
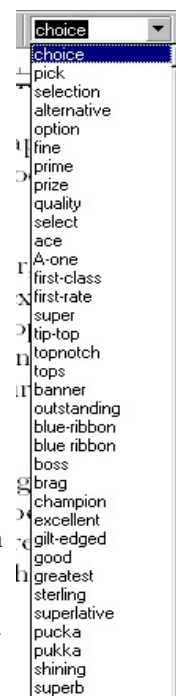
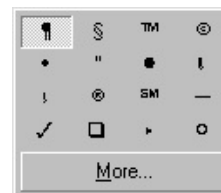


# Tips & Tricks - WordPerfect 12

1. There are two ways to insert a date in a document without using the menu (or a macro). First, **Ctrl**+**D** inserts the date. Second, if you click on the date on the Application Bar (bottom of WP window), it inserts the date in your document. Both these dates are “hard” dates, that is, they will not change over time.
2. Use the “snowflake” icon on the button bar (  ) for special characters. The last 16 characters you used will be displayed in the order of use (most recent first). If you need the full character set, click “More.”
3. Open as Copy. When using boilerplate text, you can use “open as copy” to make sure you do not change the original document by accident. “Open as Copy” is located in the lower right corner of the window of the File Open dialog box.
4. If you want to convert text to all caps (or from all caps), for example when making mailing labels, use the “Convert” function. This is located on the menu under Edit | Convert Case. Then pick the appropriate option.
5. Keep text together. To keep a block of text together, for example a sub-head and the first few lines of the following text, first select the text, then on the menu select Format | Keep Text Together and the appropriate option. This is also where you can select Widow/Orphan control to prevent the first and last lines of a paragraph from being “alone” on a page (“Widows” if they are the first line and “Orphans” if they are the last line).
6. Prompt as you go. You may have seen the red squiggly lines under misspelled words. You can right-click on the word to get the correct spelling, or click on the down arrow on box at the right of the second button bar. If the word is **not** misspelled, clicking on this box will bring up the Thesaurus, to offer you alternative words. If this does not seem to work, ask for help.
7. Make It Fit. If you have a letter or document that has a couple of lines on an extra page (for example the signature block of a letter), you can use “Make It Fit” to fit it on one less page. Choose Format | Make It Fit. Note: do not let it change the margins of the document.
8. Drag and drop to another document. Open documents are listed on the application bar (you can have up to nine open documents). If you want to “drag and drop” between documents, you can “drag” text to another open document listed on the application bar. The document will open and you can “drop” the text into that document.
9. Quick Correct entries expand when you hit the spacebar after typing them. If you want “mgl” to expand to “Massachusetts General Laws”, select the final text, then select Tools | Quick Correct and type in the abbreviation you want to use. Be sure not to use an actual word as an abbreviation. Do not use a person's initials (otherwise, you won't be able to type just the initials). I suggest putting an “x” after the initials to make it clear: thus jaox instead of jao for “Jerrold A. Olanoff”.
10. Become familiar with the icons on the button bar and keystroke shortcuts. They can make your life easier. For keystroke shortcuts, see over.



# Keystroke shortcuts for WP 12

## Cursor Motion

Move to the beginning/end of document	Ctrl Home / Ctrl End
Next / previous paragraph	Ctrl ↓ / Ctrl ↑
Next / previous word	Ctrl → / Ctrl ←
Next / previous page	Alt PgDn / Alt Page Up
Go to Page	Ctrl G, then enter page no.
Go to Begin/End of line	Home / End

## Cutting and Pasting

Select (Block) text	F8 or ⇧ + arrow keys
Copy text	Ctrl C
Delete text	Ctrl X
Paste copied or deleted text	Ctrl V

## Other

Open document	Ctrl O
Save document	Ctrl S
Save document as new document	F3
Exit document	Ctrl F4
Print	Ctrl P
Indent	F7
Wrap Indent but not to margin	Ctrl ⇧ L
Hanging Indent	F7, ⇧ Tab
Delete word cursor is on	Ctrl ← Bksp
Delete to end of line	Ctrl Delete
Undelete	Ctrl ⇧ Z
Find and Replace	F2 or Ctrl F
Hard page break	Ctrl Enter ↵
Hard space (words won't break at end of line)	Ctrl Spacebar
Reveal codes	Alt F3
Turn on/off Tab Bar	Alt ⇧ F3
Insert Date	Ctrl D

## Formatting

Bold	Ctrl B
Italic	Ctrl I
Underscore	Ctrl U