

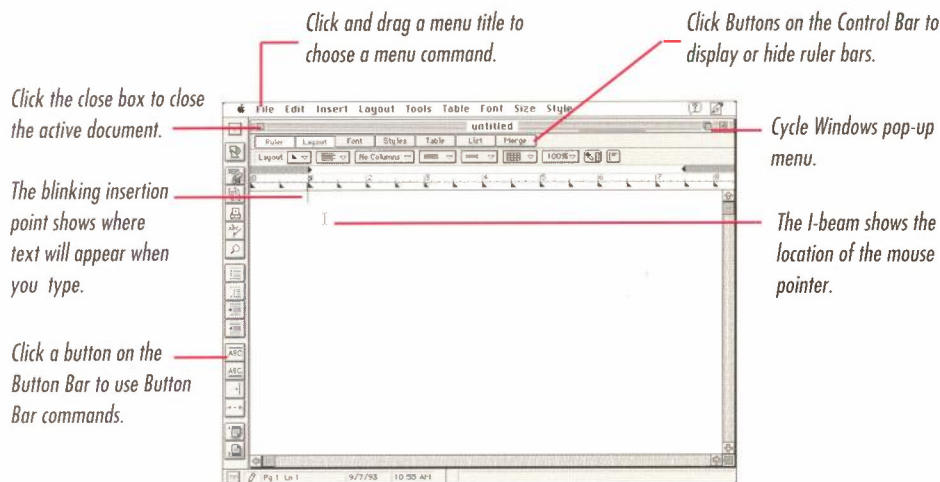
WordPerfect®

VERSION 3.0

QUICK REFERENCE CARD

MAC

When you start WordPerfect, the Document Editor appears on your screen.



Use this screen to enter text, format your documents, and place and size graphics, equations, and movies.

To open the Graphic Editor and create a graphic, click the **New Graphic** button on the Button Bar. To edit a graphic, double-click the graphic you want to edit.

To open the Equation Editor and create an equation, choose **Equation** from the Tools menu, then choose **New**. To edit an equation, double-click it.

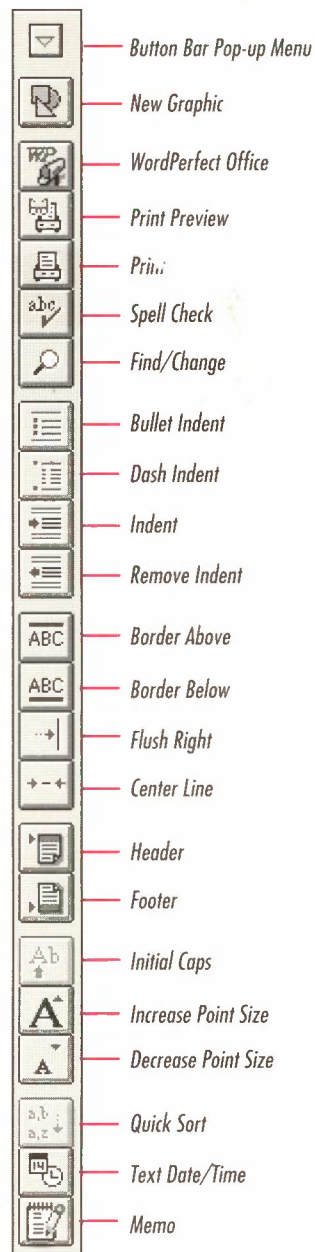
Button Bars

Whenever you use WordPerfect's Document Editor, Graphic Editor, or Equation Editor, the appropriate Button Bar appears on your screen.

To change the location of the Button Bar, choose a location from the Button Bar pop-up menu.

To edit a Button Bar, choose **Edit** from the Button Bar pop-up menu. Double-click a button (in the Edit Button Bar dialog box) to add it to the bar. To move a button, drag it to a new location on the bar. To remove a button, drag it off the bar.

To create a new Button Bar, choose **New** from the Button Bar pop-up menu, name the new Button Bar, then use the Edit Button Bar dialog box to add buttons to the new bar.



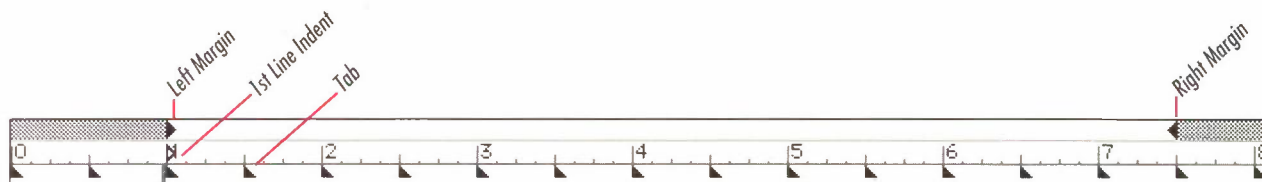
To use a button on the Button Bar, click it. In some cases, you need to select text before you can click the button. For more information about using the Button Bar, see **Button Bars** in **Chapter 2: Introducing WordPerfect in the User's Guide**.

RULER BARS

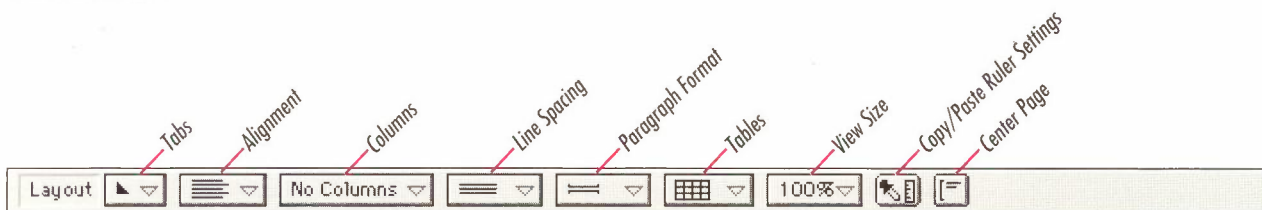
Click buttons of the **Control Bar** to open the **ruler bars**. Click buttons on ruler bars, or choose options from ruler bar pop-up menus to use ruler bar commands.



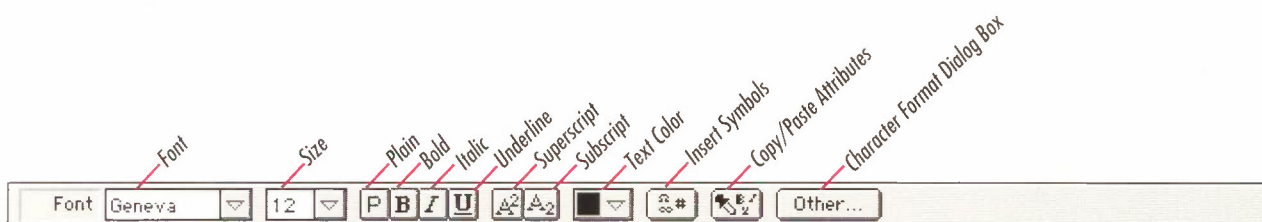
THE CONTROL BAR



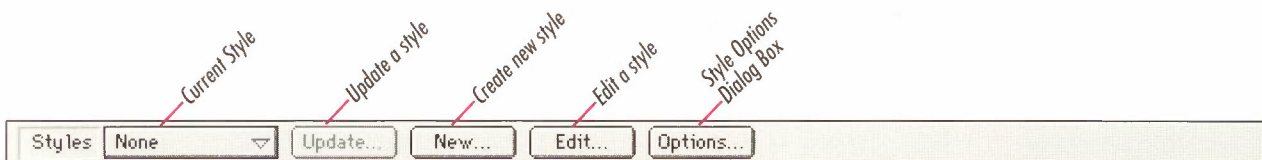
THE RULER



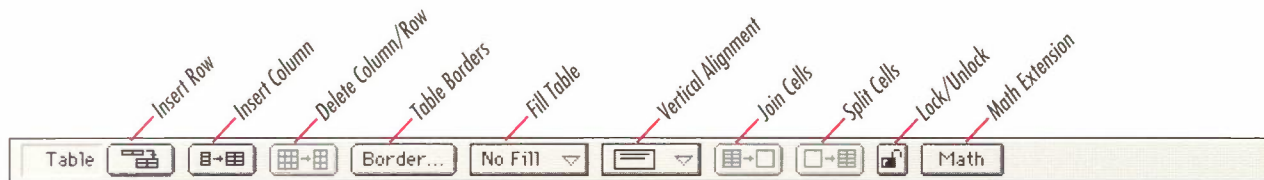
THE LAYOUT BAR



THE FONT BAR

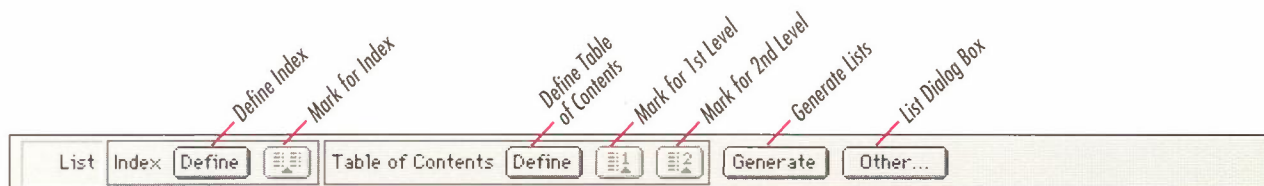
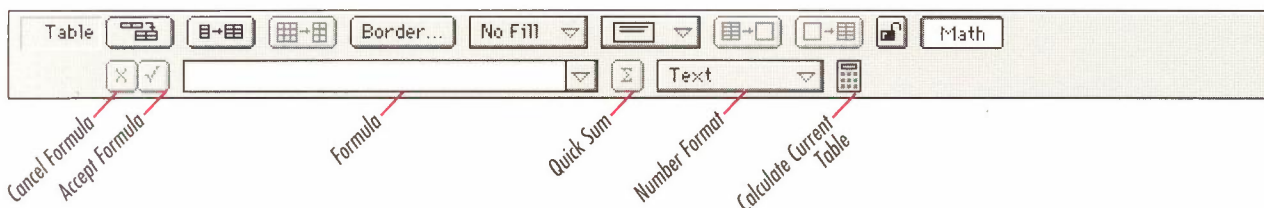


THE STYLES BAR

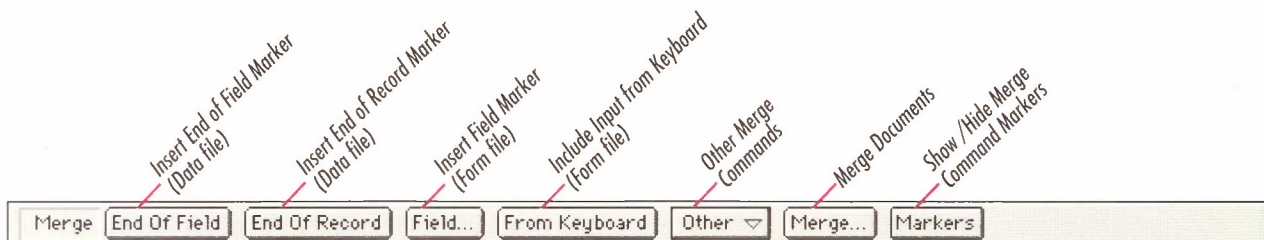


THE TABLE BAR

THE EXTENDED TABLE BAR



THE LIST BAR



THE MERGE BAR

MENUS

File	
New	⌘N
Open...	⌘O
Open Latest	▶
Stationery	▶
Insert File...	
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Print Preview...	
Quit	⌘Q

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Paste Special...	
Select All	⌘A
Find/Change...	⌘F
Find Code...	
Go To...	
Publishing	▶
Show ¶	
Show Codes	
Show Clipboard	
Preferences...	

Insert	
Page Break	
Column Break	
Paragraph Above	
Indent	
Left/Right Indent	
Back Tab	
Symbols...	
Text Date/Time	
Auto Date/Time	

Layout	
Hide Ruler	⌘R
Hide Button Bar	
Margins...	⌘M
Tabs...	
Kerning...	
Borders	▶
Header/Footer	▶
Footnotes	▶
Endnotes	▶
Page Numbers...	
Line Numbers...	
Suppress...	
Keep Together...	
Hyphenation...	

Tools	
Macro	▶
Speller...	⌘E
Thesaurus...	⌘⇧T
Grammatik...	⌘Y
Word Count...	
Language	▶
Graphic	▶
Text Box	▶
Equation	▶
Movie	▶
Watermark	▶
Overlay	▶
List...	⌘J
Outlining...	
Sort...	

Table	
New...	
Text to Table...	
Table to Text...	
Insert...	
Delete...	
Column Width...	
Row Height...	
Cell Margins...	
Table Border...	
Position...	
Header Rows...	
Decimal Align...	
Calculate...	
Protect Table	

Font	
Athens	
Chicago	
Courier	
✓ Geneva	
Helvetica	
London	
Los Angeles	
Monaco	
New York	
Palatino	
San Francisco	
Symbol	
Times	
Venice	

Size	
9	
10	
✓ 12	
14	
18	
24	
36	
48	
72	
Other...	
Larger	⌘⇧>
Smaller	⌘⇧<

Style	
✓ Plain Text	⌘T
Bold	⌘B
<i>Italics</i>	⌘I
<u>Underline</u>	⌘U
Small Caps	
Superscript	
Subscript	
Other...	⌘H
Redline	
Strikeout	
Remove...	
Uppercase	
Lowercase	
Initial Caps	

Hint: On small monitors, the **Size** menu appears on the **Font** menu.

For more information about menu commands, see **The Menus** in **Chapter 2: Introducing WordPerfect** in the **User's Guide**. For more information about menu commands in the Graphic and Equation Editors, see **Graphic Basics** in **Chapter 10** and **Equation Basics** in **Chapter 11** of the **User's Guide**.

WORDPERFECT COMMANDS

The following chart shows key commands, menus, and other methods of using WordPerfect features. For more information about key commands, menus, ruler bars, and Button Bars, see **Chapter 2: Introducing WordPerfect** in the **WordPerfect 3.0 for Macintosh User's Guide**.

Task	Keys	Menus	Other Methods
Basics			
New Document	⌘-N	File: New	
Open a Document	⌘-O	File: Open	
Save a Document	⌘-S	File: Save <i>or</i> File: Save As	
Print Preview	⌘-Shift-P	File: Print Preview	Default Button Bar
Print a Document	⌘-P	File: Print	Default Button Bar
Close a Document	⌘-W	File: Close	Close box
Cycle Windows	⌘-Shift-W		Cycle Windows pop-up menu (on title bar)
Cancel	⌘-., <i>or</i> Esc		
Undo	⌘-Z	Edit: Undo	
Cut	⌘-X	Edit: Cut	
Copy	⌘-C	Edit: Copy	
Paste	⌘-V	Edit: Paste	
Copy a File		File: Open: File: Copy	
Delete a File		File: Open: File: Delete	
Quit WordPerfect	⌘-Q	File: Quit	
Help	⌘-/ <i>or</i> Help key	: WordPerfect Help, <i>or</i> Help menu (System 7)	
Show/Hide Ruler	⌘-R	Layout: Show/Hide Ruler	Control Bar: Ruler
Show/Hide Codes	⌘-Shift-K	Edit: Show/Hide Codes	
Numbers Lock On/Off	Shift-Num Lock		
Move Through a Document			
Top of document	Home		
Bottom of document	End		
Next screen	⌘-↓ <i>or</i> keypad +		
Previous screen	⌘-↑ <i>or</i> keypad -		
Next page	Option-↓		
Previous page	Option-↑		
Go to page # . . .	Option-F13	Edit: Go To	
Beginning of line	⌘-←		
End of line	⌘-→		
Next word	Option-← <i>or</i> →		
Select			
Character	Shift-→ <i>or</i> ←		
Document	⌘-A	Edit: Select All	
To end of line	⌘-Shift-→		
To end of document	Shift-End		
Create a Document			
Insert Symbols	Option-F4	Insert: Symbols	Font bar: Symbols
Insert Date/Time	⌘-Shift-D	Insert: Text Date/Time	Default Button Bar
Insert Page Break	⌘-Return	Insert: Page Break	
Table of Contents, Index	⌘-J	Tools: List	List bar
Outlining	⌘-Shift-O	Tools: Outlining	
Create table		Table: New	Layout bar
Header/Footer	⌘-Shift-H	Layout: Header/Footer	Default Button Bar
Footnote	⌘-Shift-F	Layout: Footnotes	

WORDPERFECT COMMANDS

Task	Keys	Menus	Other Methods
Endnote	⌘-Shift-E	Layout: Endnotes	
Page Numbers	Option-F8	Layout: Page Numbers	
Text Box	⌘-F2	Tools: Text Box: New	
Cross-reference	⌘-J	Tools: List	List bar
Edit a Document			
Delete to end of line	⌘-End		
Find/Change	⌘-F	Edit: Find/Change	Default Button Bar
Initial Caps		Style: Initial Caps	Default Button Bar
Sort/Alphabetize		Tools: Sort	Default Button Bar (Quick Sort)
Format Characters			
Font, size, style	⌘-H	Font, Style, Style menus	Font bar
Size up or down	⌘-Shift-> or <	Size: Larger <i>or</i> Smaller	Default Button Bar
Plain text	⌘-T	Style: Plain Text	Font bar: P
Bold	⌘-B	Style: Bold	Font bar: B
Italics	⌘-I	Style: Italics	Font bar: <i>I</i>
Underline	⌘-U	Style: Underline	Font bar: <u>U</u>
Kerning	Shift-F1 <i>or</i> Shift-F2	Layout: Kerning	
Borders	F7	Layout: Borders: Character	
Format Lines & Paragraphs			
Set tabs		Layout: Tabs	Layout bar, Ruler
Center Line	⌘-Shift-Q		Default Button Bar
Flush Right	⌘-Shift-Z		Default Button Bar
Back Tab (Margin Release)	Shift-Tab	Insert: Back Tab	
Indent	Option-Tab <i>or</i> ⌘-Shift-I	Insert: Indent	Default Button Bar
Left/Right Indent	⌘-Option-Tab	Insert: Left/Right Indent	
First Line Indent	⌘-F8		Ruler
Line Spacing			Layout bar
Space between ¶	⌘-F8		Layout bar
Line Numbering	Shift-F8	Layout: Line Numbering	
Borders	⌘-F7	Layout: Borders: Paragraph	Default Button Bar (Above, Below)
Format Pages			
Margins	⌘-M	Layout: Margins	Ruler (Left/Right)
Center Text on Page	⌘-;	Layout bar	
Columns	⌘-K	Layout bar	
Column Break	⌘-Shift-Return	Insert: Column Break	
Column Borders	Shift-F7	Layout: Borders: Column	
Work With Graphics & Equations			
New Graphic	⌘-F1	Tools: Graphic: New	Default Button Bar
Watermark		Tools: Watermark: New	
Overlay		Tools: Overlay: Draw	
Equation		Tools: Equation: New	
Language Tools			
Speller	⌘-E	Tools: Speller	Default Button Bar
Thesaurus	⌘-Shift-T	Tools: Thesaurus	
Grammar Checker	⌘-Y	Tools: Grammatik	