

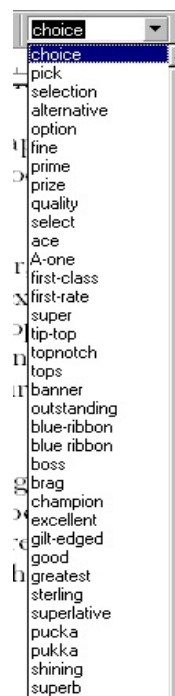
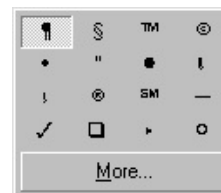


# Tips & Tricks - WordPerfect 9

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, click on the date displayed on the Application Bar (at the bottom of the WordPerfect window) and the date is inserted 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. **Save to PDF.** Saving to an Adobe PDF (“Portable Document Format”) file serves several important functions: it avoids conversion issues and it prevents anyone from changing the document. Select File | Publish to PDF. For best results, you may want to select “Details” and check “Publish text as graphics.”
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. **Save/Gets.** Button bar icons give access to the “save/get” feature: . This allows you to save up to 26 “instant macros” (numbered A to Z) for instant retrieval. To create a “save/get” simply block any text you wish to save, which can be anything from a few phrases to a complete document, click the blue icon and select a letter and name for the “Save.” To “get” it, click on the paste pot and select the desired item.
9. Quick Correct entries expand when you hit the spacebar after typing them. If you want “cgss” to expand to “Connecticut General Statutes, Section “, 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 jfhx instead of jfh for “John F. Heckman”.
10. Electronic redlining (under File | Document | Compare) now works much better than it did in WP 8 and is on a par with CompareRite.



# Keystroke shortcuts for WP 9

## 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