

**Overview: File Management in Word Pro**

WordPerfect provides its own file management facilities because DOS does not enable you to run both an application and a separate file manager. In Windows, however, you can run the File Manager or Windows Explorer side-by-side with an application program.

For more information on File Management, see your Windows documentation.

**Overview: Controlling printing in Word Pro**

WordPerfect provides its own printer drivers to control the printer. In addition, WordPerfect has its own print management system to allow starting, stopping, and spooling of print jobs.

Word Pro, like other Windows applications, uses Windows printer drivers and the Windows Print Manager to print your document. To select printer settings, use the Windows Control Panel and/or the Windows Print Manager.

For more information, see your Windows documentation.

## **Overview: Saving options as defaults for new documents**

WordPerfect allows you to set many options for defaults in new documents. Most of the same options can also be set in Word Pro.

When you create a new document, Word Pro reads options from the SmartMaster used to create the document. These options include styles, the initial font, hyphenation, and more. In general, any setting that can be changed in a Word Pro InfoBox is saved as part of the SmartMaster.

If you wish to change the options, you can redefine the appropriate style to match your desired settings. If you want to make the change permanent (affecting all newly created documents using that SmartMaster), you can copy the modified style to the SmartMaster or edit the SmartMaster itself.

**Overview: Setting screen, mouse, and keyboard options in Word Pro**

WordPerfect offers an extensive setup facility which allows you to control keyboard functionality, screen colors, and more. In Word Pro, as in other Windows applications, you select these functions using the Windows Control Panel.

For more information on using the Control Panel, see your Windows documentation.

## **Overview: Suggestions for using function keys**

You can type a WordPerfect function key combination to get Word Pro help on specific topics. For example, for WordPerfect 5.x, you can press Ctrl+F8 (WordPerfect's font menu) followed by 5 (WordPerfect's color option) to find out how to change the font color in Word Pro, or Ctrl+F8 followed by 1 to find out how to change the font size. The more detailed you are in specifying the exact WordPerfect function you want, the more accurate Word Pro's suggestions will be.

You can type questions or press function keys to ask the Expert for the Word Pro equivalent to WordPerfect options. However, you must type either text or press function keys; you cannot enter both in the same instance.

Once you press a function key, you are in function key mode. You will not be able to use editing keys (delete, backspace, arrow keys) until you click Clear.

**There is no Advance equivalent in Word Pro**

Word Pro does not have a direct equivalent to WordPerfect's Advance feature. By using a Word Pro frame, you can achieve the same result, as explained below.

When you create a Word Pro frame, you can position it at any location on the page. For precise positioning, use the Frame anchoring options. Place the frame at the desired location on the page and type the text in the frame.

**There is no functional equivalent in Word Pro**

The function you chose does not have a Word Pro equivalent; however, you can likely achieve the same result with a Word Pro function. You can choose Help - Ask the Expert in Word Pro and type your question to see a list of topics that will steer you in the right direction.

## **Using Ami Pro Menu Help**

Ami Pro Menu Help gives you Word Pro equivalents to the Ami Pro functions with which you are familiar. When you select an Ami Pro menu item, the Expert displays the matching Word Pro topic or a list of choices.

1. Choose Help - Ami Pro Menu Help.
2. Click an Ami Pro Menu.
3. Select a menu item.

Word Pro displays Help topics that tell you how to do that menu item's functions in Word Pro.

If you want to display additional answers, select one of the topics from the list and click OK.

When you are finished using the Menu Help, click Done.



## **Using Microsoft Word for Windows Menu Help**

Microsoft Word Menu Help gives you Word Pro equivalents to the Microsoft Word functions with which you are familiar. When you select a Word for Windows menu item, the Expert displays the matching Word Pro topic or a list of choices.

1. Choose Help - Microsoft Word for Windows Menu Help.
2. Click a Word for Windows Menu.
3. Select a menu item.

Word Pro displays Help topics that tell you how to do that menu item's functions in Word Pro.

If you want to display additional answers, select one of the topics from the list and click OK.

When you are finished using the Menu Help, click Done.

## Using the WordPerfect Expert

The WordPerfect Expert gives you Word Pro equivalents to the WordPerfect tasks and keystrokes with which you are familiar. When you type a question or keystroke, the Expert displays the matching Word Pro topic or a list of choices.

1. Choose Help - For WordPerfect Users.

### Tip

2. Choose Ask the WordPerfect DOS Expert  
or  
Ask the WordPerfect for Windows Expert.

3. Type a question in a "How do I?" format or a WordPerfect keystroke combination.

4. Click OK.

Word Pro tries to display Help topics that answer your question.

If you want to display additional answers, select one of the topics from the list and click OK.

5. If you want to type another question or another WordPerfect keystroke combination, click Clear and repeat steps 2 - 3.
6. When you are finished using the Expert, click Done.

You can also access the WordPerfect for Windows Expert by choosing Option 4 or the WordPerfect for DOS Expert by choosing Option 1 from the WordPerfect Users Welcome Back dialog box.

## Using WordPerfect Menu Help

WordPerfect Menu Help gives you Word Pro equivalents to the WordPerfect functions with which you are familiar. When you select a WordPerfect menu item, the Expert displays the matching Word Pro topic or a list of choices.

1. Choose Help - for WordPerfect Users.
2. Choose WordPerfect for Windows Menu Help.

### Tip

3. Click a WordPerfect Menu.
4. Select a menu item.

Word Pro displays Help topics that tell you how to do that menu item's functions in Word Pro.

If you want to display additional answers, select one of the topics from the list and click OK.

5. When you are finished using the Menu Help, click Done.

You can also display WordPerfect Menu Help by choosing Option 3 in the WordPerfect Users Welcome Pack dialog box.

## Using WordPerfect Topic Help

WordPerfect Topic Help gives you Word Pro equivalents to the WordPerfect functions with which you are familiar. When you select a WordPerfect topic from the list, Word Pro displays the matching topic or a list of choices.

1. Choose Help - For WordPerfect Users.
2. Choose WordPerfect DOS Topic Help.

### Tip

3. Select a Help topic from the list.
4. Click OK.

Word Pro tries to display Help topics that answer your question.

If you want to display additional answers, select one of the topics from the list and click OK.

5. When you are finished using the Topic Help, click Done.

You can also display topic help by choosing Option 2 from the WordPress Users Welcome Pack dialog box.

## Welcome WordPerfect Users

Click one of the WordPerfect Help options in this WordPerfect Users Welcome Pack dialog box. Word Pro provides help for WordPerfect menus, keystroke combinations, and tasks. Select the option most appropriate for your needs.

To remove the WordPerfect menus from the help menu:

1. Choose Edit - Scripts & Macros.
2. Choose Set Startup Scripts.
3. Choose the line that includes "wpwel.lwp" in the "Scripts to run on startup of Word Pro" box.
4. Click Remove.
5. Click Cancel.

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