

PerfectKeys for WordPerfect User Manual

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What is PerfectKeys?

In today's word processing world it's easy to focus on power features such as graphics, fonts, and publishing capabilities. Among the ongoing "features wars" we tend to ignore the simpler aspects of a word processor. However, the *speed* and ease of using of a word processor is actually determined less by how many features it offers than by how efficiently it does the basics, such as:

- Move the cursor with speed and accuracy.
- Block, Delete, Move, Copy standard quantities of text, ie. words, lines, sentences and paragraphs.
- Apply bold, underline, and italics to text and change fonts.

According to current users, *PerfectKeys* helps reduce WordPerfect editing time by approximately fifty percent. This is accomplished by simplifying a relatively small number of WordPerfect functions that people perform most often – hundreds or even thousands of times each day. *PerfectKeys* performs each of them with single keystrokes.

Likewise, *most* of the benefit *PerfectKeys* offers can be attained in a few minutes by learning just a few of *PerfectKeys'* commands. We suggest that you first learn the improved ways *PerfectKeys* allows you to quickly and accurately move the cursor. These commands quickly become second nature because they use keystroke combinations of normal cursor keys.

These easy-to-remember commands alone will justify your investment in *PerfectKeys*. The few minutes you spend learning them will give you maximum productivity gains for minimum learning effort and save you many hours when using WordPerfect in the weeks and months ahead.

PerfectKeys is designed to make WordPerfect easier and faster to use for both novices and seasoned pros by providing single-keystroke ways to do most common word processing tasks. It's designed to offer:

Minimal system requirements: *PerfectKeys* requires less than 8K RAM and 300K hard disk space. Since *PerfectKeys* is not a TSR program the RAM becomes available again when you exit WordPerfect. Most of *PerfectKeys* commands are written in assembler language so they execute quickly and require little memory. A few commands (ones that you don't use often) are written as macros.

Easy to install and learn: Installation takes just a few minutes (fewer than 15) using a simple, installation program. Completing the tutorial requires about an hour. In less than two hours you will know how to use the program. Within a day or two frequently used commands will become second nature, and you can learn additional commands at your leisure.

Enhanced cursor movement: With a single keystroke, move the cursor up or down by a sentence, a paragraph, or to the top/bottom of the document. Move right or left by a word, to either margin, or right/left a column at a time. Scroll forward or backward a page at a time with page breaks falling in the center of the screen to facilitate page break decisions.

Keyboard point and shoot: With a single keystroke, you can delete or block a word, line, sentence, or paragraph. The cursor can be anywhere within the unit of text that is to be deleted/blocked. Text can

also be deleted from the cursor to the beginning/end of a sentence or to the beginning/end of the document. With two keystrokes you can move and retrieve any of these units of text.

Simple changing of fonts and appearance: With a single keystroke you can select any of six WordPerfect font sizes from Fine to Extra Large. A single keystroke also turns "on or off" type appearance attributes such as italics, underline, and bold.

Simple text formatting using styles: Most users create or enter text first, and in a subsequent step apply styles and formatting codes. Formatting can often take as much time as text entry and editing.

PerfectKeys makes formatting simple by allowing you to retrieve any of ten style files with two keystrokes and to apply any of fourteen styles from the style file with a single keystroke. One keystroke blocks the unit of text – a word, line, sentence, or paragraph. Another keystroke applies the style.

Enhanced ways to move text: *PerfectKeys* has a unique feature that allows an unlimited number of lines, sentences, and/or paragraphs to be appended to a buffer. Elements of text can easily be reordered by "picking up" each element on screen in the proper order and retrieving all of them with a single keystroke. This same feature offers improved ways to move, copy, or make multiple copies of text.

Mnemonic commands: To help you learn and remember "which keystroke does what", we've tried to make the keyboard both logical and intuitive. Whenever possible, we've used a letter key that begins a key word in the command. For instance, key combinations that use W, L, S, or P do something to a Word, Line, Sentence, or Paragraph.

Easy ways to reorder text elements: One task that is often cumbersome is reordering text on your screen. The text may be lines, sentences, or paragraphs. *PerfectKeys* allows you to "pick up" text in the order in which you want the items to appear – then retrieve them in the correct order with a single keystroke.

Powerful Help features: *PerfectKeys*' on) screen Help features are available at all times. One is designed to allow you to search for one or two words – words that correspond to "what you want to do". If you want to address an envelope, you can search for 'address' and 'envelope' instead of searching for the appropriate command by a name you might not know.

The second Help feature allows you to search an on-line version of *PerfectKeys* Quick Reference Guide for single words. Using it you can scroll through a list of commands arranged by category. (Note: The reference manual page number refers to the page number of the reference manual that is provided with the licensed version of *PerfectKeys*.)

The one-line command description and keystroke combination provided on screen by both Help features are usually all the information you will need. But, when you need more detailed information, both Help features also list the reference manual page number that provides additional detail (Note: The reference manual page number refers to the page number of the reference manual that is provided with the licensed version of *PerfectKeys*.) The Help features save time and keep your frustration level low when you need answers quickly.

Electronic index for WordPerfect 5.1 Reference Manuals: Pressing Ctrl-Alt-? displays an electronic version of WordPerfect's Reference Manual index on the screen. By searching this file, you can find topic(s) about which you want information and the WordPerfect Reference Manual page numbers on which you will find the information.

Custom Help feature: Macros and keyboard definitions can save you many keystrokes and help standardize operations. However, it's easy to spend more time looking for a macro you have created than the macro will save. *PerfectKeys'* on-line Help feature can be customized to provide you with Help for your macros and keyboard definitions. This feature increases the value of your existing systems and insures that future macro/style systems will also be easy to use.

PerfectKeys is invisible to the end user. It's there when you need it, but unless you access its functions, your keyboard operates exactly like the original WordPerfect keyboard. It's designed to make certain that in using the powerful features of this keyboard you never lose text – so there is always a way to recover any text that is deleted or written over, *provided you use WordPerfect's Original Backup feature as part of your program setup.*

Also, we wanted to overcome what we felt were design deficiencies in enhanced keyboards that have function keys across the top. When accessing these function keys, we find it necessary to take our eyes from our work and our hands from their normal keyboard position. To eliminate part of this difficulty, we have defined some keystrokes to duplicate function keys. We chose several that are often used such as exit, bold, underline, center, etc.

Learning PerfectKeys

Introduction

The exercises in this section are intended to give you a feel for how *PerfectKeys* commands work. They are not intended to cover the use of all commands – only a few. The exercises and instructions in this section will be used in conjunction with a file named `?:\PERFKEY\LEARN.FIL` to perform several exercises.

Starting *PerfectKeys*

To start *PerfectKeys* switch to your WordPerfect directory. Now type "PK". *PerfectKeys* will be started, once running it will start WordPerfect for you.

Preparation for Exercises

- Start both *PerfectKeys* and WordPerfect by typing "PK".
- Read through the list of commands in the Quick Reference Guide to become familiar with what *PerfectKeys* will allow you to do. Note which commands will simplify the things you typically do.
- Since the Help features contain electronic versions of the Quick Reference Guide, you may also read the list of commands on your computer screen by pressing Shift-Alt-? and scrolling through the file which appears.
- At a blank WordPerfect editing screen press Retrieve (Shift-F10). When prompted for the "Document to be retrieved", type `?:\PERFKEY\LEARN.FIL` and press Enter. (The ? you typed is the drive on which you installed *PerfectKeys*.) The Learning/Demo file will appear on your screen.

Note: If `?:\PERFKEY\LEARN.FIL` is ever accidentally altered, another copy of the same document can be found with the filename `?:\PERFKEY\X-LEARN.FIL`.

Cursor movement

The Learning/Demo file should now be on your screen. Before beginning the structured exercises below, you should familiarize yourself with the new ways you can move the cursor using *PerfectKeys*. Moving the cursor is at least as important as anything else done in word processing. In fact, cursor movement is so basic that we often fail to consider it a feature of a word processing program. But, *PerfectKeys* makes moving the cursor so much easier and faster that we consider our cursor movement features to be as valuable as any feature – because we use them constantly.

The commands that help you move the cursor are also so straightforward that you can learn them by simply "playing" with a page of text. With `?:\LEARN.FIL` on your screen, try to become familiar with the following cursor commands:

Direction	Key Combination
Up by sentence	Ctrl-Up
Down by sentence	Ctrl-Down
Up by paragraph (2 Hard Returns)	Shift-Ctrl-Up
Down by paragraph (2 Hard Returns)	Shift-Ctrl-Down
To left margin	Shift-Ctrl-Left
To right margin or line end	Shift-Ctrl-Right
To beginning of text in document	Shift-Alt-Up
To end of text in document	Shift-Alt-Down
Left one column	Shift-Alt-Left
Right one column	Shift-Alt-Right

Notes:

- Moving between columns is simple using Shift-Alt-Right and Shift-Alt-Left. Press Shift-Alt-Down to reach a sample of multiple columns located at the end of \LEARN.FIL.
- If the cursor fails to stop at a location you feel it should, such as at the beginning of a paragraph separated from the one that precedes it by a blank line on your screen, check the hidden formatting codes around the blank line. If formatting codes aren't visible at the bottom of your screen, pressing Shift-Ctrl-R (Reveal Codes) will display them.
- Shift-Ctrl-Up (and Down) instructs the program to search for two consecutive HRT's as paragraph boundaries. If a space, tab, indent, etc. has been inadvertently inserted between the HRT's, nothing unusual will appear on the screen to indicate their presence, yet Shift-Ctrl-Up (and Down) won't work at that location until the unnecessary codes are removed and the HRT's are next to each other.

Exercise 1: Center an existing line of text

Goal: To find out how to center the first line on your screen using *PerfectKeys*.

Strategy: You will use both of *PerfectKeys*' Help features to locate a command that will center an existing line – so you can compare the way each works. You will then press the proper keys to center the line. You could also check the Quick Reference Guide.

Step 1a: Determine which command will center an existing line using Shift-Alt-?.

Place Cursor: Anywhere within the document.

Keystrokes: Press Shift-Alt-?

Results: Help screen appears. (Please read the text on this screen.)

Keystrokes: F2, center (type center), F2 (F2 = Forward Search)

Results: Pressing F2 after entering "center" in the Search command took the cursor to the first occurrence of the word "center" in the Help file – the command that will center an existing line. Pressing F2 twice more would locate Shift-Alt-Y, a duplicate of WordPerfect's center command.

Note: The last column on the Help screen contains a page number that corresponds to the page in the reference manual that will provide additional information about the command. (Note: The reference manual page number refers to the page number of the reference manual that is provided with the licensed version of *PerfectKeys*.)

You could also have searched for the word "line" with the Search command. However, it is probable that the word "line" is used more often within command descriptions in the Help file than "center." By searching for "center" you need to press F2 fewer times to locate the command you want.

To save keystrokes always search for the word you estimate will be used least often. It's often a guess, but if you guess right you save additional keystrokes. Another way to save keystrokes when looking for a command is to use Shift-Ctrl-? instead of Shift-Alt-?.

Step 1b: Return to our document.

Keystrokes: Press Exit (F7) twice, or Shift-Ctrl-J once.

Results: You have exited the Help screen and returned to the Learning/Demo document at the editing screen.

Step 2: Determine which command will center an existing line using Shift-Ctrl-?.

Place Cursor: Anywhere within the document.

Keystrokes: Press Shift-Ctrl-?

Results: The first screen of this Help feature appears. (Please read the text on this screen.) You are being warned to continue only if you're not trying to retrieve deleted text. Since we're not recovering text, press C, which brings up the second screen of this Help feature.

At this screen you are being prompted to enter the first search word. You may enter either "center" or "line" as the first word.

Keystrokes: center (type center), Return

Results: You are now being prompted to enter the second search word.

Keystrokes: line (type line), Return

Results: The search produces two command descriptions that contain both "center" and "line." Both are listed on your screen and you are given the choice of searching for another word(s) or returning to your document.

Note: You could have entered these two words in either order.

Step 2b: Return to our document. At the bottom of your screen the following prompt appears:

Please select an option:

- Search for another word(s)
- Return to document (Cancel Help)

Keystrokes: Press R

Results: You have exited the Help screen and returned to the Learning/Demo document at the editing screen.

Keystrokes: At this point you can return to your document by pressing either 2 or R.

Step 3: Now you will execute the command you found using the Help feature.

Place cursor: Anywhere within the first line of the Learning/Demo File.

Keystrokes: Press Shift-Ctrl-Y

Results: The line is centered and the cursor moves to the line below, so that the next line can also be centered, if needed.

Exercise 2: Center a second line in a list

Goal: Center the second line in the sample text document, also.

Place cursor: Anywhere in the second line. It should already be there since the Shift-Ctrl-Y command you used in Exercise 1 centers a line and then moves the cursor to the next line.

Keystrokes: Press Shift-Ctrl-Y

Results: The second line is also centered. A whole list of lines could be centered by holding down Shift-Ctrl-Y while it repeats.

Exercise 3: Delete a paragraph

Goal: Delete the first paragraph.

Place cursor: Anywhere in the first paragraph.

Keystrokes: Press Shift-Ctrl-P

Results: The first paragraph disappears from the screen.

Exercise 4: Recovering a deleted paragraph

Goal: Recover the first paragraph – assume you made a mistake in deleting it.

Place cursor: Leave cursor where it is (unless you wanted the paragraph brought back to a different location on the screen).

Keystrokes: Press Shift-Ctrl-(=)

Results: A copy of the paragraph returns to the screen from the Move buffer. (The Move command was used to delete it, and so it was stored in the Move buffer.) A copy of the paragraph remains in the Move buffer.

Exercise 5: Retrieving a second copy of deleted text

Goal: Bring back a second copy of the paragraph – to prove that there really is a copy still in the Move buffer, and to demonstrate how this command can be used to create limitless copies of any text placed within the Move buffer.

Note: If you had used Shift-Ctrl-(-) to recover the paragraph in the preceding exercise, you would have also deleted it from the Move buffer. Use Shift-Ctrl-(-) when you want to retrieve text and clear the Move buffer in preparation for another command that requires that the buffer be clear.

Place cursor: At the beginning of PARAGRAPH 1. (It's probably still there.)

Keystrokes: Shift-Ctrl-(=)

Results: A second copy of PARAGRAPH 1 returns to the screen.

Exercise 6: Clear the Move buffer

Goal: Clear the Move buffer using Shift-Ctrl-BkSp.

Place cursor: Anywhere. Clearing the Move buffer has no effect on the screen.

Keystrokes: Shift-Ctrl-BkSpc (Backspace)

Results: The Move buffer is now clear. It needs to be clear of unwanted text before you begin moving text in Exercise 7 below.

Exercise 7: Reorder a list of items

Goal: Place the list of items 1-5 on your screen in the proper order using Shift-Ctrl-7.

Strategy: Now that we've cleared the Move buffer in the previous exercise, you will "pick up" (append to the Move buffer) the items, a line at a time in the correct order, and then retrieve them from the Move buffer.

Step 1: The first step, normally required in this operation, has already been done in the previous exercise – you cleared the Move buffer of unwanted text before working with text you want to keep.

Step 2: Transfer item 1 to the Move buffer.

Place cursor: Anywhere in the line, "This is item one"

Keystrokes: Shift-Ctrl-7 (appends a single line to the Move buffer and deletes it from the screen)

Results: "This is item one" disappears from the screen and is added to the Move buffer.

Next Steps: Place the cursor anywhere in the line, "This is item two" and press Shift-Ctrl-7. Repeat these two steps until you've transferred items 1-5 to the Move buffer.

Results: None of the items remain on the screen.

Final Step: Retrieve items 1-5 (which you picked up in the correct order) from the Move buffer.

Place cursor: Where you want the reordered list to appear. In this example leave the cursor in the position it assumed after transferring the last item.

Keystrokes: Shift-Ctrl-(=) (if you want another copy later) or Shift-Ctrl-(-) (if we're sure you won't need this text anywhere else). In this example let's use Shift-Ctrl-(-) to both retrieve our list and clear the Move buffer.

Results: The list appears immediately below the cursor location in the correct order. The Move buffer has been cleared in preparation for our next exercise. (Check, if you'd like, by pressing Shift) Ctrl-(=) or Shift-Ctrl-(-).)

Exercise 8: Reorder sentences in a paragraph

Goal: Reorder the sentences in PARAGRAPH 1 into the proper order. (Use either copy of PARAGRAPH 1 now on your screen)

Strategy: You will use the same strategy as in the previous exercise – except that you will pick up sentences rather than lines. Since the first sentence is in the proper place you don't have to transfer it to the buffer. However, you need the practice, so we'll pick up all the sentences. The sentences are numbered with underlined words – one, two, three, etc.

Step 1: Transfer sentence one to the Move buffer.

Place cursor: Anywhere within sentence one.

Keystrokes: Press Shift-Ctrl-8

Results: Sentence one is transferred to the Move buffer and disappears from the screen.

Next Steps: Repeat the process for sentences two through six. (Remember, you can reach these sentences easily by pressing Ctrl-Up and Ctrl-Down)

Results: All the sentences in the copy of PARAGRAPH 1 with which you're working have been transferred to the Move buffer and none remain on the screen.

Final Step: Retrieve the sentences in the proper order by pressing Shift-Ctrl-(-) (we will leave the buffer clear).

Keystrokes: Shift-Ctrl-(-)

Results: The sentences in PARAGRAPH 1 are now in the proper order – compare it to the other copy. By using Shift-Ctrl-7 through 0, you can move various amounts of text to the buffer. So you could use these commands to reorder dissimilar quantities of text – lines, sentences, and two types of paragraphs (1 and 2 HRT's).

Exercise 9: Move a list of short lines horizontally

Goal: Move the entire list of items 1-5 you reordered previously toward the right margin by one tab stop.

Place cursor: At the left margin in the first item line (under the T in the word This).

Keystrokes: Shift-Ctrl-H (then repeat four more times)

Results: The list is moved to the right by one tab stop. By repeating the process you could move the list to the right another tab stop.

You could also move the list back to the original position at the left margin by placing the cursor at the left margin in the first item line and pressing Shift-Alt-H five times.

Exercise 10: Block various standard amounts of text

Goal: Learn to block various amounts of text. Once you have blocked a specific amount of text you can then apply copy, append, move, or delete the text, apply styles, fonts and appearance attributes, etc.

Step 1: Block a word – then unblock it.

Place cursor: Anywhere within the first paragraph of text.

Keystrokes: Shift-Alt-W

Results: The word within which the cursor is located is blocked. If your cursor is located at a space following a word, the word preceding it (and the space) are blocked.

Step 2: Unblock the word you just blocked.

Place cursor: Leave cursor in the same location.

Keystrokes: Shift-Alt-W

Results: The word was unblocked by pressing Shift-Alt-W a second time. As you can see Shift-Alt-W both blocks and unblocks a word. All other Block commands also toggle Block on and off for various amounts of text.

Note: You can also unblock text by pressing Cancel (F1).

Step 3: Block and unblock other amounts of text.

Place cursor: Leave cursor in the same location.

Keystrokes: Press the following keystrokes twice each and observe how much text is blocked/unblocked:

Shift-Alt-L = Line

Shift-Alt-S = Sentence

Shift-Alt-P = Paragraph (2 HRT's)

Shift-Alt-X = Paragraph (1 HRT)

Results: The amount of text corresponding to each command is first blocked then unblocked.

Exercise 11: Deleting and retrieving text

Goal: Learn to use some of *PerfectKeys*' delete commands and then recover deleted text. Just as with cursor movement commands, the easiest way to learn to delete (and recover) text is to experiment with practice text. Since this is the last exercise, you may use the text on your screen (the Learning/Demo file) to experiment with delete and recover commands. You can scroll down to find additional text.

Step 1: Delete some amount of text.

Place cursor: Anywhere in the document.

Keystrokes: Any of the Delete commands listed below:

Delete word (and words to the left)Ctrl-[

Delete word (and words to the right)Ctrl-]

Delete left to beginning of line Alt-[

Delete right to end of lineAlt-]

Delete text to start of sentence (2 spaces)Shift-Ctrl-[
Delete text to end of sentence (2 spaces)Shift-Ctrl-]
Delete Word – to Move bufferShift-Ctrl-W
Delete Line of text – to Move buffer Shift-Ctrl-L
Delete Sentence – to Move bufferShift-Ctrl-S
Delete Paragraph (2 HRT's) – to Move bufferShift-Ctrl-P
Delete Paragraph (1 HRT) – to Move bufferShift-Ctrl-X
Delete text to beginning of documentShift-Alt-[
Delete text to end of documentShift-Alt-]

Results: Various amounts of text will get deleted – the amount will depend on which command you use. After deleting an amount of text, try recovering it before you try the next delete command. Details for recovering deleted text can be found at the end of the Learning/Demo file on your screen.

Step 2: Recover the text deleted in Step 1.

Place cursor: Don't move the cursor. Moving it would cause the text to be recovered in a location other than where it was deleted.

Keystrokes: F1 (WordPerfect undelete) first. If your text is not returned to the screen press Shift-Ctrl-(-) or Shift-Ctrl-(=).

Information about recovering text is included at the end of the ? : \LEARN.FIL on your screen. You may refer to this text on your screen for information about recovering text.

Results: Most small amounts of text can be recovered with WordPerfect's Undelete feature, F1 (up to three levels). Try F1 first when recovering text less than a line in length. The Shift-Ctrl-(-) and Shift-Ctrl-(=) commands, used earlier in these exercises, will recover most of the larger quantities of text you delete.

Summary

You should now have a feel for some of the ways that *PerfectKeys* can make your work easier and less confusing – and reduce the amount of time required to complete it. The following page is the *PerfectKeys* QuickStart Guide. This guide is designed to help you learn the most frequently used commands. To continue your learning of *PerfeckKeys*, pull these pages out of your manual and keep them next to your keyboard until you are comfortable with using the commands. When you are comfortable with the QuickStart Guide it will be time to move to the Quick Reference Guide. This Guide will give you a listing of all of *PerfectKeys* commands.

PerfectKeys QuickStart Guide

Cursor Movement

Direction	Key Combination
Up by sentence	Ctrl-up
Down by sentence	Ctrl-down
Left by word	Ctrl-left
Right by word	Ctrl-right
Up by paragraph (2 Hard Returns)	Shift-Ctrl-Up
Down by paragraph (2 Hard Returns)	Shift-Ctrl-Down
To Left margin	Shift-Ctrl-Left
To Right margin or line end	Shift-Ctrl-Right
Up by paragraph (1 Hard Return)	Shift-Ctrl-PgUp
Down by paragraph (1 Hard Return)	Shift-Ctrl-PgDn
To beginning of text in document	Shift-Alt-Up
To end of text in document	Shift-Alt-Down
Left one column	Shift-Alt-Left
Right one column	Shift-Alt-Right
Check page breaks; Scroll Up by page	Shift-Alt-PgUp
Check page breaks; Scroll Down by page	Shift-Alt-PgDn

Block and Delete text

In *PerfectKeys*, key combinations using W, L, S, and P either Block or Delete a Word, Line, Sentence or Paragraph. Below are eight simple, mnemonic commands that Block or Delete 'standard' quantities of text:

Block Text	Text Amount	Delete Text
Shift-Alt-W	Word	Shift-Ctrl-W
Shift-Alt-L	Line	Shift-Ctrl-L
Shift-Alt-S	Sentence	Shift-Ctrl-S
Shift-Alt-P	Paragraph	Shift-Ctrl-P

After Blocking text (with the Shift and Alt keys still depressed) you can then touch B, I, or U to apply Bold, Italics, or Underline to the Blocked text.

Move and Copy text

Pressing Shift-Ctrl-(-) will retrieve any text deleted with Shift-Ctrl commands – which means the best way to Move a standard quantity of text is to delete it with Shift) Ctrl-W,L,S,or P and retrieve it from the buffer with Shift) Ctrl-Minus.

Pressing Shift-Ctrl-= will retrieve "a copy" of any text deleted with the Shift-Ctrl command. You can press Shift-Ctrl-Equals repeatedly to make as many copies of deleted text as you want.

Fonts: Selecting WordPerfect's Automatic Sizes

Font/Attribute	Key Combination
Fine print	Shift-Ctrl-1
Small print	Shift-Ctrl-2
Base font	Shift-Ctrl-3
Large print	Shift-Ctrl-4
Very Large print	Shift-Ctrl-5
Extra Large print	Shift-Ctrl-6
Temporary font (then return to base font)	Shift-Ctrl-Home

Quick Reference Guide

Description	Key Combination
Help Features:	
<i>PerfectKeys</i> 1 and 2 word search	Shift-Ctrl-?
Quick Reference Guide on screen	Shift-Alt-?
WordPerfect Reference Manual index	Ctrl-Alt-?
Recovering deleted text:	
Restore (undelete) text to 3 levels	F1 (Cancel)
Copy contents of Move buffer to screen	Shift-Ctrl-(=)
Retrieve and delete text from Move buffer	Shift-Ctrl-(-)
Retrieve text saved to ?\PERFKEY\LAST.DOC = (next line)	Shift-F10, (?): \PERFKEY\LAST.DOC, Enter
Cursor movement:	
Up by lineUp	(arrow)
Down by lineDown	(arrow)
Left by characterLeft	(arrow)
Right by characterRight	(arrow)
Up by sentence	Ctrl-up
Down by sentence	Ctrl-down
Left by word	Ctrl-left
Right by word	Ctrl-right
Up by paragraph (2 Hard Returns)	Shift-Ctrl-Up
Down by paragraph (2 Hard Returns)	Shift-Ctrl-Down
To Left margin	Shift-Ctrl-Left
To Right margin or line end	Shift-Ctrl-Right
Up by paragraph (1 Hard Return)	Shift-Ctrl-PgUp
Down by paragraph (1 Hard Return)	Shift-Ctrl-PgDn
To beginning of text in document	Shift-Alt-Up
To end of text in document	Shift-Alt-Down
Left one column	Shift-Alt-Left
Right one column	Shift-Alt-Right

Description	Key Combination
To beginning of document past codes	Shift-Alt-Home
Check page breaks; Scroll Up by page	Shift-Alt-PgUp
Check page breaks; Scroll Down by page	Shift-Alt-PgDn
Advance cursor Up by ? units of measure	Ctrl-Alt-Up
Advance cursor Down by ? units of measure	Ctrl-Alt-Down
Advance cursor Left by ? units of measure	Ctrl-Alt-Left
Advance cursor Right by ? units of measure	Ctrl-Alt-Right
Block (highlight) text:	
Block (On/Off same as WordPerfect)	Shift-Ctrl-B
Quickly restore previous block	Shift-Alt-Q
Block this Word	Shift-Alt-W
Block this Line	Shift-Alt-L
Block this Sentence	Shift-Alt-S
Block this Paragraph (2 HRT's)	Shift-Alt-P
Block this Paragraph (1 HRT)	Shift-Alt-X
Move, copy, delete, or append blocked text:	
Move block	Shift-Ctrl-M
Copy block	Shift-Ctrl-C
Delete block	Shift-Ctrl-D
Append block	Shift-Ctrl-A
Append block to Move buffer	Shift-Ctrl-A, HRT
Delete specific amounts of text:	
Delete word (and words to the left)	Ctrl-[
Delete word (and words to the right)	Ctrl-]
Delete left to beginning of line	Alt-[
Delete right to end of line	Alt-]
Delete text to start of sentence (2 spaces)	Shift-Ctrl-[
Delete text to end of sentence (2 spaces)	Shift-Ctrl-]
Delete Word to Move buffer	Shift-Ctrl-W
Delete Line of text to Move buffer	Shift-Ctrl-L

Description	Key Combination
Delete Sentence to Move buffer	Shift-Ctrl-S
Delete Paragraph (2 HRT's) to Move buffer	Shift-Ctrl-P
Delete Paragraph (1 HRT) to Move buffer	Shift-Ctrl-X
Delete text to beginning of document	Shift-Alt-[
Delete text to end of document	Shift-Alt-]
Open space (insert blank lines):	
Open blank line above the cursor line	Shift-Ctrl-O
Open blank line below the cursor line	Shift-Alt-O
Control columns of short lines horizontally:	
Create column of short lines indented	Shift-Ctrl-Enter
Move column Horizontally to the right	Shift-Ctrl-H
Move column Horizontally to the left	Shift-Alt-H
Miscellaneous Editing and Control functions:	
Exit	Shift-Ctrl-E
List Files	Shift-Ctrl-F
Go to DOS (or shell, if running Library)	Shift-Ctrl-G
Indent one tab stop	Shift-Ctrl-I
Jump to WordPerfect main editing screen	Shift-Ctrl-J
Keep revisions (Save Replace source file)	Shift-Ctrl-K
Quit/Exit; save to ? : \PERFKEY\LAST.DOC	Shift-Ctrl-Q
Reveal Codes	Shift-Ctrl-R
Temporary macro (execute)	Shift-Ctrl-T
Transpose two characters before cursor	Shift-Alt-T
Clear screen (same as F7,n,n - copy in buffer)	Shift-Alt-C
Macro	Shift-Alt-M
Version of <i>PerfectKeys</i> currently running	Shift-Alt-V
Yes - Center this existing line	Shift-Ctrl-Y
Yes - Center text to be entered	Shift-Alt-Y
Zap the first letter of words to Uppercase	Shift-Ctrl-Z
Zap the first letter of words to Lowercase	Shift-Alt-Z

Description	Key Combination
Font control:	
Fine print	Shift-Ctrl-1
Small print	Shift-Ctrl-2
Base Font	Shift-Ctrl-3
Large print	Shift-Ctrl-4
Very Large print	Shift-Ctrl-5
Extra Large print	Shift-Ctrl-6
Temporary font (then return to base font)	Shift-Ctrl-Home
Courier	Ctrl-Alt-1
Dutch	Ctrl-Alt-2
New Century Schoolbook	Ctrl-Alt-3
Palatino	Ctrl-Alt-4
Swiss	Ctrl-Alt-5
Swiss Narrow	Ctrl-Alt-6
ITC Avant Garde Gothic Book	Ctrl-Alt-7
Avant Garde Gothic Demi	Ctrl-Alt-8
ITC Bookman Demi	Ctrl-Alt-9
ITC Bookman Light	Ctrl-Alt-0
Symbol	Ctrl-Alt-(-)
ITC Zapf Chancery Italic	Ctrl-Alt-(=)
ITC Zapf Dingbat	Ctrl-Alt-BkSp
Appearance control:	
Bold text (same as WordPerfect)	Shift-Alt-B
Italics text (same as WordPerfect)	Shift-Alt-I
Underline text (same as WordPerfect)	Shift-Alt-U
Move "multiple" quantities of text:	
Move Line to Move buffer	Shift-Ctrl-7
Move sentence to Move buffer	Shift-Ctrl-8
Move paragraph (2 HRT's) to Move buffer	Shift-Ctrl-9
Move paragraph (1 HRT) to Move buffer	Shift-Ctrl-0

Description	Key Combination
Retrieve and delete contents of Move buffer	Shift-Ctrl-(-)
Copy contents of Move buffer to screen	Shift-Ctrl-(=)
Clear Move buffer (nothing copied to screen)	Shift-Ctrl-BkSp
Printer control:	
Address Envelope (HP LaserJet II)	Shift-Alt-E
Send GO to the printer	Shift-Alt-G
Kontrol printer menu	Shift-Alt-K
View document as it will print	Shift-Ctrl-V
Keyboard control:	
Enable <i>PerfectKeys</i>	Shift-Ctrl-Insert
Disable <i>PerfectKeys</i>	Shift-Ctrl-Delete
Select user-defined WordPerfect keyboards	Shift-Ctrl-F1 thru Shift-Ctrl-F10
Select Original WordPerfect Keyboard	Ctrl-6
Which WordPerfect keyboard is active?	Ctrl-?
Retrieve Style Files:	
Retrieve any of 10 style files into document	Shift-Alt-F1 thru Shift-Alt-F10
Apply Styles from Retrieved Style File:	
Apply any of 14 styles from selected style file	Shift-Alt-1
Can create a separate template for these keys for each document.	Shift-Alt-Bksp
User-defined Ctrl-Alt Macros:	
26 macros assigned by user to alpha keys	Ctrl-Alt-A thru Ctrl-Alt-Z
13 macros assigned to number keys	Ctrl-Alt-1
Can create a template for these keys. Use for sequential macros/commands.	Ctrl-Alt-BkSp

Purchasing the Licensed Version

Note: The Thompson Partnership no longer exists, and JASC was purchased by Corel in 2004. Therefore, this product is now unavailable for purchase. The original purchasing options are detailed below.

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You may use the shareware version of *PerfectKeys* for a 30 day trial period. If you would like to continue to use *PerfectKeys* after the 30 day trial period, you are required to purchase the licensed version of *PerfectKeys*.

When you purchase the licensed version of *PerfectKeys* you will receive a disk with the licensed version and the printed user's guide.

PerfectKeys may be purchased from a number of sources. You are free to purchase your copy from where ever you desire. You may also want to check with your local software store to see if they carry *PerfectKeys*.

The vendors include:

- The Thompson Partnership - England
- JASC, Inc. - USA