WordPerfect

for the Tandy 2000

Getting Started

1. This reference card includes a list of WordPerfect features and their location on your keyboard. Also included is a picture of your keyboard showing where to place your template and the location of Word-Perfect keys not found on the template.

2. Check your materials to make sure you have: a WordPerfect user's manual, 2 WP diskettes, keyboard template, and license certificate.

3. Complete and return the license certificate for support.

4. After installing WordPerfect, place the template on your keyboard and read the Introduction. You will need this reference card to locate WP features on your keyboard; specific key locations are not found in the user's manual.

How to use the function keys:

Row 4 Hold down **ALT** and press the function key.
Row 3 Hold down **CTRL** and press the function key.
Row 2 Hold down **SHIFT** and press the function key.
Row 1 Just press the function key.

GoTo	EOL	Exe Mrg	EOP		New Pg	Sc Up	Sc Dn	Advance		Req Sp	OverSt	FootN	Help	Row 4
Rew Scr	Rev Fun	Mrg Cmd	Mode		Set	S Form	Pg Form	P Modes		Ext Fea	SupScr	SubScr	C EOP	Row 3
Srch/R	Confirm	Mrg E	L/R Ind		D Macro	Center	Align	Fl Rt		S Hyph	Retrieve	Save	Exit/R	Row 2
Rev Srch	Fwd Srch	Mrg	Indent		I Macro	Sys Cmd	Under	Bold		R Hyph	Block	Move	Cancel	Row 1

F1	F2	F3	F4		F5	F6	F7	F8		F9	F10	F11	F12		INSERT	DELETE	
ESC													BACK SPACE	ALT	PRINT		PG UP
TAB																	
CTRL													ENTER new page	↑ screen up	HOME GoTo	END EOL	PG DN EOP
CAPS	SHIFT												SHIFT	← word left	↓ screen dn	→ word right	ENTER

Location of WordPerfect features on the Tandy 2000

↑ = SHIFT

function	location
...ance	ALT—F8
...n	↑—F7
...nment Character Set	CTRL—F5
...r Page Format	CTRL—F7
...kspace	BACKSPACE
...ck Append	CTRL—F4
...ck On/Off	F—10
...l	F—8
...cel	F—12
...cel Print Job	F—6
...italization Lock	CAPS
...ter	↑—F6
...ter on Column	CTRL—F5
...ter Page (Top to Bottom)	CTRL—F7
...nge Default Drive	F6
...racters per Inch (Pitch)	CTRL—F8
...umns Definition	CTRL—F4
...umns On/Off	CTRL—F4
...ditional End of Page	CTRL—F12
...y	F11
...y Block (Block On)	F11
...y Column (Block On)	F11
...rent Document Size	F6
...sor Movement	Home, Arrow Keys
...sor Movement, Specialized	Go To, Escape, Page/Screen Up & Down
...	F11
...Column (Block On)	F11
...Block (Block On)	F11
...ine Macro	↑—F5
...te File	F5
...te Left	BACKSPACE
...te Right	DELETE
...te Word	CTRL—BACKSPACE
...ctionary	CTRL—F4
...play Disk Space	F6
...play Print Jobs	F6
...l Document Editing	CTRL—F9
...abs (160-250)	CTRL—F6
...se to End of Line (EOL)	CTRL—END, ALT—F2
...se to End of Page (EOP)	CTRL—PG DN, ALT—F4
...ape	ESC
...cute Merge	ALT—F3
.../Restart	↑—F12

function	location
Extended Features	CTRL—F9
File Management	F6
Flush Right	↑—F8
Font/Print Wheel	CTRL—F8
Footers	Ctrl-F7
Footnotes	ALT—F11
Forward Search	F2
Full Text Print	PRINT
Go To	ALT—F1, CTRL—HOME
Headers	Ctrl—F7
Help	CTRL—F12
Home	HOME
H—Zone	CTRL—F6
Indent	F4
Indent, L/R	↑—F4
Insert/Replace	INSERT
Insert Printer Command	CTRL—F8
Invoke Macro	F5
Justification On/Off	CTRL—F8
Kill Printer	F6
Left Margin release	↑—TAB
Lines per Inch	CTRL—F8
Lower Case Conv (Block On)	CTRL—F9
Margin Release ñ	CTRL—F5
Margins	CTRL—F6
Math Definition	CTRL—F4
Math On/Off	CTRL—F4
Merge Commands	CTRL—F3
Merge E	↑—F3
Merge R	F3
Mode	CTRL—F4
Move	F11
New Current Page Number	CTRL—F7
New Page	ALT—F5, or CTRL—ENTER
Number of Copies	PRINT, then 3
Overstrike	ALT—F10
Page Down	PG DN
Page Format	CTRL—F7
Page Length	CTRL—F7
Page Number Column Positions	CTRL—F7
Page Number Positions	CTRL—F7
Page Up	PG UP
Pitch	CTRL—F8
Print	PRINT

function	location
Print a Document	PRINT, or F6
Print a Page	PRINT, or F6
Print a Block (Block On)	PRINT
Print Modes	CTRL—F8
Print Wheel/Font	CTRL—F8
Printer Number	PRINT, then 3
Rename File	F6
Repetition Counter (n)	ESC
Report Printer Status	F6
Required Hyphen	F9
Required Space	ALT—F9
Restart Printer	F6
Retrieve Column	F11
Retrieve Text	↑ F10
Retrieve Text [Move Key]	F11
Return	ENTER
Reveal Functions	CTRL—F2
Reverse Search	F1
Rewrite Screen	CTRL—F1
Save Text	↑ F11
Screen Down	CTRL—↓ or ALT—F7
Screen Up	CTRL—↑ or ALT—F6
Search & Replace	↑ F1
Search & Replace w/Confirm	↑ F2
Select Printers	F6
Send Printer a "Go"	F6
Set Print Attributes	PRINT, then 3
Sheet Feeder Bin #	CTRL—F8
Single Sheet Forms	PRINT, then 3
Soft Hyphen	↑ F9
Spacing	CTRL—F6
Subscript	CTRL—F11
Superscript	CTRL—F10
Switch Documents	CTRL—F9
System Commands	F6
Tab	TAB
Tabs (Setting)	CTRL—F6
Top Margin	CTRL—F7
Underline	F7
Underline Mode	CTRL—F8
Upper Case Conv (Block On)	CTRL—F9
Word Left	CTRL—←
Word Right	CTRL—→