
WordProTM
2/3/4/5 PLUS

Quick Reference Guide

Introduction to the WordPro™ Quick Reference Guide

This Quick Reference Guide is included for your convenience. Although it is not a replacement for the WORDPRO Manual, it will provide a "quick reference" to help you use and understand WORDPRO more effectively. PLEASE READ THE USER'S GUIDE completely. Always refer to the WordPro User's Guide for more complete explanations of WordPro functions.

User Conventions Used in this Guide

Please READ the USER CONVENTIONS SECTION in the User's Guide. Here is a summary of the conventions used in this guide: Wherever you see a Superscript #, it indicates the WordPro program on which the function or operation IS NOT APPLICABLE i.e., Video Output^{2, 3} - IS NOT AVAILABLE on WordPro 2+ or 3+.

<CONTROL> means to press the OFF/RVS key.

<RETURN> or <R> means to press the RETURN key.

<AND> means to press both keys indicated simultaneously.

<TYPE> Type all words, letters, or spaces that are underlined.

Italicized words should be replaced with the appropriate information.

LOADING AND RUNNING WORDPRO

2040/3040 Drive: <TYPE> load"*",8 <RETURN> run <RETURN>.

CBM models 8032/4016/4032 with models 2031, 4040, 8050 or 8250 disk drives:

Press: <SHIFT> <AND> <RUN/STOP>

(i.e., Hold <SHIFT> while PRESSing the <RUN/STOP> key.)

INITIAL STARTUP OPTIONS

If you have a Spinwriter Printer, just press: <CONTROL> to default to maximum values automatically. Or, Press: s (Spinwriter), d (Diablo), q (Qume), t (TEC), or o (other).

After pressing the correct letter for the printer type, pressing <CONTROL> will default to the maximum values². Or, you can answer each question followed with a <RETURN>.

DISK FILE/DOCUMENT ACCESS

To INITIALIZE Diskettes: Press <RUN/STOP> 0 or 1 (2 for both)

For a Diskette DIRECTORY: <CONTROL> 0 or 1 (2 for both)² <RETURN>

(Note: Calling a directory erases currently displayed text.)

(Note: You can move to the Extra Text area for short directories.)

To RECALL Files: Press <SHIFT> <AND> <CLR/HOME> r file name <RETURN>

(Quick Recall: Call a directory then move cursor down to 1st letter of file name, then press <SHIFT> <AND> <CLR/HOME> r ↓ (key) <RETURN>)

To MEMORIZE Files: <SHIFT> <AND> <CLR/HOME> m 0 or 1, file name <RETURN>

(If REPLACE? appears, press <RETURN> to re-memorize the file.)

To INSERT Files²: Move cursor to the text position where the inserted text will begin, press

<SHIFT> <AND> <CLR/HOME> i file name <RETURN>

To SCRATCH/ERASE a file: <CONTROL> .s 0 or 1 : file name <RETURN>

Sample Status Line:
WordPro **** Plus

STATUS LINE MODES

: X : I : S : C : N :

C=10 L=66

(When Mode Indicator letter is highlighted, the mode is on.)

Name	Symbol	To Enter/Exit, Press
Control Mode	C	<CONTROL>
Extra Text Mode	X	<CONTROL> <u>x</u>
Insert Mode	I	<SHIFT> <AND> <CONTROL>
Shift Lock Mode	S	Press <u>\</u> (BACKSLASH Key)
Numeric Mode ²	N	<CONTROL> <u>n</u>

Note: WP4+ automatically enters Numeric Mode when at a Numeric Tab.

PRINTER OR VIDEO OUTPUT

OUTPUT TO PRINTER : <CONTROL> o <RETURN>
VIDEO OUTPUT^{2 3} : <CONTROL> o v
GLOBAL OUTPUT² : <CONTROL> o g <RETURN> 1st file name <RETURN>
GLOBAL VIDEO^{2 3} : <CONTROL> v g v 1st file name <RETURN>

For: CONTINUOUS PRINTING: Press c after the letter o

MULTIPLE COPIES: Press x and # of copies before the first <RETURN>

(To Restart a Global Print from any page: See Section 5 of the Manual.)

DISK ACCESS •
STATUS LINE • OUTPUT
N

DELETE TEXT FUNCTIONS

For Characters : Press <INST/DEL> for each character to be deleted.

For Screen Lines: Press <CONTROL> <INST/DEL> for each screen line to be deleted, then <CONTROL> to exit.

(Note: DELETE functions automatically repeat when the key is pressed and held down.)

DELETE MODE²

To DELETE Words : Press <CONTROL> d w <RETURN>

To DELETE Sentences: Press <CONTROL> d s <RETURN>

ERASE FUNCTIONS

Erase Remainder (of the text after the cursor) : Press <CONTROL> e r

Erase All (of the text currently in memory): Press <CONTROL> e a

INSERT TEXT FUNCTIONS

To Insert Individual Characters : <SHIFT> <AND> <INST/DEL>

To Enter/Exit Insert Mode (for text): <SHIFT> <AND> <CONTROL>

To Insert Screen Lines: <CONTROL> <SHIFT> <AND> <INST/DEL>, for
each line to be inserted, <CONTROL> to exit.

(Note: INSERT functions automatically repeat when the
<SHIFT> <AND> <INST/DEL> keys are pressed and held down.)

SETTING/CLEARING TABS

To Set Text TABs: Move cursor horizontally to position <CONTROL> s

To Set Numeric TABs^{2,3}: Move cursor horizontally to position <CONTROL> n

To Clear a TAB : Move cursor to TAB to be cleared <CONTROL> c

To Clear All TABs : <CONTROL> k

TRANSFER TEXT FUNCTIONS

Transfer Lines : <CONTROL> r (range), move cursor vertically over the lines to transfer, <RETURN>,
move cursor to new location, <CONTROL> t

Duplicate Lines²: Same method as Transfer except use l instead of t

APPENDING TEXT

(For APPENDING commonly used Phrases, Signature Blocks, etc.)

Note: All APPENDS are copied into MAIN TEXT from EXTRA TEXT. APPENDS may be stored on diskette and recalled into the EXTRA TEXT so they can then be appended to text in MAIN TEXT. The Insert File function can also be used to "bring in" or insert text directly from disk.

To CREATE APPENDS IN THE EXTRA TEXT AREA:

For CHARACTERS²: ↑ *append name* ↑ = item to be appended <RETURN>

For MULTIPLE LINES: ↑ *append name* ↑ <RETURN> type lines to be appended.

(Note: The start of a new APPEND signifies the end of the previous APPEND.)

To USE APPENDS IN MAIN TEXT:

For CHARACTERS² : Place cursor where append should start (Enter Insert Mode if necessary) then press <CONTROL> v *append name* <RETURN>

For MULTIPLE LINES : Place cursor on line where append should start
<CONTROL> a <TYPE> *append name* <RETURN>

IMBEDDED FORMAT COMMANDS

Format Commands are always preceded by a Format Checkmark via <CONTROL> / (slash).
 All Format lines must end with a <RETURN>. Format commands are separated by a colon.
 (Consult the User's Guide for additional information.)

Example of a Format Command Line: ✓ lm10:rm75:pp66:pg50:ju1:cn1 -

Left Margin	<u>lm</u> #	Spacing between lines	<u>sp1</u> <u>2</u> or <u>3</u>
Right Margin	<u>rm</u> #	Centering	<u>cn1</u> (on) or <u>cn0</u> (off)
Lines on total page	<u>pp</u> #	Justification	<u>ju1</u> (on) or <u>ju0</u> (off)
Lines Printed per page	<u>pg</u> #	Forced Page ²	<u>fp</u> (See User's Guide)
Comment	<u>cm</u> : <i>your note</i> <RETURN>	Right Alignment ²	<u>ra1</u> (on) or <u>ra0</u> (off)
Line Skip or Advance	<u>ln</u> #	Printer Pause ²	<u>ps</u> : <i>why paused</i> <RETURN>
Margin Release	<u>ma</u> #	Pitch	<u>pt</u> 8, <u>10</u> , <u>12</u> or <u>15</u>
Linking Files ²	<u>nx</u> : <i>next file name</i> <R>	Header ²	<u>hd</u> #: <i>left</i> , <i>center</i> , <i>right</i> <RETURN>
Form Advance (l.p.i.)	<u>fa</u> 4, <u>6</u> , <u>8</u> , or <u>12</u>	Footer ²	<u>ft</u> #: <i>left</i> , <i>center</i> , <i>right</i> <RETURN>

THIS SIDE IS PLACED FACE DOWN ABOVE KEY BOARD
(Use of enclosed two sided tape is optional)

THIS SIDE IS PLACED FACE DOWN ABOVE KEY BOARD
(Use of enclosed two sided tape is optional)

<CONTROL> FUNCTIONS

<u>Function</u>	<u>Press <CONTROL> then:</u>	<u>Function</u>	<u>Press <CONTROL> then:</u>
Append Characters ²	<u>v</u> <u>append name</u> <RETURN>	Erase Text	<u>e a</u> (erase all), <u>e r</u> (erase remainder after cursor) or <u>e l</u> (lines in range).
Append Lines	<u>a</u> <u>append name</u> <RETURN>	Exit to Basic	<SHIFT> <AND> <u>q</u> (quit)
Bold Face Start	<u>p</u> (Open Parenthesis Key)	Find (search-locally)	<u>f</u> <u>string to find</u> <RETURN> <u>l</u>
Bold Face End	<u>y</u> (Close Parenthesis Key)	Find (search-globally)	<u>f</u> <u>string to find</u> <RETURN> <u>g</u>
Check Mark	<u>/</u> (QUESTION MARK-SLASH KEY)		<u>name of 1st file</u> <RETURN>
Clear a Tab	<u>c</u>		(? characters will match anything)
Clear (Kill) All Tabs	<u>k</u>		(Press <u>a</u> immediately before the <u>l</u> or <u>g</u> for ABSOLUTE)
Column Add ²	<u>=</u>		(both UPPER & LOWER case characters will match)
Delete ²	<u>d</u> <u>word or sentence</u> <RETURN>	Go to Line# ²	<u>g</u> <u>line #</u> <RETURN>
Delete Lines	<INST/DEL>	Home Data Pointer	<CLR/HOME> <RETURN>
Directory	<u>0</u> , <u>1</u> or <u>2</u> ² (both) <RETURN>	Hunt (search)	<u>h</u>
Disk Command	<u>.</u> or <u>></u>	Hyphen (Forced)	<u>-</u> (DASH Key)
Disk Print/Abort ^{2,3}	<u>p</u>	Insert Lines	<SHIFT> <AND> <INST/DEL>
Duplicate Lines ²	<u>l</u> (letter "l")	Manual Variable Insert	<TAB>
Empty Variable Blocks	<u>l</u> (UP ARROW Key)		

<CONTROL> FUNCTIONS (cont.)

<u>Function</u>	<u>Press <CONTROL> then:</u>	<u>Function</u>	<u>Press <CONTROL> then:</u>
Modify ²	<u>m</u> <u>s</u> earch or <u>r</u> replace string <u>modified string</u> <RETURN>	Special Characters ²	<u>:</u> <u>0</u> , <u>1</u> , <u>2</u> , <u>3</u> , <u>4</u> , <u>5</u> , <u>6</u> , <u>7</u> , <u>8</u> , or <u>9</u> ,
Numeric Mode ^{2,4}	<u>n</u> (Automatic in WP4, see Numeric Tab)	Sound ON/OFF ^{2,3}	<u>\</u>
Numeric Tabs ²	<u>n</u>	Subscript	<u>6</u>
Output (continuous)	<u>o</u> <u>c</u> <RETURN>	Superscript	<u>4</u>
Output Global	<u>o</u> <u>g</u> <RETURN>	Switch Text	<u>x</u>
Output Global Video ^{2,3}	<u>o</u> <u>g</u> <u>v</u> <u>1st file name</u> <RETURN>	Transfer Text	<u>t</u>
Output Video ^{2,3}	<u>o</u> <u>v</u> <RETURN>	Underline Begin	<u>[</u>
Range Set/Define	<u>r</u> move cursor down over lines <RETURN>	Underline End	<u>]</u>
Read DISK ERROR		Variable Block	<u>b</u>
Search & Replace ²	<u>@</u> <u>s</u> earch string <RETURN>	Variable Delimiter	<u>z</u>
(local)	<u>r</u> eplace string <RETURN> <u>l</u> (In Main Text)		
Search & Replace ²	<u>@</u> <u>s</u> earch string <RETURN> <u>r</u> eplace string		
(global)	<RETURN> <u>g</u> <u>n</u> ame of 1st file <RETURN>		

(Use a immediately before the l or g for ABSOLUTE matching i.e., both upper or lower case characters will match.)

SPECIAL OUTPUT MODES

To INSERT DATA into Variable Blocks (in Main Text) from a List in Extra Text and OUTPUT : <CONTROL> o l <RETURN>

Note: The following special options are not available with WordPro 2 Plus

To INSERT DATA into Variable Blocks (in Main Text) from a SEQUENTIAL FILE on disk and OUTPUT²: <CONTROL> o s <R> SEQUENTIAL data file name <R>

To CREATE a DISK PRINT file² : <CONTROL> o d(disk) p (printer)
drive 0 or 1 dp <RETURN>

To CREATE a GLOBAL DISK PRINT file²: <CONTROL> o g d(disk) p (printer)
0 or 1 dp <R> 1st file name <RETURN>

To PRINT or ABORT (the printing of) a DISK PRINT file² : <CONTROL> p
(Note: disk use is not allowed during DISK PRINT)

VARIABLE BLOCKS

Variable Data **must** be "stored" in the Extra Text area when used.

To SWITCH (EXchange) TEXT AREAS	<CONTROL> <u>x</u>
To CREATE a VARIABLE BLOCK in Text	<CONTROL> <u>b</u>
To separate VARIABLE pieces of data	<CONTROL> <u>z</u> or <RETURN>
To HOME DATA POINTER	<CONTROL> <CLR/HOME> <RETURN>
To INSERT VARIABLE DATA into BLOCKS	<CONTROL> <u>i</u>
(Document can then be Output to the Screen or Printer.)	
To EMPTY next VARIABLE BLOCK	<CONTROL> <u>↑</u> (UP ARROW)
To TAB to next VARIABLE BLOCK	<CONTROL> <TAB>
To Insert Variables AND Output to Printer	<CONTROL> <u>o</u> <u>l</u> <RETURN>
To Insert Variables AND Output Continuously:	<CONTROL> <u>o</u> <u>c</u> <u>l</u> <RETURN>
(For creation/usage of sequential files, please refer to the manual.)	

DISK COMMANDS

In all cases below, enter DISK MODE first via <CONTROL> **z**

(The commands below assume that you are in DISK MODE.)

- To FORMAT a NEW DISKETTE n drive # : diskette name , (comma)
two character ID# <RETURN>
- To DUPLICATE a DISKETTE d 1 = 0 <RETURN> (DUPLICATES drive 0 on 1)
d 0 = 1 <RETURN> (DUPLICATES drive 1 on 0)
- To VALIDATE a DISKETTE v drive # <RETURN>
- To SCRATCH a file s drive # : file to be ERASED <RETURN>
- To RENAME a file r drive # : new file name = old name <RETURN>
- To COPY a file c drive # : new file name =
drive # : old file name to be copied <RETURN>

THESE ARE IMPORTANT FUNCTIONS THAT MAY ERASE DATA IF USED INCORRECTLY.
PLEASE REFER TO THE USER'S GUIDE FOR MORE COMPLETE INFORMATION.

SAMPLE DOCUMENT (IN EDIT MODE) USING FORMAT COMMANDS

✓cm:sample document←
✓lm10:rm70:pp66:pg60:jul:cnl←

←
Sample Document←

✓cn0←

←
In this document the Left Margin is set at 10 spaces from the left edge, and the Right Margin is set at 70 spaces from the left edge. "pp66" tells WORDPRO that there can be 66 lines on a printed page (U.S. standard), (72=Int'l standard), and the "pp60" informs WORDPRO that it will only be printing on 60 lines per page. The printed text will be justified because justification was turned on with the "jul" command. Centering will also be turned on due to the "cnl" command.←

←
After the words "Sample Document" have been centered between the margins. The "cn0" command will turn off the centering feature.←

←
Sincerely, Professional Software ←

WORDPRO USER HINTS

- **PLEASE READ THE MANUAL CAREFULLY, THEN RE-READ IT!!**
- Always make the first line in a text file a Comment Line with the file name. Then you can use it for the REPLACE function.
- If "Home Data?" or some other unwanted prompt appears on the Status Line, simply pressing the <CONTROL> key will return WORDPRO to Edit Mode. Watch your Status Line Indicators.
- For a "jump to margin left" without erasing the remainder of the line use <SHIFT> <AND> <RETURN>
- When working with linked documents, the next document specified in the nx:command can be automatically recalled by pressing <SHIFT> <AND> <CLR/HOME> then r <CLR/HOME> <R>.
- Signature blocks, standard Format Command Lines, and commonly used phrases can be stored on disk and then recalled into text with the Insert File Function.
- If you are bringing in Variable Data (from Extra Text or Disk) and there are more incoming pieces of data than you want in your output (i.e., a phone # when printing mailing labels), a Variable Block can be placed inside a Comment line to cause the unwanted data to end up placed inside the Comment Line and that unwanted data won't print out.

WORDPRO USER HINTS CONT

- To squeeze more lines out of WORDPRO for text, follow command lines with ; (semicolon) and start the text on the same line.
 - When searching for items that contain <CONTROL> characters (i.e. boldface, forced spaces, underlining, etc.), insert a blank line at the top of text and place the search item on this line. <HOME> the cursor and call up the search function. When WORDPRO asks for the search string, press the BACKSLASH key \ and the search item will be placed on the Status Line.
 - "Jiggling" the disk drive door shut will help center the diskette in the drive, and eliminate many disk errors.
 - Diskettes — Use only the best, vary the name and ID# of your diskettes, keep about 50 blocks free on a diskette (1 page of text is about 10 blocks), and **MOST IMPORTANTLY, BACKUP YOUR DISKETTES OFTEN! **AGAIN, BACK UP YOUR DISKETTES OFTEN!****
 - Dust, smoke, cosmetic powder and other foreign matter are **EXTREMELY HARMFUL** to the diskettes and the disk drive.
 - Legal size paper has 72 lines, so use pp72.
 - Avoid using the <SHIFT LOCK> key. Use BACKSLASH key instead.
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