you want to print.

or

Mark the files you want printed (see *Include* below).

2 Select **P**rint (4) to display the Print menu, then select **P**rint (1).

If you are printing one (unmarked) file, the file is immediately sent to the printer. If files are marked, Mail asks you to confirm printing of the marked files. Type **y** to print the files, or type **n** to cancel the Print function.

The file(s) is printed using the current Page Format, Printer Definition, and Printer Device settings. See *Print Options* in *Mail Reference* for details on changing any of these settings.

Include

You can use the Include option to mark files you want to attach to a message, mark group files you want to include as recipients, or mark files you want affected by a List Files option.

Including (Attaching) Files with a Message

If you want to include one or more files with a message, move the cursor to the Files box at the bottom of the Mail Message, Forward, or Reply screen, then display a file list.

With a file list displayed,

1 Move the cursor to the name of a file you want to include, then select **I**nclude (5) or type an asterisk (*) to mark the file. Do this for each file you want to include.

   or

   If no files are marked yet, press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all files in the list at once.

You can attach up to 99 files to a message, or 100 files if you do not include a message.

2 Press **Exit** (F7) to return to the Mail Message, Forward, or Reply screen and insert the full pathnames of the marked files into the Files box.

Including Group Files

As an alternative to retrieving the contents of group files (see *Retrieve* above), you can use the Include option to insert the full pathnames of group files (instead of the user IDs and/or group names in the files) in the To, CC, and BC lines of the Mail Message, Forward, and Reply screens.

Before you display a file list, move the cursor to the recipient line (To, CC, or BC) where you want the group filename inserted in the Mail Message, Forward, or Reply screen. Then, with a file list containing group files displayed,

1 Move the cursor to a file you want to include, then select **I**nclude (5) or type an asterisk (*) to mark the file. Do this for each file you want to include.

   or

   If no files are marked yet, press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all files in the list at once.

If you mark files, make sure they are all group files or an error will occur when you attempt to send the message.

2 Press **Exit** (F7) to return to the Mail Message, Forward, or Reply screen and insert the full pathnames of the marked files into the line at the cursor.

Important: Including a group filename in a recipient line may affect the copy type assignments of users within the group file (see Precedence *under* Copy Types *in* Mail Reference *for details).*

Including Files for List Files Options

You can mark files in a file list to perform the Delete, Move/Rename, Print, or Copy function on more than one file at a time.

With a file list displayed,

1 Move the cursor to a file you want to include, then select **I**nclude (5) or type an asterisk (*) to mark the file. Do this for each file you want to include.

or

If no files are marked yet, press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all files in the list at once.

2 Select **D**elete (2), **M**ove/Rename (3), **P**rint (4), or **C**opy (8).

3 Type **y** to confirm that you want to perform the function on the marked files, then enter any necessary information (see *Move/Rename* and *Print* above and *Copy* below).

After the function is performed, you remain in the file list. If files are still marked after the function is performed, you can unmark the files by pressing **Mark/Unmark All** (Home,* *or* Alt-F5).

Look

You can use Look to view the contents of a text file.

1 Move the cursor to the name of a text file in a file list (e.g., group file, WordPerfect text file, DOS text file).

2 Select **L**ook (6) or press **Enter** to display the contents of the file. Use the cursor movement keys to scroll through the text.

You cannot edit text in a Look screen.

While in a Look screen, you can search for specific characters, print the file, and save selected text to the Shell clipboard (see *Search, Print,* and *Save to Clipboard* below).

When you finish with Look,

3 Press **Exit** (F7) to return to the file list.

Search

To search for a specific series of characters (e.g., a word or group of words) when looking at the contents of a text file,

1 Press **♦Search** (F2) to search forward from the line at the cursor.

or

2 Press **♦Search** (Shift-F2) to search backward from the line at the cursor.

A search will not find characters in the current line. The search begins with the line below (forward search) or the line above (backward search) the cursor.

3 Type the characters you want to find.

The characters you type become the new default search string.

You cannot use the question mark (?) and asterisk (*) wild cards when searching in a Look screen.

4 Press ♦**Search** or ♦**Search** to begin the search.

The cursor moves to the first occurrence of the characters you typed. (If the characters are not found, your computer sounds a beep and the cursor does not move.)

To find additional occurrences of the same set of characters,

5 Press ♦**Search** twice or press ♦**Search** twice (once to display the default search string, then again to perform the search).

Repeating a search will not find additional occurrences of the search string in the same line.

Print

To print the contents of the text file currently displayed in a Look screen, press **Print** (Shift-F7), then select **P**rint (1). The file is sent to the printer using the current Page Format, Printer Definition, and Printer Device settings. (For details on changing any of these settings, see *Print Options* in *Mail Reference*.)

Save to Clipboard

While looking at a text file, you can block and save lines of text to the Shell clipboard. See *Shell* in *Mail Reference* for details.

Other Directory

You can use Other Directory to list files in a different directory.

1 Select **O**ther Directory (7).

The current default directory with the default filename pattern (*.* for all files) appears at the prompt.

2 Press **Enter** to list all the files in the default directory.

or

Enter the path of a different directory. If you want, you can also include a filename pattern to narrow the list of files (see *Filename Patterns* in *File Manager Reference* for details).

The directory you change to with Other Directory becomes the new default directory.

Copy

To copy one or more files in a file list,

1 Move the cursor to the name of the file you want to copy.

or

Mark the files you want to copy (see *Include* above).

2 Select Copy (8).

If you marked files, Mail asks you to confirm that you want to copy the marked files. Type **y** to continue, or type **n** to cancel the Copy function.

3 Enter the path of the directory to which you want the file(s) copied (e.g., c:\work). This is the only option available if you marked files.

or

Enter a new filename to create a copy of the file in the same directory (e.g., newname).

or

Enter the path of the directory and a filename to copy and rename the file (e.g., c:\work\newname).

List Groups/Personal Groups

You can use List Groups and List Personal Groups to include one or more groups of users as recipients of a message you are preparing or as part of a group you are creating. List Groups lets you access global groups (created by your system administrator and accessible to all users), and List Personal Groups lets you access groups you have created.

See Groups *in* Mail Reference *for instructions on how to create personal groups.*

You can also use the List Personal Groups feature to manage your personal group files.

Including Groups

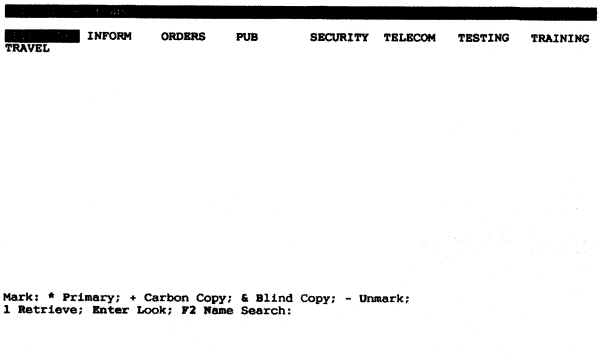
To include the names in a global or personal group as recipients of a message you are preparing or as part of a group you are creating,

1 Press **List** (F5) with the cursor anywhere in the Mail Message, Forward, Reply, Phone Message, or Create/Edit Group screen.

2 Select **G**roup (4) to display a list of global groups.

or

Select **P**ersonal Groups (5), then enter the path of the directory containing your personal group files (e.g., c:\groups). Mail adds the *.GRP filename pattern to the end of the directory path you enter so that only group files are displayed.



To add a group, you can either assign the group a specific copy type by marking (including) it, or you can retrieve the contents of the group with the Retrieve option.

There is a significant difference between marking and retrieving groups. If you mark a group to include it, the full pathname of the group is inserted on the To, CC, or BC line (Mail Message, Forward, or Reply screen), on the For line (Phone Message screen), or into the appropriate copy type box (Create/Edit Group screen), depending on how the group was marked in the group list (see *Mark Options* below). This could affect the copy type assignments of users and groups within the group you include (see *Precedence* under *Copy Types* in *Mail Reference*).

If you retrieve a group, the contents (user IDs and/or group names) in the group file are retrieved into the appropriate lines or boxes according to how copy types are assigned within the group file itself (see *Groups* in *Mail Reference* for details on assigning copy types within groups). Also, you can only retrieve one group at a time, while you can include as many groups as you need at once.

3 Mark the group(s) you want to include by moving to the group and selecting a Mark option (see *Mark Options* below).

or

Move the cursor to the group you want to retrieve.

After marking the desired groups or moving the cursor to the desired group,

4 Press **Exit** (F7) to include the marked groups.

or

Select **R**etrieve (1) to retrieve the contents of the group file at the cursor.

Mark Options

The Mark options let you indicate in which recipient line (To or For, CC, or BC) of the Mail Message, Forward, Reply, or Phone Message screen or in which box (Primary Recipients, Carbon Copy, or Blind Copy) in the Create/Edit Group screen you want the group added.

Following are the three ways to mark users:

- Select **P**rimary (*) to add the group to the To line or Primary Recipients box or to add a user to a phone message.
- Select **C**arbon Copy (+) to add the group to the CC line or Carbon Copy box.
- Select **B**lind Copy (&) to add the group to the BC line or Blind Copy box.

Important: *If the cursor is in the To line or in the Primary Recipient box when you press List Groups, all three Mark options are available. If the cursor is in the CC or BC line or in the Carbon Copy or Blind Copy box, only the Mark option appears and all groups you mark are added to the current line or box.*

You can also press **Home** in combination with selecting one of the Mark options to mark all unmarked groups in the current list as that copy type. For example, press **Home**, then select **C**arbon Copy (+) to mark all the unmarked groups as carbon copy recipients. If there are already groups marked when you use the Home,*Mark option* keystroke, only those groups that are still unmarked are marked with the symbol indicated.

Unmarking

There are several ways to unmark a group. You can unmark groups individually by moving the cursor to a group and selecting **U**nmark (-) or selecting the same Mark option you selected to mark the group (e.g., select **P**rimary (*) to unmark a group marked as primary). You can also change a current mark by moving to a group and selecting a different Mark option.

To unmark all groups marked as a specific copy type, press **Home**, then select the Mark option for that copy type. For example, press **Home**, then select **B**lind Copy (&) to unmark only those groups marked as blind copy recipients and leave any primary or carbon copy groups marked. To unmark *all* marked groups, press **Home**, then select **U**nmark (-).

Managing Personal Group Files

With a list of personal groups displayed, you can use the Delete and Move/Rename options to manage your group files. See *List Files* in *Mail Reference* for details on these options.

List Hosts

A single installation of the WordPerfect Office Mail/Scheduler system is called a *host*. If your system is set up so that your host can communicate with one or more other hosts, you have a *multiple-host system*. You can use the List Hosts feature to see which hosts you can directly access and which users are assigned to each host.

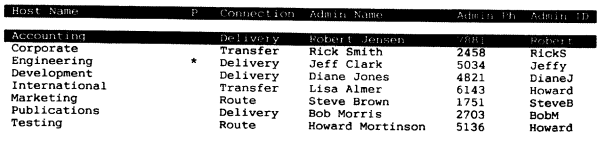
As with List Users and List User IDs, you can use List Hosts to add users as recipients in the Mail Message, Forward, Reply, or Phone Message screen and to add users to a personal group in the Create/Edit Group screen. However, when you use List Users or List User IDs, *all* users from *all* hosts are listed. You can use List Hosts to display only those users on a specific host.

If you have a single-host system, you can still use List Hosts to list the users on your host. It is easier, however, to use List Users or List User IDs. You have a single-host system if only one host is listed when you use List Hosts (F5,6).

Including Users from a Host

To include users from a specific host,

1. Press **List** (F5) with the cursor anywhere in the Mail Message, Forward, Reply, Phone Message, or Create/Edit Group screen.
2. Select **H**osts (6).



3. Move the cursor to the host whose users or user IDs you want to list.
4. Select **U**sers (1) to display an alphabetical list of users on that host sorted by the users' full names.

   or

   Select User **I**Ds (2) to display an alphabetical list sorted by the users' IDs.

5 Use the Mark options to mark the users you want to include (see *Mark Options* under *List Users/User IDs* in *Mail Reference*).

With the desired users marked,

6 Press **Exit** (F7) to save the marked IDs and return to the host list.

7 If desired, repeat steps 2 through 5 above to include users from the user lists of other hosts.

8 Press **Exit** until you return to the Mail Message, Forward, Reply, Phone Message, or Create/Edit Group screen.

The IDs of the users you marked are added to the appropriate recipient lines (To, CC, and BC) or boxes (Primary Recipients, Carbon Copy, and Blind Copy).

List Users/User IDs

When you are preparing a message or creating a group, you can use the List Users and List User IDs features to add users instead of typing their IDs. You can also use these features to view other useful information about users, such as departments and phone numbers (if your system administrator included this information when installing WordPerfect Office).

If you have a multiple-host system, the List Users and List User IDs features list all the users from all hosts.

Including Users

To include users,

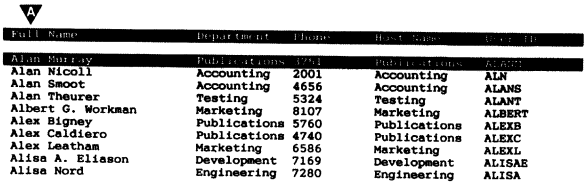
1 Press **List** (F5) with the cursor anywhere in the Mail Message, Forward, Reply, Phone, Message, or Create/Edit Group screen.

2 Select **U**sers (2) to display a list of the users on your system sorted by the users' full names (as in the first screen below).

or

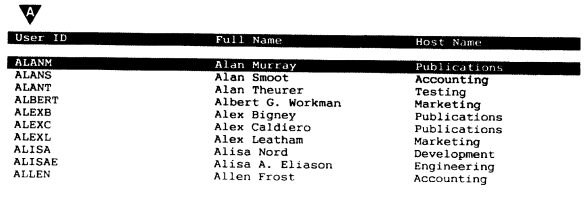
Select User **I**Ds (3) to display a list of users sorted by their user IDs (as in the second screen below).

USER LIST



Full Name	Department	Phone	Host Name	User ID
Alan Murray	Publications	7561	Publications	ALANM
Alan Nicoll	Accounting	2001	Accounting	ALN
Alan Smoot	Accounting	4656	Accounting	ALANS
Alan Theurer	Testing	5324	Testing	ALANT
Albert G. Workman	Marketing	8107	Marketing	ALBERT
Alex Bigney	Publications	5760	Publications	ALEXB
Alex Caldiero	Publications	4740	Publications	ALEXC
Alex Leatham	Marketing	6586	Marketing	ALEXL
Alisa A. Eliason	Development	7159	Development	ALISAE
Alisa Nord	Engineering	7280	Engineering	ALISA

USER ID LIST



User ID	Full Name	Host Name
ALANM	Alan Murray	Publications
ALANS	Alan Smoot	Accounting
ALANT	Alan Theurer	Testing
ALBERT	Albert G. Workman	Marketing
ALEXB	Alex Bigney	Publications
ALEXC	Alex Caldiero	Publications
ALEXL	Alex Leatham	Marketing
ALISA	Alisa Nord	Development
ALISAE	Alisa A. Eliason	Engineering
ALLEN	Allen Frost	Accounting

3 Use the cursor movement keys to move the cursor to the desired user.

or

Select **N**ame Search, then begin typing a user name or ID to move directly to it. Press **Enter** to end the name search.

4 Mark the users you want to include by moving to each user and selecting a Mark option (see *Mark Options* below).

If you are adding users to the Phone Message screen, mark users as primary recipients only.

5 Repeat steps 3 and 4 above for each user you want to include.

After marking all the users you want to include,

6 Press **Exit** (F7) to return to the Mail Message, Forward, Reply, Phone Message, or Create/Edit Group screen.

If you returned to the Phone Message screen, the users' IDs (primary recipients only) are inserted in the For line. If you returned to the Mail Message, Forward, Reply, or Create/Edit Group screen, the users' IDs are inserted in the appropriate lines (To, CC, and BC) or boxes (Primary Recipients, Carbon Copy, and Blind Copy), according to how you marked the users.

Mark Options

The Mark options let you indicate in which recipient line (To or For, CC, or BC) of the Mail Message, Forward, Reply, or Phone Message screen or in which box (Primary Recipients, Carbon Copy, or Blind Copy) in the Create/Edit Group screen you want a user added.

Following are the three ways to mark users:

- Select **P**rimary (*) to add the user to the To line or Primary Recipients box or to add a user to a phone message.
- Select **C**arbon Copy (+) to add the user to the CC line or Carbon Copy box.
- Select **B**lind Copy (&) to add the user to the BC line or Blind Copy box.

Important: *If the cursor is in the To or For line or in the Primary Recipient box when you press List Users or List User IDs, all three Mark options are available. If the cursor is in the CC or BC line or in the Carbon Copy or Blind Copy box, only the Primary option appears and all users you mark are added to the current line or box.*

You can also press **Home** in combination with selecting one of the Mark options to mark all unmarked users in the current list as that copy type. For example, press **Home**, then select **C**arbon Copy (+) to mark all the unmarked users as carbon copy recipients. If there are already users marked when you use the Home,*Mark option* keystroke, only those users that are still unmarked are marked with the symbol indicated.

Unmarking

There are several ways to unmark a user. You can unmark users individually by moving the cursor to a user and selecting **U**nmark (-) or selecting the same Mark option you selected to mark the user (e.g., select **P**rimary (*) to unmark a user marked as primary). You can also change a current mark by moving to a user and selecting a different Mark option.

To unmark all users marked as a specific copy type, press **Home**, then select the Mark option for that copy type. For example, press **Home**, then select **B**lind Copy (&) to unmark only those users marked as blind copy recipients and leave any primary or carbon copy recipients marked. To unmark *all* marked users, press **Home**, then select **U**nmark (-).

Mail Message

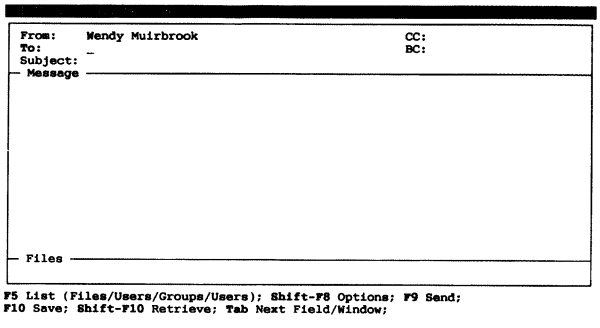
Use the Mail Message option on the main Mail menu to send a mail message and/or files to other WordPerfect Office users.

Sending a Message

To send a message,

1 Select **M**ail Message (6) from the main Mail screen to display the Mail Message screen.

While in the Mail Message screen, you can press ***Options*** *(Shift-F8) to change the Send options for the current messages (see* Send Options *in* Mail Reference*). The default Send options settings are restored as soon as you exit the Mail Message screen.*



2 Enter the desired information (see *Entering Mail Message Information* below).

You can use Bold (F6) and Underline (F8) when entering information in the Mail Message screen (see *Bold and Underline* under *Introduction to Mail* in *Mail Reference*).

3 Press **Send** (F9) to send the message and remain in the Mail Message screen. The current information is cleared.

or

Press **Exit** (F7), then type **y** to send the message and return to the main Mail screen.

Canceling a Message

If you decide you do not want to send the message at this time but want to save the information you've already entered, press **Exit** (F7) from the Mail Message screen, then type **n** at the send prompt. You are returned to the main Mail screen, and the information in the Mail Message screen is not cleared so you can later return and finish the message. The information is cleared, however, the next time you enter the Phone Message, Reply, Forward, or Resend screen or when you exit Mail.

If you decide not to send the message at all, press **Cancel** (F1) from the Mail Message screen, then type **y**. The information in the Mail Message screen is cleared, and you are returned to the main Mail screen.

Entering Message Information

You enter information for a message in the various lines and boxes in the Mail Message screen. The only information required for sending a message is one or

more recipients on the To, CC, or BC line. All other information is optional, so you can include as much or as little information as you like.

Type the information for the current item, then press **Tab** to move to the next item or press **Shift-Tab** to move to the previous item. When typing text, you can use any of the cursor movement and editing keys (see *Cursor Movement and Editing Keys* under *Introduction to Mail* in *Mail Reference*).

You can also use Up Arrow (↑), Down Arrow (↓), and Enter to move from item to item in the Mail Message screen (except in the Message box). Using Up Arrow, Down Arrow, or Enter bypasses the CC and BC lines.

From

By default, your full name appears in the From line. You can, however, change the default From information.

The From information appears in the message when users are notified of incoming envelopes.

To, CC, and BC

Use the To, CC, and BC lines to enter the user IDs or group names of primary, carbon copy, and blind copy recipients, respectively (see *Recipients* in *Mail Reference* for details on including recipients). Each of these lines can contain about 6K of information. To send a message, you must have at least one recipient on the To, CC, or BC line.

You can save the contents of the To, CC, and BC lines as a personal group by pressing ***Save*** *(F10) with the cursor in one of these lines, and then entering a filename. See* Save *in* Mail Reference *for complete details.*

Subject

You can enter up to 40 characters for the subject of the message.

The subject text appears in the message when users are notified of incoming envelopes.

Message

Use the Message box to type the text of the message. You can press **Retrieve** (Shift-F10), then enter a filename to retrieve the contents of a text file into the Message box. You can also use List Files to retrieve text files into the Message box (see *Retrieve* under *List Files* in *Mail Reference*).

The Message box can contain about 6K of information. If you attempt to retrieve a file that will exceed that limit, an error message is displayed and the file is not retrieved.

You can save the contents of the Message box as a text file by pressing ***Save*** *(F10) with the cursor in the Message box, then entering a filename. Include a full pathname if you do not want the file saved to the current default directory (e.g., c:\work\message.2).*

Files

Use the Files box to enter the full pathnames of files you want to send; separate each pathname with a comma (e.g., c:\work\memo.1, c:\work\memo.2, c:\work\memo.3). You can also use the List Files feature to include files in the Files box (see *Include* under *List Files* in *Mail Reference*).

You can send up to 99 files with a message, or 100 files if you do not include a message.

You can save the contents (filenames) of the Files box as a text file by pressing ***Save*** *(F10) with the cursor in the Files box, then entering a filename. Include a full pathname if you do not want the file saved to the current default directory (e.g., c:\work\filelist.1).*

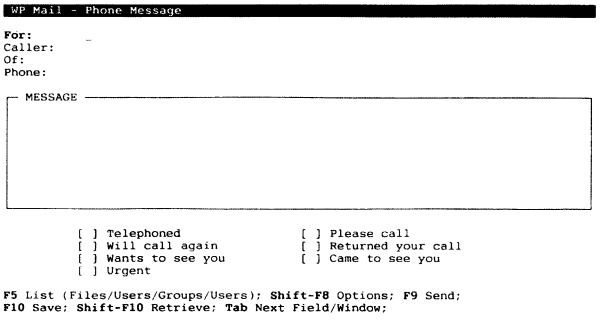
Phone Message

The Phone Message feature lets you forward phone messages to other users quickly and efficiently.

Sending a Phone Message

1 From the main Mail screen, select **P**hone Message (7).

While in the Phone Message screen, you can press ***Options*** *(Shift-F8) to change the Send options for the current messages (see* Send Options *in* Mail Reference*). The default Send options settings are restored as soon as you exit the Phone Message screen.*



The Phone Message screen appears with the cursor in the For line.

2 Fill in the necessary information for the phone message (see *Entering Phone Message Information* below).

3 Press **Send** (F9) to send the phone message and remain in the Phone Message screen. The current information is cleared.

or

Press **Exit** (F7), then type **y** to send the phone message and return to the main Mail screen.

Canceling a Phone Message

If you decide you do not want to send the phone message right now but you want to save the information you've entered, press **Exit** (F7) from the Phone Message screen, then type **n** at the send prompt. The information stays in the Phone Message screen, and you are returned to the main Mail screen. You can then return to the Phone Message screen at any time before exiting Mail to finish the message you started.

If you decide not to send the phone message at all, press **Cancel** (F1) from the Phone Message screen, then type **y**. The information in the Phone Message screen is cleared, and you are returned to the main Mail screen.

Entering Phone Message Information

You can press **Tab** to move forward or press **Shift-Tab** to move backward from item to item on the Phone Message screen. The For line is the only item that must contain information. Fill in information for the other items as needed.

You can also use Up Arrow (↑), Down Arrow (↓), and Enter to move from item to item in the Phone Message screen (except in the Message box).

For

Use the For line to enter the user ID(s) of the phone message recipient(s) (see *Recipients* in *Mail Reference* for details on entering recipients).

Caller

Type the name of the caller on this line.

Of

You can use the Of line to further identify the caller.

Phone

Type the caller's phone number on this line.

Message

Type any comments about the call in the Message box. Use the Message box in the Phone Message screen the same way you use the Message box in the Mail Message screen (see *Entering Mail Message Information* under *Mail Message* in *Mail Reference*).

Comment Checklist

A list of comments is displayed at the bottom of the screen. Mark the comments that apply by moving the cursor to a comment and typing **x** (lowercase or uppercase). If you make a mistake, press **Delete** (Del) or **Backspace** with the cursor on the mark to erase the mark.

*You can also type an asterisk (*) or press the **Space Bar** to toggle marks on and off.*

While in the checklist, you can use any of the arrow keys in addition to Tab and Shift-Tab to move from comment to comment.

Print

Using the Print feature, you can print the contents of messages, files, and the Info screen.

***Important:** Before you print in Mail, you need to select a printer definition and device and, if you want, change the Page Format settings (see* Print Options *in* Mail Reference*).*

Printing Messages and Attached Files

You can print Mail messages and files attached to those messages from the main Mail screen or the Read screen. Before printing, you can change the printer definition and device selections and the Page Format settings with the print options (see *Print Options* in *Mail Reference*).

Mail supports the printing of files (including the MESSAGE file) in WordPerfect 5.1, 5.0, or 4.2 format and DOS text files. However, Mail prints WordPerfect documents in a simpler format than they would be printed in WordPerfect. For the best printing results with WordPerfect documents you receive with Mail messages, save them as files in a personal directory (see *Read* in *Mail Reference*), then retrieve and print the files in WordPerfect.

From the Main Mail Screen

From the main Mail screen you can print the entire contents (all files) of an envelope. If you want to print selected files from an envelope, you must print them from the Read screen (see *From the Read Screen* below).

To print all the files in an envelope, including the message,

1. Move the cursor to the desired envelope in the In Box or Out Box.
2. Press **Print** (Shift-F7), then select **P**rint (1) to send all the files in the envelope to the printer.

From the Read Screen

From the Read screen, you can print one or more files in the currently displayed envelope.

1 Use **Tab** to move to (highlight) the file in the Items box you want to print.

or

Mark the files you want printed by moving to each filename and typing an asterisk (*).

*If no files are marked, you can press **Mark/Unmark All** (Home,* or Alt-F5) to mark all the files in the Items box.*

2 Press **Print** (Shift-F7), then select **P**rint (1) to send the file(s) to the printer.

If you marked files, Mail asks if you want to print the marked files. Type **y** to print the marked files, or type **n** to print only the currently highlighted file. (Press **Cancel** (F1) if you decide not to print anything.)

Printing Files from a List

You can print text files from a list you display with the List Files, List Groups, or List Personal Groups feature. You can also print the text file displayed after selecting Look in any of these lists.

From a List

With a list of files or groups displayed,

1 Move the cursor to the file you want to print.

or

Mark the files you want printed by moving to each filename and typing an asterisk (*).

2 Press **Print** (Shift-F7), then select **P**rint (1) to send the file(s) to the printer.

If you marked files, Mail asks if you want to print the marked files. Type **y** to print the marked files, or type **n** to print only the currently highlighted file. (Press **Cancel** (F1) if you decide not to print anything.)

From a Look Screen

After you select **L**ook (6) or press **Enter** to view the contents of a file in a file or group list, you can press **Print** (Shift-F7), then select **P**rint (1) to print the displayed file.

Printing an Info Screen

To print the contents of any Info screen, display the desired Info screen, press **Print** (Shift-F7), then select **P**rint (1).

Print Options

Before you print from Mail, you need to make sure the Page Format settings, Printer Definition, and Printer Device are correct.

Any Print Options settings you change remain in effect until you change them again.

Selecting a Printer Definition

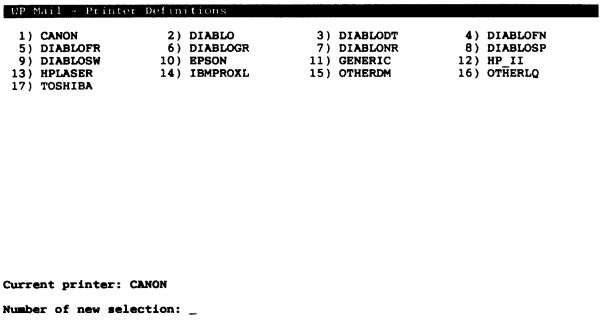
You can select a printer definition with the Print option on the Setup menu or with the Print feature.

1 Press **Print** (Shift-F7) from any of the following screens: Mail, Read, Info, List Files, List Groups, List Personal Groups, Look (when looking at a file in the List Files, List Groups, or List Personal Groups screen).

or

Press **Setup** (Shift-F1) from the main Mail screen, then select **P**rint (2).

2 Select Printer **D**efinition (3) to display a list of printer definitions.



The currently selected printer definition is displayed at the bottom of the screen (GENERIC is the default printer definition). If the printer definition is correct, skip to step 4. Otherwise,

3 Find the name of your printer (or the name of the printer your printer emulates), then enter the corresponding number to select that printer.

If you can't find your printer in the list (or a printer that your printer emulates), select GENERIC.

4 Press **Exit** (F7) to return to the Print menu.

Selecting a Printer Device

You can select a printer device with the Print option on the Setup menu or with the Print feature.

Important: *The way you select a network printer depends on the type of network you are using. If you want to use a network printer, see* Appendix D: Network Printers *before selecting a printer.*

1 Press **Print** (Shift-F7) from any of the following screens: Mail, Read, Info, List Files, List Groups, List Personal Groups, Look (when looking at a file in the List Files, List Groups, or List Personal Groups screen).

or

Press **Setup** (Shift-F1) from the main Mail screen, then select **P**rint (2).

2 Select Printer **D**evice (4) to display the device options at the bottom of the screen.

The current device setting is displayed after the options. If the setting is correct, skip to step 7. Otherwise,

3 Select an LPT port (1 through 3).

or

Select **D**evice or Filename (4), then enter the name of the device or file to which you want to print.

If you select Device or Filename, you can enter the name of a serial port (i.e., com1, com2, com3, or com4). You must, however, use the DOS MODE command to set up the port (see your DOS manual for details). You can also enter a filename after selecting Device or Filename to save a schedule in that file with all the codes that would normally be sent to the printer.

If you selected Device or Filename, you are asked if the device name you entered is for a network printer.

4 Type **y** if the device is a network printer.

or

Type **n** if the device is a local printer or if you entered a filename.

5 Press **Exit** (F7) until you return to the screen you were in when you pressed Print or Setup.

Setting Up the Page Format

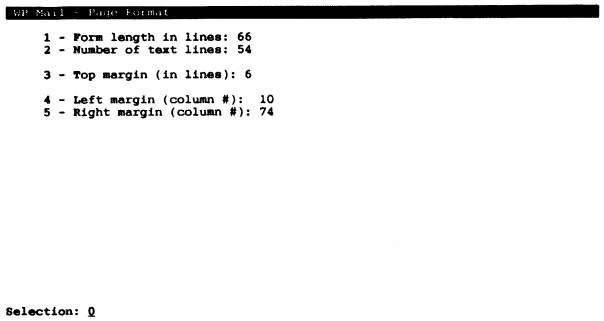
To set up the page format for a print job,

1 Press **Print** (F7) from any of the following screens: Mail, Read, Info, List Files, List Groups, List Personal Groups, Look (when looking at a file in the List Files, List Groups, or List Personal Groups screen).

or

Press **Setup** (Shift-F1) from the main Mail screen, then select **P**rint (2).

2 Select Page Format (2) to display the Page Format options.



3 Select a Page Format option, then make the desired changes (the options are described below).

4 Press **Exit** (F7) until you return to the screen you were in when you pressed Print or Setup.

Form Length in Lines

Enter the number of lines you want on each printed page. If your printer is set to print in 10 pitch, you can print six lines per inch. The default form (page) length is 66 lines (or 11" with 10 pitch).

Number of Text Lines

Enter the maximum number of lines you want printed on each page. This setting determines the bottom margin of the page. The default setting is 54 lines. When added to the default top margin (six lines), this leaves a six-line (1") margin at the bottom of the page.

Top Margin

Enter the number of lines you want to leave blank for a top margin. The default is six lines (1").

Left/Right Margin

For these settings, enter a screen column number for the left and right margins.

There are approximately 10 columns per inch. The default setting for the left margin is column 10 (about 1" in from the left edge), and the default setting for the right margin is 74 (about 1" in from the right edge of an 8 1/2" wide page).

Setting margins does not reformat the text in a file to fit the margins. It simply uses them to decide where to start each line and where to stop printing characters on a line. For example, if the lines in the text file you are printing extend beyond the specified margins, only the text that will fit within the margins is printed.

Read

The Read option on the main Mail screen lets you read the contents of envelopes in the In Box and Out Box.

Reading the Contents of an Envelope

To read an envelope from the main Mail screen,

1 Use **Tab** to move to the In Box or Out Box, then use **Up Arrow** (↑) and **Down Arrow** (↓) to move to the envelope you want to read.

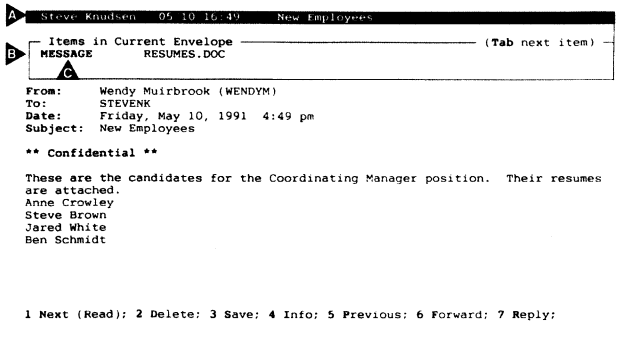
Before you read an envelope in your In Box, the envelope is bolded and marked with a bullet (•), plus sign (+), or minus sign (-), depending on the envelope priority. After selecting Read, the mark is cleared and the envelope appears in normal text.

2 Select **R**ead (1).

You can also press **Enter**.

A screen similar to the one below appears.

A HEADING
B ITEMS BOX
C OPENED MESSAGE



The same text that was displayed for the envelope in the In Box or Out Box is displayed in the Read screen heading.

Below the heading is the Items in Current Envelope box, in which all the items in the envelope are listed. The message (if any) is listed first, followed by the names of any attached files. When you display the Read screen, the first item is highlighted and displayed. You can move to and display other items in the Items in Current Envelope box by pressing **Tab** or **Shift-Tab** (see *Opening and Closing Items* below for details on displaying other items).

The text of the first item (file) in the Items box (usually the message) is displayed below the Items box. You can scroll through the information in the currently displayed file using the following keys:

Action	Keystroke
Line Up/Down	Up/Down Arrow (↑/↓)
Screen Up/Down	Home,Up/Down Arrow (Home,↑/↓)
	Screen Up/Down (-/+ on the number pad)
	Page Up/Page Down (PgUp/PgDn)*
First/Last Line	Home,Home,Up/Down Arrow (Home,Home, ↑/↓)
Automatic Scrolling On/Off	Ctrl-s

* *Page Up and Page Down perform the Screen Up and Screen Down function unless you have set Page Up/Down as Next/Previous to Yes (see* Environment Setup *in* Mail Reference*).*

While in the Read screen, you can select any of the options that appear at the bottom of the screen (see *Read Options* below for details).

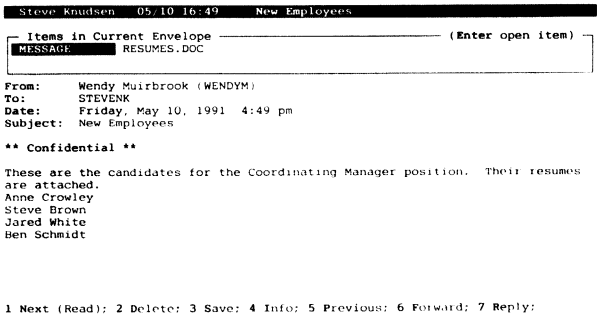
When you finish using the Read screen,

3 Press **Exit** (F7) to return to the main Mail screen.

Opening and Closing Items

When you first display the Read screen for an envelope, the first item (file) in that envelope is displayed because that item is *open*. As you use Tab to move to other items, each item is displayed (non-text files will appear as strange characters). Depending on the size of each file, it could take a considerable amount of time to move through the list of items.

You can move through the list of items more quickly by *closing* the current item. Press **Enter** to close the currently highlighted item. The item now appears in reverse video.



With the item closed, you can move from item to item by pressing **Tab**, and the text of the original item remains displayed. When you want to display an item again, press **Enter** with the cursor on that item.

Read Options

You can use the Read options to manage the contents of the current envelope and display the Read screens for other envelopes.

Next/Previous

Select **N**ext (1) or **P**revious (5) to display the Read screen for the next or previous envelope in the In Box or Out box (depending on which box contains the current envelope). If there are no more envelopes to display, you are returned to the main Mail screen.

Delete

To delete the currently displayed envelope,

1 Select **D**elete (2).

*You can also press **Delete** (Del) or **Backspace**.*

2 If the envelope you are deleting is from the In Box, type **y** to delete the envelope.

or

If the currently displayed envelope is from the Out Box, select This **O**ut Box (1), select All **I**n Boxes (2), or select **A**ll Mailboxes (3).

If the envelope is from the Out Box and you select This **O**ut Box (1), the envelope is deleted from your Out Box but left in the In Boxes of all recipients.

If you select All **I**n Boxes (2), the envelope is deleted from all recipients' In Boxes but left in your Out Box. If you select **A**ll Mailboxes (3), the envelope is deleted from all recipients' In Boxes and your Out Box. When deleting an envelope from the In Box of another user, that envelope will be deleted only if the recipient has not yet opened (read, printed, or saved) it.

Undelete

When you delete an envelope, Mail stores that envelope in a temporary buffer (a location in memory reserved by Mail). There are separate buffers for the In Box and Out Box. Each buffer contains the last three envelopes deleted from that box.

You cannot undelete envelopes you delete from recipients' In Boxes. Those envelopes must be re-sent.

While you can delete envelopes from the Read, Info, or main Mail screen, you must undelete (restore) envelopes from the main Mail screen.

1. From the main Mail screen, use **Tab** to move the cursor to the box (In or Out) where you want to restore an envelope, then press **Undelete** (F1).
2. The last mail envelope deleted is displayed at the bottom of the screen.
3. Select **R**estore (1) to restore that envelope.

   or

   Select Show **P**revious (2) until the desired envelope is displayed, then select **R**estore (1).

Save

The Save option lets you save (make a copy of) items from the Items box or append an item to an existing file.

To save or append one or more items,

1. Use **Tab** to move the cursor to the item you want to save.

   or

   Mark each item you want to save by moving to each item and typing an asterisk (*).
2. Select **S**ave (3).

*You can also press **Save** (F10).*

If you marked items, Mail asks if you want to save all marked items. Type **y** to save all marked items, or type **n** to save only the currently highlighted item.

*You can press **Cancel** (F1) at any time to cancel the Save function.*

You are prompted for a filename for the item you want to save. The path of the current default directory, followed by the filename in the Items box appears at the prompt (e.g., c:\work\message).

3 Press **Enter** to save the item to the current default directory using the same name.

or

Enter the full pathname of the file where you want the item saved.

If you enter the path for a different directory, that path becomes the default path for the Save option until you change it again or exit Mail.

If a file with the same name exists in the directory indicated, you are given two options for saving the item. Select **R**eplace (1) to replace the original file with the item you are saving, or select **A**ppend (2) to append the item at the end of the original file's contents. A page break (Hard Page code) is inserted before the appended item.

The Append feature is designed primarily for appending message files to the end of other message files. It will not work with all file types.

If you are saving marked files, the save prompt appears again after you save the first file so you can save the next marked file. Repeat step 3 above until all the marked files are saved.

Info

Select **I**nfo (4) to display the Info (Envelope Information) screen for the current envelope (see *Info* in *Mail Reference*).

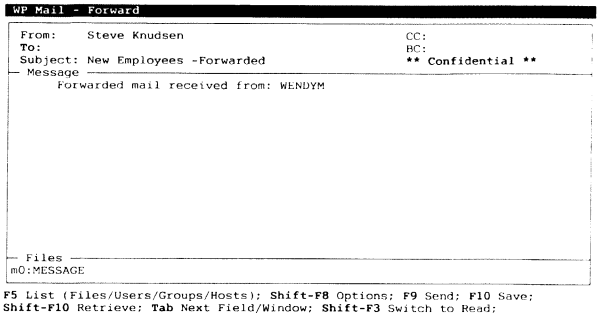
Forward

When you receive an envelope, you can forward it to other users. You can also use Forward to send an envelope from your Out Box to additional recipients with an added message or file(s).

With the desired In Box or Out Box envelope displayed in the Read screen,

1 Select **F**orward (6) to display the Forward screen.

While in the Forward screen, you can press ***Options*** *(Shift-F8) to change the Send options temporarily for the current message(s) (see* Send Options *in* Mail Reference*). The default Send options settings are restored as soon as you exit the Forward screen.*



2 Fill in the necessary information in the Forward screen as you would in the normal Mail Message screen (see *Mail Message* in *Mail Reference*).

By default, the original subject text appears in the Subject line followed by a "-Forwarded" message. In the Message box, "Forwarded mail received from:" followed by the user ID of the original sender appears. You can change this text if you want.

While in the Forward screen, you can press **Switch** (Shift-F3) to switch back and forth between the Forward screen and the Read screen of the message you are sending.

If you decide not to forward the message, press ***Cancel*** *(F1), then type* ***y****.*

When you are ready to forward the message,

3 Press **Send** (F9) to send the message and remain in the Forward screen with the same text displayed.

or

Press **Exit** (F7), then type **y** to send the message and return to the main Mail screen.

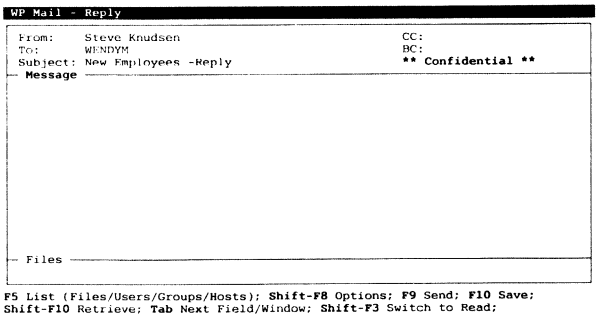
Reply

This option appears only in the Read screen for an In Box envelope and lets you quickly send a reply to the user who sent that envelope.

With the desired In Box envelope displayed in the Read screen,

1 Select **R**eply (7) to display the Reply screen.

While in the Reply screen, you can press ***Options*** *(Shift-F8) to change the Send options temporarily for the current message(s) (see* Send Options *in* Mail Reference*). The default Send options settings are restored as soon as you exit the Reply screen.*



The sender's user ID appears in the To line, and the original subject text appears in the Subject line, followed by a "-Reply" message. The cursor is in the Message box.

2 Type your reply in the Message box.

While in the Reply screen, you can press **Switch** (Shift-F3) to switch back and forth between the Reply screen and the Read screen of the message you are replying to.

If you decide not to send the reply, press ***Cancel*** *(F1), then type* ***y****.*

3 Press **Send** (F9) to send the message and remain in the Reply screen with the same text displayed.

or

Press **Exit** (F7), then type **y** to send the message and return to the main Mail screen.

Resend

This option only appears in the Read screen for an Out Box envelope. This option is especially useful when you need to send a message with basically the same information as a message you have already sent.

Important: *Resending a message does not affect the original message in any way.*

With the desired Out Box envelope displayed in the Read screen,

1 Select **R**esend (7) to display the Resend screen with all the same information as the selected envelope. The heading indicates what type of message (Mail Message, Forward, Reply, etc.) the original message is.

*While in the Resend screen, you can press **Options** (Shift-F8) to change the Send options temporarily for the current message(s) (see* Send Options *in* Mail Reference*). The default Send options are restored as soon as you exit the Resend screen.*

The cursor rests on the To line so you can easily change the recipient(s) and resend the message. You can also change any other information before resending the message.

2 Make the desired changes (if any) to the information in the Resend screen.

While in the Resend screen, you can press **Switch** (Shift-F3) to switch back and forth between the Resend screen and the Read screen of the message you are resending.

*If you decide not to resend the message, press **Cancel** (F1), then type **y**.*

When you are ready to resend the message,

3 Press **Send** (F9) to send the message and remain in the Resend screen with the same text displayed.

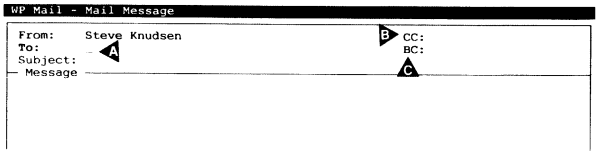
or

Press **Exit** (F7), then type **y** to send the message and return to the main Mail screen.

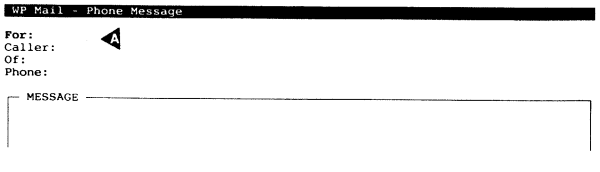
Recipients

When creating a message, you use the To, CC, and BC lines in the Mail Message, Forward, and Reply screens and the For line in the Phone Message screen to list the user(s) you want to receive the message.

A TO LINE
B CC LINE
C BC LINE

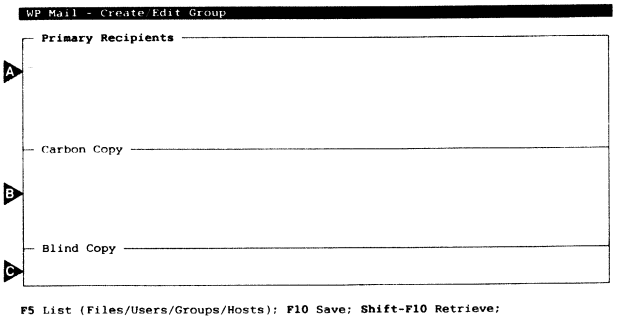


A FOR LINE



When creating a group or users, you list the recipients in the Primary Recipients, Carbon Copy, and Blind Copy boxes of the Create/Edit Group screen (see *Groups* in *Mail Reference*).

A PRIMARY RECIPIENTS BOX
B CARBON COPY BOX
C BLIND COPY BOX



The instructions given below apply to adding users and groups as recipients in any of the locations listed above.

Individual Users

You can use List Users or List User IDs to include users as recipients (see *List Users/User IDs* in *Mail Reference*), or you can type the user IDs if you know them.

When typing user IDs, make sure you spell them correctly. You can type IDs using lowercase or uppercase letters.

Important: *If you are ever in doubt about a user ID, use the List feature to help ensure that you use the correct ID and that it is spelled correctly.*

To include more than one recipient, type all the user IDs one after another, separating each with a comma. For example,

To: david, rosa, joanne, roger

You can include spaces with the commas if you want. Spaces immediately before or after a comma are ignored.

Important: *Because spaces are acceptable characters in names, you cannot use spaces alone to separate user IDs as in earlier versions of WordPerfect Office.*

Mail checks user IDs for validity when you attempt to send a message. If there is an unrecognized user ID included as a recipient, an error message is displayed indicating the invalid user ID. Edit or delete the invalid ID before continuing.

Typing Host Names

If a user is on a different host than you are, you may need to include the host name with the user ID. If all user IDs are unique throughout your WordPerfect Office system, you do not need to include the host name. If they are not unique, you should include the host name to ensure that you are sending the message to the correct user.

*To check if you are on a multiple-host system, press **List** (F5) from any screen, then select **H**osts (4). If more than one host is listed, you have a multiple-host system. If you have a multiple-host system, your system administrator can tell you whether you need to include host names with user IDs. If you are ever in doubt, include the host name.*

Host Symbols

There are two ways to include a host name with a user ID. You can list the host name first, followed by a colon (:), followed by the user ID (e.g., host2:david). Or, you can list the user ID first, followed by an *at* sign (@), followed by the host name (e.g., david@host2).

***Important:** The symbol you use determines the syntax (order) of the user ID and host name. Be sure to list the user ID and host name in the correct order for the symbol you are using.*

Multiple Users on the Same Host

If you want to include more than one user on the same host as recipients, you can list the host once, then include all the IDs for the users on that host where you normally type the single user ID. Enclose multiple user IDs in parentheses.

For example, if you want to send a message to David, Rosa, Joanne, and Roger and they are on the ADVERTISING host, you could enter **advertising:(david, rosa, joanne, roger)** or **(david, rosa, joanne, roger)@advertising**.

When using parentheses to group user IDs, the colon and *at* sign are optional. For example, you could also enter **advertising(david, rosa, joanne, roger)** or **(david, rosa, joanne, roger)advertising**.

If you use the List feature to include users from other hosts, the host name is included for you and a colon is used (e.g., HOST2:DAVID). If you are ever in doubt about the host name or how to include it, use the List User, List User IDs, or List Hosts feature to make sure the host name is entered correctly.

Routes

Your system administrator has defined a default route for all hosts you can access. If desired, you can indicate a specific route for a message you want to send to a user on a host other than your own. For example, you may know that using a certain route will get the message to a user faster than if the default route is used.

Important: *If you want to include an explicit route for a message, you must set the Routing Path Send option to Explicit (Shift-F8,3,3,2).*

As when listing a single host, you can use a colon or *at* sign to specify a route. If you use a colon, list the names of the hosts in the route one after the other in the order you want the message sent, separating each host name with a colon. List the user ID as the last route element.

For example, if you want to send a message to the ACCOUNTING host, then to the ADVERTISING host, then to the SALES host, and finally to David (who is on the SALES host), you would type **accounting:advertising:sales:david** as the recipient.

To create the same route using the *at* sign, you would type **david@sales@advertising@accounting** as the recipient. Notice that the order of route elements when using an *at* sign is exactly the reverse of the order when using a colon.

Groups

You can also use group names to designate entire groups of users as recipients instead of including each user's ID individually. You can use any global group (a group created by your system administrator) or personal group (a group you created) when scheduling an event.

See Groups *in* Mail Reference *for details on creating your own groups of users.*

There are three basic ways to add a group as recipients for a message or group you are creating. You can type the group name, include the group name using a List feature, or retrieve the group contents with the List or Retrieve feature.

Typing Group Names

When you or your system administrator creates a group, the group is saved as a file containing the IDs of the users included in the group. To include the users in a group as recipients, type the group filename following the guidelines under *Typing User IDs* above.

Important: *The line or box where you type a group name could affect the copy type assignments of users within that group (see* Precedence *under* Copy Types *in* Mail Reference*). In addition, if you type a group name on the For line in the Phone Message screen, all recipients (including carbon copy and blind copy recipients) in the group become recipients of the phone message.*

Because global groups are saved to a special directory created when WordPerfect Office was installed, you only need to include the group name (filename) to use a global group. Mail looks for personal groups, however, in the current default directory. If the personal group you want to use is not in the current default directory, you must include the full pathname when typing the group name (e.g., c:\groups\sales).

When typing the names of global or personal groups, you do not need to include the .GRP group file extension unless there is more than one file in the same directory with the same filename (e.g., C:\GROUPS\SALES.GRP and

C:\GROUPS\SALES.RSC) or if you have a personal group with the same name as a user ID.

For example, if you want to schedule David, Rosa, Joanne, and Roger, plus all the people in the Sales group, you could enter the following (assuming the SALES.GRP group exists): **david, rosa, joanne, roger, sales**

Including Group Names

You can use List Groups or List Files to include (add) the users in a group as recipients. Using List Groups or List Files inserts the full pathname of a group file and is an alternative to typing the names of groups. These features are especially useful if you can't remember the location or exact names of groups you want to use.

To include a group name,

1 Press **List** (F5) with the cursor in the line or box where you want to include the group.

Important: *The line or box where you include a group could affect the copy type assignments of users within that group (see* Precedence *under* Copy Types *in* Mail Reference*). In addition, if you include a group name on the For line in the Phone Message screen, all recipients (including carbon copy and blind copy recipients) in the group become recipients of the phone message.*

2 Select **G**roups (4) to display a list of global groups.

or

Select **P**ersonal Groups (5), then enter the path for the directory containing your personal groups, including the *.GRP filename pattern (e.g., c:\groups*.grp).

or

Select **F**iles (1), then enter the path for the directory containing your personal groups, including the *.GRP filename pattern (e.g., c:\groups*.grp).

With a list of group names displayed,

3 Move the cursor to a group you want to include, then select a mark option to mark the group as a specific copy type (see *Mark Options* under *List Groups* in *Mail Reference*). Do this for each group you want to include.

4 Press **Exit** (F7) to return to screen you were in when you pressed List. The full pathname(s) of the group file(s) you marked is added to the current line or box.

Retrieving Groups

Retrieving a group is significantly different from typing or including a group name. When you retrieve a group, the contents (user IDs and/or group names) of that group are inserted in the appropriate copy type lines and boxes, according to what copy types the users or groups are assigned within the retrieved group.

Unlike typing or including a group name, therefore, retrieving a group always maintains the copy type assignments of recipients within the group.

Important: *If you receive an error message telling you the line or box is full when you attempt to retrieve a group, type or include the group name instead of retrieving the group contents (see* Typing Group Names *and* Including Group Names *above).*

To retrieve a group,

1 Move the cursor to one of the following locations:

- Anywhere in the top box of the Mail Message, Forward, or Reply screen (From, To, CC, BC, or Subject line)
- For line in the Phone Message screen
- Any box in the Create/Edit Group screen

Because the For line in the Phone Message screen will hold only primary recipients, all recipients (including carbon copy and blind copy recipients) in any group you retrieve will be added as primary recipients of a Phone Message.

2 Press **Retrieve** (Shift-F10), then enter the full pathname of the group file you want to retrieve. You must include the extension of the group filename (e.g., c:\groups\sales.grp).

or

Follow steps 1 and 2 under *Including Group Names* above. Then, move to the name of the group file you want to retrieve and select **R**etrieve (1).

You can only retrieve one group file at a time. Repeat the steps above for each group file you want to retrieve.

Retrieve

You can use the Retrieve feature in several Mail screens to retrieve user IDs, groups, or text into various fields. You may also be able to retrieve the mailboxes of other users, depending on the way the mailboxes are protected.

Important: *The sections below explain how to use the Retrieve feature accessed with the Shift-F10 key. You can also perform these tasks using the Retrieve option (1) in List Files (see* List Files *in* Mail Reference *for details).*

Retrieving Group Contents

If you know the name of a group file, you can retrieve the contents of that group into a message or group you are creating.

1 Move the cursor to any line in the top box of the Mail Message, Forward, or Reply screen (From, To, CC, BC, or Subject line) or to the For line in the Phone Message screen.

or

Move the cursor to any box in the Create/Edit Group screen.

2 Press **Retrieve** (Shift-F10), then enter the group filename. Include the full pathname if the file is not in the current default directory (e.g., c:\groups\managers).

The user IDs and/or group names contained in the group are retrieved into the appropriate copy type line(s) or box(es), according to the copy type assignments within the group (see *Groups* in *Mail Reference* for details on copy type assignments within groups).

Retrieving Text

You can retrieve a text file into the Message box of the Mail Message, Phone Message, Forward, or Reply screen.

1 Move the cursor to the Message box of one of the screens listed above.

2 Press **Retrieve** (Shift-F10), then enter the full pathname of the file you want to retrieve (e.g., c:\work\memo.5).

The Message box can contain about 6K of information. If the file you attempt to retrieve exceeds that limit, an error message is briefly displayed and the file is not retrieved.

Retrieving a User's Mailbox

You can use Retrieve from the main Mail screen to retrieve another user's mailbox. There are, of course, restrictions on the use of this feature so that users can control which other users (if any) are allowed access to their mailboxes.

To retrieve another user's mailbox,

1 If you do not know the person's user ID, use the List Users or List User IDs feature to find the ID and make note of it.

2 Press **Retrieve** (Shift-F10) with the cursor anywhere in the main Mail screen.

3 Enter the user ID for the person whose mailbox you want to retrieve.

At this point, one of the following things will happen:

- You will be prompted for a password (see *Retrieving with a Password* below).
- The mailbox will be immediately retrieved (see *Immediate Retrieval* below).
- An "Access Denied" message is briefly displayed and the mailbox is not retrieved (see *Access Denied* below).
- An "Unknown user ID" message is briefly displayed and the mailbox is not retrieved (see *Unknown User ID* below).

Retrieving with a Password

If the system administrator or a user has assigned a password to the mailbox you want to retrieve, you will be required to enter the password in order to retrieve that user's mailbox. In other words, the user must tell you the mailbox password before you can retrieve that mailbox.

If you don't know the user's Mail password, press ***Cancel*** *(F1) to cancel the Retrieve function.*

The table below shows when you will be prompted for a password and what password you will be prompted for. The "Password Required?" column indicates whether the system administrator required passwords when the WordPerfect Office system was installed. The "Password in USERID.FIL?" column indicates whether the system administrator actually entered a password for that user when adding the user to the Mail/Scheduler system (host). The "Scheduler Password?" column indicates whether the user has assigned a password to his or her mailbox using Setup.

Settings			Prompted for	
Password Required?	Password in USERID.FIL?	Mail Password?	Normal Startup	Retrieve or */@u-user ID*
No	No	No	No Prompt	Access Denied
Yes	No	No	No Prompt	No Prompt
No	Yes	No	No Prompt	USERID Password
Yes	Yes	No	USERID Password	USERID Password
No/Yes	No/Yes	Yes	Mail Password	Mail Password
No/Yes	No/Yes	Null	No Prompt	No Prompt

Immediate Retrieval

A mailbox will be immediately retrieved into your screen (without prompting for a password) when one of two conditions exist.

All of the following statements must all be true for the first condition to exist:

- When installing WordPerfect Office, the system administrator indicated that Mail/Scheduler passwords are required.
- The system administrator did *not* enter a password for the user whose mailbox you are retrieving.
- The user did not set a password for the mailbox you are retrieving.

The second condition is when the user whose mailbox you are retrieving has set a *null* password for that mailbox (see *Password* under *Environment Setup* in *Mail Reference*).

Access Denied

If you receive an "Access Denied" message, your system administrator did not require passwords when he or she installed the Mail system and the user has not set a password for the mailbox you want to retrieve. When this is the case, no one will be allowed access to that mailbox except the mailbox owner.

Before you can retrieve a user's mailbox, that user must assign a password to his or her mailbox and must tell you the password (see *Retrieving with a Password* above).

Unknown User ID

If you receive and "Unknown user ID" message, the user ID you entered is not recognized by the Mail system. Try pressing **Retrieve** (Shift-F10) and entering the ID again to make sure you spelled it correctly. If you still receive the error message, use List Files or List User IDs to make sure you are entering the correct user ID.

Save

You can use the Save feature in the Mail Message, Phone Message, Forward, and Reply screens to save the user IDs and/or group names you have entered in the To, For, CC, and BC lines as a personal group and to save the contents of the Message box as a text file.

You can also use Save in the Create/Edit Group screen to save a group you have created (see Groups *in* Mail Reference *for details). For details on saving items in a Mail envelope, see* In Box/Out Box Options, Read, *and* Info *in* Mail Reference.

Saving a Group

To save the user IDs and/or group names you have entered as the recipients of a message,

1. Move the cursor to the To, CC, or BC line in the Mail Message, Forward, or Reply screen.

   or

   Move the cursor to the For line in the Phone Message screen.

2. Press **Save** (F10), then enter the group filename. Unless you include a filename extension, Mail adds the .GRP extension to the filename for you. Include a full pathname if you do not want the file saved to the current default directory (e.g., c:\groups\managers).

Saving Text

You can save the text you type in the Message box as a file.

1 Move the cursor to the Message box in the Mail Message, Phone Message, Forward, or Reply screen.

2 Press **Save** (F10), then enter a filename. Include a full pathname if you do not want the file saved to the current default directory (e.g., c:\work\memo.6).

Send Options

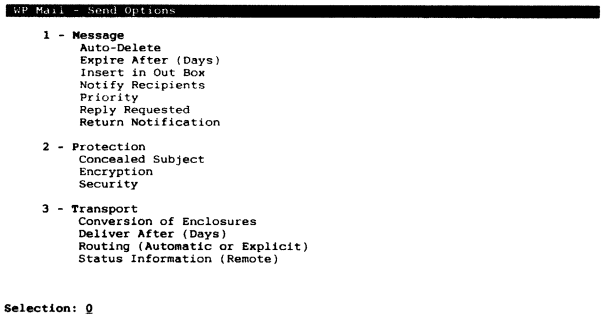
The Send options let you change the way messages are handled by the Mail program. You can access the Send Options menu with Setup (Shift-F1) from the main Mail screen or with Options (Shift-F8) from the Mail Message, Forward, Reply, Resend, or Phone Message screen.

To change settings for any of the Send options,

1 Press **Setup** (Shift-F1) from the main Mail screen, then select **S**end (1) if you want to change the default settings for all messages you create in the future.

or

Press **Options** (Shift-F8) from the Mail Message, Forward, Reply, Resend, or Phone Message screen if you want to change settings for the current message only.



As shown in the screen above, there are three basic groups (categories) of Send options: Message, Protection, and Transport. See *Message Send Options*, *Protection Send Options*, and *Transport Send Options* below for detailed explanations of what you can do with the options in each of these categories.

2 Select **M**essage (1) to display the Message Send Options menu.

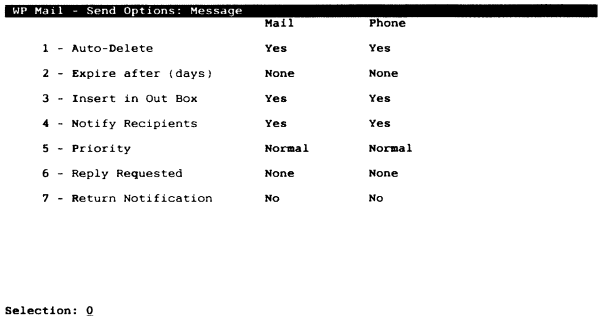
or

Select **P**rotection (2) to display the Protection Send Options menu.

or

Select **T**ransport (3) to display the Transport Send Options menu.

If you pressed Setup to access the Send options, you will notice that there are two settings for each option in the menu, as shown in the Message Send Options menu below. There is a setting for Mail messages (messages sent from the Mail Message, Forward, or Reply screen) and a setting for phone messages (messages sent from the Phone Message screen).



If you pressed Options to access the Send options, the settings for the type of message (mail message or phone message) you are currently creating appear.

3 Select an option.

The cursor moves to the Mail Message setting (Setup) or current setting (Options) for that option.

4 Make the desired change.

If you accessed Send Options with Setup, the cursor moves to the Phone Message column. Repeat step 4 above if you want to change that setting too.

At this point, you can repeat steps 3 and 4 above to change the settings for other options in the current menu.

If you accessed Send Options with Setup and are going to change several settings at once, you can select an option and then use the arrow keys or Tab and Shift-Tab to move from setting to setting within the Mail Message and Phone Message columns.

When you finish changing settings,

5 Press **Exit** (F7) until you return to the screen where you pressed Setup or Options.

Message Send Options

In general, the Message Send options let you control how a message is handled in your Out Box and in recipients' In Boxes.

The explanations below describe how the Message Send options will affect all messages when you change the options in Setup. If you are using Options to change a setting, it will only affect the message you are currently creating.

Auto-Delete

Select Auto-**D**elete (1), then type **y** to have each message you send automatically deleted from your Out Box as soon as *all* recipients delete the message from their In Boxes. Or, type **n** (default setting) if you want to delete messages from your Out Box manually.

Auto-Delete will not work if any of the users or hosts designated as recipients of a message are unknown or if the message is undeliverable. It will also not work if the Status Info setting for a message is set to No (see Status Info *under* Transport Send Options *below) and there are recipients on other hosts. Finally, if you delete a message from the In Boxes of all recipients but leave the message in your Out Box, the Auto-Delete setting is cleared.*

Expire After

Select **E**xpire After (2), then enter the number of days (1 to 250) after which you want each message you send to be deleted from all recipients' In Boxes who have not yet opened (read, printed, or saved) it. When the message expires, it is also deleted from your Out Box.

If you do not want unopened messages automatically deleted, enter **0** (default setting) for the number of days.

Insert In Out Box

Select **I**nsert in Out Box (3), then type **y** (default setting) if you want each message you send to be inserted in your Out Box. Or, type **n** if you do not want any messages inserted in your Out Box. Be aware that if messages are not inserted in your Out Box, you cannot check on the status of those messages or resend them.

Notify Recipients

Select **N**otify Recipients (4), then type **y** (default setting) if you want recipients of messages you send to be notified of those messages. When a recipient is notified, a beep sounds and a message is displayed in the center of the screen. The message will appear in any program, providing the recipient has loaded the Notify program (see *Appendix E: Notify*). The notification message contains the name of the sender, the subject description, and a prompt telling the recipient to press Ctrl-Enter to clear the message.

Select this option and type **n** if you do not want recipients notified of incoming messages. Recipients will then only see that they have received a message from you when they go into the Mail program.

Priority

You can use the Priority option to assign a priority (low, normal, or high) to messages you send. Select this **P**riority (5), then select **L**ow (1), **N**ormal (2) (default setting), or **H**igh (3). Then, the messages you send are marked with a low-priority indicator (-), normal-priority indicator (•), or high-priority indicator (+), respectively, in recipients' In Boxes.

Reply Requested

Select Reply Requested (6), then enter a number of days (0 to 250) to add a reply request to messages you send. Recipients will be asked to reply to your messages within the number of days you specify. If you would like recipients to reply at their convenience, type **y** instead of entering a number of days.

In addition to the request in the message itself, an exclamation point (!) will replace the priority indicator for that message in a recipient's In Box if that user opens (reads, prints, or saves) the message without replying. If a recipient attempts to delete a reply requested message, the recipient is reminded that a reply has been requested for that message and must confirm or cancel the deletion.

Select this option and type **n** (default setting) if you do not want to request a reply to messages you send.

Return Notification

Select **R**eturn Notification (7), then type **y** if you want to receive a notification message each time a recipient opens (reads, prints, or saves) a message you send. A beep will sound and a message containing the name of the recipient and the message subject will appear in the middle of your screen, providing you have loaded the Notify program (see *Appendix E: Notify*).

Select this option, then type **n** (default setting) if you do not need to know when recipients open your messages.

Protection Send Options

You can use these options to protect messages so that only the intended recipients have access to them.

The explanations below describe how the Protection Send options will affect all messages when you change the options in Setup. If you are using Options to change a setting, it will only affect the message you are currently creating.

Concealed Subject

Select **C**oncealed Subject (1), then type **y** if you want the subject of messages you send to be concealed (replaced with "** CONCEALED SUBJECT **") in recipients notification messages and In Boxes. The subject you enter for a message will only be displayed in recipients' Read screens.

Select this option and type **n** (default setting) if you want the subjects you enter for messages displayed in recipients' notification messages and In Boxes.

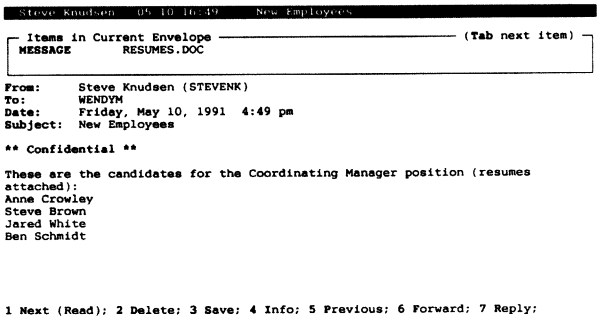
Encryption

Select **E**ncryption (2), then select **W**P Mail (2) (default setting) if you want messages you send to be encrypted. This ensures that messages you send cannot be read by anyone except the recipients while the message is in transit and stored in the Mail system. The message is only unencrypted when it is read into memory when a recipient opens (reads, prints, or saves) the message.

If, for some reason, you do not want your messages encrypted, select this option, then select **N**one (1) to disable message encryption.

Security

You can use this option to attach a specific security *label* to messages you send. The security label appears above the message in the Read screen.



To attach a security label, select **S**ecurity (3), then select one of the following options: **P**roprietary (2), **C**onfidential (3), **S**ecret (4), **T**op Secret (5), **F**or Your Eyes Only (6).

Important: *Security labels are intended to inform recipients of the degree of sensitivity of messages you send. They do not affect how messages are sent or how they appear in notification messages and In Boxes. You may want to use security labels in combination with the Concealed Subject option for more sensitive messages (see* Concealed Subject *above).*

If you do not want a security label attached, select this option, then select **N**ormal (1) (default setting).

Transport Send Options

You can use the Transport Send Options to control the delivery path and delivery time of messages you send. These options, however, apply only if you have a multiple-host system.

To see if you have a multiple-host system, press ***List*** *(F5) from any Mail screen, then select* ***H****osts (6). If more than one host is listed, you have a multiple-host system. Press* ***Exit*** *(F7) to exit the List feature.*

The explanations below describe how the Transport Send options will affect all messages when you change the options in Setup. If you are using Options to change a setting, it will only affect the message you are currently creating.

Conversions Allowed

Some gateway programs convert messages and files in the process of delivering mail. Use the Conversions Allowed option to indicate which message files you will allow to be converted.

Select **C**onversions Allowed (1), then select one of the three options displayed at the bottom of the screen. Select **N**one if you do not want to allow conversion of any messages or attached files. Select **M**essage Only (2) if you want to allow conversion of messages but do not want to allow conversion of attached files (default setting). Select **B**oth Messages and Files (3) if you want to allow conversion of all messages and attached files.

If you select option 1 or 2, messages and/or attached files will be protected from conversion when possible.

Deliver After

Select **D**eliver After (2), then enter a number of days (1 to 250) you want delivery of messages delayed from the time you send them or select **I**mmediate (default setting) if you do not want delivery delayed.

Routing Path

Select **R**outing Path (3), then select **A**utomatic (1) if you want the default routing paths used to deliver messages (default setting) or select **E**xplicit (2) if you want to be able to explicitly define the routing paths of messages you send.

If you select Explicit, include the route for each recipient's host when you add that recipient to the To or For line (see *Recipients* in *Mail Reference* for details on entering routes). If you do not include a route when Routing Path is set to Explicit, the default path is used.

Status Info

You can use this option to indicate what information you want returned from remote hosts about the messages you send to those hosts.

Select **S**tatus Info (4), then select one of the four options displayed at the bottom of the screen. Select **N**one (1) if you do not want any status information returned from remote hosts. Select **D**elivery (2) if you only want delivery status (if the message was delivered and at what time) returned from remote hosts. Select **O**pen (3) if you want delivery status returned and you want to know when messages are opened (default setting). Select **F**ull (4) if you want all possible status information (delivery status, open status, and the times when messages are deleted) returned from remote hosts.

Setup

You can use Setup to change the default (initial) settings for Mail.

1 Press **Setup** (Shift-F1) from the main Mail screen.

2 Select an option, then make the desired changes (the options are described below).

3 Press **Exit** (F7) to return to the main Mail screen.

Send

Select **S**end (1) to change how Mail handles messages you send. See *Send Options* in *Mail Reference* for details.

Print

Select **P**rint (2) to select a printer definition and device and change the page format. See *Print Options* in *Mail Reference* for details.

Display

If you have a color monitor, you can select **D**isplay (3) to change the display colors for Mail. The Mail Colors feature is used the same way as the Shell Colors feature. See *Colors* in *Shell Reference* for details.

Environment

Select **E**nvironment (4) to change the default settings for several Mail features. See *Environment Setup* in *Mail Reference* for details.

Shell

If you start Mail from the Shell menu, the Shell feature lets you return to the Shell menu without exiting Mail. Other Shell options let you save or append text to the Shell clipboard and retrieve text from the clipboard.

The clipboard is a special Shell buffer that can be used to temporarily store information and move information between programs (see Clipboard *in* Shell Reference *for details).*

Go to Shell

To return to the Shell menu,

1 Press **Shell** (Ctrl-F1) from any Mail screen.

2 Select **G**o to Shell (1).

An asterisk (*) appears next to the Mail menu letter in the Shell menu. This indicates that the program is still resident in memory. You can now start another program or use any of the Shell options.

To return to Mail, make sure you are at the Shell menu, then type the Mail menu letter (usually **m**) from the Shell menu.

Switch Program

You can use the Switch Program feature to move directly to other programs or options on the Shell menu without having to return to the Shell menu. Press **Switch Program** (Ctrl-Alt-*x* where *x* is the letter or number of the menu item or option you want to switch to).

Saving/Appending to the Clipboard

You can save any text you enter in Mail screens to the clipboard.

1 Use **Tab** or **Shift-Tab** to move to a text item you have entered in the Mail Message, Phone Message, Forward, Reply, or Resend screen.

or

In the Read or Info screen or when looking at a text file in List Files, move the cursor to the first line of text you want to save, press **Block** (Alt-F4), and then move the cursor to the last line of text you want save.

2 Press **Shell** (Ctrl-F1) to display the Shell options.

3 Select **S**ave (2) to replace the contents of the clipboard with the selected text.

or

Select **A**ppend (3) to append the selected text at the end of the clipboard contents.

Retrieving from the Clipboard

To retrieve the text in the clipboard into any line or box where you can type text,

1 Use **Tab** or **Shift-Tab** to move to the desired line or box, then move the cursor (if necessary) to where you want the text inserted.

2 Press **Shell** (Ctrl-F1), then select **R**etrieve Clipboard (4).













Contents

Introduction to Scheduler 569
Busy Screen 580
Colors/Attributes 582
Date 586
Display Options 587
Environment Options 590
Events Screen 592
Export 595
Groups 597
Help 600
Info Screen/Window 601
List 604
List Files 606
List Groups 611
List Hosts 613
List Owner 614
List Users/Resources 615
Month Screen 617
People and Resources 620
Print 625
Print Options 627
Retrieve 629
Save 633
Schedule Options 634
Schedule Screen 637
Screen 642
Search Screen 643
Setup Options 648
Shell 648
Week Screen 649

Introduction to Scheduler

Important: *Scheduler is included with WordPerfect Office LAN and can only be used on a network. If you are using WordPerfect Office PC on a stand-alone machine, you do not have this program.*

You can use Scheduler to schedule events (meetings, conferences, interviews, presentations, etc.) for the people and resources on your network.

The people and resources you can schedule are defined by your system administrator. Each resource (projector, conference room, automobile, etc.) is assigned an *owner*—a network user who has authority over the scheduling of that resource.

To help you schedule an event, Scheduler can check the calendars of all the people and resources you want to include in the event. It checks all the times in the range you indicate and displays a list of times when all the people and resources are available.

When you schedule an event, Scheduler notifies each person and resource owner you include that they are requested to attend the event and lets them accept or reject the request. If a person accepts an event request, your Scheduler adds that event to that person's Scheduler and adds an appointment to that person's Calendar. The person organizing the event can periodically check to see who has responded. Scheduler shows who has accepted the event as well as who has deleted (rejected) the event and their reasons (if any) for deletion.

You can also use Scheduler to view and respond to event requests others send to you.

Starting Scheduler

To start Scheduler from the Shell menu, type the appropriate menu letter (usually **s**), or move the cursor to the Scheduler menu item and press **Enter**.

To start Scheduler from DOS, change to the directory containing the SC.EXE file, then enter **sc**.

If you have included the WordPerfect Office program directory in your DOS path, you do not need to change directories before entering the program name (see Appendix B: DOS and WordPerfect Office *for details on the DOS PATH command).*

Important: *If you are on a network, you need to be careful which directory you are in when starting a WordPerfect Office program from DOS. Because WordPerfect Office programs create temporary files while they are running, if you attempt to start a program in a directory where you do not have the network rights necessary to create files, the program will not start. You can avoid this problem by including the /d-pathname startup option to redirect temporary files to a directory where you do have sufficient rights. Or you can change to a directory where you have sufficient rights and then enter the full pathname of the program file to start the program (e.g., o:\office30\sc.exe).*

If you or your system administrator has assigned a password to your Scheduler file, you are prompted for a password when you start Scheduler. Enter the password to display your Scheduler.

If you do not know your password, consult your system administrator.

The options (switches) you can use when starting Scheduler are briefly described below. For a more detailed explanation of these startup options and instructions on how to use them, see *Appendix K: Startup Options*.

Option	Action
/@u-*user ID*	Lets you retrieve the schedule of another user.
/c	From DOS or when Scheduler is set to start resident under Shell, checks for scheduled event requests not yet responded to. Loads *and* starts Scheduler if new event requests are found.
/cm	Same as /c, but only informs of new events.
/cn	Same as /c, but Scheduler does not stay resident if new events are not found.
/d-%*x*	Lets you run another copy of Scheduler from the same directory.
/d-*pathname*	Redirects temporary files to the directory indicated.
/m-*macro name*	Executes the Shell macro indicated when you start Scheduler.
/mono	Enhances monochrome display for machines that emulate both monochrome and color adapters.
/nf	Disables fast-text display.
/nk	Disables advanced keyboard BIOS calls.
/nt-*x*	Overrides the default Network Type selection with the network type indicated by *x*.
/nu	Disables the Auto-Update feature.
/ph-*pathname*	Defines the path to the Mail/Scheduler system (host) directory, overriding the default path.
/rp	Checks for owned resource requests.
/ss-*rows,columns*	Lets you change the default screen size.
/w-*x*	Lets you allocate less work space for Scheduler.

Scheduler Screens

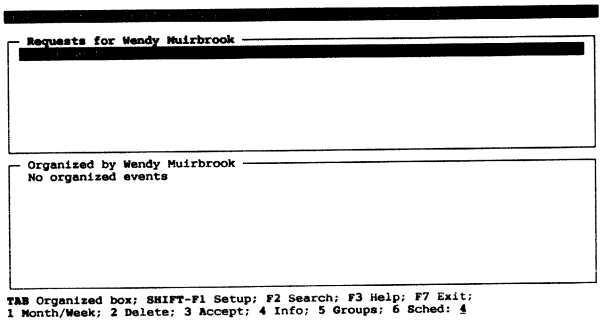
There are six main screens in Scheduler:

- Events
- Month
- Week
- Schedule
- Search
- Busy

Each of these screens is briefly described below. For more details, refer to the Scheduler Reference sections indicated.

Events Screen

The screen displayed when you start Scheduler is called the Events screen.

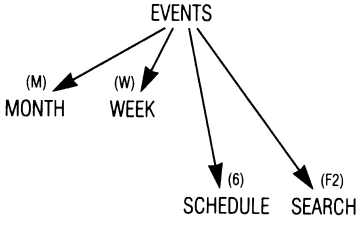


The Events screen lists the events you have been requested for and the events you have organized. Among other things, you can perform the following tasks from the Events screen:

- View detailed information about an event.
- Accept or delete an event you have been requested for.
- Renotify people of an event you organized.
- Reschedule an event you organized.
- Delete an event.

For complete details on the Events screen and how to use it, see *Events Screen* in *Scheduler Reference*.

You can move to one of four main screens from the Events screen: Month, Week, Schedule, or Search.



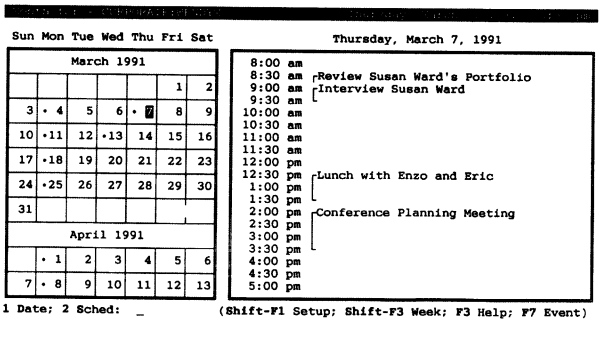
Month and Week Screens

From the Events screen, select **M**onth (by typing **m**) to move to the Month screen, or select **W**eek (by typing **w**) to move to the Week screen. The event at the cursor in the Events screen is displayed in the Month or Week screen.

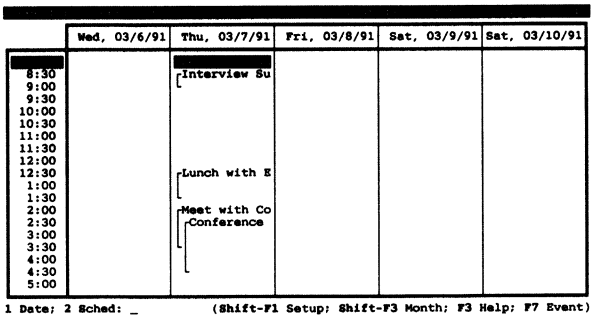
*If you type **1** to select the Month/Week option, either the Month or the Week screen is displayed, depending on which screen you were in last.*

The Month and Week screens display the events you have been requested for and your appointments from Calendar in one complete schedule.

The Month screen displays a monthly calendar on the left side of the screen and the events and appointments for the date at the cursor on the right side.



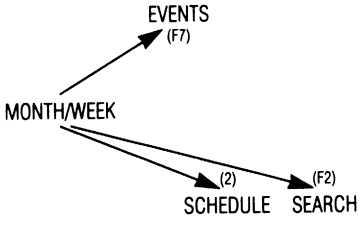
The Week screen displays the same information, except that several days' events and appointments are displayed at the same time.



From both the Month and Week screens, you can view detailed information about events you have been requested for and accept or delete (reject) the requests for those events.

See *Month Screen* and *Week Screen* in *Scheduler Reference* for complete details on the Month and Week screens.

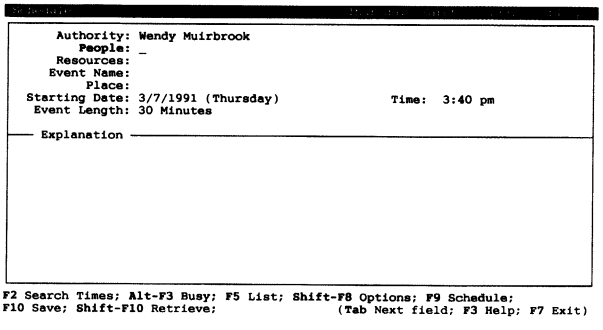
From the Month or Week screen, you can press **Switch** (Shift-F3) to switch between the Month and Week screens or press **Exit** (F7) to return to the Events screen. You can also select **S**chedule (2) to move to the Schedule screen, or press **Search** (F2) to move to the Search screen.



Schedule Screen

To move to the Schedule screen from the Events screen, select Schedule (6) from the Events menu.

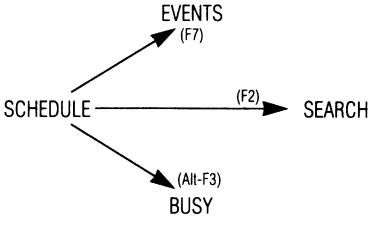
*You can also press **Schedule** (F9).*



You can use the Schedule screen to enter the information necessary to schedule (organize) an event. The information includes the event name, place, date, time, and length, and also the people and resources requested.

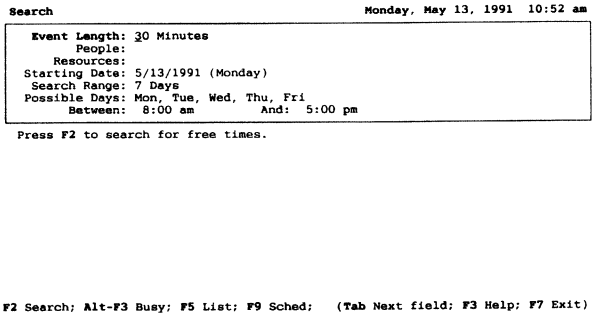
See *Schedule Screen* in *Scheduler Reference* for details on scheduling an event.

While in the Schedule screen, you can move to the Search screen to find times when all the people and resources included in the event are available (see *Search Screen* below) or to the Busy screen to see when people and resources are busy (see *Busy Screen* below). After selecting an available time, you are returned to the Schedule screen. When you finish with the Schedule screen, press **Exit** (F7), then type **y** to schedule the event and return to the Events screen or type **n** to return to the Events screen without scheduling the event. (If you moved to the Schedule screen from the Month or Week screen, you are returned to that screen instead of the Events screen.)



Search Screen

Press **Search** (F2) from the Events screen to move to the Search screen.

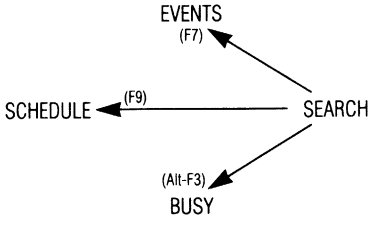


You can use the Search screen to enter search criteria to find times when all the people and resources you want to include in an event are available.

See *Search Screen* in *Scheduler Reference* for details on searching for available times.

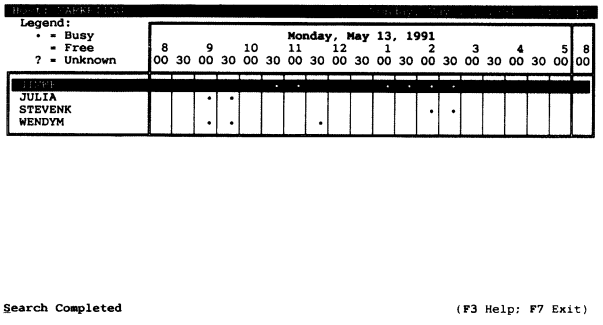
The way you exit the Search screen depends on whether you actually perform the search and select an available time. If you perform the search and select an available time, you are taken to the Schedule screen with that time inserted for the event time.

If you do not perform a search, you can press **Exit** (F7) and type **n** to return to the Events screen. (If you moved to the Month or Week screen before moving to the Search screen, you are returned to the Month or Week screen instead of the Events screen.) You can also move to the Schedule screen by pressing **Schedule** (F9). If you want to see when the people and resources you are scheduling are busy, press **Busy** (Alt-F3) from the Search screen.

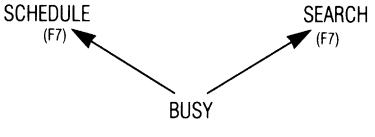


Busy Screen

You can access the Busy screen by pressing **Busy** (Alt-F3) from the Schedule or Search screen.



While the Search screen finds times when all the people and resources you are scheduling are available, the Busy screen shows when these people and resources are busy (when they have other appointments and events scheduled).



When you finish viewing the Busy screen, press **Exit** (F7) to return to the Schedule or Search screen.

Cursor Movement and Editing Keys

Use the following keys to move the cursor and edit text in Scheduler screens.

Action	Keystroke
Character Left/Right	Left/Right Arrow (←/→)
Word Left/Right	Ctrl-Left/Right Arrow (Ctrl-←/→)
Line Up/Down	Up/Down Arrow (↑/↓)
Beginning/End of Line	Home,Left/Right Arrow (Home,←/→)
End of Line	End

Action	Keystroke
Beginning/End of Text	Home,Home,Up/Down Arrow (Home,Home,↑/↓)
Delete Character Left	Backspace
Delete Character at Cursor	Delete (Del)
Delete Word	Ctrl-Backspace
Delete to End of Line	Ctrl-End
Delete to End of Text	Ctrl-Page Down (Ctrl-PgDn)

Entering Times

When prompted for a time in Scheduler, you can enter a time in standard hour-minute format (e.g., 8:15). However, you do not need to include a colon to separate hours from minutes, and you do not need to include the minutes if it is an exact hour (e.g., 900 and 9 are treated the same as 9:00). Type **a** or **p** after the time to indicate a.m. or p.m. (e.g., 9a, 345p). You can also use a 24-hour clock to indicate p.m. times (e.g., 13 means 1:00 p.m.). If you do not include an "a" or "p," Scheduler assumes the time is during the current scheduling hours, 8:00 a.m. to 5:00 p.m. by default. See *Schedule Options* in *Scheduler Reference* for details on changing the default scheduling hours.

When you enter a time, Scheduler rounds odd minutes down to the last increment of five. For example, if you enter 8:19, Scheduler rounds the time to 8:15.

Entering Time Amounts

When prompted for an amount of time, you can enter a number of minutes, hours, days, weeks, months, or years. Enter a number followed by the name of the time unit (30 minutes, 1 hour, 2 days, etc.). Spaces between the number and the time unit are optional and you only need to enter as much of the time unit name as is necessary to positively identify that time unit. Because all the time units except for minutes and months begin with different letters, you can enter just the first letter for most time units (e.g., 1h = 1 Hour, 4d = 4 Days, 2w = 2 Weeks, 1y = 1 Year). If you enter a number followed by an "m" (e.g., 45m), it is interpreted as minutes. To enter a number of months, you must at least include the letters "mo" after the number (e.g., 2mo).

You can combine time units when entering time amounts (e.g., 1h30m). You can also use decimal fractions with all but minutes. For example, you can enter 1.5h for 1 hour 30 minutes. When using decimal fractions, Scheduler uses only the tenths digit. Any digits to the right of the tenths position are ignored (e.g., 1.75 is treated the same as 1.7).

Entering Dates

When prompted for a date, you can use a slash (/), comma, or space to separate the date elements (month, day, and year), and you can enter two or four digits for the year. You can also enter "partial dates" as long as you include the

element separators (e.g., 6//91, 6/3/). The missing element(s) is assumed to be today's month, day, and/or year.

You can change the way dates are entered (e.g., to day/month/year) by changing the date format (Shift-F5).

Function Key Features

Listed below are the features you can access with function keys in Scheduler. The Screen column indicates in which screens you can use a feature (E=Events; M=Month; W=Week; Sc=Schedule; Se=Search; B=Busy). You can find details on each feature in the Scheduler Reference section listed.

Feature	Screen(s)	Reference Section
Bold (F6)	Sc	Schedule Screen
Busy (Alt-F3)	Sc, Se	Busy Screen
Cancel (F1)	All	Introduction to Scheduler
Date/Time Format (Shift-F5)	E,M,W	Date/Time Format
Exit (F7)	All	Introduction to Scheduler
Export (Ctrl-F5)	E,M,W	Export
Help (F3)	All	Help
List (F5)	E,M,W,Sc,Se	List
Print (Shift-F7)	E,M,W	Print
Retrieve (Shift-F10)	E,M,W,Sc,Se	Retrieve
Save (F10)	E,M,W,Sc,Se	Save
Schedule (F9)	E,M,W,Se	Schedule Screen
Schedule Options (Shift-F8)	Sc,Se	Schedule Options
Screen (Ctrl-F3)	All	Screen
Search (F2)	E,M,W,Sc	Search Screen
Setup (Shift-F1)	E,M,W	Setup
Shell (Ctrl-F1)	All	Shell
Switch (Shift-F3)	M,W	Month Screen Week Screen
Underline (F8)	Sc	Schedule Screen

Cancel
Cancel (F1) can be used to *back out of* (cancel) any Scheduler menu or prompt. You may need to press Cancel more than once.

Exit
Press **Exit** (F7) to exit menus, screens, and the Scheduler program.

Help
For help using the features above or any feature, press **Help** (F3), then follow the on-screen instructions.

Function Key Template
Press **Help** (F3) twice to display the Scheduler function key template.

Exiting Scheduler

All changes you make in Scheduler are automatically saved when you exit the program. To exit Scheduler, make sure you are in the Events screen, then press **Exit** (F7).

Lesson

For step-by-step instructions on using Scheduler, see *Lesson 14: Scheduler Basics* in the *WordPerfect Office Workbook*.

Busy Screen

When you are searching for available times for an event, you can look at the Busy screen to see when the people and resources you've listed for the event are busy. The Busy screen is especially useful after performing a search for available times and not finding a suitable time. You can then use the Busy screen to see what people are busy at a particular time.

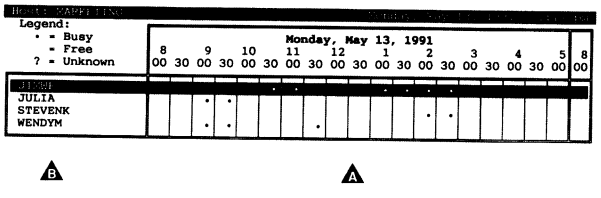
Viewing the Busy Screen

Before you go to the Busy screen, enter the desired search criteria in the Schedule or Search screen (see *Schedule Screen* or *Search Screen* in *Scheduler Reference*). The range settings in the Busy screen depend entirely on the search criteria in the Search screen (Event Length, Starting Date, Search Range, Possible Days, Between/And settings).

After entering the search criteria, press **Busy** (Alt-F3) from the Schedule screen or Search screen.

A DATE AND TIMES

B PEOPLE AND RESOURCES LIST



Search Completed (F3 Help; F7 Exit)

An outline showing possible times within the search range are displayed. The time intervals displayed depend on the Busy Screen Time Interval setting in Display Setup (see *Display Options* in *Scheduler Reference*). The box on the left lists alphabetically by host the people and then any resources listed on the Schedule or Search screen.

A busy time is represented by a bullet (•) in a box across from the person or resource and below a time in the outline. The event description of a busy time is not displayed in order to maintain confidentiality. Free times are left blank.

The table of busy times may or may not be complete as soon as the Busy screen is displayed. If all the users and resources you included in the Schedule or Search screen are on the same host (Mail/Scheduler system) as you, all the necessary information is immediately available and a "Search Completed" message appears at the bottom of the screen. If any of the users or resources you included are on hosts other than your own, it may take some time for the

information to return from those hosts. Until all the information returns, questions marks (?) appear in the time boxes for those users and resources and a message appears at the bottom of the screen letting you know for how many users and resources information has been received. As soon as all the information has been received, a beep sounds and the message changes to "Search Completed."

You can change the characters used to represent free, busy, and unknown times with Display Options on the Setup menu (see Display Options *in* Scheduler Reference*).*

Background Search

Depending on the number of hosts you need information from and the current operating conditions on the system, it could take a considerable amount of time to receive information back from all hosts. You do not, however, have to stay in the Busy screen for the search for busy time information to continue. You can use the Shell or Switch Program feature to leave Scheduler resident and switch to another program (see *Shell* in *Scheduler Reference*). You can also exit the Busy screen and move to any screen in Scheduler as long as you don't cancel the event you are scheduling. (Canceling the event or exiting Scheduler cancels the search.) You can then periodically check the Busy screen to see if all the information has arrived.

Moving to Different Dates/Times

You can view other dates and times in the Busy screen, but you are restricted to the dates and times within the search range listed on the Search screen.

Use the following keys to display the busy times for a different date or time:

Action	Keystroke
Previous/Next Time Interval	Left/Right Arrow (←/→)
Previous/Next Day	Ctrl-Left/Right Arrow (←/→) Page Up/Page Down (PgUp/PgDn)

You can also use Go to Date (Ctrl-Home) to move to a specific date (see *Date* in *Scheduler Reference*).

Moving the Cursor

The reverse video bar in the Busy screen helps you see which busy times belong to which person or resource. If there are more people and/or resources than are displayed, an arrow appears on the left of the window, indicating more names in the direction of the arrow. Use the following keys to scroll through the names.

Action	Keystroke
Name Up/Down	Up/Down Arrow (↑/↓)
Window Up/Down	Home,Up/Down Arrow (Home,↑/↓) Page Up/Down (PgUp/PgDn) Screen Up/Down (-/+ on the number pad)
First/Last Name	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

Exiting

When you finish viewing the Busy screen, press **Exit** (F7) to return to the Schedule or Search screen.

Colors/Attributes

The Colors/Attributes feature lets you change the way text is displayed on the screen.

On-screen text display is independent of the way text is printed.

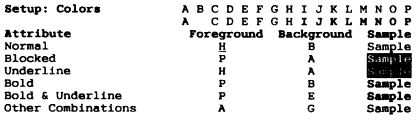
The options available with the Colors/Attributes feature depend on the display card and monitor you have. Your display card or monitor should fall under one of the following categories: EGA/VGA, CGA/PC3270/MCGA, Hercules InColor, or monochrome.

EGA/VGA

To change Colors/Attributes settings with an EGA or VGA card or monitor,

1 Press **Setup** (Shift-F1) from the Events, Month, or Week screen.

2 Select **D**isplay Options (1), then select **C**olors/Attributes (6).



The Attributes column on the left lists the possible text attributes. Two rows of letters appear above the attributes table. The letters in the top row are your foreground color options and the letters in the bottom row are your background color options. You use the Foreground and Background columns to assign foreground and background colors to attributes. The Sample column shows how attributes will appear with the current color selections.

If there appears to be a letter with no color assigned to it, that is the letter for the current background color.

To change the foreground and background color assignments for an attribute,

3 Move the cursor to the setting you want to change, then type the letter of the color you want to assign. Do this for each setting you want to change.

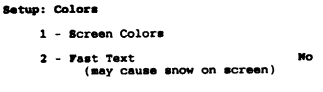
4 Press **Exit** (F7) until you return to the Events, Month, or Week screen.

CGA/PC3270/MCGA

To change Colors/Attributes settings with a CGA, PC3270, or MCGA card or monitor,

1 Press **Setup** (Shift-F1) from the Events, Month, or Week screen.

2 Select **D**isplay Options (1), then select **C**olors/Attributes (6).



3 Select **F**ast Text Display (2).

4 Type **y** if you want to increase the speed at which text is written to the screen.

or

Type **n** if you want text displayed at normal speed (the default).

Turning on Fast Text Display may cause *snow* or static on some monitors. If it does on your monitor, turn off Fast Text Display.

5 Select **S**creen Colors (1) if you want to change the foreground and/or background color assignments for one or more attributes.

The Attributes column on the left lists the possible text attributes. Two rows of letters appear above the attributes table. The letters in the top row are your foreground color options and the letters in the bottom row are your background color options. You use the Foreground and Background columns to assign foreground and background colors to attributes. The Sample column shows how attributes will appear with the current color selections.

If there appears to be a letter with no color assigned to it, that is the letter for the current background color.

To change the foreground and background color assignments for an attribute,

6 Move the cursor to the setting you want to change, then type the letter of the color you want to assign. Do this for each setting you want to change.

7 Press **Exit** (F7) until you return to the Events, Month, or Week screen.

Hercules InColor

To change Colors/Attributes settings with a Hercules InColor Card,

1 Press **Setup** (Shift-F1) from the Events, Month, or Week screen.

2 Select **D**isplay Options (1), then select **C**olors/Attributes (6).

At this point, you are given two options for setting up screen colors: Screen Colors and Foreground/Background Colors.

3 Select **S**creen Colors (1) to display the attribute menu.

The Attributes column on the left lists the possible text attributes. The remaining columns, except for Sample, represent the possible screen fonts you can assign to attributes. The Sample column shows how attributes will appear with the current font selections.

To change the font assignments for an attribute,

4 Move the cursor to a font column (Blink, Bold, Blocked, Underline, or Normal) for the attribute you want to change.

You can change the appearance of any attribute in the list, except for Bold.

5 Type **y** to assign that font to the attribute.

or

Type **n** if you do not want that font assigned to the attribute.

*You can also press the **Space Bar** to toggle between the Y and N settings.*

6 Repeat steps 4 and 5 above to turn other fonts on or off for the current attribute. (You can assign a combination of fonts to an attribute.)

7 Repeat steps 4 through 6 above for each attribute you want to change.

8 Press **Exit** (F7) to save the changes and return to the Colors/Attributes menu.

9 Select **F**oreground/Background Colors.

The Foreground/Background menu lets you change the foreground and background colors and the colors used to display the cursor and text with the Underline and Bold attributes.

10 Select one of the options, then enter a number from 1 to 64 to assign the corresponding color from the Hercules InColor palette. Do this for each display item you want to change.

You can also use Tab and Shift-Tab after selecting an option to scroll through the color selections.

11 Press **Exit** until you return to the Events, Month, or Week screen.

Monochrome

To change Colors/Attributes settings with a monochrome monitor,

1 Press **Setup** (Shift-F1) from the Events, Month, or Week screen.

2 Select **D**isplay Options (1), then select **C**olors/Attributes (6).

```
Setup: Attributes

Attribute              Blink  Bold  Blocked  Underline  Normal  Sample
Normal                   N     N      N         N         Y     Sample
Blocked                  N     N      Y         N         N     Sample
Underline                N     N      N         Y         N     Sample
Bold                     N     Y      N         N         Y     Sample
Bold & Underline         N     Y      N         Y         N     Sample
Other Combinations       N     N      N         N         Y     Sample
```

The Attributes column on the left lists the possible text attributes. The remaining columns, except for Sample, represent the possible screen fonts you can assign to attributes. The Sample column shows how attributes will appear with the current font selections.

To change the font assignments for an attribute,

3 Move the cursor to a font column (Blink, Bold, Blocked, Underline, or Normal) for the attribute you want to change.

You can change the appearance of any attribute in the list, except for Bold.

4 Type **y** to assign that font to the attribute.

or

Type **n** if you do not want that font assigned to the attribute.

*You can also press the **Space Bar** to toggle between the Y and N settings.*

5 Repeat steps 3 and 4 above to turn other fonts on or off for the current attribute. (You can assign a combination of fonts to an attribute.)

6 Repeat steps 3 through 5 above for each attribute you want to change.

7 Press **Exit** (F7) until you return to the Events, Month, or Week screen.

Date

Use the Date option on the Month or Week menu to move directly to any date, to move a specific number of days forward or backward, or to calculate the difference between the date at the cursor and a date you specify.

Go to Date

To move directly to a specific date,

1 Select **D**ate (1) from the Month or Week menu, then select **G**o to Date (1).

or

Press **Go to Date** (Ctrl-Home) from the Month, Week, or Busy screen.

If you are in the Month screen, the cursor must be in the calendar for the Date option to be displayed.

Today's date is displayed at the prompt.

2 Enter a date in the format shown. (You can also use spaces, commas, or dashes as separators.)

or

Press **Enter** to return to today's date.

The cursor in the calendar window moves directly to the date you specify.

You can change the date format (e.g., to day/month/year) with Date/Time Format on the Setup menu (Shift-F1,2,3). See Setup *in* Scheduler Reference *for details.*

Partial Dates

You can also enter partial dates. You must, however, include both slashes (or other separators) to clarify which date elements (day, month, or year) you are including. Scheduler assumes any missing date elements to be today's month, day, and/or year.

For example,

Today's Date	Partial Date	Result
5/10/91	7//	7/10/91
5/10/91	7//45	7/10/45

Move Days

Use this option to move a specific number of days forward or backward from the date at the cursor.

From the Month or Week menu,

1 Select **D**ate (1), then select **M**ove Days (2).

2 Enter the number of days you want the cursor moved ahead.

or

Enter a dash and a number of days (e.g., -20) you want the cursor moved back.

Date Difference

To calculate the number of days between two dates,

1 Move the cursor to a date in the Week screen or in the calendar of the Month screen.

2 Select **D**ate (1), then select **D**ate Difference (3).

3 Enter another date.

You can enter partial dates (see *Partial Dates* above).

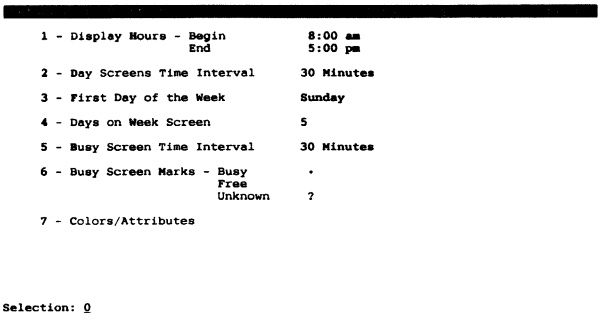
The number of days between the dates is displayed at the bottom of the screen. Press any key to continue.

Display Options

You can use Display Options to change the way information in Scheduler screens appears.

1 Press **Setup** (Shift-F1) from the Events, Month, or Week screen.

2 Select **D**isplay Options (1), then make the desired changes (the options are described below).



As shown in the table below, the Display options affect specific Scheduler screens.

Option	Screen(s) Affected
Display Hours (1)	Month and Week
Day Screens Time Interval (2)	Month and Week
First Day of the Week (3)	Month
Days on Week Screen (4)	Week
Busy Screen Time Interval (5)	Busy
Busy Screen Marks (6)	Busy
Colors/Attributes (7)	All

3 Press **Exit** (F7) until you return to the Events, Month, or Week screen.

Display Hours

To change the range of hours displayed for events in the Month and Week screens,

1 Select **D**isplay Hours (1).

2 Enter a beginning time, then enter an ending time.

See Entering Times *under* Introduction to Scheduler *in* Scheduler Reference.

The default setting for display hours is a beginning time of 8:00 a.m. and an ending time of 5:00 p.m.

Day Screens Time Interval

To change the interval between the event times displayed in the Month and Week screens,

1 Select **D**ay Screens Time Interval (2).

2 Enter the number of hours and/or minutes you want between displayed times (see *Entering Time Amounts* under *Introduction to Scheduler* in *Scheduler Reference*).

If for any reason the time interval you enter is invalid, the previous setting is restored.

The default setting is 30 minutes.

First Day of the Week

To change which day is displayed as the first day of the week in the monthly calendar of the Month screen,

1 Select **F**irst Day of the Week (3).

2 Use the arrow keys to scroll through the names.

3 Press **Enter** when the desired day name is displayed.

Sunday is the default first day of the week.

Days on Week Screen

To change the number of days displayed in the Week screen,

1 Select Days on Week Screen (4).

2 Enter the number of days you want displayed.

A normal (80 column) screen can display a maximum of 17 days. The default setting is 5 days.

Busy Screen Time Interval

You can use this option to change the interval between displayed times in the Busy screen.

1 Select Busy Screen Time Interval (5).

2 Enter the number of hours and/or minutes you want between displayed times (see *Entering Time Amounts* under *Introduction to Scheduler* in *Scheduler Reference*).

If for any reason the time interval you enter is invalid, the previous setting is restored.

The default setting is 30 minutes.

Busy Screen Marks

This option lets you change which characters are used to represent free, busy, and unknown times in the Busy screen. You can use one or two characters (any ASCII characters) for each mark.

To change one or more marks,

1 Select Busy Screen Marks (6).

2 Enter one or two characters to represent free times.

3 Enter one or two characters to represent busy times.

4 Enter one or two characters to represent unknown times.

Pressing Cancel (F1) at any time before you enter the unknown times mark restores all previous marks.

To keep the present setting of any mark and move to the next, press **Down Arrow** (↓). To delete a setting (replace it with spaces), press the **Space Bar** twice.

The default settings are no character (two spaces) for free times, a space and a bullet (•) for busy times, and a space and a question mark (?) for unknown times.

Colors/Attributes

Use this option to change the colors and fonts that are used to display text and attributes in all Scheduler screens (see *Colors/Attributes* in *Scheduler Reference*).

Environment Options

You can use the Environment Setup options to change the default settings for several Scheduler features and to add or remove a password for your Scheduler file.

To use the Environment options,

1 Press **Setup** (Shift-F1) from the Events, Month, or Week screen, then select **E**nvironment (2).

2 Select an Environment option, then make the desired change (the options are described below).

3 Press **Exit** (F7) until you return to the Events, Month, or Week screen.

Beep on Error

Select **B**eep on Error (1), then type **y** if you want Scheduler to sound a beep each time an error occurs or type **n** if you do not want beeps sounded on errors (default setting).

Check Resources at Startup

Select **C**heck Resources at Startup, then type **y** if want a message to briefly appear on your screen each time you start Scheduler when a request for a resource you own is pending. Or, type **n** if you only want to use the List Owner feature to find out about pending event requests for resources you own (default setting).

Date/Time Formats

This option lets you change the way the time and date appear in various Scheduler screens.

From the Setup Options menu,

1 Select Date/**T**ime Formats (3).

*You can also press **Date/Time Formats** (Shift-F5) from the Events, Month, or Week screen.*

2 Select **C**ombined Date/Time (1) to change the display of the date and time in the heading of all Scheduler screens.

or

Select **D**ate Format (2) to change the way the event dates are displayed in the Month, Week, and Busy screens.

or

Select **T**ime Format (3) to change the way event times are displayed in the Month and Week Screens.

3 Enter a new format.

When you enter a format, use the characters listed on the Date and Time Formats screen to insert the corresponding date elements. Also include any text characters (spaces, commas, colons, etc.) you want to appear in the date display. Several examples of date formats are included at the bottom of the screen.

To ensure that appointment times always align correctly in the day window of the Month screen, use the percent sign (%) or dollar sign ($) before the hour character (8) in the time format. This adds leading zeros or spaces to hours less than 10 (e.g., 09:30 am).

The following are the default formats:

Item	Format	Example
Combined Date/Time	6, 3 1, 4 $8:9 0	Tuesday, January 15, 1991 10:46 am
Date Format	6, 3 1, 4	Tuesday, January 15, 1991
Time Format	$8:9 0	10:46 am

Password

Use this option to protect your Scheduler with a password or to remove an existing password.

Assigning a Password

To assign a password to your Scheduler,

1 Select **P**assword (4) from the Setup Options menu, then select **S**et Password (1).

2 Enter the password twice to make sure you entered it correctly the first time.

With the password set, anyone who attempts to start your Scheduler will be asked for the password.

Important: *If you forget your password, there is absolutely no way to retrieve your Scheduler file.*

Entering a password overrides the password (if any) assigned by your system administrator.

Assigning a Null Password

If you want every Scheduler user to have access to your Scheduler, you can set a *null* password by pressing **Enter** twice in step 2 above. Then, any Scheduler user can use Retrieve or the /@u-*user ID* startup option to retrieve your Scheduler.

Important: *Entering a null password offers no protection for your Scheduler, and anyone who wants to can see all the messages you schedule and are scheduled for. If you want only certain people to have access to your Scheduler, set a password and then let those people know the password. With a password set, only those who know the password can access your Scheduler.*

Removing a Password

To remove a password you have set for Scheduler,

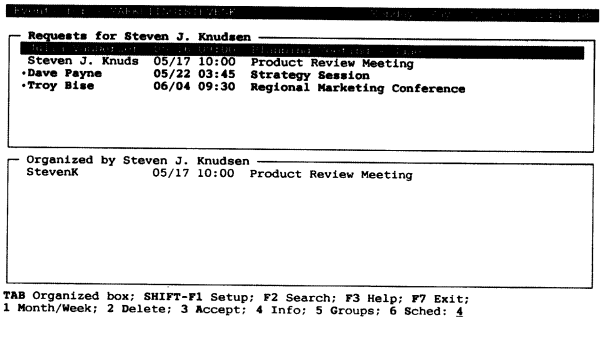
1 Select **P**assword (4) from the Setup Options menu.

2 Select **R**emove Password (2).

Events Screen

The Events screen is the first screen displayed when you start Scheduler. In the Events screen, you can view the events you have been requested for and the events you have organized. You can select Event options to accept or delete events you have been requested for, to delete or reschedule events you have organized, or to renotify those who have not yet responded to event requests.

The Events screen lists only events scheduled by Scheduler. It does not list appointments you create in Calendar.



Request and Organized Boxes

Any events you have been requested for are listed in the top box (the Request box) in chronological order. Each event request displays the organizer's name, the date and time of the event, and the event name. Events you have not yet looked at appear bolded in the list, and any events you have not yet responded to are marked with a bullet (•).

Any events you have organized are listed in chronological order in the bottom box (Organized box) in the order they were scheduled. Each organized event displays those requested for the event (as many as will fit), the date and time of the event, and the event name.

Press **Tab** or **Switch** (Shift-F3) to switch between the Request box and Organized box.

While in the Events screen, you can select any of the options at the bottom of the screen (see *Events Options* below).

Events Options

Unless noted otherwise in the Event options descriptions below, the options work the same with the cursor in the Request box or Organized box. If an option is only available with the cursor in one box or the other, the box name appears in the description title for that option.

Month/Week

Use this option to move to the Month or Week screen (see *Month Screen* and *Week Screen* in *Scheduler Reference*).

There are three ways to select this option. Type **m** to move to the Month screen, type **w** to move to the Week screen, or type **1** to move to whichever of these screens you were in last.

Delete

The Delete option works differently, depending on whether the cursor is in the Request box or Organized box.

Request Box

To delete an event from the Request box,

1 Move the cursor to the event request you want to delete, then select **D**elete (2).

*You can also press **Delete** (Del) or **Backspace**.*

2 Select **D**elete (1) or type **y** to simply delete the request and send a "Deleted" message in the organizer's Info screen.

or

Select **R**eply and Delete (2), then enter a reason for deleting (rejecting) the event request. The reason (if any), along with the "Deleted" message are entered in the organizer's Info screen.

Organized Box

To delete an event you organized,

1 Move the cursor to the event you want to delete, then select **D**elete (2).

2 Select From **O**rganized Box (1) or type **y** to delete the event from your Organized box only and leave the event in the Request boxes of all scheduled people and resources. This does not cancel the event; it is simply no longer displayed in your Organized box.

or

Select From **A**ll Schedules (2) to delete the event from your Organized box and from the Request box and Calendar (if the event was already accepted) of each person and resource requested for the event.

Accept (Request Box)

Select **A**ccept (3) to accept the currently highlighted event in the Request box. This adds the event as an appointment in your Calendar and enters an "Accepted" message in the event organizer's Info screen.

Renotify (Organized Box)

When you schedule an event, Scheduler notifies the included people and resource owners that they or their resources have been requested for an event.

To renotify those who have not yet responded to an event request, move the cursor to that event in the Organized box, then select Renotify (3). Those who have not yet responded to the event request receive the same notification message sent when you originally scheduled the event.

Info

Select **I**nfo (4) or press **Enter** to display complete information for the currently highlighted event (see *Info Screen/Window* in *Scheduler Reference*). When you finish with the Info screen, press **Exit** (F7) to return to the Events screen.

Groups

Select **G**roups (5) to create groups of people and resources for use in scheduling events. After you create a group, you can use the group name to include everyone or everything in the group instead of typing the IDs of each person or resource. See *Groups* in *Scheduler Reference* for details on creating groups.

Schedule

Select **S**chedule (6) to move to the Schedule screen (see *Schedule Screen* in *Scheduler Reference*).

Reschedule (Organized Box)

If you need to change any event information for an event you organized, you must reschedule the event.

From the Organized box,

1 Move the cursor to the event you want to reschedule, then select **R**eschedule (7).

2 Select **D**elete and Reschedule (1) to delete the event from the Calendar and Scheduler of each user and resource included in the event.

or

Select **R**eschedule (2) if you do not want to delete the event but want to use the information entered for that event to schedule another one.

After you select an option, the Schedule screen is displayed for you to edit the event information.

If you already have information in the Schedule screen before you select Delete and Reschedule or Reschedule, that information is replaced with the information from the event you are rescheduling.

After editing the event information,

3 Press **Schedule** (F9) to reschedule the event and remain in the Schedule screen.

or

Press **Exit** (F7), then type **y** to reschedule the event and return to the Events screen.

Export

The Export feature lets you export selected information from your schedule (as it exists in the Events, Month, or Week screen) into one of two WordPerfect secondary merge file formats. You can then use the exported file as a secondary merge file in a WordPerfect merge (see *Merge* in the *WordPerfect Reference Manual*).

Information is added to exported files to make them compatible with the Notebook program. The information necessary to set up the list display and record display is included, so you can retrieve the file into Notebook and immediately begin using the information.

See Notebook Reference *for instructions on how to use the Notebook program.*

To export Scheduler information as a WordPerfect secondary merge file,

1 Press **Export** (Ctrl-F5) from the Events, Month, or Week screen.

2 Use the Export options to indicate what information you want exported and how you want it exported (the options are described below).

3 Select **E**xport to a Merge File (1).

You are prompted for a filename. The default filename is *XXX*SCHED.MRG (where *XXX* is your file ID, usually your initials).

4 Press **Enter** to use the default filename.

or

Enter a different filename. Include a full pathname if you don't want the file saved to the current default directory (e.g., c:\work\junsched.mrg).

Content

You can export Scheduler information in one of two formats: Display Format or Individual Events.

1 Select Content (2) from the Export Options menu.

2 Select Display Format (1).

or

Select Individual Events (2).

What is contained in the records and fields of the merge file depends on the Content setting.

Display Format

If you select Display Format, the merge file will contain a record for each day of information you include. Each record contains the following fields:

01 Date
02 Events
03 User Name

The Date field contains the event date, and the User Name field contains the full name of the person whose schedule you are exporting.

The Events field contains all the event information for a single day. The field contains a time outline with events listed next to their corresponding times (similar to the day window in the Month screen).

Individual Events

If you select Individual Events for Content, the merge file will contain a record for *each* event. Each record contains the following fields:

01 User Name
02 Authority
03 Organizer
04 Event Name
05 People
06 Resources
07 Place
08 Starting Date
09 Time
10 Event Length
11 Explanation

The User Name field contains the full name of the person whose schedule you are exporting. The remaining fields correspond to the Schedule screen settings.

Export Empty Days

This option applies only if the Content setting is Display Format (see *Content* above).

1 Select Export Empty Days (3).

2 Type **y** if you want a record exported for all days within the duration (see *Duration* below), including days with no events.

or

Type **n** if you only want records for days with events exported.

Export Empty Times

This option applies only if the Content setting is Display Format (see *Content* above).

1 Select Export Empty Times (4).

2 Type **y** if you want the Events field of each record to include a full time outline, regardless of how many events (if any) are scheduled for that day.

or

Type **n** if you want a time in the outline displayed only if there is an event scheduled during that time.

Duration

Select Duration (5), then select an option from the Duration menu to indicate how many days' events to include in the exported schedule. The table below indicates what each option exports.

Option	Days Printed
Today	Today's date only
Day	Date at the cursor*
Week	One week, beginning with the date at the cursor
Month	One month, beginning with the date at the cursor
Year	One year, beginning with the date at the cursor

** The Day option exports information for the day at the cursor only if you have already been in the Month or Week screen. Otherwise, it works the same as the Today option.*

Groups

You can use the Groups feature to create groups of users and resources.

You can use group names on the People and Resources lines in the Schedule and Search screens so you don't always have to enter individual IDs to schedule people and resources (see *People and Resources* in *Scheduler Reference* for details on using groups).

Lesson 16: Mail Groups gives you step-by-step instructions for creating a sample group. The process is basically the same in Mail as it is in Scheduler.

The groups you create with the Groups feature are called "personal groups." Your system administrator may have created global groups for all WordPerfect Office users.

You can access global groups with the List Groups feature (see List Groups *in* Scheduler Reference*).*

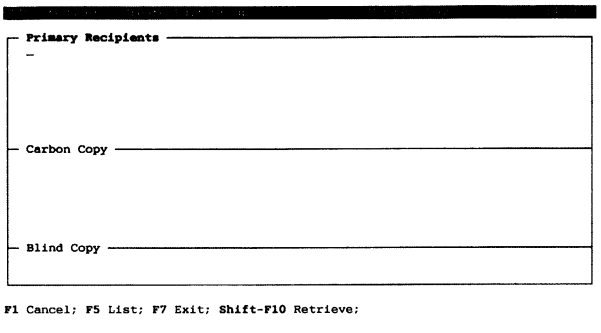
Creating a Group

When you create a group, it must contain people only or resources only. Do not mix people and resources in the same group.

From the Events screen,

1 Select Groups (5).

An empty Create/Edit Group screen appears.



Notice that the screen is divided into three boxes, one for each Mail copy type (primary, carbon copy, and blind copy). Use the Carbon Copy and Blind Copy boxes only if you plan to also use the group in the Mail program. Copy type assignments have no effect on how people or resources are scheduled.

You can indicate whether you want carbon copy and blind copy recipients scheduled when using a group containing these copy types. See Schedule Options *in* Scheduler Reference *for details.*

To add a user, resource, or group to the group you are creating,

2 Use **Tab** or **Shift-Tab** to move the cursor to the desired copy type box.

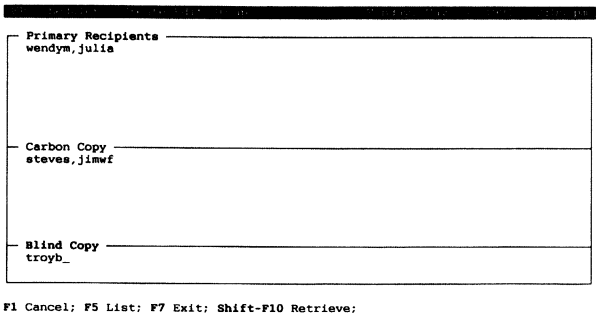
3 Add a user ID or resource ID.

or

Add a user group or resource group.

There are several ways to add users or resources and groups of users or resources to a group you are creating. See *People and Resources* in *Scheduler Reference* for details.

4 Repeat step 3 above for each person, each resource, or each group of people or resources you want assigned to the current copy type.



If necessary, repeat steps 2 through 4 above to add people or resources to one or both of the remaining copy type boxes.

Instead of pressing Exit in step 6 below, press ***Cancel*** *(F1), then type* ***y*** *if you decide not to save the group you have created.*

5 Press **Exit** (F7), then enter a group filename (one to eight characters). Include a full pathname if you want to save the group file to a directory other than the current default directory (e.g., c:\groups\sales).

User group files have a .GRP extension and resource group files have a .RSC extension. If you do not include an extension when entering the group name, Scheduler asks if you want the .GRP extension added to the filename.

6 Type **y** to have Scheduler add the .GRP extension and save the file.

or

Type **n** if you do not want the .GRP extension added.

If you typed **n**, Scheduler asks if you want to add the .RSC extension.

7 Type **y** to have Scheduler add the .RSC extension and save the file.

or

Type **n** to save the file with only the filename you entered.

The group file is saved and you are returned to the Events screen.

Important: *Scheduler does not check if the names in the group are valid when you save the group file. It checks only when you attempt to schedule the group for an event.*

Editing a Personal Group

To edit an existing personal group (a group you have created),

1 Select **G**roups (5) from the Events screen.

2 Press **Retrieve** (Shift-F10), then enter the filename of the group you want to edit. You must include the .GRP or .RSC extension. Include the full pathname if the file is not in the current default directory (e.g., c:\groups\sales.grp).

or

If you don't know the exact name of the group file, use **List** (F5) to retrieve the group file you want to edit (see *List Groups* or *List Files* in *Scheduler Reference*).

Important: *If you use List Groups or List Files, use the Retrieve option (1) to retrieve the contents of the group file rather than marking the file and pressing Exit (which only inserts the pathname of the group file).*

3 Make the desired changes.

With the group displayed, use the cursor movement and editing keys to edit or delete names in the group (see *Cursor Movement and Editing Keys* under *Introduction to Scheduler* in *Scheduler Reference*). You can add names to the group by typing them or by using the List feature.

When you finish editing the group,

4 Press **Exit** (F7).

The original name of the group is displayed as the default filename.

5 To replace the original group with the edited version, press **Enter**, then type **y** at the replace prompt.

or

If you want to preserve the original group, enter a new group name (filename) to save the edited version as a different file (see *Creating a Group* above for details on group filenames).

You are returned to the Events screen.

Help

You can use the Help feature to display information about Scheduler features.

To get help with the Scheduler program,

1 Press **Help** (F3).

The main Scheduler Help screen is displayed with instructions for using the Help feature.

2 Press any function key, cursor movement key, or editing key to view information about the feature assigned to that key.

or

Type one of the letters in the topical guide to learn about a specific topic.

or

Press **Help** again to display the Scheduler function key template.

If the information for the feature or topic occupies more than one screen, the "**1** More" message appears at the bottom of the screen. Type **1** to view successive screens on the same feature or topic.

You can return to the main Help screen at any time while in Help by pressing **Escape** (Esc).

When you finish using Help,

3 Press the **Space Bar** or **Enter** to exit the Help feature.

Context-Sensitive Help

You can also access Help from any menu or prompt to display information about the feature you are using. For example, if you press **Setup** (Shift-F1) and then press **Help** (F3), information about the Setup feature is displayed.

Info Screen/Window

You can use the Info screen or window to view the complete information about an event displayed in the Events, Month, or Week screen.

Displaying an Info Screen or Window

The way you display the Info screen or window for a specific event depends on whether you are in the Events screen or in the Month or Week screen.

From the Events Screen

To display the Info screen or window for an event in the Request box or Organized box of the Events screen,

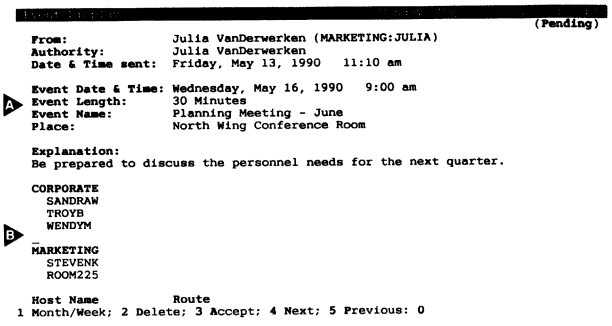
1 Move the cursor to the desired event.

2 Select **I**nfo (4).

*You can also press **Enter**.*

If you selected Info with the cursor on an event in the Request box, a screen similar to the following appears.

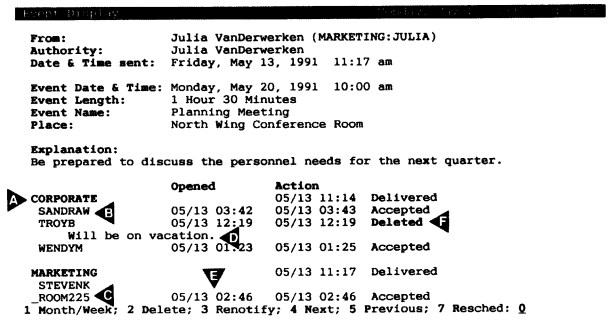
A GENERAL INFORMATION
B REQUESTED PEOPLE AND RESOURCES



The status of the event request (Accepted or Pending) is displayed in the upper right corner of the screen. The other information in the top half of the screen includes the information entered on the Schedule screen when the event was scheduled. Below the general information you will find a list of all the people and resources requested for the event. The host information (your host name and the route used to send the event from the organizer to your host) is displayed last.

A screen similar to the following is displayed if you selected Info with the cursor on an event in the Organized box.

A HOST NAME
B PERSON (USER)
C RESOURCE
D REASON FOR DELETION
E DATE & TIME OPENED
F ACTION TAKEN (RESPONSE)



The Info screen for an organized event includes most of the same information as for a requested event plus the status information for each person and resource you requested for the event. People and resources are listed under their host

name, with people first, followed by the resources. The status information is listed in the Action column and lets you know if the event requests were delivered and what the responses to the requests were. If a person has deleted an event request and has given a reason, the reason appears under that person's or resource's name.

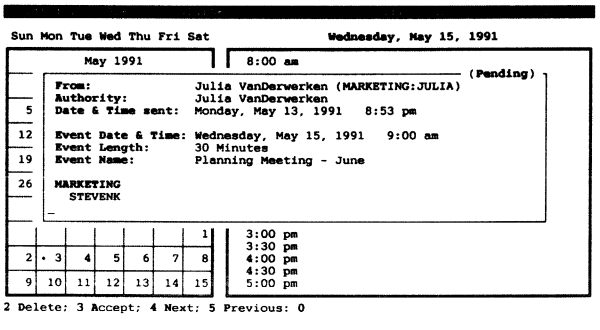
3 When you finish with the Info screen or window, press **Exit** (F7) to return to the Events, Month, or Week screen.

From the Month or Week Screen

To display information about an event in the Month or Week screen,

1 Move the cursor to the desired event, then press **Enter**.

The same information that is displayed for an event in the Request box of the Events screen is displayed when you press Enter on an event in the Month or Week screen. The only difference is that the information is displayed in a window that appears in the middle of the screen instead of in a full screen.



However, if you press Enter to view an event and it overlaps with another event, a list of the overlapping events appears instead of the Info window. You can move the cursor to the desired event, then press **Enter** or select **I**nfo (4) to display the Info window. You can also select **D**elete (2) or **A**ccept (3) to delete or accept the currently highlighted event.

If you open the Info window for an overlapping event, you are returned to the overlapping events list when you exit the window. At this point, you can move to and view, accept, or delete another overlapping event, or press **Exit** (F7) to exit the overlapping events list.

When you finish with the Info screen,

2 Press **Exit** (F7) until you return to the Month or Week screen.

Cursor Movement

If the information in an Info screen or window extends beyond the edges of the screen or window, you can use the following keys to scroll through the remaining information:

Action	Keystroke
Scroll Left/Right	Left/Right Arrow (←/→)
Beginning/End of Line	Home,Left/Right Arrow (Home,←/→)
Line Up/Down	Up/Down Arrow (↑/↓)
Screen Up/Down	Home,Up/Down Arrow (Home,↑/↓) Screen Up/Down (-/+ on the number pad)
First/Last Line	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

Event Options

Any applicable Event options that normally appear for the Request box or Organized box also appear for the Info screen or window. See *Events Screen* in *Scheduler Reference* for details on these options.

In addition, you can select **N**ext (4) or **P**revious (5) to display the next or previous event from the Request box or Organized box (whichever you were in when you selected Info). If you select Next or Previous and there are no more events, you are returned to the Events, Month, or Week screen.

Saving an Info Screen

To save the currently displayed Info screen as a WordPerfect document, press **Save** (F10), then enter a filename. Include a full pathname if you want to save the file to a directory other than the current default directory (e.g., c:\work\confinfo.doc).

Printing an Info Screen

To print the currently displayed Info screen, press **Print** (Shift-F7). The screen is sent to the currently selected print device and printer, and the page is formatted according to the current Page Size settings on the Print Options menu (see *Print* in *Scheduler Reference* for details on selecting a print device and printer and changing the Page Size options).

List

When scheduling an event, you can use the List feature to find and insert the IDs of people and resources, and names of groups you want to include in the event. This is an alternative to typing user, resource, or group names and is especially useful when you can't remember the exact ID or group name.

You can also use the List feature to manage your files and the resources you *own* (resources your system administrator has given you responsibility for).

List Options

Each of the List options is briefly described below. For more information, refer to the sections indicated.

List Files

The List Files option helps you manage your files while in Scheduler. See *List Files* in *Scheduler Reference*.

List Users/Resources

You can use the List Users and List Resources options to view user and resource IDs and to insert IDs when scheduling an event. See *List Users/Resources* in *Scheduler Reference*.

List Hosts

The List Hosts option lists all the hosts to which your host has direct access. Use this option to list the users or resources on other hosts (if any) and include them in the event you are scheduling. See *List Hosts* in *Scheduler Reference*.

List Groups

You can use the List Groups option to include groups of people and groups of resources for an event you are scheduling. See *List Groups* in *Scheduler Reference*.

List Owner

The List Owner option lets you list the resources for which you have been assigned *ownership* by the system administrator. You can select a resource from the list to display that resource's schedule and make changes to it. See *List Owner* in *Scheduler Reference*.

Name Search

You can use Name Search in any list displayed with the List Feature, except a list of owned resources.

Select Name Search, then begin typing the characters in the name you want to find. As you type, the cursor moves to the name that most closely matches those characters. Press **Enter** or one of the arrow keys to exit the Name Search mode. (Pressing an arrow key also moves the cursor in the direction of the arrow.) You can also type an asterisk (*) to mark the current item and exit the Name Search mode.

*You can also press **Search** (F2) to begin a name search.*

List Files

You can use List Files to retrieve group and text files into the Schedule and Search screens, look at the contents of files, and otherwise manage your files.

To use List Files,

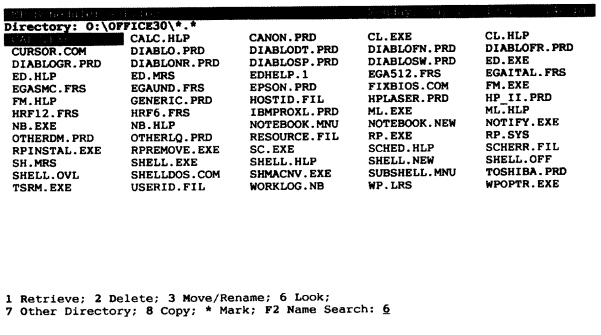
1 Press **List** (F5) from the Events, Month, Week, Schedule, or Search screen, then select **F**iles (1).

The path of the current default directory is displayed. It is the default directory indicated on the Shell Program Information screen for Scheduler if you started Scheduler from Shell (see *Program Information Options* in *Shell Reference*) or the directory you were in when you started Scheduler from DOS.

2 Press **Enter** to list all the files in the default directory.

or

Enter a new directory name and/or filename pattern (see *Filename Patterns* in *File Manager Reference*).



Most List Files options affect the file at the cursor (the reverse video bar). You can also mark files to affect more than one file at a time (see *Mark* below).

3 Use the cursor movement keys to move the cursor to the desired file (see *Cursor Movement and Editing Keys* under *Introduction to Scheduler* in *Scheduler Reference*).

or

Select **N**ame Search, then begin typing the filename to move directly to it. Press **Enter** to end the name search.

*You can also press **Search** (F2) to begin a name search.*

With the cursor on the desired filename,

4 Select a List Files option, then enter any necessary information (the options are described below).

5 Press **Exit** (F7), if necessary, to exit the List feature and return to the screen from which you pressed List.

Retrieve

You can use this option to retrieve the contents of a user or resource group file or to retrieve the contents of a text file.

Retrieving a Group File

To retrieve a group file, you must display a file list with the cursor in the People or Resources line of the Schedule or Search screen, or with the cursor anywhere in the Create/Edit Group screen.

With a file list displayed,

1 Move the cursor to the group file you want to retrieve.

2 Select **R**etrieve (1) to retrieve the contents of the group file (user or resource IDs and/or group names) into the People or Resources line or into the appropriate copy type boxes (see *Groups* in *Scheduler Reference* for details on copy type boxes).

Retrieving a Text File

To retrieve the contents of a text file (e.g., a WordPerfect or DOS text file), you must display a file list with the cursor in the Explanation box in the Schedule screen.

With a file list displayed,

1 Move the cursor to the text file you want to retrieve.

2 Select **R**etrieve (1).

The text from the file is appended to the end of the text (if any) in the Explanation box.

The Explanation box can contain up to 4,095 characters. If retrieving a file will exceed that limit, an error message is displayed and the file is not retrieved.

Delete

Select **D**elete (2), then type **y** to delete the file at the cursor or type **n** to cancel the deletion.

You can delete more than one file at a time by first marking the files you want deleted (see *Mark* below).

Move/Rename

Use this option to move a file to a different directory and/or rename a file. With the cursor on the desired file,

1 Select **M**ove/Rename (3).

2 Enter the path of the directory to which you want the file moved (e.g., c:\work).

or

Enter a new filename to change the name of the file but leave it in the same directory (e.g., newname).

or

Enter a directory path and a new filename to move and rename the file (e.g., c:\work\newname).

You can move more than one file at a time by first marking the files you want moved (see *Mark* below). You cannot, however, rename more than one file at a time.

Look

Move the cursor to a text file (e.g., group file, WordPerfect text file, DOS text file), then select **L**ook (6) or press **Enter** to view the contents of the file. You cannot edit text in a Look screen, but you can use the cursor movement keys to scroll through the text.

When you finish with the Look feature, press **Exit** (F7) to return to the file list.

Next/Previous

While in a Look screen, you can select **N**ext Document (1) or **P**revious Document (2) to display the contents of the next or previous file in the list. If there are no more files when you select Next Document or Previous Document, you are returned to the file list.

Search

You can search for a specific series of characters (e.g., a word or group of words) when looking at the contents of a text file.

1 Press ♦**Search** (F2) to search forward from the line at the cursor.

or

Press ♦**Search** (Shift-F2) to search backward from the line at the cursor.

A search will not find characters in the current line. The search begins with the line below (forward search) or above (backward search) the line at the cursor.

2 Enter the characters you want to find.

The characters you enter become the new default search string.

You cannot use the question mark (?) and asterisk (*) wild cards when searching in a Look screen.

3 Press ♦**Search** or ♦**Search** to begin the search.

The cursor moves to the first occurrence of the characters you typed. (If the characters are not found, your computer sounds a beep and the cursor does not move.)

To find additional occurrences of the same set of characters,

4 Press ♦**Search** twice or press ♦**Search** twice (once to display the default search string, then again to perform the search).

Print

To print the contents of the currently displayed file in a Look screen, press **Print** (Shift-F7). The file is sent to the currently selected print device and printer, and the page is formatted according to the current Page Size settings on the Print Options menu. (See *Print* in *Scheduler Reference* for details on selecting a print device and printer and changing the Page Size settings.)

Other Directory

You can use Other Directory to list files in a different directory and change the current default directory.

1 Select **O**ther Directory (7).

The current default directory with the default filename pattern (*.*) appears at the prompt.

2 Press **Enter** to list all the files in the default directory.

or

Enter the path of a different directory. If you want, you can also include a filename pattern to narrow the file list (see *Filename Patterns* in *File Manager Reference*).

The directory you change to with Other Directory becomes the new default directory.

Copy

To create a copy of the file at the cursor,

1 Select **C**opy (8).

2 Enter the path of the directory to which you want the file copied (e.g., c:\work).

or

Enter a new filename to create a copy of the file in the same directory (e.g., newname).

or

Enter a directory path and a new filename to copy and rename the file (e.g., c:\work\newname).

You can copy more than one file at a time by first marking the files you want to copy (see *Mark* below). You cannot, however, copy and rename more than one file at a time.

Mark

You can mark files to delete, move, or copy more than one file at a time. You can also mark group files you want to include for an event.

Marking Files for Use with Delete, Move/Rename, or Copy

To perform the Delete, Move/Rename, or Copy function on more than one file at a time,

1. Move to a file you want to include, then type an asterisk (*) to mark the file. Do this for each file you want to include.

   or

   If no files have been marked, press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all the files in the list.

2. Select **D**elete (2), **M**ove/Rename (3), or **C**opy (8).

Scheduler asks if you want to delete, move, or copy the marked files.

3. Type **y** to delete, move, or copy the marked files.

   or

   Type **n** to cancel the option for the marked files.

If you typed **n**, Scheduler asks if you want to perform the operation on the file at the cursor. Type **y** to confirm the option for the highlighted file, or type **n** to cancel the option.

4. If you selected Move/Rename or Copy in step 2 above, enter the destination directory.

If you copy marked files, the files remain marked after the Copy operation. You can unmark files individually by moving to a marked file and typing an asterisk. To unmark all marked files at the same time, press **Mark/Unmark All** (Home,* *or* Alt-F5).

Including Group Files

To include one or more group files, you must display a file list with the cursor in the People or Resources line in the Schedule or Search screen, or anywhere in the Create/Edit Group screen.

With a file list displayed,

1. Move the cursor to group file you want to include and type an asterisk (*) to mark the file. Do this for each group file you want to include.
2. Press **Exit** (F7) to return to the screen you were in when you pressed List and add the full pathname of the marked group(s) to the current line or copy type box.

List Groups

You can use List Groups to add one or more user groups or resource groups in an event you are scheduling or a group you are creating. You can use global groups (created by your system administrator) and personal groups (created by you).

See Groups *in* Scheduler Reference *for details on creating personal groups.*

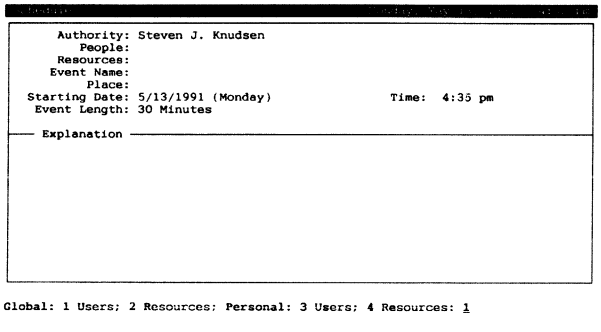
You can also use the List Groups feature to manage your personal groups.

Including/Retrieving Groups

To include or retrieve a user or resource group for an event you are scheduling or in a group you are creating,

1 Press **List** (F5) with the cursor anywhere in the Schedule or Search screen (before performing a search), or anywhere in the Create/Edit Group screen.

2 Select **G**roup (5).



3 Select the type of groups you want to list (Global Users, Global Resources, Personal Users, or Personal Resources).

If you select Global **U**sers (1) or Global **R**esources (2), a list of global user or resource groups is displayed. Skip to step 5.

If you select Personal Users (3), you are prompted for the directory containing the personal user group (.GRP) files. If you select Personal **R**esources (4), you are prompted for the directory containing the personal resource group (.RSC) files.

4 Press **Enter** if the groups are in the directory displayed at the prompt (the current default directory).

or

Enter the path of the directory where the group files are found (e.g., c:\groups).

Scheduler lists all the files in the specified directory that have a .GRP (users) or .RSC (resources) extension. If your group files do not have .GRP or .RSC extensions (see *Creating a Group* under *Groups* in *Scheduler Reference*), include a filename pattern with the correct extension when entering the directory path (e.g., c:\groups*.gp1).

5 Mark the groups you want to include by moving to each group name and typing an asterisk (*). If no groups are marked, you can press **Mark/Unmark All** (Home,* *or* Alt-F5) to mark all the groups in the list.

or

Move the cursor to the group you want to retrieve.

As you move to different groups, you can select **L**ook (6) to display the names or the users or resources in the group. After looking at the group contents, press **Exit** (F7) to return to the list of groups.

*You can also press **Enter** to look at the contents of a group file.*

After marking the desired group(s) or moving the cursor to the desired group,

6 Press **Exit** (F7) to insert the full pathname of the marked group file(s) on the People or Resources line in the Schedule or Search Screen or into the Primary Recipients box in the Create/Edit Group screen.

or

Select **R**etrieve (1) to retrieve the contents of the group file at the cursor (user or resource IDs and/or group names) into the People or Resources line in the Schedule or Search screen or into the Primary Recipients box in the Create/Edit Group screen.

When including or retrieving a group in the Schedule or Search screen, it does not matter where the cursor is. Scheduler checks the group and inserts it on the People or Resources line, depending on the type of group it is.

Managing Personal Group Files

With a list of personal groups displayed, you can use the options at the bottom of the screen to manage your group files. These options are the same as those available in List Files (see *List Files* in *Scheduler Reference* for details on how to use these options).

List Hosts

A single installation of the WordPerfect Office Mail/Scheduler system is called a *host*. If your system is set up so that your host can communicate with one or more other hosts, you have a *multiple-host system*. You can use the List Hosts feature to see which hosts you have direct access to and which users and resources are assigned to each host.

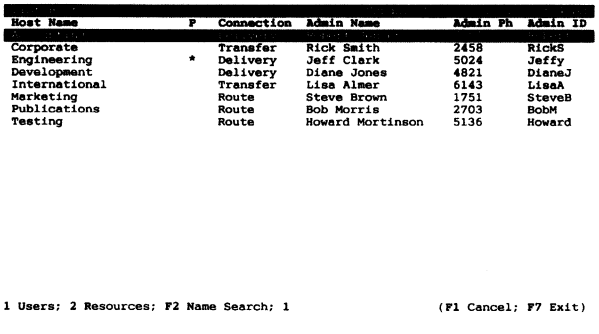
As with List Users and List Resources, you can use List Hosts to add people and resources to an event you are scheduling. However, when you use List Users or List Resources, *all* users or resources from *all* hosts are listed. You can use List Hosts to display only those users or resources on a specific host.

To see if you have a multiple-host system, press ***List*** *(F5) from any screen except Busy, then select* ***H****osts (4). If more than one host is listed, you have a multiple-host system. If you have a single-host system, you can still use List Hosts to list the users and resources on your host. It is easier, however, to use the List Users or List Resources feature.*

Including Users or Resources from a Host

To include users or resources from a specific host for an event you are scheduling or in a group you are creating,

1 Press **List** (F5) from the Schedule, Search, or Create/Edit Groups screen, then select **H**osts (4).



Host Name	P	Connection	Admin Name	Admin Ph	Admin ID
Corporate		Transfer	Rick Smith	2458	RickS
Engineering	*	Delivery	Jeff Clark	5024	Jeffy
Development		Delivery	Diane Jones	4821	DianeJ
International		Transfer	Lisa Almer	6143	LisaA
Marketing		Route	Steve Brown	1751	SteveB
Publications		Route	Bob Morris	2703	BobM
Testing		Route	Howard Mortinson	5136	Howard

1 Users; 2 Resources; F2 Name Search; 1 (F1 Cancel; F7 Exit)

2 Move the cursor to the host whose users or resources you want to list.

3 Select **U**sers (1) to display a list of the users on that host.

or

Select **R**esources (2) to display the host's resources.

4 Move the cursor to a name you want to include, then select Mark **P**rimary (1). You can also type an asterisk (*) to mark the name. Do this for each name you want to include.

You can select **U**nmark (2) or type a dash (-) or asterisk (*) to unmark any name you mistakenly marked. If no names have been marked, you can mark all the names in the list at once by pressing **Mark/Unmark All** (Home,* *or* Alt-F5). You can press **Mark/Unmark All** again to unmark all the names.

With the desired ID(s) marked,

5 Press **Exit** (F7) to add the selected ID(s) to the event you are scheduling or group you are creating and return to the list of hosts.

6 If desired, repeat steps 2 through 5 above to include IDs from the user or resource lists of other hosts.

7 Press **Exit** to return to the Schedule, Search, or Create/Edit Group screen and add the names to the People and/or Resources line(s) or to the Primary Recipients Box.

List Owner

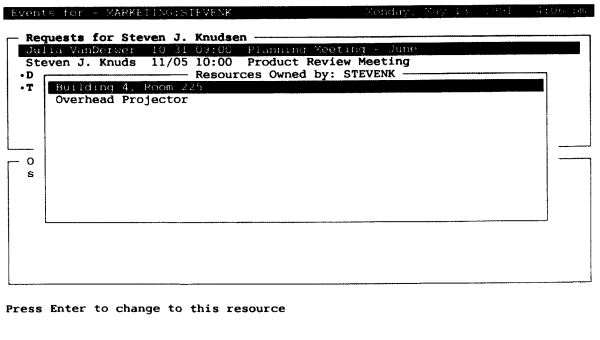
When defining the resources available for scheduling on your system, the system administrator must assign *ownership* of each resource to a user on the system. Ownership means the authority to accept or reject requests to schedule the resource. *Owners* of resources are notified whenever their resources are requested.

Displaying the Schedule of an Owned Resource

To see the schedule for a resource you own,

1 Press **List** (F5) from the Events, Month, or Week screen.

2 Select **O**wner (6) to display a list of resources you own (if any).



If any of your resources have been requested and you have not yet accepted or rejected the request, "Pending events" appears to the right of those resources in the list.

To change to the schedule of a resource you own,

3 Move the cursor to the resource whose schedule you want to view, then press **Enter**.

The screen you were in when you pressed List is the screen that appears in the resource's schedule. You can switch from screen to screen and use the Event options to view and respond to pending event requests for that resource.

When you finish with the resource schedule,

4 Press **Exit** (F7) to exit Scheduler.

or

Follow steps 1 and 2 above to list the schedule for a different resource.

or

Press **Retrieve** (Shift-F10), then press **Enter** to return to your schedule.

Retrieving an Owned Resource Schedule

If you know the name of a resource you own, you can change to that resource's schedule using the Retrieve feature. Press **Retrieve** (Shift-F10) from the Events, Month, or Week screen, then enter the name of the resource whose schedule you want to change to.

List Users/Resources

When you are scheduling an event or creating a group, you can use the List Users and List Resources features to add people and resources to the event or group instead of typing their IDs.

If you have a multiple-host system, the List Users and List Resources features list all the users and resources from all hosts. If you want to list only those users or resources on a specific host, use the List Hosts feature (see List Hosts *in* Scheduler Reference*).*

Including Users/ Resources

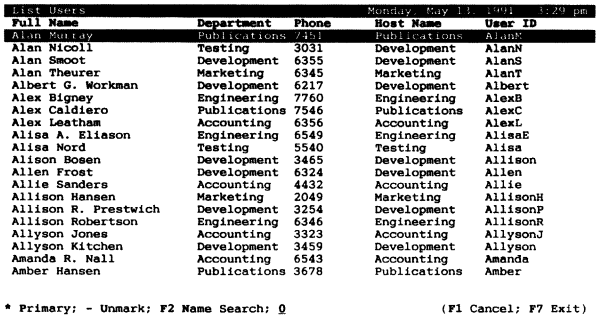
To include users or resources in an event you are scheduling or group you are creating,

1 Press **List** (F5) with the cursor anywhere in the Schedule screen or Search screen (before performing a search), or anywhere in the Create/Edit Group screen.

2 Select **U**sers (2) to display a list of the users on your system.

or

Select **R**esources (3) to display a list of the resources on your system.



List Users — Monday, May 13, 1991 1:29 pm

Full Name	Department	Phone	Host Name	User ID
Alan Murray	Publications	7451	Publications	AlanM
Alan Nicoll	Testing	3031	Development	AlanN
Alan Smoot	Development	6355	Development	AlanS
Alan Theurer	Marketing	6345	Marketing	AlanT
Albert G. Workman	Development	6217	Development	Albert
Alex Bigney	Engineering	7760	Engineering	AlexB
Alex Caldiero	Publications	7546	Publications	AlexC
Alex Leatham	Accounting	6356	Accounting	AlexL
Alisa A. Eliason	Engineering	6549	Engineering	AlisaE
Alisa Nord	Testing	5540	Testing	Alisa
Alison Bosen	Development	3465	Development	Allison
Allen Frost	Development	6324	Development	Allen
Allie Sanders	Accounting	4432	Accounting	Allie
Allison Hansen	Marketing	2049	Marketing	AllisonH
Allison R. Prestwich	Development	3254	Development	AllisonP
Allison Robertson	Engineering	6346	Engineering	AllisonR
Allyson Jones	Accounting	3323	Accounting	AllysonJ
Allyson Kitchen	Development	3459	Development	Allyson
Amanda R. Nall	Accounting	6543	Accounting	Amanda
Amber Hansen	Publications	3678	Publications	Amber

* Primary; - Unmark; F2 Name Search; 0 (F1 Cancel; F7 Exit)

3 Use the cursor movement keys to move the cursor to the desired ID (see *Cursor Movement and Editing Keys* under *Introduction to Scheduler* in *Scheduler Reference*).

or

Select **N**ame Search, then begin typing the ID to move directly to it. Press **Enter** to end the name search.

*You can also press **Search** (F2) to start a name search.*

4 Select **P**rimary or type an asterisk (*) to mark the name.

5 Repeat steps 3 and 4 above for each user or resource you want to include.

You can select **U**nmark or type a dash (-) or an asterisk (*) to unmark any name you mistakenly marked. If no names have been marked, you can mark all the names in the list at once by pressing **Mark/Unmark All** (Home,* *or* Alt-F5). Press **Mark/Unmark All** again to unmark all the names.

After marking all the users or resources you want to include,

6 Press **Exit** (F7) to return to the Schedule, Search, or Create/Edit Group screen and add the name(s) to the People or Resources line or to the Primary Recipients box.

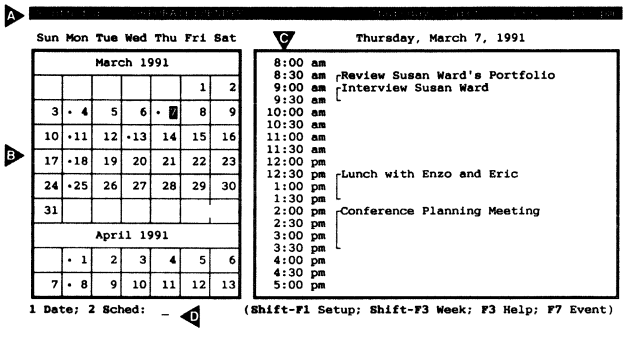
When adding users or resources to the Schedule or Search screen, it does not matter where the cursor is. Scheduler checks the IDs and adds them to the People or Resources line, depending on the type of IDs they are.

Month Screen

The Month screen displays your schedule in monthly calendar format, with the events for the date at the cursor displayed. You can use the Month screen to view and manage the events you have been requested for.

To display the Month screen, type **m** from the Events screen.

A HEADING
B CALENDAR WINDOW
C DAY WINDOW
D MONTH MENU



If you moved to the Month screen from the Request box, the cursor in the Month screen is on the date of the current Request box event and that event appears bolded in the day window. If you moved to the Month screen from the Organized box, today's date is displayed.

The heading contains the name of the screen, the name of the person or resource (including the host) whose schedule is displayed, and today's date and time.

Today's date is bolded in the calendar window (on the left of the screen), and a bullet (•) appears next to any date on which an event has been scheduled.

The day window (on the right of the screen) displays the scheduled events for the date at the cursor in the calendar window. To display the events for a different date, simply move to that date in the calendar (see *Moving to a Date* below). As you move to a specific date, the date at the cursor is displayed above the day window.

Only events for which you have been requested are displayed in the day window. To see the events you have organized, you must use the Events screen (see *Events* in *Scheduler Reference*).

Moving to a Date

Use the following keys to move to a different date in the calendar window:

Action	Keystroke
Previous/Next Day	Left/Right Arrow (←/→) Page Up/Page Down (PgUp/PgDn)
Previous/Next Week	Up/Down Arrow (↑/↓)
Previous/Next Month	Screen Up/Down (-/+ on the number pad)
Previous/Next Year	Home,Page Up/Page Down (Home,PgUp/PgDn)
First/Last Day of Week	Home,Left/Right Arrow (Home,←/→)
First/Last Day of Month	Home,Up/Down Arrow (Home,↑/↓)
First/Last Day of Year	Home,Home,Up/Down Arrow (Home,Home,↑/↓)

To move to a specific date, press **Go to Date** (Ctrl-Home), then enter the date in the format shown. To return to today's date, just press **Enter** after pressing Go to Date (or press **Go to Date** again).

As you move from date to date, the scheduled events for the date at the cursor are displayed.

Viewing an Event

To view all the information for a specific event,

1 Move the cursor to a date in the calendar, then press **Tab** or **Enter** to switch to the day window.

If there are any events scheduled for that date, the cursor rests on the first event.

2 Press **Enter** to view the first event.

or

Use **Up Arrow** (↑) and **Down Arrow** (↓) to move the cursor to a time during the event you want to view, then press **Enter** to view the event.

For details on the information displayed in this window and the Event options at the bottom of the screen, see *Info Screen/Window* in *Scheduler Reference*.

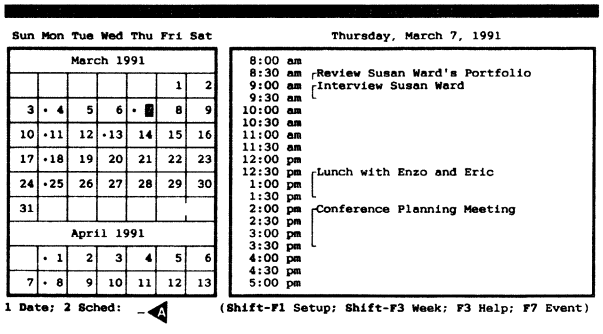
When you finish with the Info window,

3 Press **Exit** (F7) until you return to the month screen.

Month Menu

The Month menu is displayed at the bottom of the screen when the cursor is in the calendar window. The options are described below.

⚠ MONTH MENU



Date

Select **D**ate (1) to move to a specific date or to perform date calculations (see *Date* in *Scheduler Reference*).

Schedule

Select **S**chedule (2) to move to the Schedule screen (see *Schedule* in *Scheduler Reference*).

Switching to the Week Screen

You can switch between the Month and Week screens by pressing **Switch** (Shift-F3). The Week screen gives you the same options as the Month screen and displays the same information, except that your schedule is displayed in a weekly format (see *Week Screen* in *Scheduler Reference*).

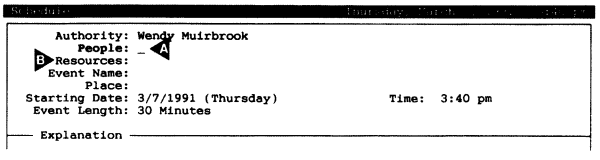
Moving to the Search Screen

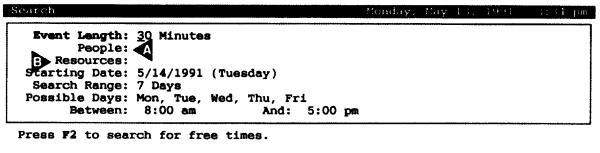
You can press **Search** (F2) to move directly to the Search screen from the Month screen.

People and Resources

When scheduling an event, you use the People and Resources lines in the Schedule and Search screens to enter the names of the people and resources you want to include in the event.

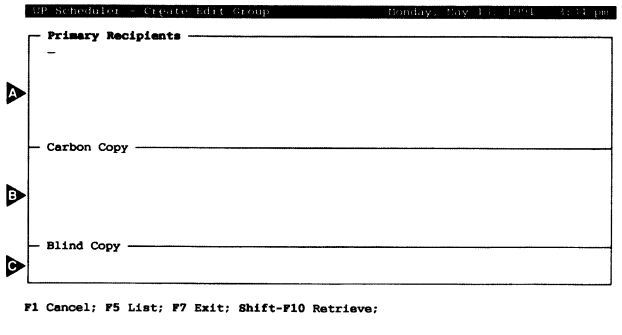
A PEOPLE LINE
B RESOURCES LINE





When creating a group of users or resources, you enter the users or resources in the Primary Recipients, Carbon Copy, and Blind Copy boxes of the Create/Edit Group screen (see *Groups* in *Scheduler Reference*).

A PRIMARY RECIPIENTS BOX
B CARBON COPY BOX
C BLIND COPY BOX



The instructions given below apply to adding users and resources and also groups of users and resources in any of the locations listed above.

Individual Users and Resources

You can use List Users and List Resources to include users and resources in an event you are scheduling or a group you are creating (see *List Users* and *List*

Resources in *Mail Reference*), or you can type the users' and resources' IDs if you know them.

Typing User IDs

When typing IDs, make sure you spell them correctly. An unrecognized ID on the People or Resources line or within a group will produce an error message when you try to schedule an event. You can type IDs using lowercase or uppercase letters.

Important: *If you are ever in doubt about a user or resource ID, use the List feature to help ensure that you use the correct ID and that it is spelled correctly.*

To include more than one user or resource, type all the IDs one after another, separating each with a comma. For example, you could enter the following on the People line (assuming these are all valid user IDs): david, rosa, joanne, roger. You can include spaces along with the commas between the IDs if you want. Spaces immediately before or after a comma are ignored.

Important: *Because spaces are acceptable characters in names, you cannot use spaces alone to separate IDS as in earlier versions of WordPerfect Office.*

Scheduler checks user and resource IDs for validity when you attempt to schedule an event or search for free times. If there is an unrecognized ID on the People or Resources line, an error message is displayed indicating the invalid ID. Edit or delete the invalid ID before continuing.

Typing Host Names

If you have a multiple-host system and a person you want to schedule is on a different host than you, you may need to include the host name with the user ID. If all user IDs are unique throughout your WordPerfect Office system, you do not need to include the host name. If they are not unique, you should include the host name to ensure that you are sending the message to the correct person.

If you are not sure if you are on a multiple-host system, press ***List*** *(F5) from any screen except Busy, then select* ***H****osts (4). If more than one host is listed, you have a multiple-host system. If you have a multiple-host system, your system administrator can tell you whether you need to include host names with user IDs. If you are ever in doubt, include the host name.*

Host Symbols

There are two ways to include a host name with a user ID. You can list the host name first, followed by a colon (:), followed by the user ID (e.g., host2:david). Or, you can list the user ID first, followed by an *at* sign (@), followed by the host name (e.g., david@host2).

Important: *The symbol you use determines the syntax (order) of the user ID and host name. Be sure to list the user ID and host name in the correct order for the symbol you are using.*

Multiple Users on the Same Host

If you want to include more than one user on the same host in an event, you can list the host once, then include all the IDs for the users on that host where you normally type the single user ID. Enclose multiple user IDs in parentheses.

For example, if you want to schedule David, Rosa, Joanne, and Roger and they are on the ADVERTISING host, you could enter **advertising:(david, rosa, joanne, roger)** or **(david, rosa, joanne, roger)@advertising**.

When using parentheses to group user IDs, the colon and *at* sign are optional. For example, you could also enter **advertising(david, rosa, joanne, roger)** or **(david, rosa, joanne, roger)advertising**.

If you use the List feature to include users from other hosts, the host name is included for you and a colon is used (e.g., HOST2:DAVID). If you are ever in doubt about the host name or how to include it, use the List Users or List Hosts feature to make sure the host name is entered correctly.

Including Routes

Your system administrator has defined a default route for all hosts you can directly access. If desired, you can indicate a specific route when scheduling a user on a host other than your own. For example, you may know that using a certain route will get an event request to a user faster than if the default route is used.

As when listing a single host, you can use a colon or *at* sign to specify a route. If you use a colon, list the names of the hosts in the route one after the other in the order you want the event request sent, separating each host name with a colon. List the user ID as the last route element.

For example, if you want to send an event request to the ACCOUNTING host, then to the ADVERTISING host, then to the SALES host, and finally to David (who is on the SALES host), you would type **accounting:advertising:sales:david** as the recipient.

To create the same route using the *at* sign, you would type **david@sales@advertising@accounting** as the recipient. Notice that the order of route elements when using an *at* sign is exactly the reverse of the order when using a colon.

Groups

You can also use group names to include entire groups of users in an event you are scheduling or in a group you are creating instead of including each user's or resource's ID individually. You can use any global group (a group created by your system administrator) or personal group (a group you created) when scheduling an event.

See Groups *in* Scheduler Reference *for details on creating your own groups of users and resources.*

There are three basic ways to add a group to an event you are scheduling or group you are creating: type the group name, include the group name using a List feature, or retrieve the contents of the group with the List or Retrieve feature. Each of these methods is described below.

Typing Group Names

When you or your system administrator creates a group, the group is saved as a file containing the IDs of the users or resources included in the group. To add the users or resources in a group to an event you are scheduling, type the group filename following the guidelines under *Typing User IDs* above.

Important: *If you are creating a group and plan to also use that group in the Mail program, the copy type box where you type a group name could affect the copy type assignments of users within that group (see* Precedence *under* Copy Types *in* Mail Reference*).*

Because global groups are stored in a special directory created when WordPerfect Office was installed, you only need to include the group name (filename) to use a global group. Scheduler looks for personal groups in the current default directory. If the personal group you want to use is not in the current default directory, you must include the full pathname when typing the group name (e.g., c:\groups\sales).

When typing the names of global or personal groups, you do not need to include the .GRP or .RSC group file extension.

Scheduler will not find a group name you type unless it has the standard .GRP (user) or .RSC (resource) group file extension. You must include or retrieve group files with different extensions (see Including Group Names *and* Retrieving Groups *below).*

For example, if you want to schedule David, Rosa, Joanne, and Roger, plus all the people in the Sales group, you could enter the following on the People line (assuming the SALES.GRP group exists): david, rosa, joanne, roger, sales.

Including Group Names

You can use List Groups or List Files to include (add) the users or resources in a group in an event you are scheduling. Using List Groups or List Files inserts the full pathnames of group files and is an alternative to typing the names of groups. These features are especially useful if you can't remember the location or exact names of groups you want to use.

To include a group name,

1 Press **List** (F5) with the cursor in the line or box where you want to include the group.

Important: *If you are creating a group and plan to also use that group in the Mail program, the copy type box where you include a group name could affect the copy type assignments of users within that group (see* Precedence *under* Copy Types *in* Mail Reference*).*

2 Select **G**roups (5), then select the type of groups you want to list.

or

Select **F**iles (1).

If you selected Groups and then selected Global Users or Global Resources, skip to step 4. Otherwise,

3 Enter the path for the directory containing your personal user or personal resource groups, including the appropriate filename pattern (e.g., c:\groups*.grp, c:\groups*.rsc).

With a list of group names displayed,

4 Move the cursor to a group you want to include, then type an asterisk (*) to mark the group. Do this for each group you want to include.

5 Press **Exit** (F7) to return to the screen from which you pressed List. The full pathname(s) of the group file(s) you marked is added to the current line or box.

Retrieving Groups

Retrieving a group is significantly different from typing or including a group name. When you retrieve a group, the contents of that group (IDs and/or group names) are inserted in the appropriate line or copy type box, according to what copy types the users or groups are assigned within the retrieved group. Unlike typing or including a group name, therefore, retrieving a group always maintains the copy type assignments of recipients within the group. This is important only when you are creating a group and only if you plan to also use the group in Mail.

Important: *There may not be enough room on a line or in a box to hold the contents of the groups you want to retrieve. If you receive an error message telling you the line or box is full, type or include the group name instead of retrieving the group contents (see* Typing Group Names *and* Including Group Names *above). Be aware, however, that typing or including group names in specific copy type boxes in the Create/Edit Group screen may affect the copy type assignments of those within the group if you also use that group in Mail (see* Precedence *under* Copy Types *in* Mail Reference*).*

To retrieve a group,

1 Move the cursor to the People or Resources line in the Schedule or Search screen.

or

Move the cursor anywhere in the Create/Edit Group screen.

2 Press **Retrieve** (Shift-F10), then enter the full pathname of the group file you want to retrieve. You must include the extension of the group filename (e.g., c:\groups\sales.grp).

or

Follow steps 1 through 3 under *Including Group Names* above. Then, move to the name of the group file you want to retrieve and select **R**etrieve (1).

You can only retrieve one group file at a time. Repeat the steps above for each group file you want to retrieve.

Print

The Print feature lets you print a list of scheduled events for selected days.

Important: *Before using the Print feature, you must select a device and a printer (see* Selecting a Device *and* Selecting a Printer *below). If you plan to use a network printer, you may need to redirect a print device before printing (see* Appendix D: Network Printers *for details).*

Printing a List of Events

To print a list of scheduled events,

1 Press **Print** (Shift-F7) from the Month, Week, or Events screen.

2 Select **O**ptions (2).

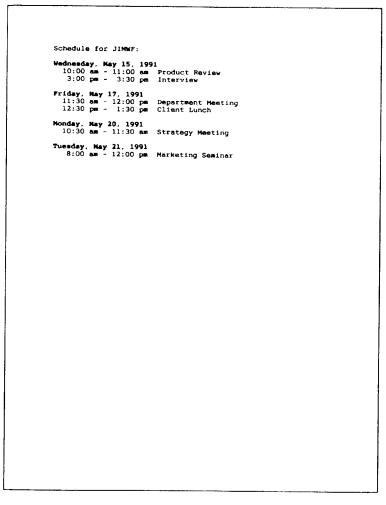
3 Use the Print options to format the printed page and to indicate how many days you want printed (see *Print Options* in *Scheduler Reference* for details on using the Print options).

When you finish using the Print options,

4 Press **Exit** (F7) to return to the Print menu.

5 Select **P**rint (1) to print the list.

You are returned to the screen you were in when you pressed Print.



Schedule for JIMWF:

Wednesday, May 15, 1991
10:00 am - 11:00 am Product Review
3:00 pm - 3:30 pm Interview

Friday, May 17, 1991
11:30 am - 12:00 pm Department Meeting
12:30 pm - 1:30 pm Client Lunch

Monday, May 20, 1991
10:30 am - 11:30 am Strategy Meeting

Tuesday, May 21, 1991
8:00 am - 12:00 pm Marketing Seminar

The heading at the top of the list indicates whose schedule has been printed. The times and names of individual events are printed under date headings.

You can print the schedules of a resource (or another person) by first retrieving that resource's (or person's) schedule (see *Retrieve* in *Scheduler Reference*).

Selecting a Device

To select a print device,

1 Press **Print** (Shift-F7) from the Month, Week, or Events screen.

The currently selected device is displayed after the Device or File option (LPT1 is the default print device). If the device is correct, you do not need to select a device. Otherwise,

2 Select **D**evice or File (3) to display the device options at the bottom of the screen.

3 Select an LPT port (1 through 3).

or

Select **D**evice or Filename (4), then enter the name of the device or file to which you want to print the schedule.

If you select Device or Filename, you can enter the name of a serial port (i.e., com1, com2, com3, or com4). You must, however, use the DOS MODE command to set up the port (see your DOS manual for details). You can also enter a filename after selecting Device or Filename to save a schedule in that file with all the codes that would normally be sent to the printer.

If you selected Device or Filename, you are asked if the device name you entered is for a network printer.

4 Type **y** if the device is a network printer.

or

Type **n** if the device is a local printer or if you entered a filename.

You can also export Scheduler information in WordPerfect secondary merge file format (see Export *in* Scheduler Reference *for details).*

Selecting a Printer

To select a printer definition (driver),

1 Press **Print** (Shift-F7) from the Month, Week, or Events screen.

The currently selected printer definition is displayed after the Select Printer option (GENERIC is the default printer definition). If the printer definition is correct, you do not need to select a printer. Otherwise,

2 Choose **S**elect Printer (4).

A list of printer names is displayed.

If no list appears, the printer definition (.PRD) files are missing from the WordPerfect Office program directory. Contact your system administrator.

3 Find the name of your printer (or the name of the printer your printer emulates), then enter the corresponding number to select that printer.

If you can't find your printer in the list (or a printer that your printer emulates), enter the number that corresponds to the GENERIC printer definition.

You are returned to the Print menu with the new printer selection displayed next to the Select Printer option.

4 Press **Exit** (F7) to return to the Month, Week, or Events screen.

Print Options

Use the Print options to tell Scheduler how you want a schedule printed. You can adjust the page format and indicate how many days' events to include in the printed schedule.

To use the Print options,

1 Press **Print** (Shift-F7) from the Month, Week, or Events screen.

2 Select **O**ptions (2) to display the Print Options menu.

3 Make the desired changes to the Page Size and Options settings (see *Page Size* and *Options* below).

Any changes you make to Print Options settings become the new default settings and remain in effect until you change them again.

4 Press **Exit** (F7) to return to the Print menu.

5 Select **P**rint (1) to print the schedule and exit the Print feature.

or

Press **Exit** to exit the Print feature without printing the schedule.

Page Size

Use the following options to change the format of the printed page.

Page Length
Indicate the length of the page by entering the number of lines the page can hold.

Your printer prints six lines per inch (if it is set to 10 pitch). The default page length is 66 lines (or 11").

Number of Lines
Enter the maximum number of lines you want printed on each page. This setting determines the bottom margin of the page.

The default setting is 54 lines. When added to the default top margin (six lines), this leaves a six-line (1") margin at the bottom of the page.

Top Margin
Enter the number of lines you want to leave blank for a top margin. The default is six lines (1").

Left/Right Margin
For these settings, enter a screen column number for the left and right margins.

There are approximately 10 columns per inch. The default setting for the left margin is column 10 (about 1" in from the left edge), and the default setting for the right margin is 74 (about 1" in from the right edge of a page that is 8 1/2" wide).

Columns to Indent
Enter the number (0 to 20) of screen columns to indent when printing in the schedule. (A screen column is roughly equivalent to a space.) If you enter **0** (zero), all text will align at the left margin. If you enter any other number, date headings align at the left margin and event times are indented the specified number of columns.

Options

Use the following options to indicate what information you want printed.

One Day per Page

Select **O**ne Day per Page (7), then type **y** if you want each day in a schedule to be printed on a new page or type **n** if you want each day's events printed directly below the previous day's (the default).

Print Blank Days

Select Print Empty **D**ays (8), then type **y** if you want a date heading printed for each included day that has no events (the default) or type **n** if you do not want information printed for days that have no events.

Duration

Select this option, then select an option from the Duration menu to indicate how many days' events to include in the printed schedule. The table below indicates what each option prints.

Option	Days Printed
Today	Today's date only (the default)
Day	Date at the cursor*
Week	One week, beginning with the date at the cursor
Month	One month, beginning with the date at the cursor
Year	One year, beginning with the date at the cursor

** The Day option prints information for the day at the cursor only if you have already been in the Month or Week screen. Otherwise, it works the same as the Today option.*

Retrieve

The Retrieve feature has several functions. The way this feature works depends on where you are in the Scheduler program.

- With the cursor anywhere in the main Events, Month, or Week screen, you can retrieve the schedule of a different person or resource (see *Retrieving a Scheduler File* below).
- With the cursor in the People or Resources line in the Schedule or Search screen or with the cursor in any box in the Create/Edit Group screen, you can use Retrieve to retrieve the contents of a group file (see *Retrieving a Group* below).
- With the cursor in the Explanation box in the Schedule screen, you can retrieve a the contents of a text file (see *Retrieving a Text File* below).

Retrieving a Scheduler File

In some instances, you may find it necessary to retrieve another person's or resource's Scheduler file. For example, an office manager may manage schedules for several people. The office manager and the people who *own* the schedules must both have access to those Scheduler files.

Important: *You can only retrieve the Scheduler files of users or resources on your own host.*

To retrieve another person's or resource's schedule,

1. Use the List User or List Resource feature to find the ID of the user or resource whose schedule you want to retrieve and make note of it (see *List Users* and *List Resources* in *Scheduler Reference*).
2. Press **Retrieve** (Shift-F10) from the Events, Month, or Week screen, then enter the user ID or resource ID.

You can also use the /@u startup option or List Owner feature to display different schedules (see Appendix K: Startup Options *or* List Owner *in* Scheduler Reference*).*

You may or may not be prompted for a password, depending on your system configuration and whether a password has been assigned to the schedule you are retrieving.

If you are not prompted for a password, the Scheduler file is immediately retrieved and you may have only limited access to the file (see *Conditions for Retrieval* below).

If you are prompted for a password,

1. Enter the password to view the full schedule for that person or resource.

   or

   Press **Enter** without typing a password to get limited access to that person's or resource's schedule with no event descriptions.

You can view the same information displayed in a limited-access Scheduler file with the Busy screen (see Busy Screen *in* Scheduler Reference*).*

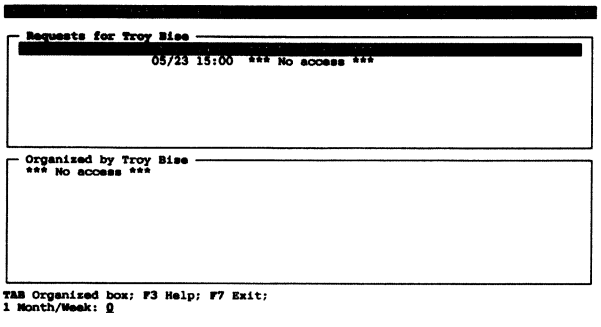
The new user ID or resource ID is displayed in the Scheduler screen heading after the file is retrieved.

Conditions for Retrieval

In order for you to have full access to a Scheduler file, at least one of the following conditions must exist:

- The system administrator must have indicated that a password is required for Mail and Scheduler files when the Mail/Scheduler system was installed.
- The system administrator must have assigned a password to the user or resource when he or she defined the user database.
- The user or resource owner must have assigned a password to the Scheduler file (see *Password* under *Setup* in *Scheduler Reference*).

If none of these conditions exists or if you don't know the password, you can still retrieve another person's or resource's Scheduler file. However, no descriptions of appointments and events are displayed to maintain confidentiality, and you can only access the Events, Month, and Week screens for that Scheduler file. The user or resource ID is displayed in brackets in the Scheduler screen heading and a "No Access" message is displayed instead of event text.



The table below shows when you will be prompted for a password (depending on the conditions listed above) and which password you will be prompted for.

Settings			Prompted for	
Password Required?	Password in USERID.FIL?	Scheduler Password?	Normal Startup	Retrieve or */@u-user ID*
No	No	No	No Prompt	Access Denied *
Yes	No	No	No Prompt	No Prompt
No	Yes	No	No Prompt	USERID Password
Yes	Yes	No	USERID Password	USERID Password
No/Yes	No/Yes	Yes	Scheduler Password	Scheduler Password
No/Yes	No/Yes	Null	No Prompt	No Prompt

** Access is denied except when changing to a schedule for an owned resource or when returning to your own schedule from an owned resource's schedule.*

Returning to Your Schedule

To return to your own schedule after changing to a different one,

1 Press **Retrieve** (Shift-F10) from the main Events, Month, or Week screen.

Your user ID appears as the default ID after the retrieve prompt.

If you used the /@u option to start Scheduler with a schedule other than your own, no default ID appears. Enter your user ID to return to your schedule.

2 Press **Enter**, then enter your password (if necessary).

Retrieving a Group

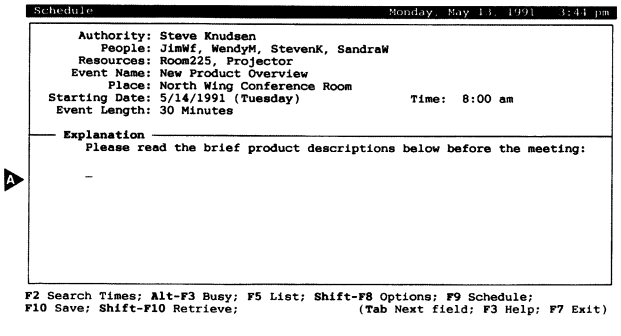
There are two types of groups in Scheduler: global groups (created by your system administrator) and personal groups (groups you create with the Groups feature).

Both global and personal groups are saved as files. If you know the filename for a group, you can retrieve the group into the People or Resources line of the Schedule and Search screens. You can also retrieve a group into the Create/Edit Group screen to use a group as a *subset* of a group you are creating. See *People and Resources* in *Scheduler Reference* for details.

You can also use the List Groups or List Files feature to retrieve groups into one of these locations (see List Groups *or* List Files *in* Scheduler Reference*). These features are especially useful when you cannot remember the location or exact name of a group file.*

Retrieving a Text File

A EXPLANATION BOX



With the cursor in the Explanation box,

1 Press **Retrieve** (Shift-F10).

2 Enter the filename. Include a full pathname if the file is not in the current default directory (e.g., c:\work\memo.1).

If there is already text in the Explanation box, the file you retrieve is appended to the end of the existing text. The Explanation box can contain up to 4,095 characters. If retrieving a file will exceed that limit, an error message is displayed and the file is not retrieved.

If you don't know the name of the text file, you can use List Files to retrieve the file (see List Files *in* Scheduler Reference*).*

Save

Depending on where you are in Scheduler, you can use the Save feature to save information as a file on disk. From the Events, Month, or Week screen, you can save the contents of an Info screen or window as a text file. From the Schedule and Search screens, you can save the contents of the People or Resources line as a group file or the contents of the Explanation box as a text file.

Saving an Info Screen/ Window

To save the text in an Info screen or window,

1 From the Events screen, move the cursor to an event in the Request or Organized box, then select **I**nfo (4) to display the Info screen for that event.

or

From the Month or Week screen, move the cursor to an event, then press **Enter** to display the Info window for that event.

2 Press **Save** (F10), then enter a filename for the text. Include a full pathname if you do not want the file saved to the current default directory (e.g., c:\work\info.doc).

The contents of the Info screen or window are saved as a WordPerfect 5.0 document.

Saving a Group

After you enter the user or resource IDs and/or group names on the People or Resources line of the Schedule or Search screen, you can save those users or resources as a group for future use.

1 Move the cursor to the People or Resources line in the Schedule or Search screen.

2 Press **Save** (F10), then enter a group name (one to eight characters).

Scheduler asks if you want to add the user group extension (.GRP).

3 Type **y** if you are saving a group of people.

or

Type **n** if you are saving a group of resources.

If you typed **n**,

4 Type **y** when asked if you want to add the resource group extension (.RSC).

Saving an Explanation

To save the contents of the Explanation box in the Schedule screen,

1 Move the cursor to the Explanation box.

2 Press **Save** (F10), then enter a filename for the text. Include a full pathname if you don't want the file saved in the current default directory (e.g., c:\work\explanat.doc).

The contents of the Explanation box are saved as a WordPerfect 4.2 document.

Schedule Options

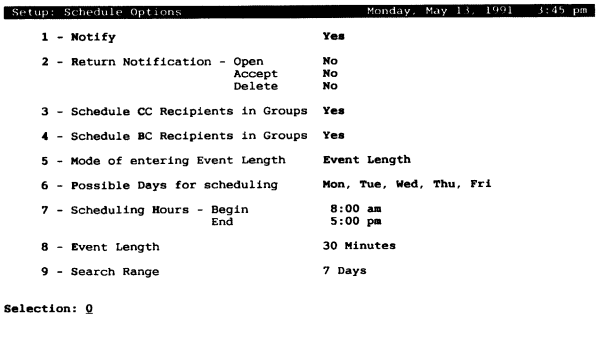
You can use Schedule Options to change the default settings for events you schedule.

1 If you want to change the default settings for all events you schedule in the future, press **Setup** (Shift-F1) from the Events, Month, or Week screen, then select **S**chedule (3).

or

To change the Schedule Options settings for the current event only, press **Options** (Shift-F8) from the Schedule or Search screen.

2 Make the desired changes (the options are described below).



3 Press **Exit** (F7) until you return to the screen you were in when you pressed Setup or Options.

Notify

To change the Notify setting,

1 Select Notify (1).

2 Type **y** if you want people and resource owners notified of event requests.

or

Type **n** if you want event requests added to the Schedulers of people and events you schedule, but you do not want them notified. Users must then view their event information in Scheduler or Calendar to be aware of new requests.

Return Notification

When you schedule an event, the status of each user and resource event request is returned to your Scheduler and displayed in the Info screen for that event (see *Info Screen/Window* in *Scheduler Reference*). Use this option to indicate what type of status information you want returned from event requests.

1 Select **R**eturn Notification (2).

The cursor moves to the Open setting.

2 Type **y** if you want a message to pop up on your screen each time someone you include in an event opens that event request.

or

Type **n** if you just want to use the Info screen to see the Open status (default setting).

The cursor moves to the Accept status.

3 Type **y** if you want a message to pop up on your screen each time someone you include in an event accepts that event request.

or

Type **n** if you just want to use the Info screen to see the Accept status (default setting).

The cursor moves to the Delete setting.

4 Type **y** if you want a message to pop up on your screen each time someone deletes that event request.

or

Type **n** if you just want to use the Info screen to see the Delete status (default setting).

Schedule CC/BC Recipients in Groups

When you create groups in Mail, you can assign people within the group as specific copy types (carbon copy or blind copy). If you use a group in Mail and Scheduler and it includes these copy types, you can indicate whether you want carbon copy and blind copy recipients included in events you schedule.

1 Select Schedule **C**C Recipients in Groups (3).

or

Select Schedule **B**C Recipients in Groups (4).

2 Type **y** if you want people of that copy type included.

or

Type **n** if you do not want them included.

The default setting for both options is Yes.

Mode of Entering Event Length

When entering the event information on the Schedule screen, you can enter the event length in one of two ways. You can enter the amount of time the event will last and have Scheduler determine the ending time, or you can enter the ending date and time and have Scheduler determine the length of the event from the starting and ending times.

To change the default mode of entering an event length,

1 Select **M**ode of Entering Event Length (5).

2 Select Event **L**ength (1) if you want to enter the amount of time the event will last.

or

Select Ending **D**ate and Time (2) if you want to enter the ending date and time.

The default setting is Event Length.

Possible Days for Scheduling

Use this option to change the default days for the Possible Days setting on the Search screen.

1 Select **P**ossible Days for Scheduling (6).

2 Enter the days you want included, separating each day name with a comma or space.

You can abbreviate the day names to as few letters as are necessary to positively identify the day. For example, if you wanted to include the days Monday through Thursday, you could enter **m,tu,w,th** or **m tu w th** for the possible days. You can also enter a range by entering the starting day, followed by a colon (:) or dash (-), followed by the ending day. For example, you could enter **m:w** or **m-w** to enter a search range of Monday through Wednesday.

The default setting is Monday through Friday.

Scheduling Hours

You can use the Scheduling Hours option to change the default settings for the Between and And times on the Search screen.

1 Select Scheduling **H**ours (7).

2 Enter a beginning time (see *Entering Times* under *Introduction to Scheduler* in *Scheduler Reference*).

3 Enter an ending time.

The default scheduling hours are 8:00 a.m. to 5:00 p.m.

Event Length

Select **E**vent Length (8), then enter the amount of time you want for the default Event Length setting in the Schedule and Search screens.

For details on entering time amounts, see Entering Time Amounts *under* Introduction to Scheduler *in* Scheduler Reference.

The default setting is 30 minutes.

Search Range

Select **S**earch Range (9), then enter the amount of time you want as the default Search Range setting on the Search screen. You can enter a number of hours, days, weeks, months, or years (see *Entering Time Amounts* under *Introduction to Scheduler* in *Scheduler Reference*).

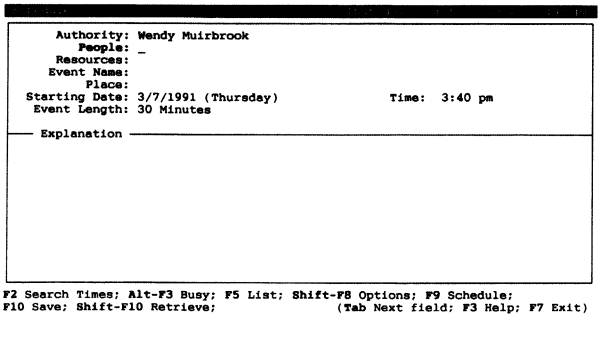
The default setting is 7 days.

Schedule Screen

Use the Schedule screen to enter the information needed to schedule an event.

To display the Schedule screen, select **S**chedule (6) from the Events screen, or select **S**chedule (2) from the Month or Week screen.

You can also press ***Schedule*** *(F9) from the Events, Month, Week, or Search screen to go to the Schedule screen.*



Entering Event Information

Type the information for the current item (the item at the cursor), then press **Tab** to move to the next item or press **Shift-Tab** to move to the previous item. When typing text, you can use any of the cursor movement and editing keys (see *Cursor Movement and Editing Keys* under *Introduction to Scheduler* in *Scheduler Reference*).

You can also use Up Arrow (↑), Down Arrow (↓), and Enter to move from item to item in the Schedule screen (except in the Explanation box).

Authority

Use this line to enter the name of the person who authorized the event (up to 35 characters). This may or may not be the person organizing the event.

Your full name appears by default.

Event Name

Name the event you want to schedule (up to 35 characters). You can use the same event name for more than one event.

Important: *An event must have a name before it can be scheduled.*

People

List the names of the people and/or groups of people you want to include in the event. You can type user IDs and user group names, or you can use the List feature (F5) to include people in an event. See *People and Resources* and *List Users/Resources* in *Scheduler Reference* for details.

Resources

Enter the names of the resources and/or groups of resources you want to include in the event. You can type resource IDs and resource group names, or you can use the List feature (F5) to include resources in an event. See *People and Resources* and *List Users/Resources* in *Scheduler Reference* for details.

Place

Use this line to enter the location of the event (optional).

Starting Date and Time

Use the Starting Date and Starting Time settings to enter the date and time when you want the event to start.

The default Date and Time settings depend on the cursor position in the Month or Week screen. If the cursor is on or before today's date, today's date and the current time (rounded up to the nearest five minutes) appear as the default starting date and time. If the cursor is on a date after today's date, that date and the beginning time for that date are displayed (see *Scheduling Hours* under *Schedule Options* in *Scheduler Reference* for details on the beginning time). Scheduler will not let you schedule an event earlier than today's date and the current time.

See Entering Dates *and* Entering Times *under* Introduction to Scheduler *in* Scheduler Reference *for details on entering dates and times.*

Event Length/Ending Date and Time

The line below the Starting Date and Starting Time settings varies depending on the current Mode of Entering Event Length setting on the Schedule Options menu (Shift-F1,3,8).

If the current setting is Event Length, enter the amount of time (minutes, hours, weeks, months, years) you want the event to last.

If the current setting is Ending Date and Time, enter the date and time when the event will end.

See Entering Time Amounts *and* Entering Dates *under* Introduction to Scheduler *in* Scheduler Reference *for details on entering time amounts and dates.*

Explanation

If desired, you can type an explanation of the event. You can also retrieve a text file into the Explanation box with the List Files (F5,1) or Retrieve (Shift-F10) feature. The Explanation box can contain up to 4,095 characters.

Bold and Underline

You can use Bold and Underline when entering or editing text in the Schedule screen.

Using Bold and Underline

To create bolded or underlined text,

1. Press **Bold** (F6) or **Underline** (F8) to turn on Bold or Underline.
2. Type the text you want bolded or underlined.
3. Press **Bold** or **Underline** again to turn off the attribute.

You can use Bold *and* Underline for the same text.

Deleting Attribute Codes

When you turn an attribute on and off, Scheduler inserts invisible On and Off codes immediately before and after the bolded or underlined text.

To delete an On code,

1. Press **Word Right** (Ctrl-→) or **Word Left** (Ctrl-←) until the cursor is under the first character with the attribute you want to delete.

Using Word Right or Word Left places the cursor on the invisible On code before the first character with the attribute.

2. Press **Delete** (Del).

Deleting an On code for an attribute also deletes the matching Off code.

If both Bold and Underline are on for that text, you will need to repeat step 2 above to delete the other On code.

Using the Search Screen

Before scheduling an event, it is a good idea to always use the Search screen to find times when all the people and resources you included are available (see *Search Screen* in *Scheduler Reference*).

Press **Search** (F2) from the Schedule screen to display the Search screen. Any information already entered in the Schedule screen is displayed in the Search screen.

Using the Busy Screen

You can access the Busy screen by pressing **Busy** (Alt-F3) from the Schedule screen (see *Busy Screen* in *Scheduler Reference*). The Busy screen shows when the users and resources you include in an event have events and appointments scheduled.

Scheduling an Event

To schedule the event you have completed and remain in the Schedule screen, press **Schedule** (F9). To schedule an event and return to the Month, Week, or Events screen, press **Exit** (F7), then type **y** at the prompt.

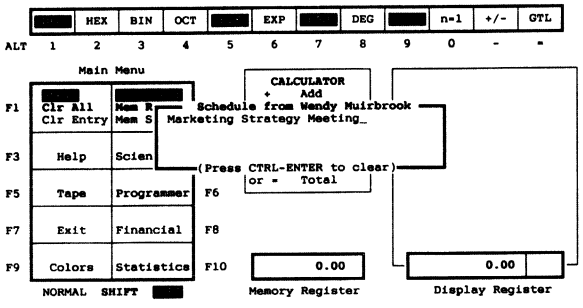
Scheduler will not schedule an event that does not have a name or at least one person or resource. If you press Schedule with the Event Name line blank, the cursor moves to that line so you can enter an event name. If both the People and Resources lines are blank when you press Schedule, the cursor moves to the People line. After entering an event name and at least one user or resource, press ***Schedule*** *(F9) again to schedule the event.*

Notification

As soon as you schedule an event, Scheduler attempts to notify each person or owner of a resource included in the event.

If you don't want those included in an event you are scheduling to be notified, turn off notification for that event using the Schedule options (see Notify *under* Schedule Options *in* Scheduler Reference*). Also, the organizer of an event is never notified, even if the organizer is included in the event.*

If someone is scheduling you for an event, a message similar to the one below appears on the screen.



Press **Ctrl-Enter** to clear the message (the message does not have to be displayed when you press Ctrl-Enter). You can then respond to the event from Scheduler or Calendar (see *Events* in *Scheduler Reference* or *Scheduler and Calendar* in *Calendar Reference*).

There may be situations where notification messages have stacked up due to certain conditions in the Mail/Scheduler system. This could mean that you receive several notification messages in a row, the next message coming up as soon as you clear the current one. You can clear all the notification messages at once by pressing ***Ctrl-Alt-Enter****.*

Important: *The Notify program must be running on a user's computer to receive notification. See* Appendix E: Notify *for details on starting and using the Notify program.*

Status

As each person or owner of a resource accepts or rejects participation in the event you scheduled, those responses are sent back to your Scheduler and recorded. You can view the responses, along with other event information, in the Info screen (see *Info Screen/Window* in *Scheduler Reference*).

Canceling an Event

To cancel an event you have begun to enter information for, press **Cancel** (F1), then type **y** from the Schedule screen. All the information in the Schedule screen is deleted and you are returned to the Month, Week, or Events screen (depending on which screen you were in when you switched to the Schedule screen).

You can also cancel an event from the Search screen. To cancel an event you have already scheduled, use the Delete feature (see Events Options *under* Events Screen *in* Scheduler Reference*).*

If you do not want to schedule the event right now but want to save the information you have entered for an event, press **Exit** (F7), then type **n** at the prompt. You can later return to the Schedule screen before exiting Scheduler, and the information you entered will still be there.

Schedule Options

While in the Schedule screen, you can change the initial settings for the current event by pressing **Options** (Shift-F8). The Schedule Options screen is displayed (see *Schedule Options* in *Scheduler Reference*).

Any changes you make to the settings affect only the event you are currently scheduling. The Setup default settings are restored as soon as you schedule or cancel the event.

Screen

You can use the Screen feature to rewrite the screen and update event information.

Rewriting the Screen

You can rewrite the screen to reflect any changes that are not automatically updated. You might need to rewrite the screen if a DOS level error message overwrites a portion of the Scheduler screen and is not cleared after you respond to the message.

1 Press **Screen** (Ctrl-F3) from any Scheduler screen.

If you are in the Schedule, Search, or Busy screen, the screen is rewritten when you press Screen (no Screen menu is displayed). Otherwise,

2 Select **R**ewrite (0).

*You can also press **Enter** to select Rewrite.*

Updating Event Information

Scheduler automatically updates the information in its screens every few seconds. You can use the Update Events options to manually update the information in the current screen at any time. This option is especially useful if you use the /nu startup option to turn off the Auto-Update feature (see *Appendix K: Startup Options*).

1 Press **Screen** (Ctrl-F3) from the Events, Month, or Week screen to display the Screen menu.

2 Select **U**pdate Events (1).

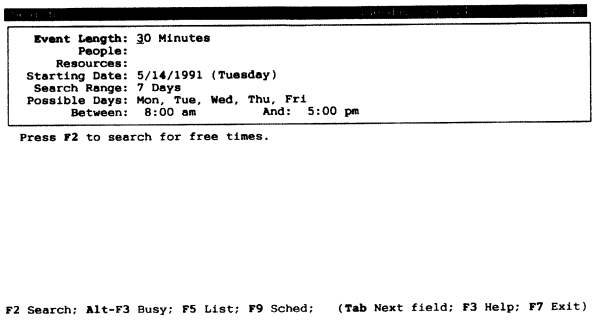
Search Screen

You can use the Search screen to search for and select a time when the people and resources you want to include in an event are available.

Performing a Search

To perform a search for free times,

1 Press **Search** (F2) from the Schedule, Events, Month, or Week screen to display the Search screen.



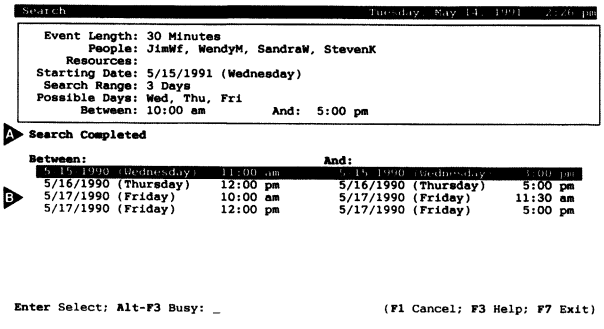
When you press Search, any applicable information you have entered in the Schedule screen (people, resources, etc.) appears in the Search screen.

2 Enter the search criteria (see *Entering Search Criteria* below).

3 Press **Search** (F2) to perform the search for free times using the criteria you specified.

A "* Please Wait *" message is displayed while Scheduler validates the user and resource IDs included for the event and finds ranges of times (if any) in which you can schedule the event. Then, a list of available dates and times is displayed in the lower half of the screen.

A SEARCH STATUS MESSAGE
B FREE TIME RANGES



The list of available times may or may not be complete as soon as it is displayed. If all the users and resources you included in the Search screen are on your host (Mail/Scheduler system), all the necessary information is immediately available and a "Search Completed" message appears below the box at the top of the screen. If any of the users or resources you included are on hosts other than your own, it may take some time for the information to return from those hosts. Until all the information returns, a message appears below the box at the top of the screen letting you know for how many users and resources information has been received. As soon as all the information has been received, a beep sounds and the message changes to "Search Completed." You do not have to stay in the Search screen until the search is completed (see *Background Search* below).

You can cancel the search at any time before selecting a time (see Canceling a Search *below).*

When the search is complete,

4 Move the cursor to the time range in which you want to schedule the event.

5 Press **Enter** to display the date and beginning time of that range at the bottom of the screen.

*You can also press **Exit** (F7).*

The date is displayed on the left and the beginning time of the range on the right, with the cursor resting on the time. The beginning (Between) and ending (And) times in the range represent the earliest and latest times you can safely schedule an event. You can, therefore, safely schedule the event on the beginning time, at any time between the beginning and ending times, or on the ending time.

6 Press **Enter** if you want to schedule the event at the time shown.

or

Enter a different time within the range (see *Entering Times* under *Introduction to Scheduler* in *Scheduler Reference*).

Important: *While you can enter any time for a beginning time, be aware that if you enter a time outside the time range(s) shown, your event may conflict with existing commitments of people and resources.*

As soon as you press Enter or enter a new time, you are returned to the Schedule screen. Scheduler updates any information in the Schedule screen that you changed in the Search screen (the starting date and time you selected plus any changes to the Event Length, People, and/or Resources line).

7 Finish entering event information (if necessary), then schedule the event (see *Schedule Screen* in *Scheduler Reference*).

Background Search

Depending on the number of hosts you need information from and the current operating conditions on the system, it could take a considerable amount of time to receive information back from all hosts. You do not, however, have to stay in the Search screen for the search for free times to continue. You can use the Shell or Switch Program feature to leave Scheduler resident and switch to another program (see *Shell* in *Scheduler Reference*). You can also exit the Search screen and move to any screen in Scheduler as long as you don't cancel the event you are scheduling. (Canceling the event or exiting Scheduler cancels the search.) You can then periodically check the Search screen to see if all the information has arrived.

Entering Search Criteria

If you enter the Event Length, People, Resources, and/or Starting Date in the Schedule screen before moving to the Search screen, that information is carried over to the Search screen. The Search Range, Possible Days, and Between/And settings have default values determined by the current Schedule Options settings (Shift-F1,3).

Event Length

Enter the length (minutes, hours, days, etc.) of the event (see *Entering Time Amounts* under *Introduction to Scheduler* in *Scheduler Reference*).

The default setting is 30 minutes.

People

Type the names of the people or groups of people you want to include in the event (see *People and Resources* in *Scheduler Reference*). You can also use the List feature (F5) to include the names of people and groups of people (see *List Users/Resources* and *List Groups* in *Scheduler Reference*).

Resources
Type the names of the resources or groups of resources you want to include in the event (see *People and Resources* in *Scheduler Reference*). You can also use the List feature (F5) to include the names of resources and groups of resources (see *List Users/Resources* and *List Groups* in *Scheduler Reference*).

Starting Date
Enter the earliest possible date when you want the event to start (see *Entering Dates* under *Introduction to Scheduler* in *Scheduler Reference*).

The default starting date depends on several factors. If you moved to the Search screen from the Schedule screen, the starting date from the Schedule screen is the default. Otherwise, today's date or the date at the cursor in the Month or Week screen (whichever is later) is the default starting date.

Search Range
Enter the amount of time (minutes, hours, days, etc.) over which you want the search performed (see *Entering Time Amounts* under *Introduction to Scheduler* in *Scheduler Reference*). The time you enter is *absolute*. For example, if you use seven days as the search range and then restrict the search to Monday through Friday, only five search ranges will be displayed, not seven.

The default setting is 7 days.

Possible Days
Enter the days you want searched for free times. Separate each day name with a comma or space.

You can abbreviate the day names to as few letters as are necessary to positively identify the day. For example, if you wanted to include the days Monday through Thursday, you could enter **m,tu,w,th** or **m tu w th** for the possible days. You can also enter a range by entering the starting day, followed by a colon (:) or dash (-), followed by the ending day. For example, you could enter **m:w** or **m-w** to enter a search range of Monday through Wednesday.

The default setting is Monday through Friday.

Between/And Times
Use these settings to enter the range of time within which you want to search for free times on each possible day (see *Entering Times* under *Introduction to Scheduler* in *Scheduler Reference*).

The defaults are 8:00 a.m. for the Between setting and 5:00 p.m for the And setting.

Schedule Options

Before performing a search in the Search screen, you can press **Options** (Shift-F8) to change the Schedule Options settings (see *Schedule Options* in *Scheduler Reference*). Any changes you make to the settings affect only the event you are currently scheduling. The default Schedule Options settings are restored when you schedule or cancel the event.

Moving to the Busy Screen

At any time before selecting a time in the Search screen, you can see when the people and resources included in the event are busy by pressing **Busy** (Alt-F3).

Moving to the Schedule Screen

You can return to the Schedule screen by pressing **Schedule** (F9) at any time before selecting a free time.

Canceling a Search

You can cancel a search you have started before or after you actually perform the search.

If the cursor is still in the search criteria box at the top of the screen, press **Cancel** (F1), then type **y** to cancel the event for which you have begun entering information. You are returned to the screen you were in when you pressed Search.

If you did not enter any information in the Schedule screen before entering the Search screen and you have not entered any information since entering the Search screen, pressing Cancel returns you directly out of the Search screen without prompting for confirmation.

If you have already performed a search and the cursor is in the list of free times, you can press Cancel to clear the current list of times and return to the search criteria box. You can then adjust the search criteria and perform another search.

Exiting the Search Screen

If you have not yet performed a search, you can exit the Search screen by pressing **Exit** (F7). You are asked if you want to schedule the event you began to enter information for. Type **y** to switch to the Schedule screen, or type **n** to return to the Month, Week, or Events screen (depending on where you were when you first moved to the Search or Schedule screen).

If no information has been changed since you entered the Search screen when you press Exit, Scheduler returns you to the Month, Week, or Events screen without asking if you want to schedule the event.

If you typed **n** to exit the Search screen without scheduling the event, the information in the Search and Schedule screens stays until you cancel the event or exit Scheduler. So, you can later return and finish scheduling the event, if you want.

Setup Options

Use the Setup options to change the initial (default) settings for Scheduler display and several Scheduler features. Any settings you change remain in effect until you change them again.

To display the Setup options,

1 Press **Setup** (Shift-F1) from the Events, Month, or Week screen.

2 Select an option and make the desired changes (the options are described below).

3 Press **Exit** (F7) to save the changes and exit the Setup feature.

Display Options

Select **D**isplay (1) to change the way Scheduler screens appear. See *Display Options* in *Scheduler Reference* for details.

Environment Options

Select **E**nvironment (2) to change the default settings for several Scheduler features and to add or remove a password. See *Environment Settings* in *Scheduler Reference* for details.

Schedule Options

Select **S**chedule Options (3) to change the default settings for the Schedule and Search screens. See *Schedule Options* in *Scheduler Reference* for details.

Shell

If you start Scheduler from the Shell menu, you can return to the Shell menu without exiting Scheduler. Other Shell options let you save or append text to the Shell clipboard and retrieve text from the clipboard.

The clipboard is a special Shell buffer that can be used to temporarily store information and move information between programs (see Clipboard *in* Shell Reference *for details).*

Switch Program

You can use the Switch Program feature to move directly to other programs or options on the Shell menu without having to return to the Shell menu. Press **Switch Program** (Ctrl-Alt-*x* where *x* is the letter or number of the menu item or option you want to switch to).

Go to Shell

To return to the Shell menu,

1 Press **Shell** (Ctrl-F1) from any Scheduler screen.

2 Select **G**o to Shell (1).

An asterisk (*) appears next to the Scheduler menu letter in the Shell menu. This indicates that the program is still resident in memory. You can now start another program or use any of the Shell options.

To return to Scheduler, make sure you are at the Shell menu, then type the Scheduler menu letter (usually **s**) from the Shell menu.

Saving/Appending to the Clipboard

You can save any text entry in the Schedule or Search screen to the Shell clipboard.

From the Schedule or Search screen,

1. Use **Tab** or **Shift-Tab** to move to the text item you want to save.
2. Press **Shell** (Ctrl-F1) to display the Shell options.
3. Select **S**ave to Clipboard (2) to replace the contents of the clipboard with the selected text.

   or

   Select **A**ppend to Clipboard (3) to append the selected text to the end of the clipboard contents.

Retrieving from the Clipboard

You can retrieve the text from the clipboard into any text item in the Schedule or Search screen.

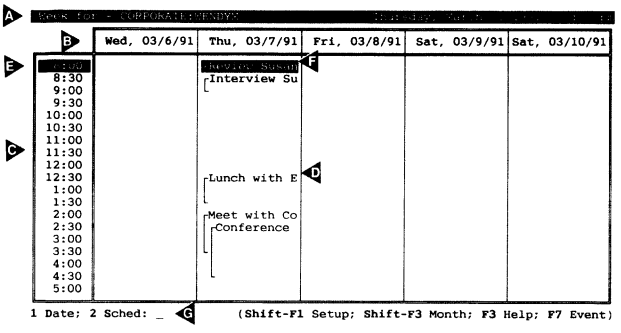
1. Use **Tab** or **Shift-Tab** to move to the desired item, then move the cursor (if necessary) to where you want the text inserted.
2. Press **Shell** (Ctrl-F1), then select **R**etrieve Clipboard (4).

Week Screen

The Week screen displays your schedule in weekly format, with as many events as will fit displayed under the appropriate day. You can use the Week screen to view and manage the event requests you have received.

To display the Week screen, type **w** from the Events screen.

- A HEADING
- B DATES
- C TIME OUTLINE
- D EVENT
- E LINE INDICATOR
- F CURSOR
- G WEEK OPTIONS



The heading contains the name of the screen, the name of the person or resource (including the host) whose schedule is displayed, and today's date and time.

A time outline appears on the left of the screen and dates appear across the top. Today's date is bolded. You can adjust the times and number of days shown in the screen with the Display Setup options (see *Display Options* in *Scheduler Reference*).

As much of the event name as possible is displayed under the date and across from the time it is scheduled. Notice in the screen above that overlapping events are displayed side-by-side.

The line in which the cursor is resting is indicated by the highlighted time in the time outline. The cursor is the reverse video bar that you can move from event to event.

Only events for which you have been requested are displayed in the Week screen. To see the events you have organized, you must use the Events screen (see *Events Screen* in Scheduler Reference).

Cursor Movement Keys

You can use the following keys to move the cursor in the Week screen:

Action	Keystroke
Previous/Next Time	Up/Down Arrow (↑/↓)
Previous/Next Day	Left/Right Arrow (←/→) Page Up/Page Down (PgUp/PgDn)
Previous/Next Month	Screen Up/Down (-/+ on number pad)
Previous/Next Year	Home,Page Up/Page Down (Home,PgUp/PgDn)
Screen Up/Down	Home,Up/Down Arrow (Home,↑/↓)
First/Last Time	Home,Home,Up/Down Arrow (Home,Home, ↑/↓)

To move to a specific date, press **Go to Date** (Ctrl-Home), then enter the date in the format shown. To return to today's date, just press **Enter** after pressing Go to Date (or press **Go to Date** again).

As you move through dates, the scheduled events for the current range of dates are displayed.

Viewing an Event

To look at the complete information for an event,

1 Move the cursor to the event, then press **Enter** to open the Info window for that event.

If the cursor is not resting on an event, pressing Enter does nothing.

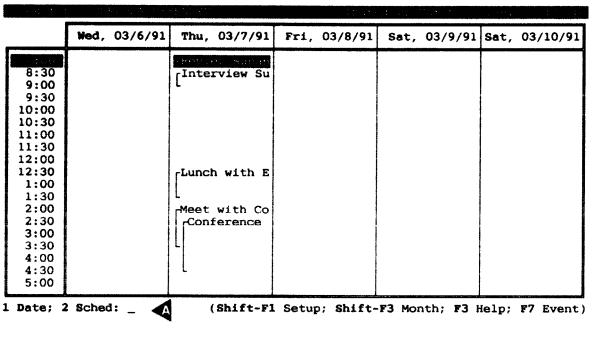
For details on the information displayed in this window and the Event options at the bottom of the screen, see *Info Screen/Window* in *Scheduler Reference*.

2 Press **Exit** (F7) until you return to the Week screen.

Week Menu

The Week menu is displayed at the bottom of the Week screen. The options are described below.

WEEK MENU



Date

Use this option to move to a specific date or to perform date calculations (see *Date* in *Scheduler Reference*).

Schedule

Select **S**chedule (2) to move to the Schedule screen (see *Schedule Screen* in *Scheduler Reference*).

*You can also press **Schedule** (F9).*

Switching to the Month Screen

You can switch between the Week and Month screens by pressing **Switch** (Shift-F3). The Month screen gives you the same options as the Week screen and displays the same information, except that your schedule is displayed in a monthly calendar format (see *Month Screen* in *Scheduler Reference*).

Moving to the Search Screen

You can press **Search** (F2) to move directly to the Search screen from the Week screen.

Appendix













Appendix A: ASCII Conversion Chart

These ASCII characters are available in all WordPerfect Office programs except Calculator. You can enter ASCII characters by holding down Alt and typing the corresponding number on the number pad (do not use the numbers at the top of the keyboard). The character will not appear until you release the Alt key.

Screen Position	ASCII Character	Screen Position	ASCII Character
1	☺	24	↑
2	☻	25	↓
3	♥	26	→
4	♦	27	←
5	♣	28	∟
6	♠	29	↔
7	•	30	▲
8	◘	31	▼
9	○	32	(space)
10	■	33	!
11	♂	34	"
12	♀	35	#
13	♪	36	$
14	♫	37	%
15	☼	38	&
16	►	39	'
17	◄	40	(
18	↕	41	)
19	‼	42	*
20	¶	43	+
21	§	44	,
22	▬	45	-
23	↨	46	.

Screen Position	ASCII Character	Screen Position	ASCII Character
47	/	76	L
48	0	77	M
49	1	78	N
50	2	79	O
51	3	80	P
52	4	81	Q
53	5	82	R
54	6	83	S
55	7	84	T
56	8	85	U
57	9	86	V
58	:	87	W
59	;	88	X
60	<	89	Y
61	=	90	Z
62	>	91	[
63	?	92	\
64	@	93	]
65	A	94	^
66	B	95	_
67	C	96	‘
68	D	97	a
69	E	98	b
70	F	99	c
71	G	100	d
72	H	101	e
73	I	102	f
74	J	103	g
75	K	104	h

Screen Position	ASCII Character	Screen Position	ASCII Character
105	i	134	å
106	j	135	ç
107	k	136	ê
108	l	137	ë
109	m	138	è
110	n	139	ï
111	o	140	î
112	p	141	ì
113	q	142	Ä
114	r	143	Å
115	s	144	É
116	t	145	æ
117	u	146	Æ
118	v	147	ô
119	w	148	ö
120	x	149	ò
121	y	150	û
122	z	151	ù
123	{	152	ÿ
124	|	153	Ö
125	}	154	Ü
126	~	155	¢
127	⌂	156	£
128	Ç	157	¥
129	ü	158	₧
130	é	159	*f*
131	â	160	á
132	ä	161	í
133	à	162	ó

Screen Position	ASCII Character	Screen Position	ASCII Character
163	ú	192	└
164	ñ	193	┴
165	Ñ	194	┬
166	ª	195	├
167	º	196	─
168	¿	197	┼
169	⌐	198	╞
170	¬	199	╟
171	½	200	╚
172	¼	201	╔
173	¡	202	╩
174	«	203	╦
175	»	204	╠
176	▒	205	═
177	▓	206	╬
178	│	207	╧
179	┤	208	╨
180	╡	209	╤
181	╢	210	╥
182	╖	211	╙
183	╕	212	╘
184	╣	213	╒
185	║	214	╓
186	╗	215	╫
187	╝	216	╪
188	╜	217	┘
189	╛	218	┌
190	┐	219	▉
191	└	220	▄

Screen Position	ASCII Character	Screen Position	ASCII Character
221	▌	250	·
222	▐	251	√
223	▀	252	ⁿ
224	α	253	²
225	ß	254	■
226	Γ	255	
227	π		
228	Σ		
229	σ		
230	µ		
231	τ		
232	Φ		
233	Θ		
234	Ω		
235	δ		
236	∞		
237	φ		
238	ε		
239	∩		
240	≡		
241	±		
242	≥		
243	≤		
244	⌠		
245	⌡		
246	÷		
247	≈		
248	°		
249	·		

Appendix B: DOS and WordPerfect Office

DOS (**d**isk **o**perating **s**ystem) is software that directs the operations your computer performs. It serves as a link between applications software (such as Shell, Calendar, and Editor) and the hardware inside your computer. Without an operating system, your computer can do nothing. Therefore, DOS must be started before any other program can be used.

There are different versions of DOS for different computers. The most common disk operating system is MS-DOS, manufactured by Microsoft Corporation. Most computer companies have adapted MS-DOS, with permission of Microsoft Corporation, to run on their machines. DOS is constantly being improved, with new releases being introduced regularly. WordPerfect Office LAN 3.0 currently runs on IBM computers or 100% compatibles that use DOS 3.0 or later versions. For WordPerfect Office PC, DOS 2.1 or later is required.

Because DOS serves as the link between applications software and your computer, we say these applications run *under* DOS. DOS software is not manufactured by WordPerfect Corporation. WordPerfect Corporation programs and DOS are different software products. You can start your machine with a WordPerfect Corporation product disk only if the correct portion of DOS has been copied onto it.

Important: *If you are having problems formatting, copying, filing, and printing, the problems may be occurring because of DOS and not because of WordPerfect Office.*

To use the programs in WordPerfect Office effectively, you should know how to use the following DOS commands:

DOS Command	Meaning
CD	Change directory.
CHKDSK	Check a disk.
COPY	Copy files from one disk/directory to another.
DIR	Display the files in a directory.
FORMAT	Format a disk.
MD	Make a directory.

All the above commands are described in your DOS manual.

Many of the above functions can be performed in File Manager. See File Manager Reference *for more information.*

Backup

You should be sure to keep extra copies of your files to protect against disk corruption and similar happenstances which may cause you to lose hours or days of work. These copies are called *backups*.

Many people and companies have strict daily backup procedures. Some even use fire-proof vaults to keep their backup disks safe from theft and natural disaster.

To minimize losses due to power and machine failures, some WordPerfect Office programs have backup features. The backup features, however, do not ensure you against lost work due to damaged or worn out disks.

If you have two disk drives, use the DOS COPY or DISKCOPY commands to back up diskettes. If you have a hard disk, there is a DOS BACKUP command that lets you back up in a number of ways. More information about these and other DOS commands can be found in your DOS manual. In addition, there are many other software products on the market that perform these backup functions.

You should also keep often-used disks free from outdated and seldom-used files. You can use the Look feature of File Manager to quickly check the contents of each file on a disk or in a subdirectory (see *Look* in *File Manager Reference).* Delete outdated files and copy seldom-used and questionable files to an archive disk. Well-organized, up-to-date disks and hard disks keep backup time to a minimum and program speed at a maximum.

Batch Files and AUTOEXEC.BAT

Batch files (designated with a .BAT extension) hold a series of DOS commands that are executed when you enter the name of the file at the DOS prompt. If you frequently type the same series of commands at DOS, you may want to put them in a batch file so that you can execute them without typing each one. See your DOS manual for more information on batch files.

The AUTOEXEC.BAT file is a special batch file whose commands are executed each time you start your computer. The AUTOEXEC.BAT file must reside in the root directory (see *Root Directory* under *Organizing Disks and Directories* below).

Check for Existing AUTOEXEC.BAT File

You may already have an AUTOEXEC.BAT file. To check,

1. Type the menu letter for File Manager (usually **f**) on the Shell Menu.
2. Select **O**ther Directory (7).
3. Enter the full pathname of the root directory of your hard disk plus ***.bat** (e.g., c:*.bat).

   or

   For two disk drive systems, insert your startup disk in drive B and enter **b:*.bat**.

If you have an AUTOEXEC.BAT file, it will appear in the list of files.

There are several commands you may want to have in an AUTOEXEC.BAT file.

If you are on a network, we recommend you include at least the following commands (in the order listed here):

Command	Function
notify	Enables notification in Calendar, Mail, and Scheduler.
cl/i	Installs Calendar alarms.
shell	Starts Shell.

These commands should be *after* any commands for logging into the network.

See Appendix E: Notify *for details on the Notify program, and see* Appendix K: Startup Options *for details on the Calendar /i startup option.*

If you are using WordPerfect PC on a stand-alone machine, do not include the NOTIFY command, but use the other two commands in the same order.

You may also want to include a DOS PATH command (see *Path Command* below). You can also include **prompt pg** to display the current directory in the DOS prompt. See your DOS manual for other commands you may want in your batch file.

Edit or Create AUTOEXEC.BAT File

To edit or create an AUTOEXEC.BAT file,

1. Exit File Manager and start Editor.
2. If you already have an AUTOEXEC.BAT file, retrieve it in Editor (Shift-F10). Otherwise, skip to the next step.
3. Enter the commands you want in the file.
4. When you are finished, save the file in the root directory under the name AUTOEXEC.BAT.

Once you have created or edited AUTOEXEC.BAT, you must restart DOS for the commands to take effect.

5. Press **Exit** (F7).
6. Type **n** to not save the document (you have already saved it), then type **y**.
7. Press **Exit** to exit Shell.
8. Restart your computer.

Date and Time

When you start DOS, you may be asked to enter the current date and time. This information is important for some WordPerfect Office program features, particularly in Calendar and Scheduler. If you do not enter the correct date and time, they will be incorrect when you use these features.

Some computers have a time card that keeps the date and time automatically, even when you turn off your computer. In this case, you may only need to enter the date and time once, not every time you start your computer.

DOS Prompt

After starting DOS and before another program is started, the DOS prompt appears on the screen. Although you can change the appearance of this prompt, it normally appears as A>, B>, etc., and marks the DOS command line. Programs such as those in WordPerfect Office can be started from the command line.

Go to DOS

You can use the Shell Go to DOS feature (1) to quickly go to DOS to execute DOS commands. If you are on a network, however, keep in mind that your system administrator may have restricted your access to DOS.

Naming Files

Every operating system has its own rules for naming files. DOS allows up to eight characters followed by an optional period and three-character extension.

You should develop a system for naming files which gives you a clue to the contents of the file. For example, STUDENTS.NB or ADDRESS.NB are much more descriptive than NOTEBOOK.1 or NOTEBOOK.2. Files with matching extensions can all be copied or deleted in a single operation.

The following characters can be used in a filename:

A-Z
0-9
! @ # $ % & ( ) - ‘ ’ { } ^

A period can only be used to separate the first part of the filename from the filename extension. The following characters *cannot* be used in filenames:

* + = [ ] : ; " ~ < > ? \ , | (space)

DOS 3.0 or later allows international characters (all non-graphics characters above ASCII 32) in filenames.

Some filename extensions such as .EXE, .COM, .BAT, .SET, .SYS, .WPM, .EDM, .PLM, .SHM, and .DRM have special meanings. They correspond to a certain file structure which allows the file to be executed. Unless you are sure the file you are naming matches one of these types, you should not use these extensions for your files. If you give a file one of these extensions accidentally, just rename the file.

Organizing Disks and Directories

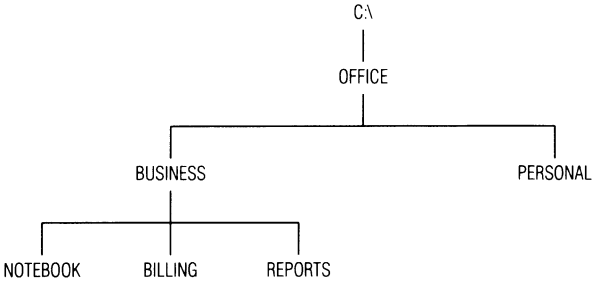
Disks should be organized in such a way that each contains similar data (one for notebook files, one for macros, etc.). You can further divide files into groups using *directories*.

Root Directory

Every disk (hard or floppy) has a *root* directory designated by a single backslash (\). The full pathname of the root directory includes the drive, (e.g., C:\). Up to 112 filenames are allowed in the root directory of a floppy disk (224 on a 1.2M floppy disk); hard disks generally have higher limits. Subdirectories can be created from the root directory with no limit on the number of filenames. A subdirectory of the root directory is given a name (e.g., SHELL or WORK). Backslashes are used to separate subdirectory names (e.g., C:\SHELL\MACROS).

Parent Directories

Each subdirectory has a parent and can in turn be a parent to several subdirectories of its own. For instance, on a hard disk, you can keep DOS files in one subdirectory, the WordPerfect Office system files in another, and business files in still another. The subdirectory for your business files could become a parent directory to other subdirectories for notebook files, billing files, and macros.



Above, C:\, OFFICE, BUSINESS, PERSONAL, NOTEBOOK, BILLING, and MACROS are all directories. C:\ is the root directory. OFFICE is the parent directory to the BUSINESS and PERSONAL directories, NOTEBOOK, BILLING, and MACROS are subdirectories to the BUSINESS directory.

PATH Command

In general, you cannot start Shell or any other WordPerfect Office program from a directory other than the one where the program files are stored unless you specify the pathname (see *Pathnames* below). However, you can use a DOS PATH command to give DOS a list of directories to search through for executable program files. This allows you to start a program from any subdirectory listed in the path command, not just the subdirectory containing the program file.

The order of the directories in the PATH command determines the order in which the directories are searched. For example, you could enter **path c:\;c:\office30** from the DOS prompt to tell DOS to search the root directory (C:\) and then the OFFICE30 directory (C:\OFFICE30) for a program file whenever it is not found in the current directory. When entering the PATH command, separate each directory in the list with a semicolon (;).

Unless the PATH command is in the AUTOEXEC.BAT file (see *Batch Files and AUTOEXEC.BAT* above), you must enter it each time you start your computer.

Pathnames

As you save and retrieve files you may be asked to specify a *full pathname*. A full pathname includes the drive, root, and any subdirectory names. For example, C:\OFFICE is the full pathname of the OFFICE subdirectory. When you want to retrieve a file from a directory other than the one in which you are currently working (the default directory), you must enter the full pathname of the file (e.g., C:\OFFICE\DOIT.EDM).

Appendix C: Error Messages

The programs included with WordPerfect Office will occasionally display error messages to let you know there is a problem with the procedure you are trying to perform. Many error messages are self-explanatory; however, this appendix includes those messages which may need more explanation. These error messages are listed alphabetically by program.

While running a program (including Shell), if you encounter a message you do not understand and that message is not listed here, it could be a DOS error message or, if you are on a network, a network software error message. Check your DOS manual or talk to your system administrator for an explanation of these messages.

Important: *If you get an error message while running a program from Shell, be sure to check both the error messages for the program and for Shell.*

Calculator

Sometimes when you are using Calculator, an error message may appear in the display register. When this happens, "ERR" is displayed in the tape.

To clear the message and restore the display register to the previous result,

1 Press **Clear Entry** (F1).

To clear the message and restart the calculation,

2 Press **Clear All** (Shift-F1).

The following is a list of Calculator error messages and their explanations.

DIV BY ZERO

You have attempted to divide a number by zero. This usually occurs during financial or statistical calculations when information is not entered correctly.

ERROR

This message indicates that an error occurred during a calculation. For example, "ERROR" appears if an invalid number was used in a trigonometric or logarithmic function.

INVALID

You have attempted to enter an invalid number.

OVERFLOW

The result of a calculation is too large.

TAPE FULL

The tape is full (the limit is about 5K). Press **Tape** (F5), then select **C**lear (2) to continue calculating.

Calendar

The following are some of the error messages that can appear while you are using the Calendar program.

"Calendar storage area is FULL"
This message appears if your Calendar file is too large to fit into the Calendar storage area. You can reduce the size of the file by archiving or deleting events from the Calendar file (see *Archive/Delete Options* under *File Options* in *Calendar Reference*).

"Can't archive the archive file"
This message appears if you are trying to archive a previously existing archive file. When you turn on Auto-Archive, Calendar creates an archive file with a .ARC extension. This message appears if you retrieve an archive file and try to archive it again.

Check the Auto-Archive setting on Setup Options (Shift-F1,4,1) to make sure it is set to No. If you manually renamed your Calendar file with a .ARC extension, save the file again using a different extension.

"Can't find Scheduler files"
If you are on a network, the Calendar and Scheduler programs communicate with each other while Calendar is running. This error message appears if Calendar cannot find the Scheduler program files. To correct this problem, make sure the drive used for Scheduler has been properly mapped. See your system administrator for help with mapping drives.

"Can't open overflow file"
When you start Calendar, the program tries to create an overflow file. If you are on a network and this message appears, there is a problem with your network rights and Calendar cannot create the file. Use the /d-*pathname* option to redirect overflow files to a directory where you have sufficient rights (see *Appendix K: Startup Options*).

"Corrupted File - bad data overwritten on save, F1 to exit without saving"
This message appears if there is some corruption in the middle of a Calendar file. With the cursor in the Calendar window, press **Cancel** (F1), then type **y** so you do not save the corrupted Calendar file.

"Error: Printing already in progress"
In Calendar, you can only send one print job to the printer at a time. This message will appear if you try to print something while a previous print job is still printing. Wait and try again when the previous print job finishes.

"Invalid Scheduler file"
If you are on a network and receive this message, there is a problem with the file Calendar uses to communicate with Scheduler. It has somehow become corrupted. This error corrects itself.

"Invalid version of the Calendar file"
This message appears if you are trying to retrieve a Calendar file, but that file is not a version Calendar accepts or recognizes.

"Merge output requires valid filename - select device option"
You can specify Merge Output as the Format on the Print screen in Calendar (Shift-F7,2,2). If you then do not specify a valid filename for the device before selecting **P**rint (Shift-F7,1), this message will appear. Select **D**evice or File (5) from the Print screen, select **D**evice or File (4) again, then enter a valid filename.

"Non-Calendar file or Calendar file is corrupted"
You will see this message if you are trying to retrieve a non-Calendar file or a Calendar file that has become corrupted. If the Calendar file is corrupted, you will not be able to retrieve it and may need to delete it.

"Unmatched parentheses"
This message appears if you have used parentheses with an auto-date formula, but have not included a closing parenthesis for every open parenthesis (or vice versa). Check the formula again and correct the problem.

"USERID.FIL not found or bad! Unable to update Scheduler!"
If you are on a network, the USERID.FIL file is necessary to run Calendar. If Calendar cannot find this file, it may be that the file is not in the correct path or it has become corrupted. Make sure the USERID.FIL file is in the path where Calendar can find it, or talk to your system administrator.

Editor

The following are some of the error messages that can appear while you are using the Editor program.

"Are other copies of Editor currently running?"
If you receive this error message, one of the following situations has occurred:

- There was a power or machine failure while the program was in memory.
- The computer was accidentally turned off while the program was in memory.
- Editor is already in memory, and you are trying to start a second copy of Editor from the same directory.

Type **n** in response to this message if either of the first two situations occurred or if you do not know why this message appeared.

Type **y** if you want to use two copies of Editor at the same time. You will be asked to enter the name of another directory for a second set of overflow files. The directory for the second set of overflow files can be any directory *other than* the one where the overflow files currently exist.

Unless you use the /d-pathname startup option to redirect the overflow files, they are created in the current default directory.

Overflow files are used by Editor to hold any text that does not fit into memory. These files are normally deleted when you exit Editor properly.

"Can't change Editor modes until buffer is empty"
If you retrieve a file into a text mode or a macro into a macro mode, then try to change from a text mode to a macro mode (or vice versa) using **Text In/Out** (Ctrl-F5), you will get this error message.

You must clear the screen before changing editing modes.

"Can't complete write to clipboard"
The Shell clipboard can hold up to 1K of information (by default) in memory. If you try to save more than this, the additional data is saved in an overflow file. If there is not enough disk space for the overflow file, you will get this message. Delete unnecessary files from the disk to create more room for clipboard overflow or increase the memory available for the clipboard using the Shell /c startup option (see *Appendix K: Startup Options*).

"Can't find interpretation file"
This message appears if Editor cannot find the .MRS files. Check the MRS directory specified in the Location of Files screen in Setup (Shift-F1,4,2), then make sure your .MRS files are actually located in that directory, in your default directory, or in the directory containing the Editor program file (ED.EXE).

"Incompatible interpretation file"
This message will appear for any of the following three reasons:

- The .MRS version number does not match the version number of a macro you are trying to retrieve (e.g., you have a WordPerfect 5.0 .MRS file and a WordPerfect 5.1 macro).
- The .MRS version number is one that Editor does not recognize.
- The .MRS file has become corrupted.

Update your *.MRS file or convert your macros to match each other so this message will not appear.

If this message does appear, you are taken into DOS text mode and the file is retrieved as a DOS text file. If you do not want to work on this file in DOS text mode, press **Exit** (F7), then type **n** twice to clear the screen without saving the file.

"Macro types don't match"
This message will appear if you try to retrieve macros from two different programs into the same file in a macro mode. For example, if you have a WordPerfect macro in Editor, then try to retrieve a Shell macro into the same editing screen, you will get this message.

"Old Timed-Backup file exists"
The Timed Backup file from a previous session was found when Editor was attempting to make a new timed backup. Since there may be valuable information in this file, Editor will not delete it.

When this message is displayed, press any key to continue. You are then asked if you want to rename or delete the file. Select **R**ename (1), then enter a new filename if you want to recover the contents of the old backup file. Or, select **D**elete (2) if you want to delete the old backup file.

Once you are in Editor, you can retrieve the renamed backup file to continue editing.

"Print queue is full - Text will not be printed"
The program directory/disk is full, or you have 100 or more print jobs waiting to be sent to the printer.

File Manager

The following are some of the error messages that can appear while you are using the File Manager program.

"Cannot append 5.*x* files to clipboard"
This message appears if you try to append a WordPerfect 5.0 or 5.1 file to the clipboard. You can save these files to the clipboard, but you cannot append them.

"Can't complete write to clipboard"
The Shell clipboard can hold up to 1K of information (by default) in memory. If you try to save more than this, the additional data is saved in an overflow file. If there is not enough disk space for the overflow file, you will get this message. Delete unnecessary files from the disk to create more room for clipboard overflow or increase the memory available for the clipboard using the Shell /c startup option (see *Appendix K: Startup Options*).

"Problem with FM's System file"
File Manager creates a .SYS (Setup) file while running. This message indicates that the .SYS file exists but there is something wrong with it.

You can delete the .SYS file and File Manager will create another one. Be aware, however, that this will also delete all of your Setup information.

Mail

The following are some of the error messages that can appear while you are using the Mail program.

The Mail program is available only if you are on a network.

"Access denied"
This message appears if a user tries to enter Mail without a valid password when a password is required.

"Access to mailbox denied"
This message appears when DOS tries to open an In Box or Out Box in Mail but is unable to. It is often preceded by another error message explaining why. The following are some reasons why this might occur:

- A mailbox is opened by two PCs, then one tries to exit Mail and there are deleted messages.
- A user has not been given adequate access rights to the Mail In and Out directories.
- The In Box and Out Box files do not exist where Mail is looking for them (this could be caused by Mail picking up an old or bad USERID.FIL file).

"Buffer full"
This message appears if the buffer for an area in the mailbox is full. The following are examples of when this might occur:

- You have attempted to retrieve a large message (more than about 6K of information) into the Message box in the Send screen (large messages should be sent as attached files).
- You have included more marked users from List Users/User IDs than can fit on the To, CC, or BC lines (a group should be created and the group name placed on the line).
- You have retrieved too large a group (you can mark the group rather than retrieve it).
- You have retrieved too much text from the clipboard into an area of the mailbox.
- You have tried to list files, users, user IDs, groups, or hosts, resulting in a list that is too large for the buffer.
- You are trying to retrieve a file into the Files box instead of marking it and pressing **Exit** (F7).

"Cannot access mailbox file"
This message appears when any of the DOS functions necessary to re-create or redisplay the main Mail screen (e.g., open, read), or any operation requiring updating of the screen (tabbing between boxes) fails. This message is often preceded by another error message explaining why the DOS function failed.

"Cannot read mail item"
This message appears if you are trying to read your mail and the message is not formatted correctly, or an attached file cannot be properly converted to readable format.

"File encryption problem"
If you try to access a locked or encrypted message or attached file without the correct password, you will see this error message.

"File has been updated - all marks cleared"
This message appears if you are in List Users or List User IDs and the system administrator updates the USERID.FIL file while you are looking at the list. Any marks currently in the list will be cleared.

"Group nesting too deep"
You can send mail to groups that are part of a larger group (nested groups). You can nest groups up to four levels deep. This message appears if you try to nest a group more than four levels deep.

"Incompatible Setup file"
This message appears if, for some reason, Mail does not find all the necessary information from your Setup file. You will need to delete your Setup file and start with a new one. Your Mail Setup file is named *XXX* (where *XXX* represents your file ID) and is located in the MSETPC directory created when Mail was installed. Keep in mind, however, that deleting your Setup file deletes all your Setup information (including your password).

"Item too long"
If any user names, host names, routes, etc. are too long for the To, BC, and CC lines, this message will appear. An example of when this might occur is if you use a 2.0 group rather than a 3.0 group (because spaces are no longer delimiters in 3.0, Mail treats the 2.0 group as a single item or user name, making the item too long).

"Mailbox empty"
This message appears if you try to perform an operation requiring mailbox items (read, delete, etc.) on an empty mailbox.

"Mailbox file is corrupted"
This message appears when an In Box or Out Box has been opened, but does not contain the proper internal file format. See your system administrator for help with this error.

"Part of this Mail item is deleted"
This message appears when you try to read, print, or save a mailbox entry, and the message file referenced by that entry no longer exists.

This message will also appear if the Mail system receives a status message referring to mail that no longer exists. This can happen if status messages "pass each other" in transit, and does not necessarily signify an error. For example, if the sender (on one host) retracts a mail item while the recipient (on another host)

is deleting it, the "Retract this message" status message will be sent before the "Recipient has deleted" status message has been received. The "Retract" message will then show up, referring to mail that no longer exists.

"Syntax error"
This message appears if any of the rules for specifying routes, hosts, users, or lists of users is violated (see *Recipients* in *Mail Reference*).

"Too many attached files"
This message appears if you try to attach too many files to a mail message (i.e., you have too many files in the Files box on the Send screen). (You can attach up to 99 files to a message, or 100 if you don't include a message.) If you see this message, try attaching fewer files, then sending the mail message.

"Unable to access User ID information"
This message appears after Mail has tried to get the user ID from all available sources (including a prompt to the user).

"Unable to compress mailbox"
This message appears if Mail is unable to gain exclusive access to a mailbox to purge old entries. For example, if a mailbox is opened by two PCs, this message will appear when one tries to exit Mail if there are deleted messages.

"Unable to initialize mailbox"
This message appears when the main Mail screen is initially displayed (when you enter Mail, exit the Send screen, etc.) and any of the DOS functions required to create and display the screen (open, read, etc.) fail. This message is often preceded by another error message explaining why the DOS function failed.

"Unknown user ID"
This message appears when a user tries to enter Mail with an unrecognized user ID or when the To, CC, or BC fields list an unrecognized or non-unique user ID.

Notebook

The following are some of the error messages that can appear while you are using the Notebook program.

"Are other copies of Notebook currently running?"
If you receive this error message, one of the following situations has occurred:

- There was a power or machine failure while the program was in memory.
- The computer was accidentally turned off while the program was in memory.
- Notebook is already in memory, and you are trying to start a second copy of Notebook from the same directory.

Type **n** in response to this message if either of the first two situations occurred or if you do not know why this message appeared.

Type **y** if you want to use two copies of Notebook at the same time. You will be asked to enter the name of another directory for a second set of overflow files. The directory for the second set of overflow files can be any directory *other than* the one where the overflow files currently exist.

Unless you use the /d-pathname startup option to redirect the overflow files, they are created in the current default directory.

Overflow files are used by Notebook to hold any text that does not fit into memory. These files are normally deleted when you exit Notebook properly.

"Can't complete write to clipboard"
The Shell clipboard can hold up to 1K of information (by default) in memory. If you try to save more than this, the additional data is saved in an overflow file. If there is not enough disk space for the overflow file, you will get this message. Delete unnecessary files from the disk to create room for clipboard overflow or increase the memory available for the clipboard using the Shell /c startup option (see *Appendix K: Startup Options*).

"Can't dial - no modem response"
If Notebook is not getting any response from the modem, it will not be able to dial. This usually occurs because you have selected the wrong COM device. For example, you have selected COM 1 when your modem is actually connected to COM 2. See *Dial Setup* in *Notebook Reference* for details on selecting a COM device.

"Can't do direct screen display"
Several of the WordPerfect Office programs let you use the /nf startup option. This option *must* be used with some compatible computers and some windowing programs. Notebook, however, does not have this startup option available. So if you have a compatible computer or windowing program that requires this option, Notebook will not run. The Notebook program tries to start, then displays this error message.

"Can't output notebook system file"
This message appears if Notebook cannot put the .SYS (Setup) file created when you run Notebook in the correct directory. If you are on a network, this could happen because someone else is using the file at the same time you want to or because you do not have permission to write to that network directory. If the latter is the case, talk to your system administrator to get Write permission.

"Can't save file with marked records"
You will get this message if you press Exit (F7) when a file with marked records is on the screen. If this message appears, unmark the records or press **Save** (F10), then enter a new filename to save the marked records as a separate Notebook file before exiting.

"Data in clipboard is not in WP merge format"
This message appears if you try to retrieve the data in the clipboard into the list display and that data is not in WordPerfect merge format. It must be in that format to be retrieved into the list display.

If you are in the record display, however, the information in the clipboard is retrieved directly into the field you are in. It does not have to be in WordPerfect merge format.

"Dialing instruction not defined- See Dialing Instructions"
If you see this message when you try to dial a number from the list display, it means that you have not set up dialing instructions for any field displayed in the list display, or a dialing field does not contain a phone number. If you see this message while in the record display, you have not set up any dialing instructions at all.

To correct this problem, set up dialing instructions using **D**ialing Instructions (7) on the Notebook Options menu (see *Dial Setup* in *Notebook Reference*).

"Incorrect Format"
This message appears if you try to retrieve any file that is not in WordPerfect secondary merge file format. You can only retrieve Notebook files or WordPerfect secondary merge files.

"Record is too big to sort"
The maximum size for a record that can be sorted is 4000 bytes. If your record exceeds this size, this message will appear when Notebook tries to sort the list display.

If your record does not exceed this amount and you still get this message, it means your record is corrupted, and you will probably have to delete the record and re-enter it.

Scheduler

The following are some of the error messages that can appear while you are using the Scheduler program.

The Scheduler program is available only if you are on a network.

"Access denied"
This message appears if a user tries to enter Scheduler without a valid password when a password is required.

"Buffer is full"
This message appears if you try to retrieve a group file or explanation that is too big for the area in which you are retrieving it. For example, if you retrieve a very large group into the People line of Scheduler, you could get this message. Enter the group name on the People line instead of retrieving the group contents.

"Can't re-enter the Scheduler"
This message could appear depending on how you run Scheduler under Shell. If you use the /o (the default) or /v startup option for Shell, this error message should never appear. If not, this message will appear if you start Scheduler, then start another program (e.g., Calculator), exit Scheduler, then try to re-enter Scheduler. This is because the memory allocated to Scheduler when you first start the program remains allocated (even when you exit Scheduler) if another program loaded after it is left resident.

Exit all programs loaded after Scheduler, then try to re-enter Scheduler.

"Event file ..."
This category of error messages includes several that all begin with "Event file." Each message indicates a problem with the event file that will probably need to be handled by your system administrator.

"Groups nested too deep"
You can schedule groups that contain other groups (nested groups). You can nest groups up to four levels deep. This message appears if you try to nest a group more than four levels deep.

"Unable to display Request/Org list"
This error occurs when there is not enough disk space on the drive where the Scheduler temporary files are begin written and the Request or Organized cannot be initialized. Try redirecting your temporary files to a drive with more disk space using the /d-*pathname* startup option (see *Appendix K: Startup Options*).

"Unable to retrieve user/resource from database"
Each user in Scheduler has his or her own user file. This message appears if Scheduler found the user ID, but cannot find the file for that particular user. Contact your system administrator if this happens.

"Unknown User/Resource name"
Each user in Scheduler has a user ID and each resource has a resource ID. This message appears if Scheduler cannot find the ID you use to schedule a user or resource with. Use List Users or List Resources to make sure you are using the correct ID and that it is spelled correctly.

"Unmatched parentheses"
This message appears if you have used parentheses when entering user or resource IDs, but have not included a closing parenthesis for every open parenthesis (or vice versa). Check the People and Resources lines and correct the problem.

Shell

The following are some error messages that can appear when using the Shell.

"Cannot create clipboard virtual file"
This message (along with "Cannot write to clipboard virtual file") will appear if you try to save or append more to the clipboard than the buffer will allow (the default amount of information the buffer can contain is 1K) and there is no room on the disk containing the overflow. If you get this message, you should use the /d-*pathname* startup option (see */d-pathname* under *Shell* in *Appendix K: Startup Options*) to direct your overflow files to a directory you know has enough room or, if you are on a network, a directory you know you have rights to.

"Cannot transfer control to Shell"
When you exit Shell with programs resident, you are asked if you want to save the information in all the programs. If you type **y** at this prompt, Shell takes you into each program to save the information. If you decide to do some editing while in a program, then try to return to Shell by pressing Shell (Ctrl-F1), you will receive this message. You must exit each program while exiting Shell.

"No Log filename defined, must setup first"
This message appears if you select **L**og (6) from the Shell menu without first setting up a filename for the Work Log feature. You must first set up the Work Log feature (see *Work Log Setup* in *Shell Reference*).

"Problem reading the overlay file"
The Shell program includes two program files—SHELL.EXE and SHELL.OVL. The second file is the overlay file. If Shell encounters a problem reading this file, you will see this error message, Shell will not run, and you will be exited out of the program. This usually occurs when the files are not found or the dates on the files do not match (e.g., the SHELL.EXE was updated and SHELL.OVL was not).

If this happens, the Shell program files will probably need to be reinstalled.

"SHELL.EXE is already loaded; cannot run multiple copies of SHELL"
You receive this message when you have already started Shell and then attempt to start Shell again. You can only have one copy of Shell running at any time. Press any key to clear the message.

"Submenu w/ unswapped program(s)"
You will see this message in conjunction with the "To use this program, you must first exit . . ." message.

As you switch between programs using the Shell Switch Program feature, the programs you aren't using are *swapped* to expanded memory and/or to disk. When all available expanded memory and/or disk space is filled, Shell starts using the conventional memory in your computer. The message appears if the program in conventional memory is in a submenu. You need to return to the submenu and exit that program.

Appendix D: Network Printers

Important: *This section does not apply if you are using WordPerfect Office PC on a stand-alone machine.*

WordPerfect Office supports printers on the following networks:

- Novell NetWare
- Banyan VINES
- TOPS Network
- IBM LAN Networks
- NOKIA PC-Net
- 3Com 3+
- 10Net
- LANtastic
- AT&T StarGROUP
- DEC PSCA
- 3Com 3+ OPEN

The following sections outline how to select one of the supported printers.

Novell NetWare

To define network printers for a WordPerfect Office program,

1. Follow the steps outlined for selecting a printer device in the *Print* section for each WordPerfect Office program (for Calculator, see *Tape*).
2. When you are asked to select a print device, select **D**evice or Filename.
3. For single-server networks, enter the network printer number you want to print to (e.g., 0, 1, 2, 3).

   or

   For multiple servers, enter the server name, followed by a slash (/) and the printer number (e.g., development/2).

For multiple servers, Advanced NetWare 2.0 or later is required. If you enter only a number, the current file server is assumed. You must also be logged in and have access to the requested server, otherwise the print job will fail.

You are asked if the selected printer is a network printer.

4. Type **y** to indicate that it is a network printer.

You can define local printers as you normally would.

You can print to a Novell network print queue. To do so, instead of entering the server name followed by a slash (/) and the printer number (e.g., development/2), enter the server name followed by slash (/) and the queue name (e.g., development/webster).

If you do not know your Novell network queue name, see your system administrator.

Additional Networks

For networks other than Novell NetWare, you must direct printer output to your network printer or your documents will be printed on the printer connected to your local PC. To print on a network, you need to install the network utilities that redirect one of your local printer ports to the network printer.

1. Enter the correct redirection command from the DOS prompt before you start Shell (see *Redirection Commands* below).
2. Start Shell and then start the WordPerfect Office program from which you want to print.
3. Follow the steps for selecting a printer outlined in the *Print* section for that program (for Calculator, see *Tape*).
4. When you are asked to choose a print device, type the number that corresponds to the LPT port you set up as a network printer on the server.
5. Use the program's Print options to print.

When you print from that program, printing is directed to the network printer. Each print job is printed to a file on the server until the complete print job has been received. At that point, the network can place the job in its print queue and begin printing.

Once you have redirected a port to the printer, you cannot use that port to print from your local PC printer. But, you can still define other ports as local printers.

Redirection Commands

The following is a list of specific commands that should be used in step 1 under *Additional Networks* above. In these sample commands, the network printer is assumed to be connected to LPT1. If the printer is connected to LPT2, LPT3, etc., substitute the correct print device number for LPT1. The term *printer name* represents the name the system administrator has assigned to the network printer connected to the server (e.g., PTR1). The term *server name* represents the name the system administrator has assigned to the network server. The term *share name* represents the name the system administrator has assigned to the shared network directory.

The redirection command can be entered at the DOS prompt or placed in your AUTOEXEC.BAT file (see *Batch Files and AUTOEXEC.BAT* in *Appendix B: DOS and WordPerfect Office* for details on creating or editing an AUTOEXEC.BAT file).

To redirect a printer port for network printing, refer to the redirection commands under the specific network headings below.

Banyan VINES

From a single workstation, enter

setprint lpt1 on /p:"*item@group@organization*"

For specifics on what to enter for *item*, *group*, and *organization*, contact your system administrator.

TOPS Network

From a network server, enter

tops publish lpt1:as *printer name* using c:\tops

From a single workstation, enter

tops mount lpt1: to *server nameprinter name***

IBM LAN Networks

From a network server, enter

net share ptr1=lpt1

From a single workstation, enter

net use lpt1 *server name*\ptr1

NOKIA PC-Net

From a network server, enter

net share ptr1=lpt1

From a single workstation, enter

net use lpt1 *server name*\ptr1

3Com 3+

From a network server, enter

3p share ptr=lpt1

From a single workstation, enter

3p link lpt1: *server nameprinter name***

10Net

From a network server, enter

net use lpt1 *server nameshare name***

10Net will only output to LPT ports. Before a workstation can use a superstation's COM1 or COM2 port, the superstation must use the MODE command to redirect the parallel printer output to the serial port. If you want to use a COM1 port, enter a MODE command with the appropriate baud rate, parity, character length, and stop bits.

For example, enter

mode com1:9600,n,8,1

Then, enter another MODE command to redirect the port. For example, enter

mode lpt1=com1

LANtastic

For a network server, see your LANtastic network manual.

From a single workstation, enter

net use lpt1 *server name*\ptr1

AT&T StarGROUP

From a network server, enter

srv share *share name*=lpt1

From a single workstation, enter

srv link lpt1: *server nameprinter name***

DEC PSCA

From a single workstation, enter

net use lpt1 *server nameprinter service name***

3Com 3+ OPEN

From a network server, enter

net share *printer name*=lpt1

From a single workstation, enter

net use lpt1: *server nameprinter name***

Appendix E: Notify

Important: *The Notify program is included with WordPerfect Office LAN and can only be used on a network. If you are using WordPerfect Office PC on a stand-alone machine, you do not have this program.*

Notify is a Terminate and Stay Resident (TSR) program that handles Calendar alarms and provides notification of incoming Mail messages and Scheduler event requests. The Notify program also stores your user ID, file ID, and network type in your computer's memory. If Notify is running, all WordPerfect Office programs will start quicker because your computer gets all the necessary network information from the Notify program.

Starting the Notify Program

To start Notify from DOS, type **notify** *after* you log into the network and *before* you start Shell. If you use the AUTOEXEC.BAT file to start Shell (see *DOS Batch Files and AUTOEXEC.BAT* in *Appendix B: DOS and WordPerfect Office*), enter **notify** in the AUTOEXEC.BAT file somewhere between the command to log into the network and the command to start Shell.

Important: *The SetMeUp program, which sets up WordPerfect Office user stations, includes an option for adding the NOTIFY command to your AUTOEXEC.BAT file. If you or your system administrator used the SetMeUp program to set up your station, you may want to look at your AUTOEXEC.BAT file in File Manager (see* Look *in* File Manager Reference*) to see if the NOTIFY command is already in place.*

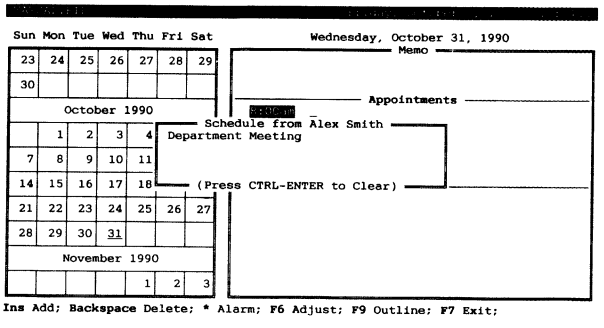
If you want notification of alarms set for Calendar appointments, include the cl/i command after the command to start Notify. The cl/i command downloads alarm information to Notify.

The cl/i command may also have been added to your AUTOEXEC.BAT file by the SetMeUp program.

The Notification Message

When the Notify program has been properly loaded (as described above), a beep sounds and a notification message appears in the middle of the screen when a Calendar alarm executes or a Mail message or Scheduler event request is received.

For example,



The tone and/or number of beeps that accompany a notification message depend on what type of notification you are receiving (see *Notification Types* below). To clear a notification message, press **Ctrl-Enter**. The notification message does not have to be on the screen when you press Ctrl-Enter.

Important: *If you are working in a graphics mode or graphics-based program when an alarm, Mail message, or event request comes in, the notification beep will sound but the message will not be displayed.*

Clear All Notification

There may be situations where notification messages have stacked up due to certain conditions in the Mail/Scheduler system. This could mean that you receive several notification messages in a row, the next message coming up as soon as you clear the current one. You can clear all the notification messages at once by pressing **Ctrl-Alt-Enter** or **Ctrl-Alt-Space Bar**.

Notification Types

Mail messages can be assigned one of three priorities: low, normal, or high. Notify varies the beep accompanying the notification message for Mail messages depending on the message's priority. No beep is sounded for a low priority message, the standard DOS beep is sounded for a normal priority message, and two high-low (ding-dong) beeps are sounded for a high priority message.

Scheduler event requests are accompanied by the standard DOS beep, like the normal priority Mail message. Two standard DOS beeps are sounded for alarm messages.

You can change any or all of the beep assignments with the /b (beep), /d (message display), /p (pause), /t (repeat times), and /nb (no beep) startup options (see *Notify Startup Options* below).

Changing Users on a Computer

When load the Notify program is loaded, it is loaded for the user who is currently logged into the network from that computer. If someone else logs into the network from that computer without restarting it, Notify will continue to provide notification for the original user.

To receive notification on a computer where Notify has already been loaded for another user, you must restart the computer, log into the computer, and then load Notify.

Notify Startup Options

The startup options you can use when starting Notify are described below. To include a startup option, enter **notify** followed by the option (e.g., notify/nbl). Type the startup option exactly as it appears in the option titles below. Italicized words represent information you must provide.

You can include more than one startup option at a time (e.g., notify /nbl /f-60). Spaces between options are optional.

Because some of the options can include many arguments (pieces of information), you may not be able to fit all the options you want to use on the DOS command line. If this is the case, you can enter the startup options in a DOS text file and then reference the file using the */@-filename* startup option (see */@-filename* below).

/@-filename

Instead of entering the Notify startup options on the DOS command line following the command to start Notify, you can include the startup options in a DOS text file and reference that file with the */@-filename* startup option. This option is especially useful when the startup options you want to include will not fit on the DOS command line.

To use this option,

1. Start Editor from the Shell menu.

   or

   At the DOS prompt, change to the WordPerfect Office program directory, then enter **ed** to start Editor.

2. Type the startup options you want executed when you start Notify. You can type them all on the same line or put each on a separate line.

You cannot use the /@-filename option within an options file. In other words, the /@-filename option cannot be nested.

3. Press **Exit** (F7), then type **y** to save the file.
4. Enter any valid filename. Include the full pathname if you do not want the file saved to the current Editor default directory (e.g., c:\options.nty).
5. Type **y** to exit Editor.

6 The next time you start Notify, include the */@-filename* startup option, replacing *filename* with the full pathname of your Notify startup option file (e.g., notify /@-c:\options.nty).

or

Include the */@-filename* startup option after the command to start Notify in your AUTOEXEC.BAT file. (You must restart your computer for the change to take effect.)

If you want, you can include other startup options with the */@-filename* option if you want (e.g., notify /@-c:\options.nty /nbl) and even other options filenames (e.g., notify /@-c:\options.nty /nbl /@-lowtone.nty). The startup options are executed in the order they are encountered. If you include duplicate startup options (e.g., one in the options file and one on the command line), the last option encountered is the one that is used.

/a

You can use the /a (**a**ttributes) option to turn on Bold and Underline after you have turned them off with the /na (**no a**ttributes) option (see */na* below).

/b*x*-*frequency,tone,duration,tone,duration...*

The /b*x* (**b**eep) option lets you control the beep pattern for notification. You can indicate how often the beep should accompany a notification message, as well as the tone and duration of each tone in the beep pattern.

The *x* represents the type of notification you are defining a beep pattern for, as shown in the table below.

/b*x*	Notification Type
/b	Normal-priority Mail messages and all Scheduler event requests
/ba	Calendar alarms
/bh	High-priority Mail messages
/bl	Low-priority Mail messages

The number (*n*) you enter for the *frequency* argument tells notify to include the beep pattern one out of *n* times the notification message is displayed for the same alarm, message, or event request. For example, if you enter 3 for the frequency, the beep pattern accompanies the notification message every third time it is displayed.

The frequency applies only to individual notification messages. For example, if you have frequency set to 3 (to sound a beep every third time a message is displayed) and clear a message the first time it is displayed, frequency is reset and a beep sounds with the next message to be displayed.

Use the *tone* and *duration* arguments to create the beep pattern, which can consist of up to 10 tones. For each tone in the beep pattern, enter a separate tone and duration argument.

For every tone argument, there must be a duration argument.

For *tone*, give a frequency in Hertz (Hz), using the Hertz table at the end of this appendix as a guide. If you want to insert a pause (with no tone), use 0 as the tone value.

The number you enter for *duration* represents how long you want the tone sustained, where 1 equals 1/18 of a second. For example, to sustain a tone for 1/2 second, you would enter 9 as the duration value.

If the tone and duration values for any tone are both 0, the beep sequence is terminated at that point.

The following is an example of a complete beep option.

/bh-5,330,9,294,9,262,9

This example is for high priority Mail message notification and produces a three-tone beep pattern, with each tone sustained 1/2 second. The beep pattern will accompany a notification message every fifth time that same message is displayed.

The table below lists the default beep settings for each notification type.

Notification Type	Default Beep Setting
Normal	/b-10,896,5
Alarms	/ba-1,523,4,0,2,523,4
High-priority	/bh-2,1047,4,440,2,0,3,1047,4,440,2
Low-priority	/bl-0,0

/d*x*-*seconds*

You can use the /d-*seconds* (**d**isplay) option to indicate how long (in seconds) the notification message should stay on the screen each time it is displayed. As shown in the table below, the *x* represents the type of notification message for which you are setting display.

/d*x*	Notification Type
/d	Normal-priority Mail messages and all Scheduler event requests
/da	Calendar alarms
/dh	High-priority Mail messages
/dl	Low-priority Mail messages

The default for all display settings except alarms is 10 seconds. The default setting for alarms is 5 seconds.

/f-*seconds*

The /f-*seconds* (**f**requency) option lets you indicate how often Notify should check for new Mail messages, Scheduler event requests, and alarms.

The default frequency setting is 30 seconds.

If you have a multiple-host system that is using the file polling method of notification, the default frequency is five minutes.

/na

The /na option turns off Bold and Underline in the notification message. Some display modes cause problems with text attributes in notification messages. If the text in your notification messages is illegible, try using this option to correct the problem.

/nb*x*

You can use the /nb*x* (**n**o **b**eep) option to turn off the beep that normally accompanies a notification message. As shown in the table below, the *x* represents the type of notification message for which you are turning off the beep.

/nb*x*	Notification Type
/nb	Normal-priority Mail messages and all Scheduler event requests
/nba	Calendar alarms
/nbh	High-priority Mail messages
/nbl	Low-priority Mail messages

/nn

The /nn (**n**o **n**otify) option turns off *all* notification. You can use this option to turn off notification after it has already been loaded (see *Changing or Adding Startup Options* below).

/px-seconds

The /p*x-seconds* (**p**ause) option controls the interval between notification messages when the message is not immediately cleared. Use the *x* value to indicate which type of notification you are setting the pause value for, as shown in the table below.

/p*x*	Notification Type
/p	Normal-priority Mail messages and all Scheduler event request
/pa	Calendar alarms
/ph	High-priority Mail messages
/pl	Low-priority Mail messages

The default pause setting for all notification types except alarms is 20 seconds. The default pause setting for alarms is 25 seconds.

/ph-pathname

The /ph-*pathname* (**p**ath to **h**ost) option indicates the location of the host (Mail/Scheduler system) directory.

For Notify to work, it must know the location of the host directory (where the Mail/Scheduler system is installed). On most systems, the USERID.FIL file (the

WordPerfect Office user system file) is stored in the host directory. Since the path to the USERID.FIL file is established when WordPerfect Office is installed, Notify can find the host directory.

However, if the USERID.FIL file is not in the host directory, you must use the /ph-*pathname* (**p**ath to **h**ost) option to let Notify know where the host directory is (e.g., /ph-o:\office30).

If you are not sure whether you need to use this option, consult your system administrator.

/tx-n

You can use the /t*x*-*n* (repeat **t**imes) option to indicate the number of times (*n*) you want a notification message to pop up if not cleared. As shown in the table below, the *x* value indicates which type of notification you are setting repeat times for.

/t*x*	**Notification Type**
/t	Normal-priority Mail messages and all Scheduler event request
/ta	Calendar alarms
/th	High-priority Mail messages
/tl	Low-priority Mail messages

The default repeat times setting for all notification types is no limit (i.e., until the user clears the message).

To reset repeat times to no limit, enter 0 for the number of times to repeat (e.g., /t-0).

Changing or Adding Startup Options

After loading Notify and starting Shell, you can go to DOS and change or add Notify startup options.

1. From the Shell menu, select Go to DOS (1) to access the DOS command line.
2. Make changes to or add desired startup options by entering **notify** followed by the desired startup option (e.g., notify /nb).

Important: *All previously set values except /nn are maintained until explicitly changed. Simply starting Notify without a previously-used startup option does not restore the default value for that option; you must use the option again with the default values as arguments.*

3. Press **Exit** (F7) to return to the Shell menu.

When you change the default values, the changes do not take effect until Notify is used again.

Hertz Table

The table below lists the Hertz values for many of the notes in the standard musical scale. You can use these values for the *tone* argument in any of the beep startup options.

Note	Hertz	Note	Hertz	Note	Hertz
A	28	D#/Eb	156	A	880
A#/Bb	29	E	165	A#/Bb	932
B	31	F	175	B	988
C (-3)	33	F#/Gb	185	C (+2)	1047
C#/Db	35	G	196	C#/Db	1109
D	37	G#/Ab	208	D	1175
D#/Eb	39	A	220	D#/Eb	1245
E	41	A#/Bb	233	E	1319
F	44	B	247	F	1397
F#/Gb	46	C (Mid)	262	F#/Gb	1480
G	49	C#/Db	277	G	1568
G#/Ab	52	D	294	G#/Ab	1661
A	55	D#/Eb	311	A	1760
A#/Bb	58	E	330	A#/Bb	1865
B	62	F	349	B	1976
C (-2)	65	F#/Gb	370	C (+3)	2093
C#/Db	69	G	392	C#/Db	2217
D	73	G#/Ab	415	D	2349
D#/Eb	78	A	440	D#/Eb	2489
E	82	A#/Bb	466	E	2637
F	87	B	494	F	2794
F#/Gb	92	C (+1)	523	F#/Gb	2960
G	98	C#/Db	554	G	3136
G#/Ab	104	D	587	G#/Ab	3322
A	110	D#/Eb	622	A	3520
A#/Bb	117	E	659	A#/Bb	3729
B	123	F	698	B	3951
C (-1)	131	F#/Gb	740	C (+4)	4186
C#/Db	139	G	784		
D	147	G#/Ab	831		

Appendix F: PIF Files

If you plan to run WordPerfect Office programs under Microsoft Windows, you need to have program information (.PIF) files that give Windows the information it needs to run these programs. WordPerfect Office provides .PIF files for most of its programs. These files let you run WordPerfect Office programs as applications under versions 2.11 or later of Microsoft Windows/286 or Microsoft Windows/386.

Compatible Programs

The table below shows which WordPerfect Office programs you can run under Windows and the names of the corresponding .PIF files. Two PIF files are available for each program. One is for running with foreground windows (e.g., CALC-W.PIF), and the other is for running full-screen exclusively (e.g., CALC.PIF). These files should be in the WordPerfect Office program directory.

Program	PIF Files
Calculator	CALC.PIF CALC-W.PIF
Calendar	CL.PIF CL-W.PIF
Editor	ED.PIF ED-W.PIF
File Manager	FM.PIF FM-W.PIF
Mail	ML.PIF* ML-W.PIF*
Notebook	NB.PIF NB-W.PIF
Scheduler	SC.PIF* SC-W.PIF*

* *These files are not included with WordPerfect Office PC.*

Because you cannot run Shell under Windows/386 or Windows/286, you will not be able to use certain features when running the above listed programs under Windows. You will not be able to access the Shell clipboard and cannot define or execute Shell macros. Also, when running under Shell, if you leave Calendar resident, any changes you make in Calendar are forwarded to Scheduler each time you return to Shell from Calendar. Under Windows, Calendar information is not forwarded to Scheduler until you actually exit the Calendar program. You can, however, update Calendar information manually by pressing **Save** (F10) from within Calendar.

To receive notification of incoming Mail messages and Scheduler events and to install Calendar alarms, start the Notify program (NOTIFY.EXE) at the DOS prompt or in your AUTOEXEC.BAT file before you start Windows.

Do not try to run Repeat Performance with Windows.

Editing .PIF Files

The .PIF files included with WordPerfect Office contain only the necessary program information. You can edit these files with the Program Information Editor (PIFEDIT.EXE) included with Windows and add information if desired (see your Windows documentation for details on editing .PIF files).

If you are on a network and decide to edit the file, first copy it to a personal directory where the rest of your .PIF files are stored. Do not edit the shared .PIF file in the WordPerfect Office program directory.

Some of the settings you may need to edit are described below.

Program Name

The default setting for the location of each WordPerfect Office program is C:\OFFICE30. If your WordPerfect Office program files are stored in a different directory, you will need to edit the program name for each program you run under Windows.

If you are on a network, you will most likely have to edit this setting.

Path to Mail/Scheduler Directory

If you have WordPerfect Office LAN, the /ph (Path to host) startup option is included in the .PIF files for Mail and Scheduler. The default path is /ph:\ml30. If this path is not correct, change it in both the Mail and Scheduler .PIF files.

ALTSPACE

If you run the Calendar alarms TSR program (CL/I), you need to make sure the ALTSPACE setting in the WIN.INI file is ALTSPACE=OFF. You cannot make this change from the Control Panel; you must edit the file itself.

LOAD and RUN

You can use the LOAD and RUN commands to set up your WordPerfect Office programs under Windows. For example,

```
load=offpif\calc.pif offpif\cl.pif offpif\ed.pif
offpif\fm.pif offpif\ml.pif offpif\nb.pif offpif\sc.pif
run=offpif\ml.pif
```

Appendix G: Printer Troubleshooting

This section provides help in diagnosing some common printer problems and their probable causes.

Common Problems

Each subheading below is a common problem; underneath each subheading are possible causes of the problem. Read through the causes and try these easy solutions first. If the printer still does not work after you try all the options, call your dealer or WordPerfect Corporation for assistance (see *Customer Support* under *Getting Help* in the *Getting Started* booklet).

Printer Will Not Print

One of the more frequent printing problems involves the printer not printing anything. The following are some possible causes:

- Printer is not plugged in.
- Printer is not turned on or is not on-line (if the printer is on, you will see an *On-Line* or *Ready* light). See your printer manual.
- Cable is not connected tightly to the printer and the computer. (Before adjusting the cable, turn off all equipment.)
- Problem with ribbon or improperly inserted paper.
- The correct network printer has not been selected (see *Appendix D: Network Printers*).
- The correct printer port has not been selected (see *Selecting a Port* below).
- If your printer manual recommends special switch or menu panel settings specific to your printer, you have not made the correct settings.

Printer is Printing "Garbage"

Sometimes a printer prints extra characters or may scramble text on the page. The following are some possible causes:

- Printer cable is loose.
- Auto line-feed switch is on.
- If you are using a serial (COM) port, baud, parity, and stop bit switches have not been properly set (look up the MODE command in your DOS manual and see your printer manual).
- Incorrect printer definition is selected.
- Incorrect dip switch settings (see your printer manual for correct setting).

Printer is Printing "Garbage" Approximately Every Other Character

The parity you specified in the DOS MODE command may be wrong. Check your printer manual for the correct value and your DOS manual for the correct MODE syntax.

Double Spaces When It Should Be Single Spacing

Auto line-feed, form-feed, carriage return, etc., switches are turned on. Write down the old switch settings before you start to make any changes. Then, turn these switches off. Also turn the printer off and on to reset those items in the printer memory.

Printer Tips

If the printer does not work after you check possible common problems, turn it off and, after at least 15 seconds, turn it on again.

Important: *Turning the printer off and then on again will remove all soft fonts that may have been loaded for other application software.*

Selecting a Port

To determine which port to select, inspect the end of the printer cable that plugs into your computer. If it has pins (male), choose a parallel port (probably LPT1). If it has sockets (female), choose a serial port (probably COM1). Remember to use the DOS MODE command to redirect a COM port in WordPerfect Office programs that do not have a COM port selection command (look up MODE in your DOS manual for details on using the MODE command).

GENERIC Printer Definition

Try selecting the GENERIC printer definition (or another printer definition that your printer may emulate), then print the document with that definition. If the document prints correctly, you should check the printer manual or consult your printer manufacturer for menu or switch setting requirements for your printer.

DOS Printer Test

If your printer will not print in any WordPerfect Office program, run a printer test from DOS.

To run a printer test,

1 Exit to DOS.

2 If the port is parallel, enter **copy con LPT1** at the DOS prompt.

or

If the port is serial, enter **copy con COM1** at the DOS prompt.

If you are not connected to LPT1, try LPT2 or LPT3, and if not connected to COM1, try COM2 or COM3.

3 Enter **this is a test**.

4 If you are using a laser printer, press **Ctrl-L**, press **Enter**, press **Ctrl-z**, then press **Enter** again.

or

If you are not using a laser printer, simply press **Ctrl-z**, then press **Enter**.

If your printer does not print from DOS, it will not be able to print from WordPerfect Office programs. Check your computer and printer hardware.

Printer Problems In Only One Office Program

If you can print in one WordPerfect Office program but not in another, make sure the selected printer definition and device are the same as those in the program that will print.

Printer Problems In Only One File

Try to narrow the problem down and see if it is file specific. For example, if you cannot print a Calendar file, try retrieving and printing a different Calendar file. If you cannot print your Notebook address file correctly, try printing a sample notebook file (e.g., ART.NB).

Appendix H: Program Files

This section begins with a comprehensive list of all the files included on the WordPerfect Office LAN or WordPerfect Office PC disks. The comprehensive list is followed by separate sections for each of the WordPerfect Office programs, wherein the files are described in more detail.

Most WordPerfect Office programs also create files of their own (Setup files, temporary files, etc.) when you run them. The individual program sections also list some of the files WordPerfect Office programs create that you may need to know about.

Program File List

All the programs installed in the WordPerfect Office program directory are listed alphabetically below. The first column contains the files and the second column indicates the program section after the list where you can find information about that file.

The first few files listed show an asterisk wild card followed by a filename extension (e.g., *.EDM). These entries represent all files with any characters for the filename that have the extension indicated (ALTC.EDM, CONVERT.EDM, STATE.EDM, etc.).

Important: *Those files marked with a dagger (†) are shipped only on the WordPerfect Office LAN disks and not on the WordPerfect Office PC disks.*

File	Program Section
*.EDM	Predefined Macros Files
*.NB	Notebook Files
*.PIF	Miscellaneous Files
*.PRD	Miscellaneous Files
*.PRI	Predefined Macros Files
*.SHM	Predefined Macros Files
*.WPK	Predefined Macros Files
*.WPM	Predefined Macros Files
CALC.EXE	Calculator Files
CALC.HLP	Calculator Files
CL.EXE	Calendar Files
CL.HLP	Calendar Files
CURSOR.COM	Miscellaneous Files
ED.EXE	Editor Files
ED.HLP	Editor Files
ED.MRS	Editor Files
EDHELP.1	Editor Files
FIXBIOS.COM	Miscellaneous Files
FM.EXE	File Manager Files
FM.HLP	File Manager Files
ML.EXE†	Mail Files
ML.HLP†	Mail Files

File	Program Section
NB.EXE	Notebook Files
NB.HLP	Notebook Files
NOTEBOOK.NEW	Notebook Files
NOTIFY.EXE†	Miscellaneous Files
OFF_APPL.NB	Predefined Macro Files
README.*	Miscellaneous Files
RP.EXE	Miscellaneous Files
RP.SYS	Miscellaneous Files
RPINSTAL.EXE	Miscellaneous Files
RPREMOVE.EXE	Miscellaneous Files
SC.ERR†	Scheduler Files
SC.EXE†	Scheduler Files
SC.HLP†	Scheduler Files
SETMEUP.EXE	Miscellaneous Files
SH.MRS	Editor Files
SHELL.EXE	Shell Files
SHELL.HLP	Shell Files
SHELL.NEW	Shell Files
SHELL.OVL	Shell Files
SHELLDOS.COM	Miscellaneous Files
SHMACNV.EXE	Miscellaneous Files
SUBSHELL.MNU	Shell Files
TSRM.EXE	Miscellaneous Files
WP.LRS	Notebook Files
WPOPTR.EXE	Miscellaneous Files

In addition to the program files, the files listed below may have been installed in the LEARN directory—a subdirectory of the WordPerfect Office program directory. These files are provided for use with the lessons in the *WordPerfect Office Workbook*.

ADVSALES.LRN	COUNCIL.DAT
ART.CAL	COUNCIL.IND
ART.NB	COUNCIL.STRCOUNCIL.TOD
ASHSALES.PLN	COUNCIL.TXX

Calculator Files

The list below describes the Calculator program files included on the WordPerfect Office disks.

File	Description
CALC.EXE	Calculator program
CALC.HLP	Calculator help file

Calendar Files

The list below describes the Calendar program files included on the WordPerfect Office disks.

File	Description
CL.EXE	Calendar program
CL.HLP	Calendar help file

In addition to the files in the list above, Calendar creates a file when you first use Calendar. This file, called the default Calendar file, is automatically retrieved into Calendar each time you start the program (unless you specify a different filename) and is where Calendar information is stored by default.

The default Calendar file is named *XXX*CAL.FIL (where *XXX* represents your file ID) if you are on a network or CALENDAR.FIL if you are using WordPerfect Office PC on a stand-alone machine. Your default Calendar file has special significance on a network, because Scheduler uses that file to get appointment information, and it is the file where Scheduler events you accept are entered as appointments. See *Calendar Files* in *Calendar Reference*.

You may also find files with .ARC extensions in the directories where you keep Calendar files. These files are archive files created when you use the Auto-Archive feature and are used to store outdated Calendar information (memos, appointments, and to-do items). For complete details, see *File Options* in *Calendar Reference*.

Editor Files

The list below describes the Editor program files included on the WordPerfect Office disks.

File	Description
ED.EXE	Editor program
ED.HLP	Editor help file
ED.MRS	Editor macro interpretation file
EDHELP.1	Sample user-defined help screen
SH.MRS	Shell macro interpretation file

Editor also creates a Setup file the first time you change default settings with features like Setup or Print and updates the Setup file each time you make changes thereafter. The Setup file is named *XXX*}ED.SET if you are on a network or {ED}ED.SET if you are using WordPerfect Office PC on a stand-alone machine. See *Setup* in *Editor Reference* for details on where the Setup file is saved.

File Manager Files

The list below describes the File Manager program files included on the WordPerfect Office disks.

File	Description
FM.EXE	File Manager program
FM.HLP	File Manager help file

In addition to the files above, File Manager creates several files important to the operation of the program. Two of these files are described below.

File Manager creates a Setup file the first time you change default settings with features like Setup or Print and updates the Setup file each time you make changes thereafter. The Setup file is named *XXX*}FM.SYS if you are on a network or {FM}FM.SYS if you are using WordPerfect Office PC on a stand-alone machine. See *Setup* in *File Manager Reference* for details on where the Setup file is saved.

Each time you display a directory tree for a specific disk (volume), File Manager scans that disk and creates a file in the root directory of that disk to store the directory tree information. On a network drive the directory tree file is saved in the directory containing the Setup file. Directory tree files have .TRE extensions. See *Directory Trees* in *File Manager Reference* for complete details.

Mail Files

The list below describes the Mail program files included on the WordPerfect Office disks.

Important: *These files are only included with WordPerfect Office LAN.*

File	Description
ML.EXE	Mail program
ML.HLP	Mail help file

Mail also creates a Setup file the first time you change default settings with features like Setup or Print and updates the Setup file each time you make changes thereafter. Your WordPerfect Office file ID (usually your initials) is used as the name of your Mail Setup file. The Setup file is stored in the MSETPC directory created when WordPerfect Office was installed.

MSETPC is a subdirectory of the WordPerfect Office program directory.

Notebook Files

The list below describes the Notebook program files included on the WordPerfect Office disks.

File	Description
*.NB	Model Notebook files
NB.EXE	Notebook program
NB.HLP	Notebook help file
NOTEBOOK.NEW	Notebook template file (used to initialize Notebook when no Setup file is found)
WP.LRS	Language resource file

Notebook also creates a Setup file the first time you change default settings with features like Setup or Print and updates the Setup file each time you make changes thereafter. The Setup file is named *XXX*_NB.SYS (where *XXX* is your file ID) if you are on a network or NOTEBOOK.SYS if you are using

WordPerfect Office PC on a stand-alone machine. See *Setup* in *Notebook Reference* details on where the Setup file is saved.

Notebook also uses an auto-retrieve file. Notebook looks for a file with a specific filename and, if found, retrieves that file automatically each time you start the program. The auto-retrieve filename is *XXX*_FILE.NB if you are on a network or NOTEBOOK.NB if you are using WordPerfect Office PC on a stand-alone machine. For more information on the auto-retrieve file, see *Save* in *Notebook Reference.*

Scheduler Files

The list below describes the Scheduler program files included on the WordPerfect Office disks.

Important: *These files are only included with WordPerfect Office LAN.*

File	Description
SC.ERR	Scheduler error message file
SC.EXE	Scheduler program
SC.HLP	Scheduler help file

Scheduler also creates a Setup file the first time you use the program and updates that file each time you make changes to certain default settings. Your WordPerfect Office file ID (usually your initials) is used as the name of your Scheduler Setup file. The file is stored in the SSETPC directory created when WordPerfect Office was installed.

SSETPC is a subdirectory of the WordPerfect Office program directory.

Shell Files

The list below describes the Shell program files included on the WordPerfect Office disks.

File	Description
SHELL.EXE	Shell program
SHELL.HLP	Shell help file
SHELL.NEW	Initial Shell menu
SHELL.OVL	Shell overlay file
SUBSHELL.MNU	Sample submenu file

Both the SHELL.EXE and SHELL.OVL files must be present to run Shell. In addition, the dates on the two files must match. If you update one of the files and fail to update the other, Shell will not run.

The first time you use Shell, the initial Shell menu (SHELL.NEW) is displayed. Then, the first time you use and exit Shell Setup, all your Setup settings, including the menu Setup, are saved in a personal Shell Setup file. The name of your personal Shell Setup file is *XXX*SHELL.FIL (where *XXX* represents your file ID) if you are on a network or SHELL.FIL if you are using WordPerfect Office PC on a stand-alone machine. See *Setup* in *Shell Reference* for details on where your Shell Setup file is saved.

Predefined Macro Files

WordPerfect Office includes many predefined macros you can use to integrate and perform specific tasks in WordPerfect Office programs. The macro files and the files these macros use are described in the list below. For further details, see *Predefined Macros* in *Macro Reference*.

File	Description
*.EDM	Predefined Editor macros
OFF_APPL.NB	Predefined macro Notebook file (describes predefined macros)
*.PRI	WordPerfect primary merge files for use by predefined macros
*.SHM	Predefined Shell macros
*.WPK	WordPerfect keyboard definitions for use with predefined macros
*.WPM	Predefined WordPerfect macros

Miscellaneous Files

The following files are either used by more than one program or are utility programs.

File	Description
*.PIF	Windows program information files (see *Appendix F: PIF Files*)
*.PRD	Printer definition files used by Calendar, Mail, Notebook, and Scheduler
CURSOR.COM	Utility program (see *CURSOR.COM* below)
FIXBIOS.COM	Utility program (see *FIXBIOS.COM* below)
README.*	DOS text files containing information not included in the reference manual
NOTIFY.EXE	Notify program (see *Appendix E: Notify*)
RP.EXE	Repeat Performance program (see *Appendix I: Repeat Performance*)
RP.SYS	Repeat Performance system device file
RPINSTAL.EXE	Repeat Performance Install program
RPREMOVE.EXE	Repeat Performance Remove program
SETMEUP.EXE	User station setup program
SHELLDOS.COM	Utility program (see *SHELLDOS.COM* below)

File	Description
SHMACNV.EXE	Shell Macro Convert program (see *Appendix J: Shell Macro Conversion*)
TSRM.EXE	TSR Manager program (see *Appendix L: TSR Manager*)
WPOPTR.EXE	WordPerfect Office Printer Program (see *Appendix N: WPOPTR Program*)

CURSOR.COM

You can use this utility program to change the appearance of the cursor.

1 At the DOS prompt, change to the WordPerfect Office program directory, then enter **cursor** to start the Cursor program.

A grid appears with letters down the left side and across the top.

2 Use the arrow keys to move the cursor within the grid.

As you move the cursor, its appearance changes.

3 When you find the cursor you want to use, press **Enter** to change to that cursor and return to DOS.

The new cursor appears in all programs and stays in effect until you turn off your computer.

Important: *Be sure you use the Cursor program before you start Shell. If you go to DOS from Shell and change the cursor, the new setting will not hold when you return to Shell.*

If you don't want to run the Cursor program each time you start your computer, make note of the grid location (represented by two letters) of the cursor you want to use. (As you move the cursor through the grid, the current grid location is displayed at the bottom of the screen.) Then, use the grid location as a startup option with the CURSOR command to immediately set the cursor without going into the program. Enter the CURSOR command, followed by a slash, followed by the grid location (e.g., cursor/im).

To have the cursor automatically set each time you start your computer, include the CURSOR command in your AUTOEXEC.BAT file (see *Batch Files and AUTOEXEC.BAT* in *Appendix B: DOS and WordPerfect Office*).

FIXBIOS.COM

The FIXBIOS.COM corrects problems experienced with some versions of ROM BIOS that are not completely IBM PC compatible. Some of the symptoms of this problem are listed below.

- You get a "Divide Overflow" error when you try to start Shell or a program from the Shell menu.
- Shell starts but locks up (freezes, causing you to restart your computer).
- A program locks up after you start it from the Shell menu.

If you experience any of these problems, try running the Fix BIOS program before you start Shell by entering **fixbios** at the DOS prompt. If running Fix BIOS corrects the problem, run it each time you start your computer before you start Shell. If you use an AUTOEXEC.BAT file, include the FIXBIOS command in your AUTOEXEC.BAT file before the SHELL command. (See *Appendix B: DOS and WordPerfect Office* for details on editing or creating an AUTOEXEC.BAT file.)

SHELLDOS.COM

If you add a non-WordPerfect Corporation program to the Shell menu, you can return to the Shell menu from that program if it has a command you can execute to return to DOS or to go to DOS for one command. The SHELLDOS.COM utility provides the support some programs need to return to Shell using a go to DOS command.

Important: *If you allow program switching anytime in non-WordPerfect Corporation programs, the SHELLDOS.COM utility is not needed, unless the program runs in a graphics mode (see* Allow Switch Anytime *under* Program Information Options *in* Shell Reference*).*

When it is used, the SHELLDOS.COM utility is executed by Shell. It should not have to be executed by the user.

Appendix I: Repeat Performance

Repeat Performance is a keyboard enhancement product included with WordPerfect Office that can help increase your productivity while you enter and edit text or data at your computer.

Repeat Performance gives you smooth, high-speed cursor movement, scrolling, and editing. You can adjust the repeat rate from 11 to 1,000 characters per second to match your typing skills.

Installation

The heart of Repeat Performance is a "device driver." (VDISK.SYS—the RAMdisk provided with DOS 3.0 and later—is a device driver.) Device drivers found on the disk you use to start your computer (the *startup* disk) or in your CONFIG.SYS file are automatically loaded when the computer is started. As you install Repeat Performance, the device driver is copied to the startup disk.

Running the Installation Program

To install Repeat Performance,

1 From the DOS prompt, change to the WordPerfect Office program directory (the directory where the WordPerfect Office programs are located).

If you have a hard drive in your computer, skip to step 3.

2 Insert the disk you use to start your computer (the startup disk) into drive A.

3 Enter **rpinstal** and respond to the screen prompts to install Repeat Performance.

***Important**: If you want to exit the program without installing Repeat Performance at any time during the installation process, simply press **Ctrl-Break**.*

See Repeat Performance Features *below for an explanation of the program's features.*

At the end of the Installation program, you are asked to enter the drive where you want Repeat Performance copied. If you have a two disk drive system (no hard drive), enter the letter of the drive containing the startup disk (i.e., A:). If you have a hard drive, enter the full pathname of the directory where you want Repeat Performance copied.

4 Restart your computer to begin using Repeat Performance.

Because the program is not copy protected, you may install Repeat Performance on as many startup disks as you need to, as long as they are used on no more than one computer at the same time (see the License Agreement in this package). Installing the program on multiple disks is relatively simple. Simply replace the startup disk in drive A with another startup disk, then type **y** at the end of the Installation program when asked if you want to install the program on another disk.

If you run RPINSTAL twice without replacing the startup disk with another startup disk, the first copy of Repeat Performance is automatically removed before the second is installed. This prevents multiple installations on one disk, and also makes it easy to upgrade without confusing files from different versions.

Repeat Performance Features

The Installation program explains the features of Repeat Performance and helps you choose settings for each feature. Once selected, these settings are saved in the CONFIG.SYS file created (or modified) by the Installation program. This information is used to set up Repeat Performance each time it is loaded. The Repeat Performance features and their settings are described below.

You can experiment with different settings the first time you install Repeat Performance. You can also temporarily or permanently change the options later (see *Changing Options* below).

Repeat Speed
This option controls the speed of your cursor. Repeat speed is the rate at which keys repeat when they are held down. It may be adjusted from 11 to 1000 characters per second. The standard repeat speed for the IBM PC keyboard is 11 characters per second.

Delay
Delay is the pause before a key begins repeating. It may be adjusted from .10 seconds to five seconds. The standard delay for the IBM PC keyboard is .5 seconds.

Skid Squelch™
This feature eliminates cursor skid (cursor movement which continues after a key is released) by automatically decreasing the key repeat speed when the software cannot keep up.

Turbo Button
This feature temporarily increases repeat speed to a level you select (up to 1000 characters per second). It can be assigned to almost any key (e.g., Alt, Ctrl, Tab, Home). The arrow keys and the F1 and F7 keys cannot be the Turbo Button. Ctrl is the default Turbo Button.

Once the Turbo Button is determined, hold down that button to increase repeat speed. As soon as you release the Turbo Button, repeat speed returns to normal.

Quick Entry of Special Characters
This feature allows for fast, repeated entry of any character in the IBM character set, thereby increasing the speed of line drawing, chart fill-in, and other applications which use special characters (see *Quick Entry of Special Characters* below).

Type-Ahead Buffer
This buffer is a holding place for keystrokes waiting to be processed. When this buffer is full, additional keystrokes are "dropped." With Repeat Performance, this type-ahead buffer can be expanded to eliminate dropped keystrokes. The buffer is adjustable from 15 to 10,000 characters, and can be turned on or off as necessary. The standard IBM PC type-ahead buffer is limited to 15 characters.

Disabling Reverse Caps Lock
Repeat Performance gives you the option of disabling Reverse Caps Lock. Reverse Caps Lock is the feature that generates lowercase letters when you press the Shift key while Caps Lock is on.

Tone Frequency
Tone frequency is the pitch of the computer's beep. It can be set between 59 and 5576 Hz (the smaller the number, the lower the pitch). The standard frequency is 896 Hz.

Tone Duration
Tone duration is the length of the computer's beep. It can be set between .01 and 2.5 seconds in increments of 1/100ths of a second. The standard duration is .5 seconds.

Removing Repeat Performance

The RPREMOVE program is included on your disk to make it easy to "uninstall" Repeat Performance. This should only be necessary if you accidentally install Repeat Performance on the wrong disk or if you need to remove it from one machine so it can be transferred to another.

To use RPREMOVE, follow the instructions given under *Running the Installation Program* above, but enter **rpremove** instead of **rpinstal** in step 3.

Once you have specified a drive for the removal of Repeat Performance (type the same drive letter or pathname you typed at the end of the Installation program), RPREMOVE modifies the CONFIG.SYS file on that disk so it no longer includes RP.SYS in its list of devices. It also deletes RP.SYS and RP.EXE from the subdirectory originally shown for RP.SYS in the CONFIG.SYS file.

You must restart your computer after running RPREMOVE. Repeat Performance remains in memory and continues running until you do so.

Changing Options

Repeat Performance lets you make changes to the settings after you have installed the program. These changes can be temporary or permanent, depending on the method you use for making the changes. The two methods are described below.

Temporary Changes

The Repeat Performance (RP.EXE) program is designed to let you easily select and change option settings at any time after Repeat Performance has been installed. To make temporary changes to the settings,

1. From the DOS prompt, change to the drive/directory where Repeat Performance was installed.
2. Enter **rp** to display the RP.EXE program screens.

The screens displayed by RP.EXE are identical to those in the Installation program, except you press **Page Down** (PgDn) rather than F7 to move to the next screen. Operation of the RP.EXE program is self-explanatory.

RP.EXE can also be used to change any of the options without displaying the installation screens. You can do this by typing option settings on the command line following the RP command. The following options are recognized by the RP.EXE program:

Option	Action
BUFFER=ON/OFF	Enables/disables the expanded type-ahead buffer.
DELAY=*nnn*	Sets delay in 1/100ths of a second.
LOAD=AFTER/BEFORE	Moves Repeat Performance after or before other memory resident programs.
OFF	Disables all Repeat Performance features.
ON	Enables all Repeat Performance features.
REPEAT=*nnn*	Sets repeat speed in characters per second.
SHIFTCAPS=LOWER	Enables the IBM Reverse Caps Lock feature.
SHIFTCAPS=UPPER	Disables the IBM Reverse Caps Lock feature.
SIZE=*nnn*	Sets type-ahead buffer size in characters.
TONE=*xxxx*,*yyy*	Sets the frequency and duration of the tone (where *xxxx* is the frequency in Hz and *yyy* is the duration in 1/100ths of a second). For example, the command TONE=1254,50 would set the frequency at 1254 Hz, with a duration of .5 seconds (50/100ths of a second). From the command line, frequency can be set between 20 and 6000 Hz, and duration can be set between .01 and 2.5 seconds.
TONE=NORMAL	Sets the standard frequency (896 Hz) and duration (.5 seconds) for the tone (beep).

Option	Action
TONE=ON/OFF	Enables/disables the tone (beep).
TURBO=*nnn*	Sets the Turbo Button repeat speed in characters per second.
TURBO=(*xxxx*)	Sets the key to be used as the Turbo Button (where *xxxx* is the name of a key; e.g., Alt, Ctrl, Tab, F9). Use the TURBO=( ) option if you are unsure of a given key's name.
TURBO=( )	Places you in the Turbo Button menu and lets you select the key to be used as the Turbo Button.

The following is an example of several option settings typed on the command line following the RP command:

rp repeat=50 delay=30 buffer=on size=100

In this example, the repeat speed is set to 50 characters per second, delay is set to .30 seconds, the expanded type-ahead buffer is enabled, and the buffer size is set to 100 characters. Typing this command will change these settings in Repeat Performance without taking you into the Repeat Performance screens. The DOS prompt is then redisplayed.

Changes made with the RP.EXE program are temporary. When you restart your system, RP.SYS uses the information specified when you originally installed Repeat Performance or the information you input using the instructions under Permanent Changes *below.*

Permanent Changes

Permanent option changes can be made in one of two ways: 1) run the Installation program (RPINSTAL) again and select new settings; or 2) retrieve the CONFIG.SYS file into a text editor, such as the Editor program that comes with WordPerfect Office, then modify the options listed for RP.SYS (these options are identical to those listed under *Temporary Changes* above).

Regardless of the method you use, make sure you change each startup disk on which Repeat Performance has been installed. Otherwise, your computer will come up with different option settings, depending on which startup disk you use.

Important: *Remember, any changes you make to Repeat Performance will not be evident until you restart your computer.*

Variations in Settings

Individual preferences vary when it comes to options like repeat speed and delay. If several people use your computer, you should consider using batch files (see your DOS manual for details on batch files) to customize the feel of the keyboard to suit each user. Each batch file should run the RP.EXE program with a list of options like those shown under *Temporary Changes* above.

Quick Entry of Special Characters

The IBM PC lets you enter special characters by holding down the Alt key and typing a decimal character code on the number pad. Repeat Performance extends this feature by allowing special characters to be repeated like any other keystroke. This can speed up line drawing and other editing with special characters.

This feature is activated when you press Alt and Shift simultaneously, type the decimal character code, then release the Alt key only. The character will repeat as long as Shift is held down. For example, to draw a double line,

1. Press **Alt** and **Shift** simultaneously.
2. Type **205** on the number pad.
3. Release **Alt**, keeping **Shift** depressed.
4. Wait while the character repeats.
5. Release **Shift** to stop repeating the character.

Troubleshooting Hints

This section provides hints to help you with problems you might be having with Repeat Performance.

Emptying the Type-Ahead Buffer

When you enter a long string of DOS commands, some commands empty the type-ahead buffer before asking for input (e.g., "Format another (Y/N)?"). This causes all subsequent keystrokes to be forgotten. Some word processors and spreadsheets do the same thing when they first start up. The type-ahead buffer is also emptied when you press **Ctrl-Break** or **Ctrl-c**. This tendency is not considered abnormal.

When Repeat Performance is Dormant

Some software programs take control of the keyboard while they are running. This causes Repeat Performance to go dormant. However, as soon as you exit to DOS or run a program that does not take control, Repeat Performance becomes active again. If you are using an international keyboard program, see *Problems with Some Memory Resident Programs* below.

If you have WordPerfect 5.1 and have set a cursor speed in Setup, that cursor speed is used. If your cursor speed in WordPerfect 5.1 is set to Normal, the Repeat Performance cursor speed is used.

If Fast Repeat Speeds Don't Work

Skid Squelch prevents keys from repeating faster than your program can handle them. This means that entering a high repeat speed (e.g., REPEAT=1000) may not move the cursor any faster than entering a more moderate repeat speed (e.g., REPEAT=100). However, this may not be the case if your program is extremely fast.

Software Problems with the Type-Ahead Buffer

Some software does not work properly when the system type-ahead buffer is being used. Repeat Performance includes features which make the expanded type-ahead buffer safe for use with most of this software.

In spite of these features, a few programs may still lock up when the expanded type-ahead buffer is active. If a specific piece of software locks up on a regular basis, you should disable the expanded type-ahead buffer each time you run this software, then re-enable it afterwards. A batch file can be created to simplify this process. For example, you could first execute RP BUFFER=OFF, invoke the program, then execute RP BUFFER=ON.

The buffer expansion may also be permanently disabled by changing BUFFER=ON to BUFFER=OFF in the option list of your CONFIG.SYS file (BUFFER= is found after DEVICE=RP.SYS). You can modify the CONFIG.SYS file by retrieving it into the Editor program. You should then save the modified CONFIG.SYS file and restart your computer.

Due to BIOS limitations, Repeat Performance is unable to expand the type-ahead buffer on the original IBM PC (64K motherboard) and compatibles which imitate this machine's BIOS. (This restriction applies to the Leading Edge Model M and the Tandy 1200.) This limitation has no effect on other Repeat Performance features.

Moving DEVICE=RP.SYS in the CONFIG.SYS File

The device driver method is used for Repeat Performance primarily because a small amount of low memory is required for the expanded type-ahead buffer (somewhere in the first 65K). Therefore, the RP.SYS command must not be loaded after other large device drivers, or the expanded type-ahead buffer will be disabled.

Since device drivers are loaded by DOS in the order they are encountered in the CONFIG.SYS file, RP.SYS must be one of the first devices listed.

By default, RPINSTAL inserts the DEVICE= command for RP.SYS at the very beginning of the CONFIG.SYS file. If this conflicts with some other device driver, retrieve the CONFIG.SYS file into the Editor program, then move the RP.SYS command to a new location in the file. If you move it too far down, a warning message will appear when you start your computer.

Problems with Some Memory Resident Programs

Repeat Performance works with almost all software, and it usually does not matter where the program is loaded in memory. However, some memory resident software packages require that Repeat Performance be loaded after they are, while others require that Repeat Performance be loaded before they are.

Repeat Performance has two commands to remedy this problem:

Command	Action
RP LOAD=AFTER	Moves Repeat Performance after other resident programs.
RP LOAD=BEFORE	Moves Repeat Performance before other resident programs.

These commands may be executed at will as long as identical commands are not executed immediately after each other.

For example, the following commands could be used in an AUTOEXEC.BAT file to load Repeat Performance after some resident programs and before others.

1. Type **rp off** and press **Enter**.
2. Install all programs that need to be loaded *before* Repeat Performance.
3. Type **rp on load=after** and press **Enter**.
4. Install all programs that need to be loaded *after* Repeat Performance.

If the RP LOAD=AFTER command has already been executed in order to put Repeat Performance after another resident program, then follow these steps to load an additional resident program.

1. Enter **rp off load=before** to turn off Repeat Performance and move it before other programs.
2. Load any other desired resident program(s).
3. Enter **rp on load=after** to turn Repeat Performance back on and load it after the other programs.

Memory Resident Programs

The following are specific instructions applicable to memory resident programs.

DESQview (Version 1.3)
Follow the instructions in the DESQview 1.3 manual ("Appendix D: When you Run Memory Resident Programs"). Do not use the Alt key as the Turbo Button. The Repeat Performance expanded type-ahead buffer must be disabled by executing RP BUFFER=OFF before installing DESQview.

DOS 3.*x* International Keyboard Drivers
The command files for these keyboard programs must be loaded before Repeat Performance by installing the Keyboard Program (i.e., KEYBUK.COM) and executing RP LOAD=AFTER.

Intel AboveBoard/AT
The EMM.SYS device driver must be the first device driver listed in your CONFIG.SYS file. (See *Moving DEVICE= RP.SYS in the CONFIG.SYS File* above for additional instructions.)

Intel InBoard 386/AT
The SPEED.SYS device driver must be loaded before RP.SYS. (See *Moving DEVICE=RP.SYS in the CONFIG.SYS File* above for additional instructions.)

PC Mouse (MOUSESYS Version 5.01)
MOUSESYS.COM must be loaded before Repeat Performance by first installing MOUSESYS.COM and then executing RP LOAD=AFTER.

PRD+ (Version 1.40)
This program steals the keyboard interrupt, causing Repeat Performance to go dormant.

ProKey 4.0 (Revision 10)
ProKey is incompatible with any kind of expanded type-ahead buffer (except its own). The Repeat Performance expanded type-ahead buffer must be disabled, and ProKey must be loaded before Repeat Performance. Execute RP OFF BUFFER=OFF, install ProKey, then execute RP ON LOAD=AFTER.

SideKick (Version 1.56a)
SideKick must be loaded after Repeat Performance. (Be sure to follow the instructions in the SideKick manual—do not install any other resident programs after SideKick or the Repeat Performance Installation program may not work properly.)

SuperKey (Version 1.15a)
SuperKey must be loaded before Repeat Performance by entering RP OFF, installing SuperKey, then executing RP ON LOAD=AFTER.

Eagle Spirit and Other "Compatibles"

Repeat Performance is guaranteed to work with IBM compatibles only as far as they are truly compatible. Some computer manufacturers provide software to resolve incompatibilities. For example, the Eagle Spirit ANSI.SYS device driver fixes some BIOS problems which affect Repeat Performance. If you include this device in your CONFIG.SYS file (DEVICE=ANSI.SYS), Repeat Performance will work correctly. Minor BIOS inconsistencies on other machines (like the Tandy 1000) may cause Repeat Performance to handle Alt-keypad entry of IBM characters just a bit differently than is indicated in the documentation.

DisplayWrite

DisplayWrite comes with a small, undocumented program called KQE.COM which inhibits Repeat Performance. Fortunately, DisplayWrite doesn't need to use KQE.COM. Simply remove both KQE commands from the DisplayWrite batch file to make Repeat Performance work correctly.

Error Messages

The following are some error messages that may appear while you are running Repeat Performance and instructions on how to handle the errors.

Can't change type-ahead buffer (another is in use)
A program other than Repeat Performance has modified the system type-ahead buffer. Before you can make changes using the BUFFER= or SIZE= options, you will need to disable or remove the program maintaining the other type-ahead buffer. The program is most likely one of the device drivers listed in your CONFIG.SYS file.

Can't expand type-ahead buffer past original size
When your computer starts, RP.SYS conserves memory by allocating only enough space for the type-ahead buffer as is specified in the CONFIG.SYS file. By using the SIZE= option in Repeat Performance, you are trying to expand the buffer past the space allocated. If you want a larger buffer, you will need to change the SIZE= setting in the CONFIG.SYS file (see *Changing Options* above).

Can't install type-ahead buffer (incompatible BIOS)
The oldest IBM PCs and similar PC compatibles have a BIOS limitation which prevents expansion of the type-ahead buffer. Short of replacing your PC, there is nothing you can do about this problem. Fortunately, this limitation does not restrict *other* Repeat Performance features in any way. You can disable this warning message by placing BUFFER=OFF on the RP.SYS command line in your CONFIG.SYS file.

Can't install type-ahead buffer (RP.SYS installed above 65K)
RP.SYS has been installed too high in memory. Since it needs to allocate memory below the 65K mark for the type-ahead buffer, RP.SYS must be one of the first device drivers mentioned in the CONFIG.SYS file. To correct this, move the DEVICE=RP.SYS to an earlier line in the CONFIG.SYS file (see *Moving DEVICE= RP.SYS in the CONFIG.SYS File* above). If you do not want to install the type-ahead buffer, this message can be disabled by placing BUFFER=OFF on the RP.SYS command line in your CONFIG.SYS file.

Invalid arguments on command line (ignored)
An invalid message was typed on the command line of RP.EXE or RP.SYS. See *Changing Options* above for a description of valid command line options.

Repeat Performance cannot be loaded after other resident programs
This message is displayed when either of the following two situations occurs:

- You are trying to execute LOAD=AFTER a second time without first executing LOAD=BEFORE. These commands can be used at will as long as identical commands are not executed immediately after each other.
- You have loaded a resident program, executed the command LOAD=AFTER, then loaded another program after Repeat Performance. In this situation, Repeat Performance is "stuck" between two resident programs, and the LOAD commands become unusable.

Repeat Performance cannot be loaded before other resident programs
This message is displayed when either of the following two situations occurs:

- You are trying to execute LOAD=BEFORE when the command LOAD=AFTER has not yet been executed.
- You have loaded a resident program, executed the command LOAD=AFTER, then loaded another program after Repeat Performance. In this situation, Repeat Performance is "stuck" between two resident programs, and the LOAD commands become unusable.

Repeat Performance has not been properly installed
You are trying to use Repeat Performance (RP.EXE) when it has not yet been properly installed. You may have just installed Repeat Performance and haven't yet restarted your computer, or you may have started from a disk on which Repeat Performance has not been installed.

RP.SYS has already been installed—Second installation ignored
You have listed the RP.SYS device driver twice in your CONFIG.SYS file. Remove one of these entries by retrieving the CONFIG.SYS file into the Editor program that comes with WordPerfect Office, then editing the text.

Type-ahead buffer isn't properly installed
You are trying to adjust the size of the type-ahead buffer using the SIZE= option in Repeat Performance, but the buffer is not properly installed. See the explanation for the error message *Can't install type-ahead buffer (RP.SYS installed above 65K)* above for additional information.

Type-ahead buffer size restricted (RP.SYS installed at 65K)
RP.SYS has been installed too high in memory. As a result, the type-ahead buffer cannot be expanded to the full size you have requested. For more information, see the explanation for the error message *Can't install type-ahead buffer (RP.SYS installed above 65K)* above.

Appendix J: Shell Macro Conversion

The file format used for Shell macros in WordPerfect Office 3.0 is different from the one used in previous versions. The Shell Macro Conversion Program will, however, convert macros written with previous versions of WordPerfect Office so they will run with version 3.0.

Converting a Single Macro File

To convert a Shell macro with the Shell Macro Conversion Program,

1. Go to DOS.
2. Change to the directory where SHMACNV.EXE is located (usually the WordPerfect Office program directory).
3. Enter **shmacnv *macro name*** (where *macro name* is the name of the macro to be converted) to start the program and the macro conversion. (Be sure to enter the full pathname of the macro if it is not in the current directory. You need not enter the .SHM extension.)

When the conversion is finished, "Done" appears on the screen.

During the conversion, the extension on the original macro file is changed to .S20. The output file generated in the conversion has the same name as the original macro file, except it has a .SHM extension. The new macro file is stored in the same directory as the original file, which remains intact (except for the extension change).

For example, if you converted a macro named FOOT.SHM, the original macro would be renamed FOOT.S20, and the converted macro would be saved as FOOT.SHM. Both files would be in the directory FOOT.SHM was in before the conversion.

When the name of the original macro file is changed and a file with that name already exists in the directory (e.g., FOOT.S20), you will be asked whether you want to replace the file. You can either replace it or exit the program without converting the current macro.

Converting Multiple Macro Files

If you want to convert several macro files at once, you can use wild card characters (a question mark (?) to represent a single character, an asterisk (*) to represent zero or more characters) in the name of the macro file to be converted.

Wild Card Pattern	Converts
search?	All Shell macros named SEARCH followed by a single character.
search*	All Shell macros named SEARCH followed by zero or more characters.
*	All Shell macros in the directory.

Startup Options

There are two startup options you can use with the Shell Macro Conversion Program.

/h

This option displays helpful information about the program. To use the option, enter **shmacnv/h** at the DOS prompt.

/o

This option causes existing .S20 files to be overwritten by renamed original macro files without a warning prompt. To use the option, enter **shmacnv/o** at the DOS prompt.

Appendix K: Startup Options

Startup options are *switches* you can use to activate, deactivate, or modify specific functions or features when you start a WordPerfect Office program.

This appendix starts off with a section explaining how to use startup options. This is followed by a table listing the startup options you can use with WordPerfect Office programs. The remaining sections (one for each WordPerfect Office program) fully describe the startup options for each program.

Using Startup Options

When using a startup option, type it exactly as the name is given, including any slashes (/), dashes (-), commas (,), semicolons (;), or brackets ([ ]). Italicized words in a startup option name represent information you must provide. For example, the /m-*macro name* option requires that you include the name of the macro you want executed.

If more than one piece of information (also called an argument) is needed, each item is separated by a comma (e.g., /ss-*rows*,*columns*). If more than one piece of information is needed within a single argument, the extra information is enclosed in brackets, and the arguments are separated by semicolons. For example, in the /v-*path*[*limit*];*path*[*limit*] option, each argument (*path*[*limit*]) lets you specify a path to a directory and a limit for use of disk space on the drive containing that directory.

You can use more than one startup option at once and enter the options in any order, unless specified otherwise in the individual option descriptions. Though it is not necessary, you can include a space between each startup option.

The sections below explain where you can enter startup options. You can enter most startup options from any of these locations. If there are any restrictions as to where you can use startup options, they are explained in the individual startup option descriptions. Where you enter a startup option can determine what that option affects and the priority of the option if duplicate startup options exist.

DOS Command Line

You can include most startup options when starting any WordPerfect Office program from DOS. Enter the program name followed by the desired startup option(s) (e.g., cl /nc /d-c:\temp /w-30).

Startup options you enter on the DOS command line override any options in the DOS SET environment (see DOS SET Environment *below) or in the host environment file created by your system administrator.*

AUTOEXEC.BAT File

An AUTOEXEC.BAT file is a DOS batch file your computer looks for and, if found, executes when you start your computer (see *Appendix B: DOS and WordPerfect Office* for details). If you include in your AUTOEXEC.BAT file the command to start a WordPerfect Office program, you can also include any desired startup options.

Startup options you enter in the AUTOEXEC.BAT file override any options in the DOS SET environment (see DOS SET Environment *below) or in the host environment file created by your system administrator.*

Program Information Screen

When you set up a program on the Shell menu, you use the Program Information screen to record the necessary program information. Included in the Program Information screen is a line for you to enter startup options. There is also an option you can use to have Shell prompt for startup options when you start that program (see *Startup Options* and *Prompt for Startup Options* under *Program Information Options* in *Shell Reference* for details).

You can use either or both of these options for entering startup options. Use the Startup Options line in the Program Information screen for those startup options you want used each time you start the program. If you want to be able to enter different startup options each time you start a program, use the prompt for startup options.

Startup options you enter in the Program Information screen or when prompted for startup options override any options in the DOS SET environment (see DOS SET Environment *below) or in the host environment file created by your system administrator.*

DOS SET Environment

You can use the DOS SET environment to enter startup options for a WordPerfect Office program once and not have to enter them each time you start the program. This is especially useful if you always start the program from DOS.

You can enter startup options in the DOS SET environment for individual WordPerfect Office programs (excluding Calculator, File Manager, and Shell), and/or you can use the WPC environment string to enter startup options you want used by all WordPerfect Corporation products (including WordPerfect, PlanPerfect, etc.).

Individual Program Environment Strings

You can include startup options in the environment string for individual WordPerfect Office programs using the DOS SET command in combination with the program environment options, as shown in the table below.

Command	Program
set cl=*startup option(s)*	Calendar
set ed=*startup option(s)*	Editor
set ml=*startup option(s)*	Mail
set nb=*startup option(s)*	Notebook
set sc=*startup option(s)*	Scheduler

There is no environment option for Calculator, File Manager, or Shell.

These commands must be entered each time you start your computer. You can include them in your AUTOEXEC.BAT file to have them automatically

executed each time you start your computer (see *Appendix B: DOS and WordPerfect Office* for details on the AUTOEXEC.BAT file).

Startup options entered with the individual program environment strings override any options in the WPC environment string or in the host environment file created by your system administrator.

WPC Environment String

All WordPerfect Corporation network products look for a WPC (**W**ord**P**erfect **C**orporation) string in the DOS SET environment and use it if it is found. You can, therefore, use the WPC environment option to enter any startup options you want used by all WordPerfect Corporation programs on the network.

To use the WPC environment option, enter **set wpc=*startup option(s)*** at the DOS prompt, or enter this command in your AUTOEXEC.BAT file if you don't want to enter it each time you start your computer. Any startup options in the WPC string not recognized by a specific program are ignored by that program.

Some of the startup options you may want to include in the WPC string are /d-*pathname* (temporary file directory), /nt-*x* (network type), /ph-*pathname* (path to host), and /ps-*pathname* (path to Setup file).

Startup options entered with the WPC environment string override any options in the host environment file created by your system administrator.

Startup Options List

The table below lists all the startup options available for WordPerfect Office programs. The startup options are listed in the column on the left, the option names are listed in the middle column, and the programs in which you can use the startup options are listed on the right. You can find complete descriptions of the startup options in the individual program sections that follow the startup options list.

Startup Option	Option Name	Program(s)
filename	filename	Calendar, Editor, Notebook, Shell
filename pattern	filename pattern	File Manager
word pattern	word pattern	File Manager
/@u-*user ID*	user	Mail, Scheduler
/1	1 disk drive	Editor
/a	ASCII mode	Editor
/a-*date*	after date	File Manager
/b	binary mode	Editor
/b-*date*	before date	File Manager

Startup Option	Option Name	Program(s)
/c	check events/ messages	Calendar, Mail, Scheduler
/c	combined mode	File Manager
/c-*x*	clipboard memory	Shell
/cm	check events/ messages, display message	Calendar, Mail, Scheduler
/cn	check events/ messages, do not leave resident	Calendar, Mail, Scheduler
/cp-*x*	code page	Calendar, Editor, File Manager, Mail, Notebook, Shell
/d-%*x*	same directory	Calendar, Editor, Notebook, Scheduler
/d-*pathname*	temporary file directory	Calendar, Editor, File Manager, Mail, Notebook, Scheduler, Shell
/f2	extended text display	Editor, Scheduler
/ft	full tree mode	File Manager
/h-*pathname*	help files	Editor
/i	install alarms	Calendar
/l	retrieve last file	Editor
/l	Work Logging screen	Shell
/m-*macro name*	macro	All programs
/mono	monochrome mode	Scheduler
/n	do not install alarms	Calendar
/n	no resident programs	Shell
/na	no attributes	Calendar, Shell
/nc	do not check events	Calendar
/ne	no expanded memory	Shell

Startup Option	Option Name	Program(s)
/nf	non-flash version	Editor, Mail, Scheduler, Shell
/ng	ignore graphics card	Shell
/nk	no enhanced keyboard calls	Editor, Scheduler
/no	no overflow	Shell
/ns	non-sync version	Editor, Mail, Notebook, Shell
/nt-*x*	network type	All programs
/nu	no Auto-Update	Mail, Scheduler
/o-[*limit*];*path*[*limit*]; *path*[*limit*]	overflow mode	Shell
/ph-*pathname*	path to host	Calendar, Mail, Scheduler
/ps-*pathname*	path to Setup file	Editor, File Manager, Notebook, Shell
/rn	confirm replace: no	File Manager
/rp	check for resources pending	Scheduler
/ry	confirm replace: yes	File Manager
/s	sort by size	File Manager
/sa	stand-alone mode	Editor
/ss-*rows*,*columns*	screen size	Calendar, Editor, File Manager, Mail, Notebook, Scheduler, Shell
/t	sort by date and time	File Manager
/v-*path*[*limit*]; *path*[*limit*]	virtual mode	Shell
/w-*x*	work space	Calendar, Editor, Notebook, Scheduler, Shell
/x	ignore Setup file	Editor
/x	sort by extension	File Manager

Calculator Startup Options

The options you can use when you start Calculator are described below.

/m-*macro name*

When you start Calculator using the /m-*macro name* (**m**acro) option, the specified Shell macro is executed. For example, if you wanted the FORMAT.SHM macro executed as soon as you start Calculator, you would enter **/m-format** as the startup option (you do not need to include the .SHM extension). If the macro is not in the current Shell macro directory (see *Macro Directory* under *Setup* in *Shell Reference*), be sure to include the full pathname (e.g., c:\macros\format).

You can use this option only when starting Calculator from the Shell menu.

/nt-*x*

The /nt-*x* (**n**etwork **t**ype) option lets you specify your network type. For *x*, give the number or letter code from the table below that represents the network software you are using (e.g., enter **/nt-1** if you are using Novell NetWare).

Code	Network Type
0	Other
1	Novell NetWare
2	Banyan VINES
3	TOPS Network
4	IBM LAN Network
5	NOKIA PC-Net
6	3Com 3+
7	10Net
8	LANtastic
9	AT&T StarGROUP
A	DEC PCSA
B	3Com 3+ OPEN

Normally, you shouldn't have to use the /nt-*x* option, because network type information is found in the USERID.FIL file (the user system file created when WordPerfect Office was installed). If you use this option, the network type you specify overrides the network type specified in the USERID.FIL file.

One instance where you might need to use the /nt-*x* option is if the USERID.FIL file cannot be found. If this is the case, you will be prompted for the network type each time you attempt to start Calculator. You can avoid this by using the /nt-*x* startup option.

Another instance is if your station does not work with certain functions of your network software (e.g., an OS/2 station on a DOS-based network). In this case, you will need to use the /nt-0 option to select the Other network type and avoid using functions that are specific to the network software.

Calendar Startup Options

The options you can use when you start Calendar are described below.

Important: *The /c, /cm, /cn, /nc, /nt, and /ph options apply only if you are on a network.*

filename

When you start Calendar, your default Calendar file is retrieved. To retrieve a file other than the default file when you start Calendar, include the filename as a startup option (e.g., c:\work\calendar.2). Include the full pathname if the file is not in the current Calendar default directory.

Important: *If you include other startup options, the filename must be the last option and must be preceded by a space (e.g., cl /d-c:\temp /c c:\work\calendar.2).*

/c

You can use the /c (**c**heck events) option to check for new event information from Scheduler (i.e., new event requests, event requests you have not yet responded to, or event requests deleted by the event organizer). Depending on how it is used, the /c option either checks for new event information when you start Shell or when you start Calendar from DOS.

To check for new event information when you start Shell, Calendar must be set to start resident and the /c option must be entered on the Startup Options line in the Program Information screen for Calendar (see *Start Resident* and *Startup Options* under *Program Information Options* in *Shell Reference*).

Then, if any new event information is found when you start Shell, you are taken directly into Calendar (instead of to the Shell menu) with the first new or changed event displayed (see *Startup Notification* under *Scheduler and Calendar* in *Calendar Reference* for details on responding to event requests). When you exit Calendar, you are returned to the Shell menu.

If no new event information is found when you start Shell, the Shell menu is displayed and Calendar is left resident.

The /c option does nothing if entered at a prompt for startup options when starting Calendar from the Shell menu. It only works when starting Shell with Calendar set to start resident. The same applies to the /cm and /cn options.

If you use the /c option from DOS (e.g., cl/c), the option checks for new or changed events and starts Calendar if it finds any. If none are found, you are returned to the DOS prompt.

When you use the /c, /cm, or /cm option from DOS, it installs the alarm handler (see */i* below), even if no new event information is found and you are not actually taken into Calendar. If you do not want the alarm handler installed, add the /n option (e.g., cl /c /n).

/cm

The /cm (**c**heck events, display **m**essage) option works exactly like the /c option, with one exception. If there is new event information when you start Shell or start Calendar from DOS, a beep sounds and a message is briefly displayed to let

you know there is new information, but you are not taken into Calendar. If you are starting Shell, the normal Shell startup process continues after the message is displayed. If you are starting Calendar from DOS, you are returned to the DOS prompt.

/cn
When starting Shell, the /cn (**c**heck events, do **n**ot leave resident) option works exactly like the /c option, except that Calendar is not left resident if no new event information is found. When starting Calendar from DOS, /cn works exactly like /c.

/cp-*x*
The /cp-*x* (**c**ode **p**age) option tells Calendar to use the code page indicated by *x*. This overrides the code page DOS selects when you start your computer.

Code pages are character sets you can select for specific languages and language groups. For a complete description of code pages and the values that represent specific code pages, see your DOS manual.

/d-%*x*
The /d-%*x* (same **d**irectory) option lets you run more than one copy of Calendar from the same directory.

When you start Calendar, the program creates temporary files necessary to run the program. If you attempt to start a second copy of Calendar, it attempts to create the same files in the same directory, which results in an error.

However, if you use the /d-%*x* option when starting another copy of Calendar, the number or letter you substitute for *x* is added to the names of the new temporary files so there is no conflict with existing temporary filenames. Use a different *x* value for each additional copy of Calendar you start from the same directory.

/d-*pathname*
By default, the temporary files Calendar creates when it is running are saved to the default directory at the time you start Calendar. The /d-*pathname* (temporary file **d**irectory) option redirects temporary files to the directory or RAM drive indicated by *pathname*.

If you want, you can also use the /d-pathname *option instead of the* /d-%x *option to run an additional copy of Calendar. Simply indicate the path to a directory other than the one where the original temporary files are located.*

If you have a RAM drive, redirecting Calendar temporary files to the RAM drive will make some Calendar features (such as Save and Retrieve) work much faster.

If you are on a network, you should always use the /d-*pathname* option to redirect temporary files to a personal network directory, a directory on your hard drive, or a RAM drive. This ensures that Calendar does not attempt to create files in a directory where you do not have sufficient network rights.

/I

The /i (install alarms) option installs appointment alarms you set in Calendar (see *Setting Alarms* under *Appointments* in *Calendar Reference* for details on setting appointment alarms and clearing alarm messages). Unlike other Calendar startup options, the /i option must be used at the DOS level before you start Shell.

When starting Calendar from DOS, the /c, /cm, and /cn options install alarms in addition to their normal functions. If you use any of these startup options, you do not need to use the /i option.

The way you use this option and the way it works depends on whether you are on a network or are using WordPerfect Office PC on a stand-alone machine.

Network

If you are on a network, you must run the Notify program before you start Shell in order to receive Calendar alarms and be notified of incoming Mail messages and Scheduler event information (see *Appendix E: Notify*). Notify is a Terminate and Stay Resident (TSR) program that provides notification in any program after it has been loaded. You need to include the cl/i command after the command that loads Notify in order to download alarm information (the next 20 alarms chronologically) from Calendar to Notify.

Important: *Make sure you include the cl/i command after the command to start Notify. If you include it before the command to start Notify, a duplicate alarm handler will be loaded, using more random access memory (RAM) than is necessary.*

The cl/i command does not actually take you into the Calendar program, nor does it leave Calendar resident. It only downloads alarm information.

For detailed instructions on entering the command to load Notify and the cl/i command, see *Starting Shell* under *Introduction to Shell* in *Shell Reference*. For an explanation of how to have these commands executed automatically each time you start your computer, see *Batch Files and AUTOEXEC.BAT* in *Appendix B: DOS and WordPerfect Office*.

Also, if you want to install alarms for a Calendar file other than the default file (XXXCAL.FIL, where XXX *represents your file ID), be sure to include the filename after the /i option (e.g., cl/i calendar.2).*

Stand-Alone Machine

If you are using WordPerfect Office PC on a stand-alone machine, you need to enter the cl/i command before you start Shell to install appointment alarms. This loads an alarm handler— a Terminate and Stay Resident (TSR) program that provides alarms in any program after it has been loaded. In addition, cl/i downloads alarm information (the next 20 alarms chronologically) from Calendar to the alarm handler.

The cl/i command does not actually take you into the Calendar program, nor does it leave Calendar resident. It only loads the alarm handler and downloads alarm information.

Important: *If you want to install alarms for a Calendar file other than the default file (CALENDAR.FIL), be sure to include the filename after the /i option (e.g., cl/i calendar.2).*

/m-*macro name*

When you start Calendar using the /m-*macro name* (**m**acro) option, the specified Shell macro is executed. For example, if you wanted the FORMAT.SHM macro executed as soon as you start Calendar, you would enter **/m-format** as the startup option (you do not need to include the .SHM extension). If the macro is not in the current Shell macro directory (see *Macro Directory* under *Setup* in *Shell Reference*), be sure to include the full pathname for the macro file (e.g., c:\macros\format).

You can use this option only when starting Calendar from the Shell menu.

/n

The /n (do **n**ot install alarms) option should be used only when starting Calendar from DOS. Starting Calendar from DOS also loads the alarm handler, if it has not already been loaded (see */i* above). Use the /n option if you do not want the alarm handler loaded.

/na

If you experience display problems with alarm messages, try using the /na (**n**o **a**ttributes) option, which turns off Bold and Underline in alarm messages. Some graphics cards have problems interpreting the Bold and Underline attributes.

/nc

When you start Calendar, the program checks for new event information from Scheduler and, if it finds any, moves to the first new event information and prompts you for a response (see *Startup Notification* under *Scheduler and Calendar* in *Calendar Reference* for details). Use the /nc (do **n**ot **c**heck events) option if you do not want Calendar to check for new event information.

/nt-*x*

The /nt-*x* (**n**etwork **t**ype) option lets you specify your network type. For *x*, give the number or letter code that represents your network software. For a list of network software codes and an explanation of when you might need to use this option, see */nt-x* under *Calculator* above.

/ph-*pathname*

For Calendar to communicate with Scheduler, and vice versa, both programs must know the location of the host directory (where the Mail/Scheduler system is installed). On most systems, the USERID.FIL file (the WordPerfect Office user system file) is stored in the host directory. Since the path to the USERID.FIL file is established when WordPerfect Office is installed, Calendar can find the host directory.

However, if the USERID.FIL file is not in the host directory, you must use the /ph-*pathname* (**p**ath to **h**ost) option to let Calendar know where the host directory is (e.g., /ph-o:\office30).

/ss-rows,columns

Calendar usually detects the screen size automatically. If for some reason it does not (e.g., you have a Genius monitor), you can use the /ss-*rows,columns* (screen size) option to set the screen size.

Be sure you use this option to set the screen to its actual size. If you set any other size, screen display will not function properly.

/w-x

The Calendar program usually requires about 150K of random access memory (RAM) to run. (The amount of memory required to run Calendar fluctuates depending on the size of the current Calendar file and other operation conditions.) In addition to that, when you start Calendar from the Shell menu, it uses all available memory as work space. If you then return to Shell, leaving Calendar resident, Calendar releases any memory not used while it was active. In other words, Calendar automatically adjusts the amount of work space memory to meet the current needs.

If for some reason you need to control or limit the amount of work space used by Calendar (e.g., you have no expanded or extended memory and are not swapping resident programs to disk), you can use the /w-*x* (**w**ork space) option to specify exactly how much memory should be used by the program for work space. Specify the amount of memory in kilobytes (1K = 1024 bytes). For example, if you want to set the amount of work space at 30K, you would enter /w-30 for the work space option.

Use /w-x only when starting Calendar from the Shell menu. From DOS, this option does nothing.

When you use the Memory Map (see Memory Management *in* Shell Reference*) to see how much memory Calendar is using, remember that the amount shown is the amount of memory needed to run Calendar plus the currently allocated work space.*

Editor Startup Options

The options you can use when you start Editor are described below.

filename

If you want to retrieve a file when you start Editor, include the filename as a startup option. Include the full pathname if the file is not in the current Editor default directory.

Important: *If you include other startup options, the filename must be the last option and must be preceded by a space (e.g., ed /d-c:\temp c:\macros\print.shm).*

/1

(This is a number 1, not a lowercase L.) If you have a single disk drive system, use the /1 (**1** disk drive) option so you can swap disks before editing in Editor.

/a

The /a (**A**SCII mode) option starts Editor in DOS text mode and disables the macro editor functions.

If you use /a, any macro files you retrieve will be retrieved into the DOS text mode.

/b

You can use the /b (**b**inary mode) option to start Editor in binary text mode, which displays files without any interpretation (see *Text Editing Modes* under *Text In/Out* in *Editor Reference* for details).

/cp-*x*

The /cp-*x* (**c**ode **p**age) option tells Editor to use the code page indicated by *x*. This overrides the code page DOS selects when you start your computer.

Code pages are character sets you can select for specific languages and language groups. For a complete description of code pages and the values that represent specific code pages, see your DOS manual.

/d-%*x*

The /d-%*x* (same **d**irectory) option lets you run more than one copy of Editor from the same directory.

When you start Editor, the program creates temporary files necessary to run the program. If you attempt to start a second copy of Editor, it attempts to create the same files in the same directory, which results in an error.

However, if you use the /d-%*x* option when starting another copy of Editor, the number or letter you substitute for *x* is added to the names of the new temporary files so there is no conflict with existing temporary filenames. Use a different *x* value for each additional copy of Editor you start from the same directory.

/d-*pathname*

By default, the temporary files Editor creates when it is running are saved to the default directory at the time you start Editor. The /d-*pathname* (temporary file **d**irectory) option redirects temporary files to the directory or RAM drive indicated by *pathname*.

*If you want, you can also use the /d-*pathname *option instead of the /d-%x option to run an additional copy of Editor. Simply indicate the path to a directory other than the one where the original temporary files are located.*

If you have a RAM drive, redirecting Editor temporary files to the RAM drive will make some Editor features work much faster.

If you are on a network, you should always use the /d-*pathname* option to redirect temporary files to a personal network directory, a directory on your hard drive, or a RAM drive. This ensures that Editor does not attempt to create files in a directory where you do not have sufficient network rights.

/f2

The /ss-*rows,columns* option (see */s-rows,columns* below) corrects some text display problems experienced with extended text display (more than 25 lines and 80 columns). You may also experience display problems with extended text display that result from graphics. For example, display is not correct when exiting out of a graphics mode. The /f2 option corrects some of these types of display problems.

While this option was initially designed to support the Paradise Autoswitch EGA 480 and Paradise VGA Plus video boards, the /f2 option may correct a similar problem with other video boards.

To use the /f2 option, set the desired text mode with the software that is included with the video board. Then, start Editor with the /f2 option. Editor should automatically recognize the current number of columns and rows and, if possible, will preserve this configuration when exiting to DOS. This option remains in effect until you turn off your computer.

You may or may not need to use both the /f2 and /ss-rows,columns options. If each option solves a different problem, use them both.

/h-pathname

If you create your own (user-defined) help screens (see *Help Screens, User-Defined* in *Editor Reference*) and do not store them in the WordPerfect Office program directory, you can use the /h-*pathname* (**h**elp files) option to specify your user-defined help file directory (e.g., /h-c:\work).

/l

If you use the /l (retrieve **l**ast file) option, Editor retrieves the last file you edited with the cursor in the same position as when you exited the file.

/m-macro name

When you start Editor using the /m-*macro name* (**m**acro) option, the specified Editor macro is executed. For example, if you wanted the FORMAT.EDM macro executed as soon as you start Editor, you would enter **/m-format** as the startup option (you do not need to include the .EDM extension). If the macro is not in the current Editor macro directory (see *Location of Files* under *Setup* in *Editor Reference*), be sure to include the full pathname for the macro file (e.g., c:\macros\format).

/nf

If you have screen display problems, such as the screen occasionally going blank, with some compatibles and windowing programs, try using the /nf (**n**on-**f**lash version) option to correct the problems.

/nk

The /nk (**n**o enhanced **k**eyboard calls) option disables enhanced keyboard calls that are not recognized by some compatibles and TSR (Terminate and Stay

Resident) programs. This option is especially useful if you are having trouble getting Editor to start (e.g., Editor comes up and locks up).

/ns
You can use the /ns (**n**on-**s**ync version) option to speed up display on a color monitor by inhibiting synchronization of output to the monitor. This may, however, cause snow on some monitors.

/nt-*x*
The /nt-*x* (**n**etwork **t**ype) option lets you specify your network type. For *x*, give the number or letter code that represents your network software. For a list of network software codes and an explanation of when you might need to use this option, see */nt-*x under *Calculator* above.

/ps-*pathname*
When you change the default settings for features in Editor (e.g., Setup or Print settings), those changes are saved in a Setup file. You can use the /ps-*pathname* (**p**ath to **S**etup file) option to have Editor save and subsequently look for the Setup file in the directory you specify.

For details on the Setup filename and where the Setup file is saved if you don't use /ps-pathname, see Setup *in* Editor Reference.

If you are on a network, you should always use the /ps-*pathname* option so you know where your Setup file is and can always be sure Editor is using the correct Setup file.

/sa
The Editor program can run as a network program or as a stand-alone program. When you start Editor, it starts in network or stand-alone mode, depending on the current environment. You can use the /sa (**s**tand-**a**lone) option to *force* Editor to come up in stand-alone mode, even in a network environment.

/ss-*rows,columns*
Editor usually detects the screen size automatically. If for some reason it does not (e.g., you have a Genius monitor), you can use the /ss-*rows,columns* (**s**creen **s**ize) option to set the screen size.

Be sure you use this option to set the screen to its actual size. If you set any other size, screen display will not function properly.

/u-*x*
When running on a network, Editor must know your file ID (usually your initials) in order to find your Setup file and create a unique set of temporary files for you. Editor gets your file ID from the user system file (USERID.FIL) installed by the system administrator.

This option has no real application if you are using WordPerfect Office PC on a stand-alone machine.

You can use the /u-*x* (**u**nique file ID) option to override the file ID from the USERID.FIL file with the file ID (one to three characters) you enter for *x*. One reason you may want to do this is if you want to create another Setup file without losing the current one. By supplying a different file ID, all files created by Editor while it is running, including the Setup file, use the new file ID in their filenames. You can then switch back and forth between Setup files by starting Editor with the file ID for the Setup file you want to use.

Important: *If you use the /u-x option, make sure you also use the /ps-pathname option to redirect your Setup file(s) to a personal network directory or a directory on your hard drive. This avoids problems that may result if you happen to use someone else's file ID when you use the /u-x option.*

/w-x

By default, Editor uses all available memory when it is running. If for some reason you need to control or limit the amount of work space used by Editor (e.g., you have no expanded or extended memory and are not swapping resident programs to disk), you can use the /w-*x* (**w**ork space) option to specify exactly how much memory should be used by the program for work space. Specify the amount of memory in kilobytes (1K = 1024 bytes). For example, if you want to set the amount of work space at 30K, you would enter /w-30 for the work space option.

Use /w-x only when starting Editor from the Shell menu. From DOS, this option does nothing.

When you use the Memory Map (see Memory Management *in* Shell Reference*) to see how much memory Editor is using, remember that the amount shown is the amount of memory needed to run Editor plus the currently allocated work space.*

/x

The /x option tells Editor to restore the default values for the Setup feature. In other words, it ignores your Setup file.

To use your Setup file again, start Editor without the /x option.

File Manager Startup Options

The options you can use when you start File Manager are described below.

You can also use any of the sort options (/a-*date*, /b-*date*, /s, /t, and /x) with the Other Directory feature or Directory Look feature (when set to prompt for a filename pattern) while running File Manager. For example, if you want to list all the files in the C:\WORK directory with a .DOC extension and want them listed in order of size, you would enter c:\work*.doc/s at the filename pattern prompt. You can enter just the option at the filename pattern prompt (e.g., /s) if you want the option to affect all the files in the currently selected directory.

Important: *Be sure not to type a space between the filename pattern and the option. Because spaces are not allowed in filename patterns, typing a space is treated the same as if you press Enter.*

filename pattern

You can indicate which files in which directory you want listed by including a filename pattern as a startup option (e.g., c:\work*.doc). If you include only a directory path (e.g., c:\work), the default filename pattern (*.*) is used, meaning that all files in the specified directory are displayed. If you include only a filename pattern (e.g., *.doc), the option lists the files from the current default directory that match the given pattern.

When starting File Manager from Shell, the default directory is the one specified with the Default Directory option on the Program Information screen for File Manager (see Program Information Options *in* Shell Reference*), or the current Shell default directory if no File Manager default directory is specified. When starting File Manager from DOS, the default directory is the current directory.*

When you include a filename pattern with other startup options, you can place the filename pattern anywhere on the command line, as long as you precede it with a space (e.g., fm /c c:\work*.exe /t).

word pattern

If you include a filename pattern as a startup option, you can also include a word pattern to limit the list of files even more (see *Word Search* in *File Manager Reference* for details on word patterns).

If you include a word pattern with other startup options, you can place the word pattern anywhere on the command line as long as you enclose the word pattern in single or double quotes (e.g., /c "johnson" c:\memos*.doc /s). If you place the word pattern immediately after a filename pattern, quotes around the word pattern are optional as long as you separate the filename pattern and word pattern with a space (e.g., /c c:\memos*.doc johnson /s).

/a-date

By default, all files in a directory are displayed in a file list when you start File Manager. You can use the /a-*date* (**a**fter date) option to list only those files revised on and after the date specified by *date*. The date must be given in the format *mm-dd-yy* (e.g., /a-2-15-91). Be sure to use only dashes as separators in the date.

If you want to list files last revised between two dates, use the /b-*date* option also (e.g., /a-2-15-91 /b-2-28-91).

/b-date

By default, all files in a directory are displayed in a file list when you start File Manager. You can use the /b-*date* (**b**efore date) option to list only those files revised on and before the date specified by *date*. The date must be given in the format *mm-dd-yy* (e.g., /b-2-28-91). Be sure to use only dashes as separators in the date.

If you want to list files last revised between two dates, use the /a-*date* option also (e.g., /a-2-15-91 /b-2-28-91).

/c

The /c (**c**ombined mode) option lets you start File Manager in the combined display mode, with the directory tree of the default directory on the left side and the file list of the default directory on the right side.

Using the /c option overrides the current Display Setup settings (see Display *under* Setup *in* File Manager Reference*).*

If you want to display the tree and file list for a directory other than the default directory and/or want to limit the files in the file list, you can include a filename pattern and/or word pattern (see *filename pattern* and *word pattern* above). The directory specified in the filename pattern option determines which directory will appear in both the tree and the file list. The filename pattern and the word pattern determine which files will be listed in the file list.

/d-pathname

By default, the temporary files File Manager creates when it is running are saved to the default directory at the time you start File Manager. The /d-*pathname* (temporary file **d**irectory) option redirects temporary files to the directory or RAM drive indicated by *pathname*.

If you have a RAM drive, redirecting File Manager temporary files to the RAM drive will make some File Manager features work much faster.

If you are on a network, you should always use the /d-*pathname* option to redirect temporary files to a personal network directory, a directory on your hard drive, or a RAM drive. This ensures that File Manager does not attempt to create files in a directory where you do not have sufficient network rights.

/ft

The /ft (**f**ull **t**ree mode) option lets you start File Manager with the directory tree for the default directory taking up the full screen. If you want to display the tree for a directory other than the default directory, you can include a directory pathname as a filename pattern option (e.g., c:\).

The tree always begins at the root directory of the drive or volume of the default directory or directory you specify. However, if you use the filename pattern option specify a directory other than the root directory (e.g., c:\work), the specified directory is displayed at the top of the screen.

/m-macro name

When you start File Manager using the /m-*macro name* (**m**acro) option, the specified Shell macro is executed. For example, if you wanted the FORMAT.SHM macro executed as soon as you start File Manager, you would enter **/m-format** as the startup option (you do not need to include the .SHM extension). If the macro is not in the current Shell macro directory (see *Macro Directory* under *Setup* in *Shell Reference*), be sure to include the full pathname (e.g., c:\macros\format).

You can use this option only when starting File Manager from the Shell menu.

/nt-*x*

The /nt-*x* (**n**etwork **t**ype) option lets you specify your network type. For *x*, give the number or letter code that represents your network software. For a list of network software codes and an explanation of when you might need to use this option, see */nt-*x under *Calculator* above.

/ps-*pathname*

When you change the default settings for features in File Manager (e.g., Setup or Print settings), those changes are saved in a Setup file. You can use the /ps-*pathname* (**p**ath to **S**etup file) option to have File Manager save and subsequently look for the Setup file in the directory you specify.

For details on where Setup files are saved if you don't use the /ps-pathname option, see Setup *in* File Manager Reference.

If you are on a network, you should always use the /ps-*pathname* option so you know where your Setup file is and can always be sure File Manager is using the correct Setup file.

/rn

The /rn (confirm **r**eplace: **n**o) option sets the default setting for the Confirm Replace feature to No (off), overriding the current Confirm Replace Setup setting (see *Setup* in *File Manager Reference* for details on the Confirm Replace feature).

This option changes the Confirm Replace setting in the Select Files screens only (see Select Files *in* File Manager Reference). *The setup settings are restored the next time you start File Manager without the /ry option.*

/ry

The /ry (confirm **r**eplace: **y**es) option sets the default setting for the Confirm Replace feature to Yes (on), overriding the current Confirm Replace Setup setting (see *Setup* in *File Manager Reference* for details on the Confirm Replace feature).

This option changes the Confirm Replace setting in the Select Files screens only (see Select Files *in* File Manager Reference). *The setup settings are restored the next time you start File Manager without the /ry option.*

/s

You can use the /s (sort by **s**ize) option to sort the files in a list by size. (Do not use this option with the /t or /x option.)

Name Search does not work in a file list sorted by size.

/ss-*rows,columns*

File Manager usually detects the screen size automatically. If for some reason it does not (e.g., you have a Genius monitor), you can use the /ss-*rows,columns* (**s**creen **s**ize) option to set the screen size.

Be sure you use this option to set the screen to its actual size. If you set any other size, screen display will not function properly.

/t

You can use the /t (sort by date and time) option to sort files in a list by time and date. (Do not use this option with the /s or /x option.)

Name Search does not work in a file list sorted by date and time.

/x

You can use the /x (sort by extension) option to sort files in a list by extension. (Do not use this option with the /s or /t option.)

If you use this option, you can use Name Search to move directly to the first file with a specific extension.

Mail Startup Options

The options you can use when you start Mail are described below.

/@u-user ID

Whenever you start Mail, it takes the network login ID used to log the computer into the network and finds the user ID that corresponds to that login ID. It then brings up the main Mail screen and shows you the In Box and Out Box for the person with that user ID. You can use the /@u-*user ID* (user) option to start Mail for a different person (or for yourself if you are using someone else's computer).

To use the /@u-*user ID* option, specify the user ID of the person whose Mail you want to see (e.g., /@u-AndreaC). Enter that person's Mail password to start Mail.

Important: *For you to use the /@u-*user ID *option, there must be a password assigned to the Mail program for that person. The password can be assigned by the system administrator or by the user (see* Password *under* Environment Setup *in* Mail Reference *for details on assigning a Mail password). If there is no password or if you enter the password incorrectly, you will be denied access to Mail for that person.*

/c

You can use the /c (check messages) option to check for new (unread) Mail messages. Depending on how it is used, the /c option either checks for new event information when you start Shell or when you start Mail from DOS.

To check for new Mail messages when you start Shell, Mail must be set to start resident and the /c option must be entered on the Startup Options line in the Program Information screen for Mail (see *Start Resident* and *Startup Options* under *Program Information Options* in *Shell Reference*).

Then, if any new Mail messages are found when you start Shell, you are taken directly into Mail (instead of to the Shell menu) with the first new message highlighted. When you exit Mail, you are returned to the Shell menu.

If no new messages are found when you start Shell, the Shell menu is displayed and Mail is left resident.

The /c option does nothing if entered at a prompt for startup options when starting Mail from the Shell menu. It only works when starting Shell with Mail set to start resident. The same applies to the /cm and /cn options.

If you use the /c option from DOS (e.g., ml/c), the option checks for new messages and starts Mail if it finds any. If none are found, you are returned to the DOS prompt.

/cm

The /cm (**c**heck messages, display **m**essage) option works exactly like the /c option, with one exception. If there are any new Mail messages when you start Shell or start Mail from DOS, a beep sounds and a message is briefly displayed to let you know there is at least one new message, but you are not taken into Mail. If you are starting Shell, the normal Shell startup process continues after the message is displayed. If you are starting Mail from DOS, you are returned to the DOS prompt.

/cn

When starting Shell, the /cn (**c**heck messages, do **n**ot leave resident) option works exactly like the /c option, except that Mail is not left resident if no new event information is found. When starting Mail from DOS, /cn works exactly like /c.

/cp-*x*

The /cp-*x* (**c**ode **p**age) option tells Mail to use the code page indicated by *x*. This overrides the code page DOS selects when you start your computer.

Code pages are character sets you can select for specific languages and language groups. For a complete description of code pages and the values that represent specific code pages, see your DOS manual.

/d-*pathname*

By default, the temporary files Mail creates when it is running are saved to the default directory at the time you start Mail. The /d-*pathname* (temporary file **d**irectory) option redirects temporary files to the directory or RAM drive indicated by *pathname*.

If you have a RAM drive, redirecting Mail temporary files to the RAM drive will make some Mail features work much faster.

If you are on a network, you should always use the /d-*pathname* option to redirect temporary files to a personal network directory, a directory on your hard drive, or a RAM drive. This ensures that Mail does not attempt to create files in a directory where you do not have sufficient network rights.

/m-*macro name*
When you start Mail using the /m-*macro name* (**m**acro) option, the specified Shell macro is executed. For example, if you wanted the FORMAT.SHM macro executed as soon as you start Mail, you would enter **/m-format** as the startup option (you do not need to include the .SHM extension). If the macro is not in the current Shell macro directory (see *Macro Directory* under *Setup* in *Shell Reference*), be sure to include the full pathname (e.g., c:\macros\format).

You can use this option only when starting Mail from the Shell menu.

/nf
If you have screen display problems, such as the screen occasionally going blank, with some compatibles and windowing programs, try using the /nf (**n**on-**f**lash version) option to correct the problems.

/ns
You can use the /ns (**n**on-**s**ync version) option to speed up display on a color monitor by inhibiting synchronization of output to the monitor. This may, however, cause snow on some monitors.

/nt-*x*
The /nt-*x* (**n**etwork **t**ype) option lets you specify your network type. For *x*, give the number or letter code that represents your network software. For a list of network software codes and an explanation of when you might need to use this option, see */nt*-x under *Calculator* above.

/nu
By default, Mail updates the information in your In Box every five seconds. You can use the /nu (**n**o Auto-**U**pdate) option to turn off this Auto-Update feature.

/ph-*pathname*
For Mail to work, it must know the location of the host directory (where the Mail/Scheduler system is installed). On most systems, the USERID.FIL file (the WordPerfect Office user system file) is stored in the host directory. Since the path to the USERID.FIL file is established when WordPerfect Office is installed, Mail can find the host directory.

However, if the USERID.FIL file is not in the host directory, you must use the /ph-*pathname* (**p**ath to **h**ost) option to let Mail know where the host directory is (e.g., /ph-o:\office30).

/ss-*rows,columns*
Mail usually detects the screen size automatically. If for some reason it does not (e.g., you have a Genius monitor), you can use the /ss-*rows,columns* (screen **s**ize) option to set the screen size.

Be sure you use this option to set the screen to its actual size. If you set any other size, screen display will not function properly.

Notebook Startup Options

The options you can use when you start Notebook are described below.

filename

If you want to retrieve a file (other than the auto-retrieve file) when you start Notebook, include the filename as a startup option. Include the full pathname if the file is not in the current Notebook default directory.

Important: *If you include other startup options, the filename must be the last option and must be preceded by a space (e.g., nb /d-c:\temp c:\nbfiles\address).*

/cp-*x*

The /cp-*x* (**c**ode **p**age) option tells Notebook to use the code page indicated by *x*. This overrides the code page DOS selects when you start your computer.

Code pages are character sets you can select for specific languages and language groups. For a complete description of code pages and the values that represent specific code pages, see your DOS manual.

/d-%*x*

The /d-%*x* (same **d**irectory) option lets you run more than one copy of Notebook from the same directory.

When you start Notebook, the program creates temporary files necessary to run the program. If you attempt to start a second copy of Notebook, it attempts to create the same files in the same directory, which results in an error.

However, if you use the /d-%*x* option when starting another copy of Notebook, the number or letter you substitute for *x* is added to the names of the new temporary files so there is no conflict with existing temporary filenames. Use a different *x* value for each additional copy of Notebook you start from the same directory.

/d-*pathname*

By default, the temporary files Notebook creates when it is running are saved to the default directory at the time you start Notebook. The /d-*pathname* (temporary file **d**irectory) option redirects temporary files to the directory or RAM drive indicated by *pathname*.

If you want, you can also use the /d-pathname *option instead of the /d-%*x *option to run an additional copy of Notebook. Simply indicate the path to a directory other than the one where the original temporary files are located.*

If you have a RAM drive, redirecting Notebook temporary files to the RAM drive will make some Notebook features work much faster.

If you are on a network, you should always use the /d-*pathname* option to redirect temporary files to a personal network directory, a directory on your hard drive, or a RAM drive. This ensures that Notebook does not attempt to create files in a directory where you do not have sufficient network rights.

/m-*macro name*
When you start Notebook using the /m-*macro name* (**m**acro) option, the specified Shell macro is executed. For example, if you wanted the FORMAT.SHM macro executed as soon as you start Notebook, you would enter **/m-format** as the startup option (you do not need to include the .SHM extension). If the macro is not in the current Shell macro directory (see *Macro Directory* under *Setup* in *Shell Reference*), be sure to include the full pathname (e.g., c:\macros\format).

You can use this option only when starting Notebook from the Shell menu.

/ns
You can use the /ns (**n**on-**s**ync version) option to speed up display on a color monitor by inhibiting synchronization of output to the monitor. This may, however, cause snow on some monitors.

/nt-*x*
The /nt-*x* (**n**etwork **t**ype) option lets you specify your network type. For *x*, give the number or letter code that represents your network software. For a list of network software codes and an explanation of when you might need to use this option, see */nt*-x under *Calculator* above.

/ps-*pathname*
When you change the default settings for features in Notebook (e.g., Setup or Print settings), those changes are saved in a Setup file. You can use the /ps-*pathname* (**p**ath to **S**etup file) option to have Notebook save and subsequently look for the Setup file in the directory you specify.

For details on where the Setup file is saved if you don't use the /ps-pathname option, see Setup *in* Notebook Reference.

If you are on a network, you should always use the /ps-*pathname* option so you know where your Setup file is and can always be sure Notebook is using the correct Setup file.

/ss-*rows,columns*
Notebook usually detects the screen size automatically. If for some reason it does not (e.g., you have a Genius monitor), you can use the /ss-*rows,columns* (**s**creen **s**ize) option to set the screen size.

Be sure you use this option to set the screen to its actual size. If you set any other size, screen display will not function properly.

/w-*x*
The Notebook program usually requires about 200K (200 kilobytes) of random access memory (RAM) to run. When you start Notebook from the Shell menu, it uses an additional 63K of memory as work space.

If for some reason you need to control or limit the amount of work space used by Notebook (e.g., you have no expanded or extended memory and are not swapping resident programs to disk), you can use the /w-*x* (work space) option to decrease the amount of memory used by the program for work space. Specify the amount of memory in kilobytes (1K = 1024 bytes). For example, if you want to set the amount of work space at 30K, you would enter /w-30 for the work space option.

Use /w-x only when starting Notebook from the Shell menu. From DOS, this option does nothing.

When you use the Memory Map (see Memory Management *in* Shell Reference*) to see how much memory Notebook is using, remember that the amount shown is the amount of memory needed to run Notebook plus the currently allocated work space.*

Scheduler Startup Options

The options you can use when you start Scheduler are described below.

/@u-*user ID*

Whenever you start Scheduler from a computer, it brings up the events for the person whose user ID was used to log into the network from that computer. You can use the /@u-*user ID* option to start Scheduler for a different person (or for yourself if you are using someone else's computer).

To use the /@u-*user ID* option, specify the user ID of the person whose schedule you want to see (e.g., /@u-AndreaC). Enter that person's Scheduler password to start Scheduler.

Important: *For you to have full access to a person's or resource's scheduler using the /@u-*user ID *option, there must be a password assigned to the Scheduler program for that person. The password can be assigned by the system administrator or by the user (see* Password *under* Setup Options *in* Scheduler Reference*). If there is no password or if you enter the password incorrectly, you will be given only limited access to that schedule (i.e., you can see when events are scheduled but no event text is displayed).*

/c

You can use the /c (check events) option to check for new event requests. Depending on how it is used, the /c option either checks for new events when you start Shell or when you start Scheduler from DOS.

To check for new events when you start Shell, Scheduler must be set to start resident and the /c option must be entered on the Startup Options line in the Program Information screen for Scheduler (see *Start Resident* and *Startup Options* under *Program Information Options* in *Shell Reference*).

Then, if any new events are found when you start Shell, you are taken directly into Scheduler (instead of to the Shell menu) with the first new event highlighted. When you exit Scheduler, you are returned to the Shell menu.

If no new events are found when you start Shell, the Shell menu is displayed and Scheduler is left resident.

The /c option does nothing if entered at a prompt for startup options when starting Scheduler from the Shell menu. It only works when starting Shell with Scheduler set to start resident. The same applies to the /cm and /cn options.

If you use the /c option from DOS (e.g., sc/c), the option checks for new events and starts Scheduler if it finds any. If none are found, you are returned to the DOS prompt.

/cm

The /cm (**c**heck events, display **m**essage) option works exactly like the /c option, with one exception. If there are new events when you start Shell or start Scheduler from DOS, a beep sounds and a message is briefly displayed to let you know there are new events, but you are not taken into Scheduler. If you are starting Shell, the normal Shell startup process continues after the message is displayed. If you are starting Scheduler from DOS, you are returned to the DOS prompt.

/cn

When starting Shell, the /cn (**c**heck events, do **n**ot leave resident) option works exactly like the /c option, except that Scheduler is not left resident if no new events are found. When starting Scheduler from DOS, /cn works exactly like /c.

/cp-*x*

The /cp-*x* (**c**ode **p**age) option tells Scheduler to use the code page indicated by *x*. This overrides the code page DOS selects when you start your computer.

Code pages are character sets you can select for specific languages and language groups. For a complete description of code pages and the values that represent specific code pages, see your DOS manual.

/d-%*x*

The /d-%*x* (same **d**irectory) option lets you run more than one copy of Scheduler from the same directory.

When you start Scheduler, the program creates temporary files necessary to run the program. If you attempt to start a second copy of Scheduler, it attempts to create the same files in the same directory, which results in an error.

However, if you use the /d-%*x* option when starting another copy of Scheduler, the number or letter you substitute for *x* is added to the names of the new temporary files so there is no conflict with existing temporary filenames. Use a different *x* value for each additional copy of Scheduler you start from the same directory.

/d-*pathname*

By default, the temporary files Scheduler creates when it is running are saved to the default directory at the time you start Scheduler. The /d-*pathname* (temporary file **d**irectory) option redirects temporary files to the directory or RAM drive indicated by *pathname*.

If you want, you can also use the /d-pathname option instead of the /d-%x option to run an additional copy of Scheduler. Simply indicate the path to a directory other than the one where the original temporary files are located.

If you have a RAM drive, redirecting Scheduler temporary files to the RAM drive will make some Scheduler features work much faster.

If you are on a network, you should always use the /d-*pathname* option to redirect temporary files to a personal network directory, a directory on your hard drive, or a RAM drive. This ensures that Scheduler does not attempt to create files in a directory where you do not have sufficient network rights.

/f2

The /ss-*rows,columns* option (see */s-rows,columns* below) corrects some text display problems experienced with extended text display (more than 25 lines and 80 columns). You may also experience display problems with extended text display that result from graphics. For example, display is not correct when exiting out of a graphics mode. The /f2 option corrects some of these types of display problems.

While this option was initially designed to support the Paradise Autoswitch EGA 480 and Paradise VGA Plus video boards, the /f2 option may correct a similar problem with other video boards.

To use the /f2 option, set the desired text mode with the software that is included with the video board. Then, start Scheduler with the /f2 option. Scheduler should automatically recognize the current number of columns and rows and, if possible, will preserve this configuration when exiting to DOS. This option remains in effect until you turn off your computer.

You may or may not need to use both the /f2 and /ss-rows,columns options. If each option solves a different problem, use them both.

/m-*macro name*

When you start Scheduler using the /m-*macro name* (**m**acro) option, the specified Shell macro is executed. For example, if you wanted the FORMAT.SHM macro executed as soon as you start Scheduler, you would enter **/m-format** as the startup option (you do not need to include the .SHM extension). If the macro is not in the current Shell macro directory (see *Macro Directory* under *Setup* in *Shell Reference*), be sure to include the full pathname (e.g., c:\macros\format).

You can use this option only when starting Scheduler from the Shell menu.

If you don't use the /m-*macro name* option, Scheduler looks for a special startup macro called SCSTRT.SHM each time you start the program and executes it if it is found. If you want, you can create a Shell macro and give it the SCSTRT.SHM filename to have that macro executed each time you start Scheduler.

/mono
You can use the /mono (**mono**chrome mode) option to better access the capabilities of a computer that can emulate both monochrome and color adapters when that computer is set for monochrome emulation. Such computers include the Compaq Portable III and the Compaq Portable 386/20.

/nf
If you have screen display problems, such as the screen occasionally going blank with some compatibles and windowing programs, try using the /nf (**n**on-**f**lash version) option to correct the problems.

/nk
The /nk (**n**o enhanced **k**eyboard calls) option disables enhanced keyboard calls that are not recognized by some compatibles and TSR (Terminate and Stay Resident) programs. This option is especially useful if you are having trouble getting Scheduler to start (e.g., Scheduler comes up and locks up).

/nt-*x*
The /nt-*x* (**n**etwork **t**ype) option lets you specify your network type. For *x*, give the number or letter code that represents your network software. For a list of network software codes and an explanation of when you might need to use this option, see */nt-*x under *Calculator* above.

/nu
By default, Scheduler updates the information in your Request box every five seconds. You can use the /nu (**n**o Auto-**U**pdate) option to turn off this Auto-Update feature.

/ph-*pathname*
For Scheduler to work, it must know the location of the host directory (where the Mail/Scheduler system is installed). On most systems, the USERID.FIL file (the WordPerfect Office user system file) is stored in the host directory. Since the path to the USERID.FIL file is established when WordPerfect Office is installed, Scheduler can find the host directory.

However, if the USERID.FIL file is not in the host directory, you must use the /ph-*pathname* (**p**ath to **h**ost) option to let Scheduler know where the host directory is (e.g., /ph-o:\office30).

/rp
If you have been assigned ownership of a resource by your system administrator (see *List Owner* in *Scheduler Reference*), you can use the /rp (check for **r**esources **p**ending) option when you start Scheduler to check for any pending event requests for resources you own. If you use /rp and there are new resource requests, a window showing the resources for which events are pending is displayed briefly in the middle of the screen.

You can also use the /rp option in combination with the /c, /cm, or /cn option to check for pending resource requests and personal event requests, at the time you start Shell (see */c*, */cm*, and */cn* above).

/ss-rows,columns

Scheduler usually detects the screen size automatically. If for some reason it does not (e.g., you have a Genius monitor), you can use the /ss-*rows,columns* (screen size) option to set the screen size.

Be sure you use this option to set the screen to its actual size. If you set any other size, screen display will not function properly.

/w-x

The Scheduler program usually requires about 300K (300 kilobytes) of random access memory (RAM) to run. In addition to that, when you start Scheduler from the Shell menu, it uses all available memory as work space.

If for some reason you need to control or limit the amount of work space used by Scheduler (e.g., you have no expanded or extended memory and are not swapping resident programs to disk), you can use the /w-*x* (work space) option to specify exactly how much memory should be used by the program for work space. Specify the amount of memory in kilobytes (1K = 1024 bytes). For example, if you want to set the amount of work space at 30K, you would enter /w-30 for the work space option.

Use /w-x *only when starting Scheduler from the Shell menu. From DOS, this option does nothing.*

When you use the Memory Map (see Memory Management *in* Shell Reference*) to see how much memory Scheduler is using, remember that the amount shown is the amount of memory needed to run Scheduler plus the currently allocated work space.*

Shell Startup Options

The options you can use when you start Shell are described below. You can enter any of these options when you start the Shell from the DOS prompt or include them with the SHELL command in your AUTOEXEC.BAT file.

For details on creating or editing an AUTOEXEC.BAT file, see Batch Files and AUTOEXEC.BAT *in* Appendix B: DOS and WordPerfect Office.

You can also use the *filename*, /l, /m, and /n options (and only these options) when loading a submenu. However, any other options you use for the main menu are also used for submenus.

filename

If you want to retrieve a menu other than the default menu when you start Shell from DOS, include the menu filename as a startup option. Include the full pathname if the file is not in the current directory.

Important: *If you include other startup options, the filename can be anywhere on the command line as long as it is preceded by a space (e.g., shell c:\work\menu2/d-c:\temp).*

To load a submenu from another menu, you must use the filename option to indicate which menu you want to load (see *Submenu* under *Program Information for Menu Item Types* in *Shell Reference* for details on adding a submenu).

/c-*x*

By default, Shell allocates 1K (1 kilobyte) or memory for use by the clipboard (see *Clipboard* in *Shell Reference* for details on the Shell clipboard). You can allocate 2K, 3K, 4K, or 5K of memory using the /c-*x* (**c**lipboard memory) option. For *x*, give the number of kilobytes (1, 2, 3, 4, or 5) you want allocated for the clipboard.

Allocating more memory for the clipboard does not necessarily affect the amount of information you can save to the clipboard. When the clipboard memory is full, Shell uses disk space (if available) for the overflow. More clipboard memory will, however, increase the speed of saving and retrieving large amounts of information to and from the clipboard.

/cp-*x*

The /cp-*x* (**c**ode **p**age) option tells Shell to use the code page indicated by *x*. This overrides the code page DOS selects when you start your computer.

Code pages are character sets you can select for specific languages and language groups. For a complete description of code pages and the values that represent specific code pages, see your DOS manual.

/d-*pathname*

By default, the temporary files Shell creates when it is running are saved to the current directory at the time you start Shell. The /d-*pathname* (temporary file **d**irectory) option redirects temporary files to the directory or RAM drive indicated by *pathname*.

If you have a RAM drive, redirecting Shell temporary files to the RAM drive will make some Shell features work much faster.

If you are on a network, you should always use the /d-*pathname* option to redirect temporary files to a personal network directory, a directory on your hard drive, or a RAM drive. This ensures that Shell does not attempt to create files in a directory where you do not have sufficient network rights.

/l

You can use the /l (Work **L**ogging screen) option to display the Work Logging screen when you start Shell.

/m-*macro name*

When you start Shell using the /m-*macro name* (**m**acro) option, the specified Shell macro is executed. For example, if you wanted the FORMAT.SHM macro executed as soon as you start Shell, you would enter **/m-format** as the startup option (you do not need to include the .SHM extension). If the macro is not in

the current Shell macro directory (see *Macro Directory* under *Setup* in *Shell Reference*), be sure to include the full pathname (e.g., c:\macros\format).

/n
Use the /n (**n**o resident programs) option if you do not want any programs set to start resident to be loaded when you start Shell.

/na
If you experience display problems with Shell prompts that come up in programs running under Shell (e.g., Screen Copy or Shell macro prompts), try using the /na (**n**o **a**ttributes) option which turns off Bold and Underline in Shell prompts. Some graphics cards have problems interpreting the Bold an Underline attributes.

/ne
By default, Shell uses all available expanded memory and disk space for swapping programs (leaving a program resident while you start another). If you want to reserve your expanded memory for other applications, you can use the /ne (**n**o **e**xpanded memory) option to prevent Shell from using any expanded memory.

Shell will still use available disk space if you use the /ne option.

/nf
If you have screen display problems, such as the screen occasionally going blank with some compatibles and windowing programs, try using the /nf (**n**on-**f**lash version) option to correct the problems.

/ng
If you have a Hercules or compatible graphics card and the Screen Copy feature (Alt-Shift-–) does not work, you can use the /ng (ig**n**ore **g**raphics card) option to make Screen Copy work.

You cannot use Screen Copy in a graphics mode, and some Hercules or compatible graphics cards make Shell think it is in a graphics mode when it is not.

/no
By default, Shell uses all available expanded memory and disk space for swapping programs (leaving a program resident while you start another). If you want to reserve your expanded memory and disk space for other applications, you can use the /no (**n**o **o**verflow) option to prevent Shell from using any expanded memory or disk space for program swapping. With /no, Shell uses only the available conventional memory (the first 640K of RAM) for switching between programs.

Using only conventional memory greatly limits your ability to switch between programs.

/ns

You can use the /ns (**n**on-**s**ync version) option to speed up display on a color monitor by inhibiting synchronization of output to the monitor. This may, however, cause snow on some monitors.

/nt-*x*

The /nt-*x* (**n**etwork **t**ype) option lets you specify your network type. For *x*, give the number or letter code that represents your network software. For a list of network software codes and an explanation of when you might need to use this option, see */nt*-x under *Calculator* above.

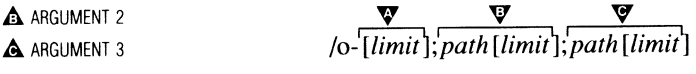
/o-[*limit*];*path*[*limit*];*path*[*limit*]

By default, Shell operates in the overflow mode. This means that Shell uses all available expanded memory and all available disk space on the drive from which you are running Shell for swapping programs (leaving programs resident while you start others). You can use the /o-[*limit*];*path*[*limit*];*path*[*limit*] (**o**verflow mode) option if you want to control how Shell uses overflow resources.

You can specify the amount of expanded memory you want to make available to Shell. You can also specify the disk or disks (a maximum of two) that you want Shell to use for program swapping and, optionally, how much space on the disk(s) you want to make available.

As shown below, the option consists of three parts or arguments separated by semicolons.

A ARGUMENT 1
B ARGUMENT 2
C ARGUMENT 3



Each argument is optional, so you can include as many or as few arguments as you want. You must, however, include the arguments in the order shown.

If you do not include any arguments, the option does the same thing as the default overflow mode (uses all available expanded memory and all available disk space on the drive from which you are running Shell).

To limit expanded memory, specify the amount you want to make available in kilobytes (1K = 1024 bytes) and enclose the amount in brackets (e.g., /o-[600]). If you include an expanded memory limit, it must be the first argument (must follow immediately after /o-).

To specify a drive you want Shell to use for overflow, give the pathname of a directory on that drive (e.g., /o-d:\overflow). If you want to limit the use of that drive, include a limit in kilobytes after the pathname and enclose the limit in brackets (e.g., /o-d:\overflow[500]). The limit for a drive is optional, but you must include the pathname.

The following is an example in which all three arguments are used:

/o-[600];d:\overflow[500];c:\

In this example, expanded memory is limited to 600K, the OVERFLOW directory of drive D (a RAM drive) is specified with a limit of 500K, and the root directory of drive C (a hard drive) is specified with no limit.

/ps-*pathname*

When you change the default Setup settings in Shell, those changes are saved in a Setup file. You can use the /ps-*pathname* (**p**ath to **S**etup file) option to have Shell save and subsequently look for the Setup file in the directory you specify.

For details on where the Setup file is saved if you don't use the /ps-pathname option, see Setup *in* Shell Reference.

If you are on a network, you should always use the /ps-*pathname* option so you know where your Setup file is and can always be sure Shell is using the correct Setup file.

/ss-*rows,columns*

Notebook usually detects the screen size automatically. If for some reason it does not (e.g., you have a Genius monitor), you can use the /ss-*rows,columns* (**s**creen **s**ize) option to set the screen size.

Be sure you use this option to set the screen to its actual size. If you set any other size, screen display will not function properly.

/ss-*rows,columns*

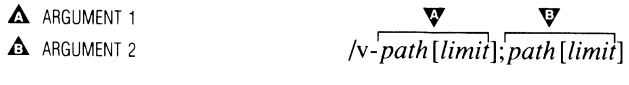
Shell usually detects the screen size automatically. If for some reason it does not (e.g., you have a Genius monitor), you can use the /ss-*rows,columns* (**s**creen **s**ize) option to set the screen size.

Be sure you use this option to set the screen to its actual size. If you set any other size, screen display will not function properly.

/v-*path*[*limit*];*path*[*limit*]

By default, Shell operates in the overflow mode. This means that Shell uses all available expanded memory and all available disk space on the drive from which you are running Shell for swapping programs (leaving programs resident while you start others). You can use the /v-*path*[*limit*];*path*[*limit*] (virtual mode) option if you want Shell to use only available disk space for program swapping.

As shown below, the option consists of two parts or arguments separated by semicolons. You can include these arguments to specify which disk or disks (a maximum of two) you want used, and you can specify a limit for each disk.



The drive arguments are optional. If you do not include at least one argument, the option uses all available disk space on the drive from which you are running Shell.

To specify a drive you want Shell to use for program swapping, give the pathname of a directory on that drive (e.g., /v-d:\overflow). If you want to limit the use of that drive, include a limit in kilobytes after the pathname and enclose the limit in brackets (e.g., /v-d:\overflow[500]). The limit for a drive is optional, but you must include the pathname.

The following is an example in which both arguments are used:

```
/v-d:\overflow[500];c:\
```

In this example, the OVERFLOW directory of drive D (a RAM drive) is specified with a limit of 500K, and the root directory of drive C (a hard drive) is specified with no limit.

/w-*x*

The Shell program usually requires about 48K (48 kilobytes) of random access memory (RAM) to run. By default, Shell uses an additional 5K of memory as work space.

There may be situations where you need to decrease the default work space (e.g., you have no expanded or extended memory and are not swapping resident programs to disk) or increase the default work space (e.g., you need to run an unusually large Shell macro). You can use the /w-*x* (work space) option to specify exactly how much memory should be used by the program for work space. Specify the amount of memory in kilobytes (1K = 1024 bytes), with a minimum of 2K (/w-2) and a maximum of 30K (/w-30).

Shell must have at least 5K of work space available to run many of the predefined macros that come with WordPerfect Office.

Appendix L: TSR Manager

You can run any Terminate and Stay Resident (TSR) program by starting the program before you start Shell. When you do so, however, the TSR program remains resident in memory, and the memory it uses is never available for use by other programs.

You can eliminate this memory problem by running TSR Manager. TSR Manager lets you switch to TSR programs just like you would to any other program running under Shell (see *Switch Program* in *Shell Reference*). When you switch out of a TSR program started from TSR Manager, the TSR program is suspended and swapped out to memory or disk. This disables the program's hotkeys and frees up memory for use by other programs.

You can use TSR Manager with most types of TSR programs (e.g., third-party interface, general purpose, and many terminal emulation and mainframe gateway programs). However, you should *not* use TSR Manager to start the following types of programs:

- TSR programs that need to be running in the background at all times (like the /i option for Calendar that installs alarms before you start Shell).
- TSR programs that must be available to multiple programs (like NOTIFY.EXE that retrieves the file IDs and network type for network users).
- TSR programs that service hardware (such as network software and some terminal emulation and mainframe gateway programs that must be active at all times to service the active link).

Setting Up TSR Manager

To use TSR Manager, you must add the program as a menu item on the Shell menu. Set up the Program Information screen for TSR Manager as you would any other Shell-compatible program (see *Program Information* in *Shell Reference*). Enter **tsrm.exe** on the Program Name line.

See Startup Options *below for details on what you can include on the Startup Options line or at the prompt for startup options.*

Starting TSR Manager

To start TSR Manager from the Shell menu, type the menu letter you assigned to the program.

Important: *Because TSR Manager is designed specifically for use with Shell, you must start the program from the Shell menu. You cannot start TSR Manager from DOS.*

Operation Modes

There are two modes of operation in TSR Manager: menu mode and command mode. You can use TSR Manager in either mode. The mode determines the appearance of the screen and is strictly a matter of preference.

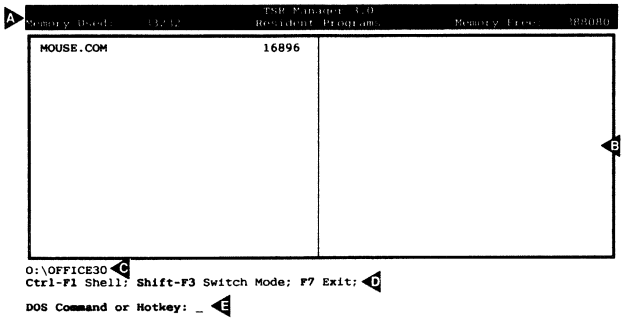
Switching Modes

To switch from menu mode to command mode, or vice versa, press **Switch Mode** (Shift-F3).

Menu Mode

Menu mode displays a screen similar to the Shell menu.

A HEADING
B MENU
C DEFAULT DIRECTORY
D FUNCTION KEY FEATURES
E COMMAND LINE



The heading displays the memory being used by the TSR program(s) (if any) currently resident under TSR Manager, and the amount of memory available.

The menu lists by name a maximum of 34 resident TSR programs by name. Although you can start more than 34 programs from TSR Manager (if memory permits), only the first 34 programs started will be listed.

The two lines directly below the menu display the current TSR Manager default directory and the function features. The last line (after the "DOS Command or Hotkey:" prompt) is the command line (see *Command Line* below).

Menu mode is the default mode when you start TSR Manager.

Command Mode

The command mode screen looks similar to the screen displayed when you go to DOS from Shell. "(TSRM)" appears before the prompt to indicate that you are running from TSR Manager. The prompt also includes the pathname of the current default directory.

For example, if you were running TSR Manager from the OFFICE30 directory on the O: drive, the following prompt would be displayed:

(TSRM) O:\OFFICE30>

The line after the prompt is the command line (see *Command Line* below).

While in command mode, you can press **List Information** (F5) to view the names and memory usage of resident TSR programs as well as the total amount

of memory used and available. Press **Help** (F3) to display a complete list of function key features.

You can use the /c startup option to start TSR Manager in command mode (see *Startup Options* below).

Command Line

Whether you are in menu mode or command mode, the cursor is always at the beginning of the command line. The types of commands you can enter are described below.

DOS Commands

You can enter any DOS command on the TSR Manager command line (e.g., DEL, DIR, COPY). If you are in menu mode, press any key to return to the main TSR Manager screen after the command has executed.

TSR Program

To start a TSR program from TSR Manager,

1 Enter the program name (executable filename) on the command line. Include a full pathname if necessary. Include any parameters for the program (such as startup options) after the program name.

TSR Manager then loads the program.

2 If you are in menu mode, press any key to continue. You are then returned to the main TSR Manager screen.

In menu mode, the name of the program and the amount of memory it is using appears on the menu. In command mode, you can view the program name and memory used by pressing **List Information** (F5).

3 Press any of the program's hotkeys to use the program.

To return to Shell,

4 Press **Shell** (Ctrl-F1) from the main TSR Manager screen, then select Go to Shell (1).

You can also use the Switch Program feature (Ctrl-Alt-*menu letter*) from the main TSR Manager screen to switch to other programs.

Multiple Programs

You can start more than one program by entering additional program names one at a time on the command line. You also can start more than one program at the same time from TSR Manager by creating a program list file.

Use the DOS text mode in Editor to create a program list file (see *Text In/Out* in *Editor Reference*). Enter the name of each program and its parameters on separate lines. For example,

```
program1
program2 parameter1 parameter2
program3 parameter1
program4
```

Save the program list file, then enter the filename on the command line in TSR Manager to execute the file. You must precede the filename with an *at* symbol (@) to let TSR Manager know it is a program list (e.g., @c:\list1.tsr).

It does not matter what you name the program list file. However, if you do not include an extension when you enter the name on the command line, TSR Manager looks first for the filename with no extension, and then for the filename with a .TSR extension.

If you use several combinations of TSR programs, you may want to create a program list file for each combination.

Support Programs

Many TSR programs are designed to run as support to a specific program. To use one of these programs, create a program list file (see *Multiple Programs* above) with the support program(s) listed first and the main program last.

For example, suppose you have a support program for WordPerfect. If the WordPerfect program file (WP.EXE) is in the WP51 directory on the F: drive, you would enter the following in a program list file:

```
support1
c:\wp51\wp
```

Always enter the name of the main program last.

TSR Manager loads the support program, then starts WordPerfect. WordPerfect will work in the same way as if you started it from Shell, although it is actually running from TSR Manager. You can go to Shell and switch programs as you normally would. When you switch out of WordPerfect, WordPerfect *and* the support program are suspended and swapped to memory or disk. When you exit WordPerfect, you are returned to TSR Manager.

You can exit directly to Shell from a program running under TSR Manager by typing an asterisk (*) before the program name when you start the program. For example,

```
support1
*c:\wp51\wp
```

Then when you exit the marked program, TSR Manager removes all TSR programs for that program from memory and returns you to Shell.

You can also mark the main program in a program list file, and then enter the program list filename on the Startup Options line of the TSR Manager Program Information screen (see *Startup Options* below). Then you can start the main program just like any other program on the Shell menu. When you select the TSR Manager menu letter, the main program is started with the TSR program(s) resident in memory. When you exit the main program, you are returned to the Shell menu.

Pressing Hotkeys

With the cursor on the command line, you can press a hotkey for any resident TSR program to invoke a TSR program function.

Startup Options

You can use startup options (switches) to load a program or program list file, and to change the operation mode when you start TSR Manager. Include the startup options on the Program Information screen for TSR Manager (see *Program Information* in *Shell Reference*), or type them at the Startup Options prompt.

Program Filenames

Enter the program filename or program list filename as a startup option the same way you enter a filename on the command line in TSR Manager. If you enter a program list filename, be sure to include an *at* symbol (@) before the filename.

If you include the name of a program that is not a TSR program (e.g., WordPerfect, Calculator, Notebook) in a program list file, TSR Manager goes directly into that program after loading the TSR program(s), rather than into the TSR Manager screen. When you exit the program, you are returned to the TSR Manager screen (or the next non-TSR program in the list file is started). You can, however, type an asterisk (*) before the program name in the program list file to return directly to Shell when you exit the program. In this way, you can run a program with one or more support programs from TSR Manager and never see the TSR Manager screen.

Command Mode (/c)

Menu mode is the default operation mode for TSR Manager. To start the program in command mode, use the /c startup option. If you also include a program filename or program list filename as a startup option, /c must be the first option.

Exiting TSR Manager

To exit TSR Manager,

1. Return to the main TSR Manager screen (menu mode or command mode) if you are not already there.
2. Press **Exit** (F7).

If no TSR programs are currently resident, you are immediately returned to Shell. Otherwise, TSR Manager asks if you want to remove all TSR programs from memory.

3 Type **y** to remove all resident TSR programs from memory and exit TSR Manager. You are returned to Shell.

or

Type **n** to leave all TSR programs resident and return to Shell. (This is the same as if you go to Shell with the Shell feature.)

or

Press **Cancel** (F1) to cancel the exit command and remain in TSR Manager.

Appendix M: WordPerfect Characters

Many WordPerfect Corporation products use the character sets below. Because Notebook and Editor interact with these products, limited support for the WordPerfect Character Sets has been provided in Notebook and Editor.

To insert a character from the character sets,

1 Press **Compose** (Ctrl-2).

2 Type the character set number of the character, a comma, then the number of the character within the character set.

3 Press **Enter**.

For example, you would press **Compose** (Ctrl-2), then enter **1,34** to insert character 34 from character set 1.

Not all characters can be displayed on the screen. If a character cannot be displayed, it will be represented by a small box. In addition, your printer may not be able to print all of the characters in the character sets.

In text mode in Editor, the characters are mapped to the standard 256 byte IBM character set. Therefore, only the characters that exist in the standard IBM character set will appear.

For additional information on how you may want to use the WordPerfect characters, see the documentation for the specific WordPerfect Corporation program that uses them.

Some WordPerfect characters can also be entered as ASCII characters. See Appendix A: ASCII Conversion Chart *for more information.*

Character Set 0 (ASCII)

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
0																														
30				!	"	#	$	%	&	'	(	)	*	+	,	-	.	/	0	1	2	3	4	5	6	7	8	9	:	;
60	<	=	>	?	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
90	Z	[	\	]	^	_	‘	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w
120	x	y	z	{	|	}	~																							

Character Set 1 (Multinational 1)

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
0	`	.	~	^	—	/	´	¨	-	¸	˛	˛	¸	˛	°	˙	˝	¸	˛	ˇ	´	¯	˘	ß	ı	ȷ	Á	á	Â	â
30	Ä	ä	À	à	Å	å	Æ	æ	Ç	ç	É	é	Ê	ê	Ë	ë	È	è	Í	í	Î	î	Ï	ï	Ì	ì	Ñ	ñ	Ó	ó
60	Ô	ô	Ö	ö	Ò	ò	Ú	ú	Û	û	Ü	ü	Ù	ù	Ÿ	ÿ	Ã	ã	Đ	đ	Ø	ø	Õ	õ	Ý	ý	Đ	ð	Þ	þ
90	Ă	ă	Ā	ā	Ą	ą	Ć	ć	Č	č	Ĉ	ĉ	Ċ	ċ	Ď	ď	Ě	ě	Ė	ė	Ē	ē	Ę	ę	Ģ	ģ	Ğ	ğ	Ğ	ğ
120	Ģ	ģ	Ĝ	ĝ	Ġ	ġ	Ĥ	ĥ	Ħ	ħ	İ	i	Ī	ī	Į	į	Ĩ	ĩ	Ĭ	ĭ	Ĵ	ĵ	Ķ	ķ	Ĺ	Í	Ľ	ľ	Ļ	ļ
150	Ł	ł	Ł	ł	Ń	ń	Ň	ħ	Ň	ň	Ņ	ŋ	Ő	ő	Ō	ō	Œ	œ	Ŕ	ŕ	Ř	ř	Ŗ	ŗ	Ś	ś	Š	š	Ş	ş
180	Ŝ	ŝ	Ť	ť	Ţ	ţ	Ŧ	ŧ	Ŭ	ŭ	Ű	ű	Ū	ū	Ų	ų	Ů	ů	Ũ	ũ	Ŵ	ŵ	Ŷ	ŷ	Ź	ź	Ž	ž	Ż	ż
210	ſ	ŋ	Đ	đ	Ľ	Ī	Ń	ń	Ŕ	ŕ	Š	š	Ť	ť	Ŭ	ŭ	Ỳ	ỳ	Ỏ	ỏ	Ủ	ủ								

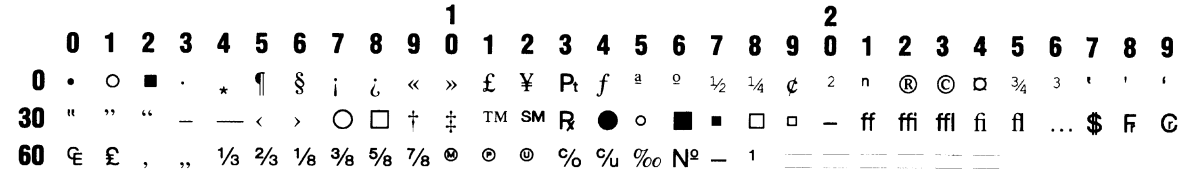
Character Set 2 (Multinational 2)

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
0	¡	¿	°	₀	’	ˆ	=	¯	K	˘	‘	’	‚	‛	“	”	„	‟	†	‡	•	‣	‥	′	″	‴	‵	‶	‷	

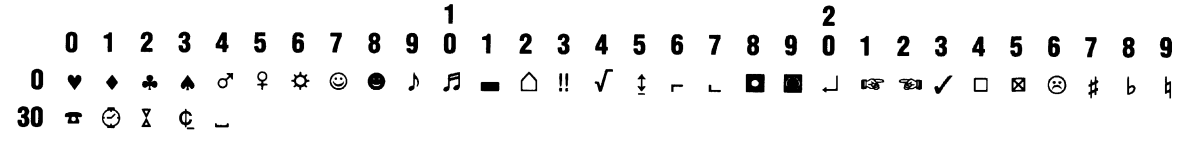
Character Set 3 (Box Drawing)

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
0																														
30																														
60																														

Character Set 4 (Typographic Symbols)



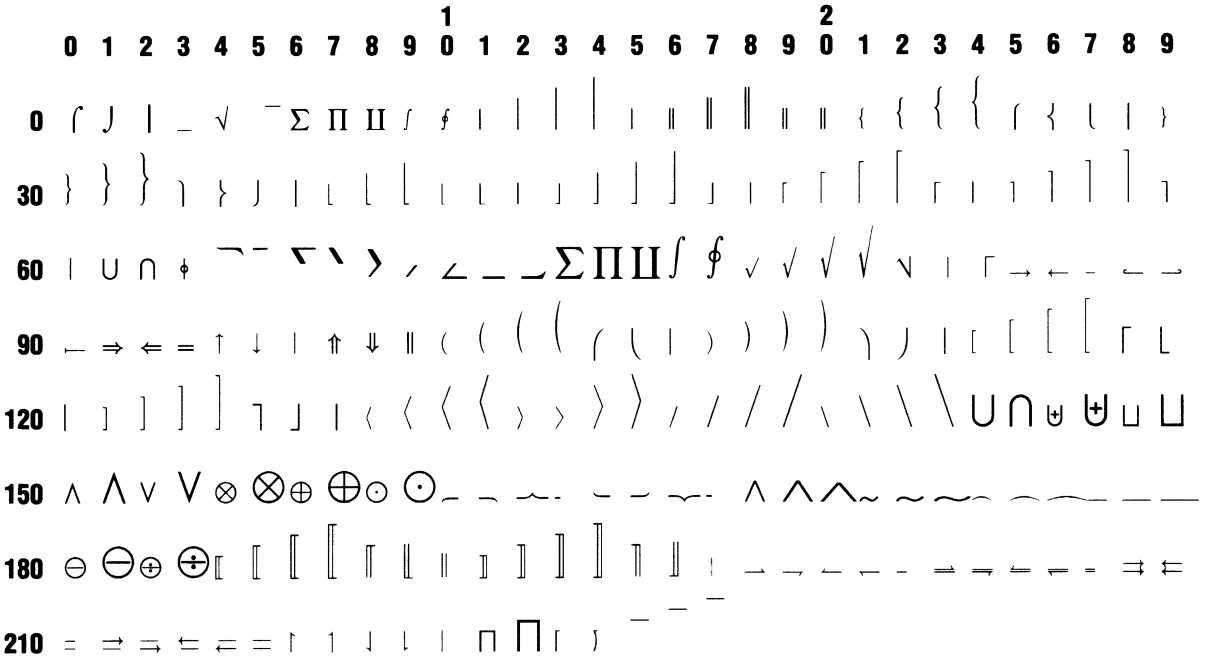
Character Set 5 (Iconic Symbols)



Character Set 6 (Math/Scientific)



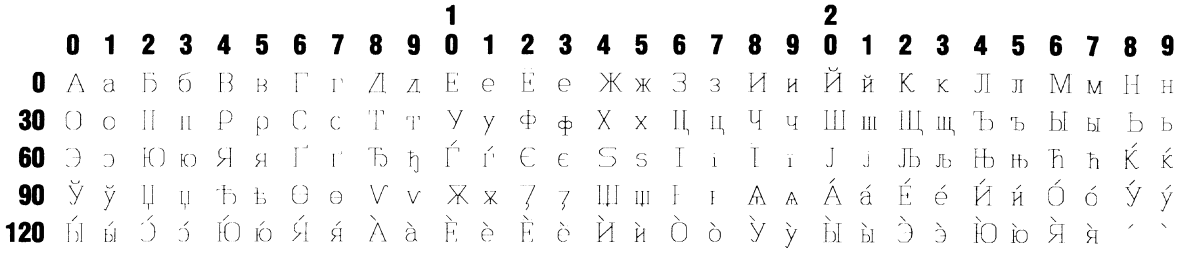
Character Set 7 (Math/Scientific Extension)



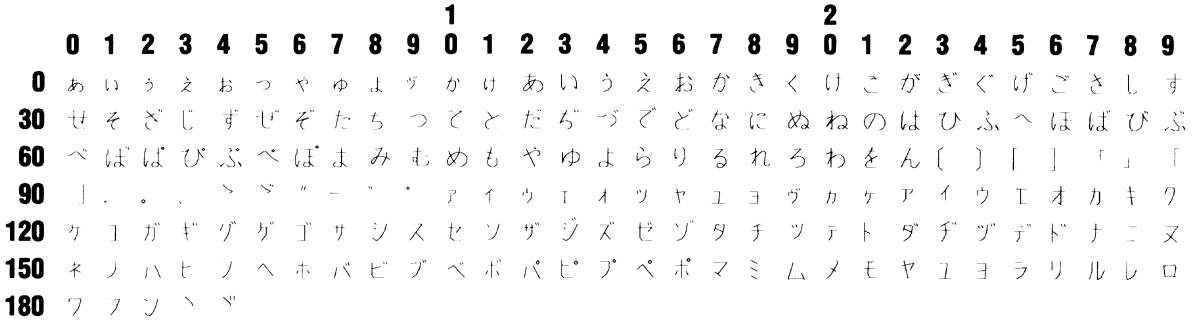
Character Set 8 (Greek)

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
0	A	α	B	β	B	6	Γ	γ	Δ	δ	E	ε	Z	ζ	H	η	Θ	θ	I	ι	K	κ	Λ	λ	M	μ	N	ν	Ξ	ξ
30	O	o	Π	π	P	ρ	Σ	σ	Σ	ς	T	τ	Y	υ	Φ	ϕ	X	χ	Ψ	ψ	Ω	ω	ά	έ	ή	ί	ϊ	ό	ύ	ϋ
60	ώ	ε	ϑ	ϰ	ϖ	ϱ	ϒ	φ	ϖ	;	·	́	̈	΄	΅	`	῀	᾽	῾	῁	῍	῎	῏	ῐ	ῑ	ῒ	ΐ	῔	῕	ῖ
90	ῗ	Ῐ	Ῑ	Ὶ	Ί	῝	῞	῟	ὰ	ά	ᾰ	ᾱ	ᾲ	ᾳ	ᾴ	ᾶ	ᾷ	Ὰ	Ά	Ᾰ	Ᾱ	ᾼ	῅	ῆ	ῇ	Ὲ	Έ	Ὴ	Ή	ῌ	῍
120	῎	῏	ῐ	ῑ	ῒ	ΐ	῔	῕	ῖ	ῗ	Ῐ	Ῑ	Ὶ	Ί	῝	῞	῟	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ
150	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
180	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
210	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
240	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
270	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
300	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
330	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
360	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
390	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
420	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
450	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
480	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
510	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
540	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
570	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
600	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
630	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
660	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
690	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
720	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
750	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
780	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
810	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
840	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
870	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
900	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
930	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
960	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
990	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1020	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1050	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1080	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1110	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1140	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1170	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1200	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1230	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1260	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1290	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1320	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1350	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1380	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1410	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1440	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1470	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1500	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1530	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1560	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1590	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1620	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1650	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1680	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1710	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1740	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1770	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1800	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1830	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1860	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1890	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
1920	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
1950	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
1980	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
2010	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
2040	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
2070	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
2100	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
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2160	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
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2220	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
2250	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
2280	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
2310	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
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2400	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
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2640	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
2670	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
2700	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
2730	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
2760	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ
2790	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ
2820	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ
2850	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ	Ῡ	Ῥ	Ῠ	ῠ	ῡ	ῢ	ΰ	ῤ	ῥ	ῦ	ῧ	Ὺ	Ύ

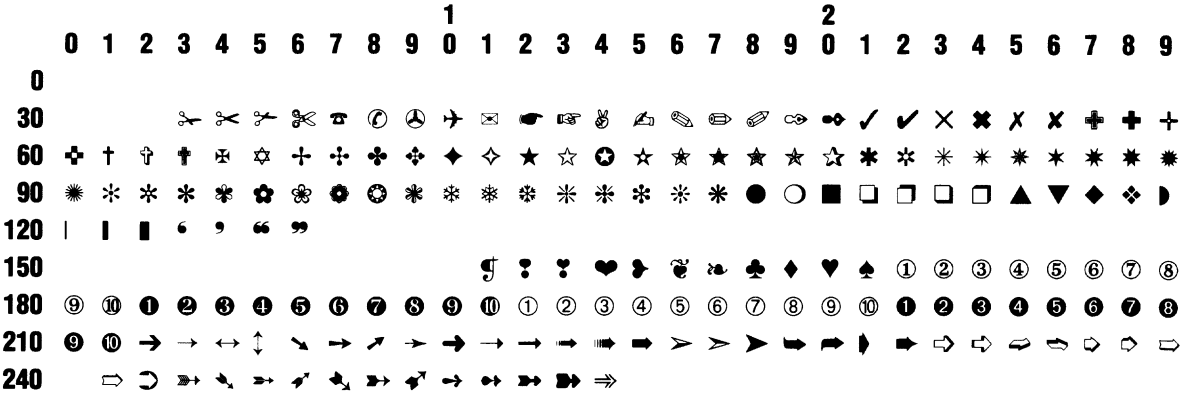
Character Set 10 (Cyrillic)



Character Set 11 (Hiragana and Katakana)



Character Set 12



Appendix N: WPOPTR Program

Your WordPerfect Office software includes printer definition (.PRD) files that Calendar, Mail, Notebook, and Scheduler use to communicate with your printer. These printer definitions contain the codes necessary to control printer setup, bolding, and underlining. However, if you want to take advantage of your printer's special features, if you need to print foreign or special characters, or if your printer is not printing correctly, you can use the WPOPTR (WordPerfect Office Printer) program to edit a printer definition. You can also use the WPOPTR program to create a printer definition if none of the existing printer definitions work with your printer.

Using the WPOPTR Program

To use the WPOPTR program,

1. At the DOS prompt, change to the directory containing the WordPerfect Office program files.
2. Enter **wpoptr** to start the WordPerfect Office Printer program.
3. Enter the name of the printer file you want to edit or create. You do not need to include the .PRD extension.

   You can also enter the filename when starting the program (e.g., wpoptr generic).
4. Select **I**nstructions (1) or press **Help** (F3) for instructions on how to use the program, then select **R**eturn to PRINTER SETUP Menu (0) or press **Enter** when you finish with the instructions.
5. Select **P**rinter Definition (2) if you need to edit or enter printer control codes, then press **Exit** (F7) when you finish.
6. Select **C**haracter Table (3) if you need to edit or enter character information, then press **Exit** when you finish.
7. Select Exit—**S**ave Changes (0) or press **Exit** to save the changes and return to DOS.

   or

   Select **E**xit—Cancel Changes (4), then type **y** if you decide not to save any of the changes you have made.

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Index

- (minus operator) 316
! (NOT operator) 316, 320
!= (not equal operator) 317
/ (division operator) 316
+ (plus operator) 316
* (multiplication operator) 316
< (less than operator) 317
> (greater than operator) 317
% (MOD operator) 316-321
  character values 318, 321
  highest allowable number 316
  keyboard commands in 317
  negative numbers 316, 320
  operator precedence 316, 317, 319
  string delimiters 321

A

{Alt-Shift-*} 339
{ASSIGN} 340
Absolute line number display (Editor) 48
Access Denied message 556, 669, 670, 674
Address file for Notebook 168
Address of file codes (Editor) 119
ADDRESS.NB file 168
Alarm (Calendar)
  for appointments 431
  for appointments, set automatically 439
  minutes between 440
  turning off 438
Allow go to DOS option 296
Allow switch anytime option 289
Alphabetic conversion chart 329
Alt menu in Calculator 9
Alt-Shift macro
  defining 267
  executing 268
Alt-Shift-keystroke replacement 297
ALTF.EDM 333
ALTL.EDM 333
ALTM.EDM 333
ALTR.EDM 334
ALTS.EDM 334
ALTSHFTA.SHM 332
ALTSHFTD.SHM 332
ALTSHFTM.SHM 332
ALTT.EDM 334
ALTU.EDM 334
Angles, calculating 9
Annuity problems 12
Antilog 19
Append (Editor) 38
  text to buffer 38
  text to file 38
Application macros *see Predefined macros*
Appointment (Calendar) 432
  12-hour clock 433
  24-hour clock 433
  adding 432
  alarm 431
  alarm, setting 437
  alarm, turning off 438
  alarm options 440
  alarms set for all 439
  conflicting 434
  deleting 439
  deletion, restoring 439
  display, changing 441
  editing 440
  inserting 432
  outline 435
  outline, changing 442
  overlapping 442
  retrieving text into 435
  text display restricted 443
  times 433
  times, changing 437
  viewing 436
Arccosine 19
Arcsine 19
Arctangent 19
Arithmetic mean 23
Arrows in File Manager 103
ASCII characters
  entering 655
  inserting in Editor 52, 93
  viewing Editor file in 80
ASCII equivalent of character 119
Attributes (Scheduler) 582
Authority line 638
Auto-date feature, in Calendar 443
AUTOEXEC.BAT file 661
  checking for 661
  creating 662
  editing 662
  including commands to start Shell 250
AUTOSC.SHM 332

B

{BELL} 340
{BREAK} 341
.BK! extension (Editor) 40
Back up
  Calendar file 459
  in Editor 38
  file, retrieving 40, 233
  files 660
  Notebook files 233
  work logs 306
Backup directory (Editor) 88
Batch file 661
  pausing after executing 283
  starting from File Manager 133
BC line (Mail) 533
Beep
  in Editor 51
  specifying use in Scheduler 590
  turning off 686
Binary number system 9
Binary text editing mode 32
Bit functions 15
Blank screen, possible solution for 289
Blind copy for Mail message 502
  marking recipient 527
Block (Editor) 41
Block buffer (Editor) 46, 79
Bolding text
  in Calendar 429
  in Mail messages 498
  in Notebook record 219
  in Schedule screen 639
Bookmarks
  finding marks 333
  listing marks 333
  marking file 333
  removing marks 334
Buffer full message 670, 674

Bullet
meaning in Busy screen 580
meaning in Calendar 427
meaning in Mail 497
meaning in Month screen 617
Busy screen (Scheduler) 580
moving to other dates/times 581
specifying characters as markers 589
time interval displayed 589

C

<CURRENT> directory 103
{CALL} 343
{CANCEL OFF} 343
{CANCEL ON} 344
{CASE} 344
{CASE CALL} 345
{CHAIN} 346
{CHAR} 347
{Ctrl-Alt-*} 348
{Ctrl-Alt-Shift-*} 349
{Ctrl-PgUp} 349
{Ctrl-Shift-*} 350
Calculator 1
Alt menu 9
angle calculation 9
angles 9
annuity problems 12
bit functions 15
changing sign 10
clearing numbers 6, 10
colors 11
complement functions 16
decimal as comma 10
decimal as period 10
entering numbers 6
error messages, clearing 665
exponential functions 19
exponential notation 7
features 7
files 695
financial functions 11
functions 7
grand total 10
help 14
introduction 5
leave resident 20
lessons 8
logarithmic functions 19
memory 15
memory, calculations 15
memory register 15
menu 7
negative numbers 6
number display 9
number entry 6
number systems 9
profit margin problems 14
programmer functions 15
programmer variable 10
reference 5
scientific functions 18
scientific notation 7
and Shell 20
starting 5
startup options 720
statistical functions 22
subtotal 6
total 6
trig functions 19
Calculator tape 24
appending to clipboard 21, 25
clearing 24
printing 24
saving to clipboard 21, 25
scrolling through 25
Calendar
alarms 431
bolding text 429
bullet 427
calculating difference between dates 455
canceling prompts 430
and clipboard 483
colors 479
copying text 453
cursor movement 428
date format 455
date format, changing 454
day displayed as beginning of week 457
display 479
editing keys 428
enlarging windows 479
entering information once for regular schedule 443
error messages 666
exiting 430
file, saving 450
file options 458
files 450
go to Shell 482
help with features 462
information into merge file 469
instruction 430
introduction 425
invalid filename 667
leave resident 482
lessons 430
list items 484
merging file 469
moving cursor 428
moving to date 427, 428
moving days ahead 455
moving days behind 455
moving text 453
moving between windows 428
on-line help 462
page size 470
password 460
print options 470
printer, setting up 472
printer control 468
printing, choices to include 472
printing, stopping 468
printing to disk 468
printing information 466
reference 425
repeating appointments, memos, lists 443
retrieving copied text 453
retrieving moved text 453
retrieving text from clipboard 483
running from hard drive 426
saving appointment to clipboard 483
saving auto-date to clipboard 483
saving file 430, 450
saving memo to clipboard 483
saving to-do item to clipboard 483
Scheduler communication 474
Scheduler file paths 477
screen 479
screen colors 479
screen rewrite 479
search patterns 481
search for word pattern 480
and Shell 482
starting 425
startup notification of Scheduler events 475
startup options 721
template 430

time format 456
to-do list 484
underlining text 429
windows 427
Zoom 479
Calendar file
archived 459
archiving 458
backup 459
creating new file 451
retrieving 452
retrieving from File Manager 130
Calendar file corrupted message 667
Calendar program files 696
Calendar storage area full 666
Caller line (phone message) 535
Cancel (File Manager) 108
"Cannot access mailbox file" message 670
"Cannot append 5.x files to clipboard" message 669
"Cannot create clipboard virtual file" message 676
"Cannot read mail item" message 670
"Cannot transfer control to Shell" message 676
"Can't archive the archive file" message 666
"Can't complete write to clipboard" message 668, 669, 673
"Can't dial - no modem response" message 673
"Can't do direct screen display" message 673
"Can't find interpretation file" message 668
"Can't find Scheduler files" message 666
"Can't open overflow file" message 666
"Can't output notebook system file" message 673
"Can't re-enter the Scheduler" message 675
"Can't save file with marked records" message 673
Carbon copy, for Mail message 501
marking recipient 527
CC line (Mail) 533
CD-ROM drive, listing files 106
Character sets
ASCII 655
IBM 655
Characters, international 754
creating in Editor 44
creating in Notebook 44
Clear All 11
Clear Entry 10
Clipboard 256
appending numbers from Calculator 20
appending tape to 21
appending text from any program 283
and Calendar 483
contents retrieved from 257
contents saved to 256
deleting contents 261
and Editor 89
and Mail 564
memory allotted to 261
and Notebook 237
retrieving file into 261
retrieving text into any program 261, 283
saving contents as text file 261
saving numbers from Calculator 20
saving tape to 21, 25
saving to, from any program 257
and Scheduler 649
viewing 253
Clipboard calculations 21
Clipboard Filename, in Shell 283
Colors
Calculator 11
Calendar 479
Editor 47
File Manager 155
Mail 563
Notebook 236
Scheduler 582
Shell 262
Comma, used as decimal 10
Commenting out 404
Complement functions 16
Compose, in Notebook 177
Confirm Replace (File Manager), turning on/off 153
CONTACT.NB file 170
Contact list for Notebook 170
Control characters, printed in Editor 47
Convert Shell macros 713
Copied text (Editor) 45
retrieving text 46
Copy
line in Editor 50
word in Editor 49
Copy files (File Manager)
using a directory tree 110
Copy Line (Editor) 45
Copy recipient (Mail)
blind copy 502
carbon copy 501
order of precedence 502
Corrupted file error message 666
Cosine 19
Count 23
Ctrl-Alt-keystroke 297
Ctrl-P positioning method 325
Ctrl-v number input (Editor) 52
Current directory 103
Cursor movement
in Editor 33
in File Manager 103
in Mail 498
in Notebook 174
in Scheduler 576
Cursor movement, structured
in Editor 35
Cursor position, in Editor 33
Cursor speed, increasing 702

D

{DISPLAY OFF} 350
{DISPLAY ON} 351
"Data in clipboard is not in WP merge format" 674
Database *see Notebook*
Date
accuracy importance 662
changing format in Shell menu 294
computer 662
inserting in text (Editor) 46
Date format
Calendar 454, 455
Editor 46, 60
Mail 503
Notebook 179, 213, 236
Scheduler 590

Date text (Editor) 46
Dates, calculating difference between 455
Decimal
  displayed as comma 10
  displayed as period 10
Decimal number system 9
Decimal numbers 9
Default directory 106
  in Editor 62
  in File Manager, changing 127
  for program 283
Deletion (Editor), restoring 43
Description of program on Shell menu 282
Diacritics
  creating in Editor 44
  creating in Notebook 178
Dial (Notebook) 332
  using modem 179
  sequences 185
  setting up 181
DIAL.SHM 332
Digraphs
  creating in Editor 44
  creating in Notebook 178
Directory
  creating 111, 128
  deleting 112
  default 106
  displaying 122
  File Manager 103
  for macros 295
  moving through 106
  narrowing file selection 149
  organization 105, 663
  parent 664
  program 283
  renaming 127
  root 663
  Work Log file 299, 299
Directory tree (File Manager)
  changing to file list 152
  cursor movement 115
  as default 155
  displaying two 148
  Look, changing 152
  looking at files 116
  renaming files within 126
Disk maintenance 661
Disk organization 663
Display colors
  Calculator 11
  Calendar 479
  Editor 47
  File Manager 155
  Mail 563
  Notebook 236
  Scheduler 582
Display problems and possible solution 289
Display setup (Editor) 47
Display tape (Calculator) 24
DIV BY ZERO error 665
DOS
  error messages 665
  go to 663
  go to, from Shell 253
  and Office programs 660
  PATH command 664
  prompt 663
DOS batch file, pausing after executing 283
DOS command
  executing from File Manager 134
  pausing after executed 283
DOS text editing mode 32
  inserting page breaks 35
DrawPerfect file, retrieving from File Manager 130
Drive
  changing 128
  rescanning in File Manager 153
Drive name (File Manager) 105
Duplicate (Editor) 49
Duplicate Line (Editor) 50

E

{ELSE} 352
{END FOR} 352
{END IF} 353
{END WHILE} 353
{EXEC ADD} 353
{EXEC DOS} 354
{EXEC RPL} 355
Editing keys
  in Calendar 428
  in Editor 33
  in Mail 498
  in Scheduler 576
Editing modes (Editor) 32, 91
Editing windows (Editor) 68
Editor
  .MRS file directory 88
  .MRS files 92
  appending text 38
  ASCII characters inserted 52, 93
  ASCII equivalent for characters 80
  backup 38
  backup directory 88
  beep on error 51
  beep on failed search 51
  beep on right margin 51
  beep options 51
  binary text editing mode 32
  using Block 41
  canceling features 43
  changing editing mode 90
  and clipboard functions 89
  colors 47
  control characters 47
  copying line 45, 50
  copying word 49
  copying text 45
  cursor movement 33
  cursor movement, structured 35
  cursor position 33
  date, inserting in text 46
  date format 46, 60
  default directory 62
  delete buffer 35
  directory for files 88
  display absolute line number 48
  display page-relative line number 48
  display setup 47
  displaying active files 70
  displaying files 62
  displaying many files 68
  and DOS 89
  DOS text editing mode 32
  duplicating line 50
  duplicating line 49
  editing as DOS text 51
  editing keys 33
  editing mode 32, 90
  editing windows 68
  entering value of key 93
  error messages 667
  executing on startup 64
  exiting 37, 71
  exiting file 52
  exiting all files 53

exiting features 52
file directory 88
file number 33
file summary 70
files 61, 68
go to specific location in file 55
help with features 56
help screens, user-defined 56
increasing display size 83
instruction 37
introduction 31
keystroke commands 67
lessons 37
line number 33
literal text editing mode 32
location of files 88
macro directory 88
macro editing modes 32
macro file indicator 33
macro mode disabled 51
macros, editing from multiple program versions 93
moving in a file 55
moving text 45
moving to absolute line number 55
moving to same indent 35
Null character, inserting 71
on-line help 56
original backup 40
other copies running 667
page number 33
PgUp/PgDn same as Screen Up/Down 52
print, canceling 75
printer setup 75
printing 74
printing block of text 75
programming commands 64, 65, 67
reference 31
repeating characters 76
repeating commands 76
repeating features 76
restoring deleted text 43
retrieving copied text 46, 79
retrieving file 78
Reveal Codes 80
saving macro file 80
saving text file 80
screen options 82
scroll options 83
scrolling through file 83
search 84
search for macro commands 85
search options 52
search and replace 77
search word boundary characters 86
Setup 86
and Shell 88
split screen 82
starting 31
startup options 725
suppressing key action 93
switching editing modes 91
switching lowercase/uppercase 90
switching screens 90
template 37
Text In/Out feature 90
text, restoring 43
text wrapping 51
timed backup 38
viewing file in hexadecimal code 80
wrapping of text 51, 94
wrapping of text automatically 95
Editor macro, programming commands 71
Editor program files 696
Electronic mail *see Mail*
EMPLOYEE.NB file 169
Employee list file for Notebook 169
End-of-line macro for Calculator 21
Enlarge window (Calendar) 479
Envelope (Mail) 497
ERROR, clearing 665
Error message, when deleting directory 113
Error messages 665
Calculator 665
Calendar 666
Editor 667
File Manager 669
Mail 669
Notebook 673
Scheduler 675
Shell 677
ERROR: Insufficient memory 271
Error: Invalid Token message 448
"Error: Printing already in progress" message 666
Error: Syntax Error 448
Event (Scheduler)
authority 638
in bold, meaning of 592
canceling 641
checking in Calendar 477
checking people's schedules 640
clearing notification 641
days for scheduling 636
entering information 638
hours to schedule 636
including resources 620
length 636
name 638
notification, clearing 641
notification at Calendar startup 475
notified immediately 475
notifying users of event request 635
printing 625
including resources 615, 638
return notification 615, 635
scheduling 637
searching for free times 643
updating information 642
users from other hosts 621
users, scheduling 615, 620, 638
viewing 618
viewing in Week screen 651
Events screen 592
Exclamation point
meaning in Mail In Box 497
Exit
Calendar 430
Editor 37, 52
Mail 500
Notebook 188
Scheduler 579
Exponential functions 19
Exponential notation 7
Export format in Scheduler 595
Expressions
negative numbers 316, 320
operators 316
string 316
string delimiters 318, 321
Extension search (File Manager) 104, 118
wild card search characters 117
Extensions, sorting files by 151

F

{FILE EXISTS} 355
{FIND PROG} 356
{FOR} 357
{FOR EACH} 357
Field (Notebook) 166
  creating 222
  date, inserting 179
  deleting 222
  name, editing 222
  position, editing 222
  restoring deletion 177
  retrieving from clipboard 239
  saving to clipboard 238
  size, editing 221
File
  displaying 122
  Log 299
  Notebook 166
  Work Log 299
  Work Log Notebook 307
File (Editor), retrieving 78
File (Notebook)
  displaying 198
  format 174
"File encryption problem" message 671
"File has been updated - all marks cleared" message 671
File List (File Manager), changing to directory tree 152
File maintenance, 660
File Manager
  <CURRENT> directory 103
  <PARENT> directory 103, 115
  arrows 103
  canceling prompts 108
  changing default directory 127
  colors 155
  confirm, turning off 153
  confirming replacement of files 153
  copying files 109
  creating own features 134
  default directory 106
  defaults displayed 155
  deleting directories 112
  directory, changing 127
  directory, creating 128
  directory organization 105
  directory tree 113
  directory tree, change to list 152
  directory tree, displaying 148
  directory tree as default 155
  directory tree display 152
  editing files from 130
  entering drive name 105
  error messages 669
  executing DOS command from 134
  executing macro from 133
  exiting 108
  file list, changing to tree 152
  file list, displaying 148
  files, selecting by date saved 150
  files, selecting by name 149
  files, sorting by date and time
  files, sorting by extension 151
  files, sorting by size 151
  heading 103
  help with features 118
  instruction 108
  introduction 101
  lessons 108
  list 103
  list as default 155
  Look, changing to have no prompt 152
  marking/unmarking files 124
  menu 107
  moving through directories 106
  moving files 125
  Name Search 103
  on-line help 118
  Other Directory 127
  pathnames 105
  printing file list 130
  printing files from 130
  printing files of other programs 130
  printing tree 130
  Program Launch 130
  renaming files 125
  rescanning drive 153
  retrieving other files from 130
  screen 102, 146
  screen, half 146
  screen, rewriting 146
  screen, splitting 146
  search 103
  searching for extensions 104
  selecting files 148
  selecting files by date 149
  and Shell 157
  Shell, go to 157
  sibling directory 115
  starting 101
  starting batch files from 133
  starting programs from 133
  startup options 729
  tree, change to file list 152
  tree, default to 155
  tree, displaying 148
  tree as default 155
  tree display 152
  unmarking files 125
  windows 146
File Manager program files 696
File number (Editor) 33
File option (Calendar) 458
File search (File Manager) 118
File summary (Editor) 70
Filenames 663
Files
  Calculator 695
  Calendar 450, 696
  Editor 696
  File Manager 696
  Mail 697
  miscellaneous 699
  naming 663
  Notebook 697
  Notebook, model 167
  Notebook, sample 167
  for Office programs 694
  Scheduler 698
  Shell 698
Files (Editor), displaying 68
Files (File Manager)
  .WPG files, append 157
  .WPG files, save 157
  address for codes 119
  appending text file to clipboard 157
  ASCII equivalent of characters 119
  canceling deletion 112
  copying 109
  copying using a directory tree 110
  deleting 111
  in hexadecimal codes 119
  looking at files 123
  marking 124
  marking all 124

moving 125
moving in directory tree 126
narrowing display 149
narrowing selection 150
renaming 125
renaming in directory tree 126
replacement, turn on/off prompt 153
saving text file to clipboard 157
sorting by date and time 151
sorting by extension 151
sorting by filename 151
sorting by size 151
unmarking 125
unmarking all 125
Files (Notebook), creating 174
Files box (Mail) 534
Financial functions 11
Find Files (File Manager) 118
For line, phone message 535
From line (Mail) 533
Functions (Calculator) 7
complement 16
exponential 19
financial 11
logarithmic 19
programmer 15
rotate 17
scientific 18
shift 17
statistical 22
Trig 19
variance 23

G

{GET CURSOR} 358
{GO} 358
Global variables 417
Go to DOS option, preventing 296
Go To in Editor 55
Grand total, in Calculator 10
Group (Mail) 507
creating 507
editing 509
including as recipients in message 522, 551
listing global groups 525
listing personal groups 525
retrieving 519, 553
saving 556
Group (Scheduler) 597
creating 598
editing 600
including in event 610, 622
listing 611
retrieving 607
retrieving by marking 611
saving 633
scheduling blind copy recipients 635
scheduling carbon copy recipients 635
Group nesting too deep message 671, 675

H

Hard drive
maximum program speed 661
organization 663
Hard page, in Editor 35
Hard tilde 338
Header (Editor) 61, 73
Heading (Mail) 497
date display 503
time display 504
Heading, creating in Shell menu 280
Help
Calculator 14
Calendar 462
Editor 56
File Manager 118
Mail 510
Notebook 188
Scheduler 600
Shell 266
Hex Dump (File Manager) 119
Hexadecimal codes, of Editor file 80
Hexadecimal codes (File Manager) 119
searching for 120
Hexadecimal number system 9
Hosts listing in Scheduler 613

I

{IF} 359
{IF EXISTS} 360
{IN MEMORY} 360
{INPUT} 361
IBM character set 655
In Box 497
files, viewing 541
Mail message, deleting 511
Mail message, reading 511
options 511
tab to Out Box 497
restoring deleted mail items 511
"Incompatible interpretation file" message 668
"Incompatible Setup file" message 671
"Incorrect Format" message 674
Index of Notebook records 189
Info screen (Mail) 513
printing 537
Info screen (Scheduler) 601
saving text 633
Instruction
Calculator 8
Calendar 430
Editor 37
File Manager 108
Mail 500
Notebook 176
Scheduler 579
International characters, creating in Editor 44
Introduction
Calculator 5
Calendar 425
Editor 31
File Manager 101
Mail 495
Notebook 165
Scheduler 569
Shell 249
INVALID error 665
"Invalid Scheduler file" message 666
"Invalid version of the Calendar file" message 667
INVENTOR.NB file 171
Inverse 18
"Item too long" message 671

K

{KBSTAT} 362
{KTON} 363
{KTON} values 412
Keyboard enhancements 702
Keystrokes, tracking 297

L

{LABEL} 363
{LEN} 364
{LOOK} 364
Language, sorting sequence for in Notebook 235
Lessons
  Calculator 8
  Calendar 430
  Editor 37
  File Manager 108
  Mail 500
  Notebook 176
  Scheduler 579
Letter in Shell menu 282
Levels 405
Line Draw (Notebook) 222
Line number (Editor) 33
  absolute 48
List, entering for statistical functions 22
List (Mail) 517
List (Scheduler) 604
List display (Notebook) 167, 189
  cursor movement 190
  editing 193
  fields, adding 195
  fields, deleting 195
  fields included 195
  language for sorting 212
  printing list 214
  printing records 214
  saving records to clipboard 237
  setting up 209
  size of field, editing 195
  sorting automatically 212
  sorting fields 195
  sorting manually 212
  sorting records 239
  sorting records automatically 234
List Files (Editor) 61
List Files (Mail) 518
  copying files 524
  listing files in another directory 524
List Files (Notebook) 198
  retrieving file 226
List Files (Scheduler) 606
List Groups (Mail) 525
List Hosts (Mail) 528
List Owner (Scheduler) 614
List Personal Groups (Mail) 525
List Resources (Scheduler) 615
List User IDs (Mail) 529
List Users (Mail) 529
List Users (Scheduler) 615
Literal text editing mode 32
Lock/unlock files 121
Log, calculating 19
Log, Work
  backing up 306
  client 297
  comments, adding 304
  entering information 303
  keystrokes pressed 297
  using in merge 310
  Notebook fields 308
  Notebook file 307
  outputting 306
  pausing 301
  project 297
  retrieving file 307
  setting up 299
  settings, editing 300
  starting 301
  stopping 301
  time spent in program 297
  viewing file 307
Logarithmic functions 19
Look (File Manager)
  changing 156
  at directory 122
  at files 123
  prompt displayed 152
  prompt not displayed 152
  searching for word pattern 123
Loops 405
Lowercase/uppercase
  distinguishing between in Editor search 52
  switching in Editor 90

M

{MENU DESC} 365
{MID} 367
.MRS file directory 88
.MRS files
  copying 92
  interpreted in Editor 91
Macro (Editor)
  canceling 65
  creating 63
  editing 65
  editing from multiple program versions 93
  executing 64
  executing on startup of Editor 64
  keystroke commands 67
  programming commands 67
  repeating 64
  temporary 65
Macro (Shell)
  canceling 270
  defining 267
  executing 268
Macro commands
  arguments 338
  delimiters 338
  execution control 337
  external condition handling 336
  flow control 335
  keystroke commands 338
  macro execution 337
  macro or subroutine termination 336
  parameters 338
  programming aids 338
  on Shell menu 279
  syntax 338
  system variables 337
  tilde, hard 338
  user interface 335
  variables 337
Macro conversion 713
Macro directory 88, 295
Macro editing mode 32
  disabling 51
Macro file 33
"Macro types don't match" message 668
Macro variable, saving text to 257
Macros
  assigning variables 340
  beep 340
  for clipboard calculations 21
  commands 335
  commenting out 404
  comments 339
  complex 315
  Ctrl-P positioning method 325
  cursor positioning 324
  display 322
  executing from File Manager 133
  execution levels 405
  international 373
  introduction 315

keystroke handling 404
loops 405
mask values 406
menu system 331, 332
message attributes 323
message display 322
messages 409
nesting 408
parsing strings and numbers 367
predefined 331
printing 327
programming commands 335
prompts 322, 409
screen coordinates 325, 329
subroutines 410
tilde character 338
troubleshooting 412
user interface 322, 409
variables 417
visibility 327
Mail 498
access 507
Access Denied message 556
meaning of bullet 497
and clipboard 564
colors 563
cursor movement 498
date/time format 503
display colors 563
editing keys 498
envelope 497
error messages 669
exclamation point in In Box 497
exiting 500
file, retrieving into 520
file included with message 518
file list 518
files, listed in another directory 524
files, viewing in In Box 541
forwarding to another user 545
group 507
heading 497
heading date display 503
heading time display 504
help with features 510
hosts 528
In Box 497
instruction 500
introduction 495
lessons 500
List feature 517
List Files 518
List Groups 525
List Hosts 528
List Personal Groups 525
minus sign 497
moving between boxes 497
moving within boxes 498
using Name Search 518
notify recipients when sending 559
on-line help 510
Out Box 497
password, assigning 506
password, removing 507
PgUp/PgDn function 506
plus sign 497
Print options 538
printing 536
printing attached files 536
printing files 537
printing group files 537
printing messages 536
priority, assign 560
Read screen 541
recipients 548
recipients, groups 551
recipients, marking 527
recipients, unmarking 527
recipients on other hosts 550
removing prompts 500
reply 546
resend 547
retrieving another user's Mail 554
retrieving group 553
retrieving text 554
routes 550
saving 544
saving as a file 512
saving group 556
saving text of message 557
screen 497
screen colors 563
send options 557
Setup 563
sharing 507
sharing messages 507
and Shell 563
Shell, return to 563
starting 495
startup options 733
switching between boxes 497
template 500
time format 503
Unknown User ID message 556
user ID list 529
user list 529
viewing 541
Mail message 332, 531
attaching files 518
attaching files by marking 521
BC line 533
Blind copy 502
bolding text 498
canceling 532
carbon copy 501
CC line 533
confidential, encryption 561
confidential, security label 561
confidentional, subject concealed 560
conversions allowed 562
delaying delivery 562
deleting 511
Files box 534
files, including 534
forwarding to another user 545
From line 533
group recipients 522
information to include in 532
information made available to recipients 562
inserted in your Out Box 559
knowing user ID to use 529
marking users to receive message 531
Message box 533
notify recipients when sending 559
priority, assign 560
reading 511
recipient precedence 502
recipients 501
recipients, blind copy 527
recipients, carbon copy 527
recipients, including from other hosts 528
recipients, marking 527
recipients, primary 527
recipients, unmarking 527
reply 546
reply specified 560
resend 547
retrieving file into 520
retrieving text into 554

return notification specified 560
routing path 562
saving to disk 512
saving to a file 512
saving text 557
security label 561
sending 531
sending to many users at once 507
sharing messages 507
Subject line 533
To line 533
transporting options 561
underlining 498
unmarking users as recipients 531
viewing 511
Mail message received
files, viewing 541
recipient list 514
saving 544
status information about recipient hosts 514
viewing 541
viewing date/time message was sent 514
Mail message sent
deleted after set number of days 559
deleted automatically from your Out Box 559
viewing date/time received by each recipient 515
viewing date/time envelope deleted 515
MAIL.SHM 332
Mail program files 697
"Mailbox file is corrupted" message 671
Mark records 200
Mark/unmark (File Manager)
files 124
files, all 124
Mask values 406
Mean 23
Meetings, scheduling 569
Memo (Calendar)
adding 462
adding for many days 464
bolding text 429
editing 464
underlining text 429
Memory
allotted to clipboard 261
calculations 15
Calculator 15
required for Office programs 272
required for WPCorp programs 272
used by Shell 270
viewing amount currently used 272
Memory available 272
Memory map 272
Memory register 15
Menu
Calculator 7
File Manager 107
Menu description (Shell) 282
Menu item type (Shell) 283
Menu letter (Shell) 282
changing 282
Menu title (Shell), changing 294
Merge
name merge 202
in Notebook 201
using Notebook file in 242
position merge 203
Work Log file in 310
Message box 533
retrieving text into 554
Message box (phone message) 535
Message display 322
Microsoft windows and Office programs 689
Minus sign, meaning in Mail box 497
Model files (Notebook) 167
using 172
Modem
setting up for use with Notebook 181
Month screen 617
bullet 617
first day of week displayed 588
hours displayed 588
moving within 618
moving to particular date 586
moving specified days 586
switching to Week screen 573
time interval between events 588
Move (Editor) 45
retrieving moved text 46
Move/Rename (File Manager) 125
directory 127
Move programs on Shell menu 292
MSG.SHM 333
Multiple files (Editor) 70
Multiplicative inverse 18

N

{NEST} 367
{NEXT} 368
{NTOK} 368
{NTOK} values 412
Name, of program
entering for Shell menu 283
Name files 663
Name Search
in directory tree 116
in File Manager 103
in Scheduler 605
Negative number, changing to positive 10
Negative numbers 6, 320
Nesting 408
Network printing 677
"No Log filename defined, must setup first" message 676
Not equal operator 317
NOT operator 316, 320
Notebook
address sample file 168
backup files 233
canceling prompts 177
and clipboard 237
colors, setting 236
Compose feature 177
contact list sample file 170
creating file 205
cursor movement in 174
date in field 178
date format 236
date format, changing 179
date format, changing temporarily 213
dialing instructions not defined 675
employee list sample file 169
error messages 673
exiting 188
field 166
file 166
file, retrieved when starting 226

file format 174
file in WordPerfect merge 174
go to Shell 237
help with features 188
index of records 167
initial settings 232
international characters 178
introduction 165
inventory sample file 171
lessons 176
using line draw in record display 222
list display 167
list display, setting up 209
List Files 198
list records 167
merging by name 202
merging by position 203
merging records 201
movement in 174
on-line help 188
operations on many records 200
other copies running 673
print options 216
printing 214
printing, setting up 215
project tracker sample file 172
record display 166, 217
record display, editing 221
record display, setting up 206
record display format 220
records 166
records, adding 210
records deleted, restoring 177
reference 165
restoring deleted fields 177
retrieving from clipboard 238
retrieving file upon starting 226
retrieving field from clipboard 239
retrieving using List Files 226
saving field to clipboard 238
saving file 227
saving selected records 228
Setup 232
and Shell 237
sorting automatically in list display 212
sorting records 239
starting 165
startup options 736
template 176
terms 166
text format 236
transferring records to WordPerfect 244
and WordPerfect 240
Notebook file
backup 233
combining files 226
creating 174, 205
displaying 198
merging 242
retrieving from File Manager 130
saving 211, 227
selecting WordPerfect format 213
work log 307
Notebook program files 697
Notify program 681
Null character, inserting in Editor 71
Number, absolute line number in Editor 48
Number system (Calculator)
binary 9
decimal 9
hexadecimal 9
octal 9
Numbers (Calculator)
clearing 6
clipboard calculations 21
decimal 9
exponential notation 9
list for statistics 22
saving to clipboard 20
Numbers (Telephone)
dialed by Notebook 179

O

{ON CANCEL} 369
{ON ERROR} 370
{ON NOT FOUND} 371
{OTHERWISE} 372
Octal number system 9
Office program files 694
"Old Timed-Backup file exists" message 669
On-line help
Calendar 462
Editor 56
File Manager 118
Mail 510
Notebook 188
Scheduler 600
Shell 266
Operators
in macro expressions 316
precedence 319
OR operator 316, 320
Organized box 592
switching to Requested box 592
Original backup (Editor) 40
retrieving file 41
Other Directory 127
Other Drive 128
Out Box 497
In Box, tab to 497
Mail message, deleting 511
Mail message inserted in 559
Mail message, reading 511
Mail message, restoring 511
options 511
Outline for appointments 435
changing 442
OVERFLOW error 665

P

<PARENT> directory 103, 115
{PAUSE} 372
{PAUSE KEY} 373
{PROG SYSTEM} 373
{PROMPT} 380
{PUT CURSOR} 380
.PIF files 689
Page breaks in DOS text 35
Page number in Editor 33
Parent directory 103, 115, 664
Parsing strings and numbers 367
"Part of this Mail item is deleted" message 671
Password for files
adding 121
removing 121
Password (Calendar) 460
Password (Mail)
assigning 506
removing 507
retrieving another user's Mail 554
Password (Scheduler) 591
assigning 591
removing 592
Password on Shell menu 295
Pathnames 105, 664

Pause
batch file after executing 283
DOS command after executing 283
program after executing 283
Pause option (Shell) 283
PgUp/PgDn
same as Next/Previous (Mail) 506
same as Screen Up/Down (Editor) 52
Phone, setting up 181
message box 535
Phone message (Mail) 534
Caller line 535
canceling 535
For line 535
marking items in bottom list 536
moving within screen 535
sending 534
Pi 18
PlanPerfect file, retrieving from File Manager 130
Plus sign, meaning in Mail box 497
Population, variance 23
Positive number, changing to negative 10
Power, raise to 19
Predefined Macros 331
applications notebook 331
information 331
starting 331
supplemental diskette 332
workspace required 331
Primary recipient (Mail), marking 527
Print (Calculator), tape 24
Print (Calendar) 466
canceling 468
information to disk 468
options 470
Print (Editor) 60
block of text 75
canceling 75
macro file 74
text file 74
Print (File Manager) 129
Print (Mail) 536
files 537
files, group 537
files attached to message 536
mail message and attached files 536
more than one message at a time 536
options 538
page format 539
setting up 538
Print (Notebook) 214, 216
number of lines per page 217
page length 217
top margin 217
left/right margin 217
Print (Scheduler) 627
events in Scheduler 625
information 597
PRINT.SHM 333
Printer, setting up 472
Printer problems 691
Printer program 759
"Problem reading the overlay file" message 676
"Problem with FM's System file" message 669
Profit margin problems 14
Program
default directory 283
leaving resident 297
logging keystrokes pressed 298
logging time spent in 298
pausing after executing 283
starting additional 297
starting from File Manager 133
starting from Shell 252
starting resident from Shell 288
Program Information screen
allow switch anytime 289
clipboard filename 283
default directory for program 283
editing 291
editing information 274
information to include 275
menu description 282
menu item type 283
menu letter 282
options 282
pause option 283
program 273
program name 283
prompt for startup options 287
start resident 288
startup options 286
swap Shell out 288
Program Launch (File Manager) 130
setup 154
Program name for Shell menu 283
Programs on Shell menu
adding 273, 291
deleting 292
description 282
menu letter 282
name 283
indicating type 283
Program variables *see System variables*
Programmer functions 15
Programmer variable 10
rotate functions 17
shift functions 17
Programming commands, values returned 412
Programming concepts 404
Programs, switching between 297
Programs resident, use of memory 270
Project tracker file (Notebook) 172
PROJECT.NB file 172
Prompt at DOS 663
Prompt for startup options
Program Information screen 287

Q

{QUIT} 381
Question mark in Busy screen 581

R

{RESTART} 381
{RESTORE SCREEN} 382
{RETURN} 382
{RETURN CANCEL} 382
{RETURN ERROR} 383
{RETURN NOT FOUND} 383
Read screen (Mail) 541
README files 699
Recall, Calculator memory 15
Recipients, of Mail message 548
Reciprocal 18
Record (Notebook) 166
adding 210
creating 191, 210, 218
deleting 220

deleting from list display 191
deleting many at once 200
editing 192, 219
editing display 221
language sorting sequence 235
marking 200
merging 201
merging by name 202
merging by position 203
printing many at once 200
restoring deleted record 192
restoring deletion 177
retrieving from clipboard 238
saving to clipboard 237
saving as file 211
saving many at once 201
saving selected 228
searching many at once 201
searching for word pattern 229
sorting automatically 234
viewing 219
Record display 166, 217
changing field order 225
editing 221
editing fields 221
exiting 188
format 220
line draw 222
print record 215
setting up 206
"Record is too big to sort" message 674
Reference
Calendar 425
Editor 31
Notebook 165
Scheduler 569
Shell 249
Relational operators 317
Remainder operator 316
Repeat feature (Editor) 76
Repeat Performance program 702
Replace (Editor) 77
limiting 78
searching for word pattern 78
text 77
Reply screen 546
REPORT51.SHM 333
Requested box 592
switching to Organized box 592
Resend Mail 547
Resident memory, use of memory by 270
Resident program 297
starting 288
Resource (Scheduler)
checking event requests when starting 590
displaying schedule 614
including in event 615
listing owner 614
Retrieve
Calendar file 452
file into Editor 78
with List Files in Notebook 226
in Mail 553
Notebook file 225
in Scheduler 607, 629
Reveal Codes
affect on macro execution 329
in Editor 80
Reverse video as underline 264
Root directory 663
Rotate functions 17

S

{SAVE SCREEN} 384
{Screen Copy} 386
{Screen Retrieve} 386
{SHELL MACRO} 387
{SHELL SYSTEM} 388
{SPEED} 391
{STATE} 391
{STATUS PROMPT} 395
{STEP OFF} 396
{STEP ON} 396
{SYSTEM} 400
{SYSTEM}Right/Left~ values 412
Save
Calendar file 430, 450
clipboard contents 261
Editor files 53
macro file 80
in Mail 556
Notebook file 227
numbers to clipboard 20
temporarily (Editor) 42
text file 80
Schedule screen 637
bolding text 639
Explanation box 632
Explanation box, saving 634
underlining text 639
Scheduler
attributes 582
beep on error 590
bolded events 592
bullet in Busy screen 580
Calendar communication 474
canceling prompts 579
checking people's schedules 580
clearing notification message on screen 641
and clipboard 649
colors 582
cursor movement 576
date difference, calculating 587
date/time format 590
dates, entering 577
display colors 582
editing keys 576
error messages 675
events options 593
events, viewing 592
exiting 579
export feature 595
exporting format 595
first day of week displayed 588
groups 597
help with features 600
host information 621
host listing 613
info screen 601
instruction 579
introduction 569
lesson 579
List feature 604
List Files 606
List Groups 611
List Hosts 613
List Resources 615
List Users 615
listing events scheduled 592
marking files 610
merge file, creating from event information 595
Month screen 617
moving to date 586
Name Search 605
on-line help 600
password protect 591
print options 627
printing, setting up 626
printing days 597

printing events 625
question mark in Busy screen 581
reference 569
renotify users 594
resource checking when starting 590
retrieving files 607
retrieving user's file 630
saving to clipboard 649
saving information 633
screen colors 582
screen rewrite 642
search in the background 581
Setup 648
sharing your Scheduler with other users 591
and Shell 648
starting 569
startup options 738
template 579
text file, retrieving 632
time amounts, entering 577
time format 590
times, entering 577
updating information 642
user list on hosts 613
viewing an event 618
Scheduler file path
adding in Calendar 477
deleting 478
managing in Calendar 478
moving 478
priorities 478
resetting 479
Scheduler files 698
checking in Calendar 477
Scheduler screens
Busy screen 576
Events screen 571
Month screen 572
Schedule screen 574
Search screen 575
Week screen 572
Scientific functions 18
Scientific notation 7
Screen
going blank 289
preventing etched images in 295
Zoom 479
Screen (File Manager) 146
default to full screen 155
default to half screen 155
directory trees 148
lists 148
rewriting 146
splitting 146
updating 146
Screen colors
Calculator 11
Calendar 479
Editor 47
File manager 47
Mail 563
Notebook 155
Scheduler 582
Screen Copy feature 257
Screen feature (File Manager) 113
Screen messages *see Error messages*
Screen options (Editor)
increasing display size 83
rewriting 82
scrolling text 83
splitting window 82
Screen Retrieve 260
Screen Save 295
Search (Calendar) 480
file 480
with wild card characters 480
Search (Editor) 84
distinguishing case 52
for macro commands 85
and replace 77
using word boundary characters 86
word patterns 85
Search (File Manager) 103
in directory tree 116
files for word pattern 158
Search (Notebook), records 228
Search (Scheduler) 643
canceling 647
criteria 645
for free times to schedule event 643
leaving search in background 645
screen 637
starting 643
Select Files (File Manager) 148
Send options (Mail) 557
Settings, Work Log feature 299
Setup
Editor 86
File Manager 154
Mail 563
Notebook 232
Scheduler 648
Shell 289
Shell
adding DOS command to menu 276
adding to menu 291
adding program 273
adding program, information to include 275
adding shell macro to menu 279
adding submenu to menu 278
and Calculator 20
and Calendar 482
canceling prompt 254
colors 262
date format, changing 294
deleting menu item 292
directory, changing 251
and Editor 88
Error messages 677
exiting 254
and File Manager 157
go to DOS from 253
headings in menu 280
help with features 266
introduction 249
lock menu 295
and Mail 563
memory difficulties 288
memory use, conventional only 271
memory use, hard disk and/or RAM drive only 271
memory used by 270
menu description 282
menu item type 283
menu letter 282
menu letter, changing 282
menu title, changing 294
moving programs 292
on-line help 266
out of room on menu 278
and Notebook 237
password, adding 295
reference 249
returning to 252
and Scheduler 648
setup 289
setup options 293

starting with AUTOEXEC.BAT file 250
starting from DOS 249
starting programs from 252
startup options 742
swap out to start program 288
title, changing 294
TSR program on menu 281
Shell clipboard 256
calculations 21
contents retrieved from 257
contents saved to 256
contents deleted 261
memory allotted to 261
retrieving file into 261
retrieving text into any program 260
saving Calculator tape to 21
saving contents as text file 261
saving numbers from Calculator 20
saving to, from any program 257
viewing 253
Shell files 698
Shell macro
adding to Shell menu 279
canceling 270
for clipboard calculations 21
defining 267
executing 268
Shell macro variable
saving text to 257
Shell macros, converting 713
Shell menu, adding batch file to 276
Shift functions 17
Sibling directory (File Manager)
in a directory tree 115
Sign of number, changing 10
Sine 19
Sort
list display 212
Notebook 239
Notebook records automatically 234
Notebook records based on language 235
selecting language sequence 212
Sort files (File Manager) 151
Spell-checking 333
SPELL.SHM 333
Square, calculation 18
Square root 18
Standard deviation 23
Start resident option 288
Startup notification of Scheduler events 475
Startup options
Calculator 720
Calendar 721
Editor 725
File Manager 729
included when starting program from Shell 286
Mail 733
Notebook 736
for Office programs 715
prompt user for when starting program 287
Scheduler 738
Shell 742
using 715
Startup options line 286
Statistical functions 22
entering list of numbers 22
Status line (Editor)
display absolute line number 48
display page-relative line number 48
String comparisons 321
String delimiters 317, 318, 321
String expressions 317
String operators 317
delimiters 317
Subdirectory in File Manager 103
Subject line (Mail message) 533
Submenu of Shell menu 278
"Submenu w/ unswapped program(s)" message 676
Subroutines 410
Subtotal 6
Sum 23
Sum of the squares 23
Swap Shell out option 288
Switch (Editor)
lowercase/uppercase 90
screens 90
Switch (Mail), between boxes 497
Switch Program feature 297
Switches *see Startup options*
Switching windows (Editor) 68
Symbols
creating in Notebook 178
in Editor 44
"Syntax error" message 672
System variables 373, 417
flag evaluation 406
multiple states 406

T

{TEXT} 402
Tab in Mail 497
Tabs in Editor 72
Tangent 19
Tape (Calculator) 24
appending to clipboard 21, 25
clearing 24
printing 24
saving to clipboard 21, 25
saving to file 24
scrolling through 25
TAPE FULL error 665
Telephone numbers dialed by Notebook 179
Template
Calendar 430
Editor 37
File Manager 108
Mail 500
Notebook 176
Scheduler 579
Text
retrieving into any program 283
saving to clipboard from any program 257, 283
saving in Editor 81
saving to Shell macro variable 257
Text block (Editor) 41
Text, deleted
restoring in Editor 43
Text In/Out (Editor) 90
Time
accuracy importance 662
computer 662
tracking 297
Time format
in Calendar 456
in Mail 503
in Scheduler 590
Timed backup
Editor 38
Notebook 233
Title (Shell), changing 294
To-do items 484

To-do list
adding item 484
deleting items 487
duplicate priorities allowed 485
entering text 485
forcing unique priorities 489
marking items as completed 486
marking items automatically 489
options 488
prioritizing 485
priority change 486
restoring deletion 487
text display restricted 489
viewing 486
To line (Mail) 533
"Too many attached files" message 672
Total 6
Total, grand 10
Tracking
keystrokes pressed 297
time in program 297
Tree, directory (File Manager) 113
changing to file list 152
cursor movement 115
default to when starting 155
displaying two 148
Look, changing 152
looking at files 116
moving files within 126
renaming files within 126
Trig functions 19
TSR program
freeing up memory from TSR program 748
on Shell menu 281
TSR programs resident 748

U

"Unable to access User ID information" message 672
"Unable to compress mailbox" message 672
"Unable to display Request/Org list" message 675
"Unable to initialize mailbox" message 672
"Unable to retrieve user/resource from database" message 675
Unary minus 316
Underline display 264
as reverse video 264
Underlining text
in Calendar 429
in Mail messages 498
in Notebook record text 219
in Schedule screen 639
"Unknown user ID" message 672
"Unknown User/Resource name" message 675
Unlock files 121
Unmark files (File Manager) 125
"Unmatched parentheses" message 667, 675
Uppercase/lowercase
distinguish between in Editor search 52
switching in Editor 90
User-defined variables 417
USERID.FIL not found message 667

V

{VARIABLE} 402
Value tables 412
Variable, Shell macro
saving text to 257
Variables 417
assigning 340
contents 418
duration 420
global 417
naming 417
numbered 417
operations on 420
passing 417
programmer 10
system 373, 417
user-defined 417
Variance functions 23
Volume, rescanning of in File Manager 153

W

{WAIT} 403
{WHILE} 403
Week screen 649
hours displayed 588
moving to particular date 586
moving specified number of days 586
number of days displayed 589
switching to Month screen 573
time interval between events 588
Wild cards in File Manager search 117
Windows (Calendar), enlarge 479
Windows (Editor)
splitting 82
switching 68
Windows (File Manager) 146
default to full screen 155
default to half screen 155
Windows program and Office programs 689
Word
duplicating in Editor 49
in macro editing modes 49
in text editing modes 49
Word patterns in search (Editor) 85
Word Search (File Manager) 158
using logical operators 158
WordPerfect character set 754
composing 177
using in Editor 44
WordPerfect file, retrieving from File Manager 130
WordPerfect format for Notebook file 213, 236
WordPerfect merge file
creating from Calendar information 469
creating from Scheduler event information 595
using Notebook file as 242
WordPerfect Programming Language 335
Work Log
backing up 306
client list 333
comments, adding 304
editing settings 300
entering information 303
as merge file 310
Notebook fields 308
Notebook file 307
outputting 306
pausing 301
reports 333
retrieving file 307
setting up 299

starting 301
stopping 301
viewing file 307
Work Log feature 297
Work Log file
directory saved in 299
Work log types 297
Worklog
client list 333
reports 333
WORKLOG.SHM 333
WPOPTR Program 759
Wrap
text automatically 95
text in Editor 51
text in macro files 94
text in text files 94

Z

Zoom feature in Calendar 479

Notes

Notes

Notes

Notes

Notes

Notes

Notes

Notes

Notes

Notes

Notes