

# WordPerfect

For the Macintosh

Version 1.0.3

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This release of WordPerfect 1.0.3 for the Macintosh contains bug fixes, the WordPerfect PC 5.0 conversion filters, enhanced text export filters, and the MS Word Fast Save file import filter. In spite of the enhancements made, this version will be 1.0.3 and not 1.1 because we feel that these enhancements do not merit, nor do time constraints allow, a documentation upgrade.

There are also a few other things that you should be aware of. They are listed below.

### **WP 1.0.3 Results**

We are conducting a study with version 1.0.3 to see which WordPerfect Macintosh features are most frequently used. When you first start version 1.0.3, a file called "WP 1.0.3 Results" will be created in your System folder; and every time you run WordPerfect, the file will be updated. This file records each occurrence of every function used in WordPerfect.

If you ever need to send a file to our Customer Support department, we ask that you also include a copy of your Results file. The results will be compiled with those of all other users who send us their files and will be used to help us better design the interface of future versions of our product.

### **WP 1.0.3 Defaults**

The WP Defaults file located in the System folder has been renamed WP 1.0.3 Defaults. WP generates this file the first time you start WordPerfect and keeps the program's defaults recorded here. Because of the different file name, it is not necessary to delete your old WP Defaults file when installing version 1.0.3. If you have created your own default files, you will need to recreate those files in 1.0.3. Macintosh II owners with color monitors will need to reset their color settings inside WordPerfect.

### **Conversions**

Some files that have heavy formatting in them have to be fully formatted before editing and printing can be accurately done. Therefore, after a file has been imported, do a Word Count (Choose Spell from the Special menu, then choose Word Count) to force a full formatting).

### 1.0.3 to 5.0 Conversion

Please keep in mind the following items when converting documents from WordPerfect Macintosh to PC 5.0:

1. GRAPHICS: Graphics cannot be converted from 1.0.3 to 5.0.
2. MACROS: Macros cannot be converted.
3. MARGIN RELEASE, CONDITIONAL END OF PAGE, INDENT: These codes may not be in the same place you put them in 1.0.3 due to differences in system fonts, printer setups, and screen size.
4. JUSTIFICATION: All justification becomes full. 1.0.3 allows left, right, full and center justification. 5.0 allows only left and full justification.
5. INSERT LITERAL: If your character matches a compose address, it will convert. However, it may not be the same character.
6. MERGE: All merge codes convert. Unlike PC to Mac, the document can be read as a merge file without saving it in 5.0 first.
7. POSTSCRIPT: Postscript does not convert.
8. KERNING: Kerning is not supported.
9. FONTS: If the font is on both machines, it will convert (with the exception of default fonts). A document created using a default font on one machine will appear in the default font of the machine that the document is transferred to. The following fonts are known to transfer:

Avante Garde  
Bookman  
Courier  
Helvetica  
Narrow Helvetica

New Century Schoolbook  
Palatino  
Times  
Zapf Chancery

## 5.0 to 1.0.3 Conversion

Please keep in mind the following items when converting documents from PC 5.0 to WordPerfect Macintosh:

1. Font attributes like Fine, Small, Large, Very Large, Ext. Large, and Small Caps are not supported.
2. If both machines support the same fonts, they will convert to the closest bit-mapped match.
3. GRAPHICS: WPG (WordPerfect) Graphics will convert.
4. LINE DRAW: Lines will not convert, but characters will. They will not be exactly where they were in 5.0, but by using your space bar, you can rearrange them.
5. TABLES, TEXT BOXES, USER DEFINED BOXES, GRAPHIC LINES: Do not convert.
6. MARGIN RELEASE, CONDITIONAL END OF PAGE, and INDENT: Due to different system fonts, printer setups, and screen size, these codes may not be where you placed them in 5.0.
7. MERGE: All merge codes except the ^O convert. In WordPerfect Macintosh you must first save the opened, untitled 5.0 document as a Macintosh file for it to be used as a merge file.
8. PARAGRAPH NUMBERING and OUTLINE: If you define characters as your numbering style, they will convert into numbers.
9. COLUMNS: Parallel columns without block protect are converted to newspaper columns.
10. MATH COLUMNS: Once calculated, all information will convert into its proper place. You will be unable to recalculate if edited, since 1.0.3 does not support math columns.
11. WORD SPACING, LETTER SPACING, KERNING: Not supported.

12. TABLE OF AUTHORITIES: Will convert as long as it is generated before conversion.
13. ENDNOTES: Endnote spacing and placement are not supported.
14. COMMENTS and SUMMARIES: Not supported in regular format. However, when saved as TEXT, they will convert.
15. TABLE OF CONTENTS: Can be defined and generated before or after conversion.
16. INDEX: Can be defined and generated before or after conversion.
17. LIST: 5.0 allows up to nine lists to be defined and generated. 1.0.3 only allows up to five lists to be defined and generated. In conversion, lists 6, 7, 8, 9 become 1, 2, 3, 4 and can be defined or generated before or after conversion.
18. MACRO: Macros cannot be converted.
19. COMPOSE: If both machines support the character, it will be converted.
20. JUSTIFICATION: 5.0 defaults to Full Justification. 1.0.3 defaults to Left Justification. In order for Full justification to be converted, you must have a [Just On] code in your document. Or change it once converted into 1.0.3.
21. FAST SAVE: Fast save documents can be opened as text documents into 1.0.3.
22. FONTS: If the font is on both machines, it will convert, with the exception of default fonts. A document created using a default font on one machine will appear in the default font of the machine that the document is transferred to.

## **PC 5.1 to 1.0.3 Conversion**

The WordPerfect 5.1 files will convert using the 5.0 filter. The same restrictions for 5.0 conversion explained above apply. Following are some helpful hints about the additional features 5.1 supports.

1. TABLES: The text inside Tables will be converted. If you convert your Tables into 5.0 format (CTRL F5) before bringing the file to the Macintosh, the text will come over in parallel columns.
2. GRAPHICS: The Bicycle.WPG and Clock.WPG graphics do not completely convert because they contain bit-mapped images which will not convert.
3. EQUATIONS do not convert.
4. JUSTIFICATION: All Justification styles convert to the Macintosh.
5. MERGE codes will be completely stripped. However, the parameter information will convert since it is editable text. WordPerfect 5.1 has a Merge language, so 1.0.3 has no way of interpreting these new codes. If you execute your merge, then transfer the document, the information will convert.
6. FOOTNOTE/ENDNOTE OPTIONS: On the PC you are allowed 20 characters in Style for Number in TEXT and Style for Number in NOTE. On the Macintosh you are allowed only 15 characters. The [Note Num] code counts as two characters. So, you can insert up to thirteen characters plus the [Note Num] code for it to look the same on both machines.

### **PC 4.2 to 1.0.3 Conversion**

Please keep in mind the following items when converting documents from PC 4.2 to the WordPerfect Macintosh:

1. If you have tab sets in your headers or footers, you will have to reset the tabs after conversion. 4.2 reads tab sets in or out of headers. In 1.0.3 you must set tabs in headers for them to be read.
2. LINE DRAW: Converts into extended characters. If you draw with characters, you will have to rearrange them after conversion. If you

plan on taking the file back to the PC, don't change anything. It will look bad on the Mac, but everything should transfer back.

3. TABLE OF AUTHORITIES: Will convert if they have been generated before conversion.
4. COMMENTS and SUMMARIES: Will convert if saved as TEXT.
5. MATH COLUMNS: Convert fully if calculated before conversion.
6. TABLE OF CONTENTS, LISTS, INDEX: You can define and generate these before or after conversion.

### **1.0.3 to PC 4.2 Conversion**

Please keep in mind the following items when converting documents from WordPerfect Macintosh 1.0.3 to PC 4.2:

1. FOOTNOTES and ENDNOTES: In the conversion process footnotes are separated by a soft page return, and are displayed on separate pages. Do a Word Count to format correctly.
2. FONTS: Font changes are not supported in conversion.
3. TABLE OF CONTENTS, LIST, INDEX: These features can be defined and generated before or after conversion.
4. ATTRIBUTES: Only the text attributes that 4.2 supports are converted.
5. GRAPHICS: Not supported in conversion.
6. KERNING AND LEADING: Not supported.
7. LINES PER INCH: 4.2 only supports 6 and 8 LPI.
8. POSTSCRIPT: Not supported in conversion.

9. JUSTIFICATION: Right, Center, and Full Justification convert to Right Justification On. Left Justification converts to Right Justification Off.

### **WordPerfect to Word Export Constraints**

Please keep in mind the following items when converting documents from WordPerfect to Word:

1. LINE NUMBERING: Not supported in export. Formats requiring sections in Word will not be exported. These include the following:
  - Columns
  - Headers and Footers
  - Page Numbering Control
  - Title Page
  - Endnotes (converted to footnotes)
2. OUTLINES: Will be exported as text without paragraph numbering codes. Tables of Contents, Indexes and Lists will all be exported as text without the formatting codes.

### **Word to WordPerfect Import Constraints**

The following features from Word are not supported when imported to WordPerfect:

- Condensed/Expanded Text
  - Footnote Symbols
  - Page Renumbering
  - Roman Page Numbers
  - Side by Side Text
1. UNDERLINE: Underline modes in WordPerfect are slightly different from those in Word. WordPerfect underlines spaces in the standard mode, Word does not.
  2. TITLE PAGES AND PAGE NUMBERING: If these are done without section formatting, they will be imported.

3. FAST SAVE: Fast Save is now supported when importing to WordPerfect. However, due to the strange format done during a fast save, you may find better results when you import a slow save document. If results are not satisfactory, save your Word document one more time with a slow save and try the import again.

## **Text Conversions**

When using Save As, the following information will be useful:

1. Generic Text will convert a soft return (SRt) to a space.
2. PC Generic Text (SR to Space) and PC Text (SR to CR LF) are converted for use on IBM computers and IBM compatibles.
3. PC Generic Text (SR to Space) will convert a soft return to a space.
4. PC Text (SR to CR LF) will convert a Soft Return to a carriage return and line feed.
5. Text (SR to CR) is converted to text formatted for Macintosh editors.
6. All special formatting codes are stripped out so the text may be used with most basic editors.

## **Miscellaneous**

MACGENIUS TWO PAGE MONITOR: WordPerfect used to crash on startup; this has been corrected.

OPENING A NON-MAC WORDPERFECT DOCUMENT: The dialog that appears when you open or retrieve a document that has not been saved in WordPerfect Macintosh format has changed, but the functionality is the same.

DATE FORMAT: When you are in the Date Format dialog box (Choose Date from the Format menu, then choose Date Format), Press Shift-Option-D to

insert an abbreviated month function, and Shift-Option-F to insert an abbreviated day function.

## **Temporary Files**

When temporary files are created in WordPerfect because of a system error or power failure, a dialog box will appear the next time you start WordPerfect, asking you if other copies of WordPerfect are running. Select No unless multiple copies of WordPerfect are running under the MultiFinder or were launched from a file server. Selecting the No button when multiple copies of WordPerfect are running under MultiFinder will delete the temporary files from your system folder that belonged to your first launch. If multiple copies are launched from a file server, click Yes—temporary files found may belong to another launch of WordPerfect. When multi-launching WordPerfect from a file server, direct WordPerfect temporary files to each Macintosh station's System folder (this is the default setting). The temporary files will include the user's name as recognized by the Server.

## **Codes**

A document window can still be resized when the Codes window is open. Click in the extreme lower-right corner of the Codes window and drag the window to the desired size.

## **Columns**

Pasting a graphic image into columns may require resizing the image to fit within the column margins. Open your ruler to see the column margins. Scroll (in columns, scrolling is easier with the keyboard arrow keys) to the graphic image and select it. Resize the image to fit within the column margins.

## **Dialog Box Shortcut**

Most dialog box buttons can be executed by pressing Command and the first letter of the button desired. For example, in the Speller, you can press Command-I instead of clicking Ignore.

## Graphics Centering

To center a graphic on the page, position the cursor in front of the graphic. Choose Line from the Format menu, then choose Center. You can also center the cursor before you paste the graphic into your document. If you want to select the graphic to center it, drag across the graphic to highlight it, then choose Center. Do not select the graphic by clicking on it. This will not center your graphic.

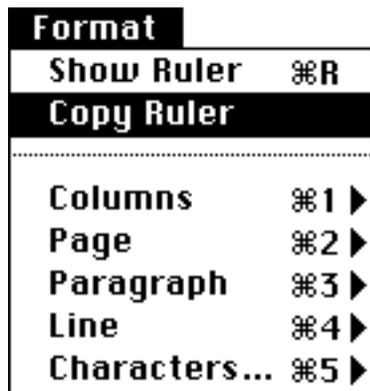
## PostScript

In addition to supporting the standard Postscript commands (see Postscript Commands in the Reference manual, pages 491-492), WordPerfect lets you embed the following variables into the WordPerfect Postscript dialog box:

\$\$VPOS	Vertical position of bottom of cursor, measured in points.
\$\$HPOS	Horizontal position of bottom of cursor, measured in points.
\$\$PNUM	Page number.
\$\$BMAR	Bottom margin.
\$\$TMAR	Top margin.
\$\$RMAR	Right margin.
\$\$LMAR	Left margin.
\$\$PGHITE	Vertical size of page.
\$\$PGWID	Horizontal size of page.
\$\$DATE	Inserts the current date into a document.

Variable names can be followed by any character other than an uppercase letter. When printed, all variable commands are replaced by a number which is relative to the bottom left corner of the page. The number, not the variable, becomes part of the definition.

## Copy Ruler



Copy Ruler in the Format menu will copy formatting specifications from the current ruler to the clipboard. You may then paste these specifications into your document at any point. The formatting of the text from that point on will have the same attributes as the text where you copied the ruler. (Of course, as with most WordPerfect functions, these specifications will affect your document only until a new function code is encountered. At that point, formatting related to the new code will change.)

Functions that will be copied to the clipboard include left and right margins, hyphenation zone, page number position, tabs, justification, and column definition.

## Selecting Text

You can also select text by positioning the cursor at one end of the text to be selected and then performing a shift-click at the other end. This will turn the selection on and extend it to the new position. This method of selecting also works in the Codes window.

## Converting Database Files to WordPerfect Secondary Files

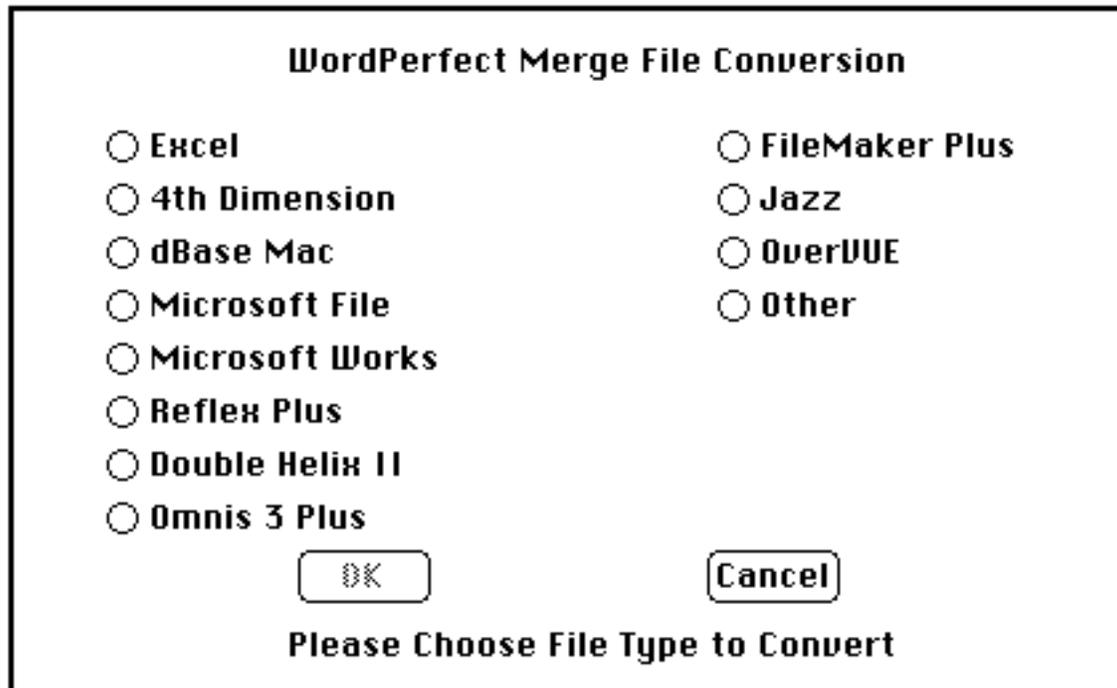


You will find a WP FileConvert icon on your 1.0.2 disk. WP FileConvert lets you convert a database or spreadsheet file to a WordPerfect secondary merge file.

To convert a database or spreadsheet file to a WordPerfect secondary file,

1. Choose Save As or Export Data to save your database or spreadsheet file as a text file (See Additional Help for Exporting Files below).
2. Quit your database or spreadsheet program (unless you are using Multifinder).

3. Open the WP FileConvert program. The following dialog box appears:



4. Click the appropriate database or spreadsheet radio button, then click OK. A file dialog box appears and asks you to choose the file you want to convert.
5. Select the appropriate file, then click OK.

The resulting WordPerfect secondary file can be opened by double-clicking the file icon, or by choosing Open from the File menu. This file can be merged with a WordPerfect primary file.

### **Additional Help for Exporting Files**

**Excel:** Since Excel is a spreadsheet program, each lettered row represents a record and each numbered cell represents a field in the record. For example, cell A1 represents record 1, field 1, cell A2 is record 1, field 2, and so forth. Choose Save As, then click the Text radio button to save the worksheet.

**4th Dimension:** Choose Output Layout from the File menu, then choose Export. Type the new filename, then click the Text radio button. Change the record delimiter to 10 and the field delimiter to 9, then click Save.

dBase Mac: From the User Environment, choose Export from the DataFile menu to display the Delimiter dialog box. Make sure "Carriage Return" is selected in the Field Terminator text box, and "Tab" is selected in the Record Delimiter text box, then click Save. Type the new filename in the dialog box that appears, then click Save. The Exporting dialog box appears with the name of the file to export. Click Start. Once the file is converted, you may need to manually insert the Merge E codes, depending on the particular database structure from dBase Mac.

Microsoft Works: Choose Save As from the File menu to display the Save As dialog box. Type the new filename, click the Export check box, then click Save. When the Save Text As dialog box appears, click the Text With Values Only radio button, then click OK.

Reflex Plus: Press Command-= to generate the report, then choose Export Data from the Report menu to display the Export dialog box. Type the filename, then click the Text File button. Each database field will be displayed in a dialog box. Select the fields you want to export, then click Create.

OverVUE: Choose Save As from the File menu to display the Data Sheet As dialog box. Type the new filename, click the Text only (Mailmerge format) radio button, then click Save.

The format for exporting files from Microsoft File, Double Helix II, Omnis 3 Plus, FileMaker Plus and Jazz, should follow the same or similar procedures as the previous programs.