

## DOCUMENTATION CHANGE NOTICE

Product/Manual: WORDPERFECT 5.1 WORKBOOK  
Manual(s) Dated: 12/90, 6/91 and 8/91  
Machines: IBM PC and Compatibles

This file documents all change made to the documentation since its initial printing dated 11/89. The documentation changes are divided in two sections:

**New Information** contains additions or changes to the manual which represent modifications to the WordPerfect program.

**Typographical Errors and Minor Corrections** contains typographical corrections and changes to the manual which do not represent modifications to the WordPerfect program.

### New Information

Lesson 11: File Management  
Pages(s): 85  
Manual Date: 06/91

The third paragraph under Printing a List of Files now says:

The printed list includes the heading information you see on your screen with the current date, time, and directory. Also included is the amount of free space on the disk.

We also added an italic note after step 1. It says:

**Important:** The list of files on your screen will not print if you are using the Workbook Printer. To print the list of files, you must choose a printer other than the Workbook Printer (see Selecting a Printer in Lesson 8). (1,351)

### Typographical Errors and Minor Corrections

Introduction  
Page(s): vii  
Manual Date: 08/91

The second paragraph under the "Printer Test" heading was changed to read: You can determine which features and attributes are available on your printer by retrieving and printing the PRINTER.TST file (located in your WordPerfect directory). It includes several features and attributes, as well as some of the most common attribute combinations. (#2,049)

Lesson 2: Letter 1 - First Draft  
Page(s): 7  
Manual Date: 12/90

Screen now shows POS instead of Pos. (#359)

Lesson 2: Letter 1 - First Draft  
Page(s): 9  
Manual Date: 12/90

"Sincerely" is now in the screen. (#360)

Lesson 2: Letter 1 - First Draft  
Page(s): 16  
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"Sincerely" now in screen (#360)

Lesson 2: Letter 1 - First Draft  
Page(s): 17  
Manual Date: 12/90

"Sincerely" now in screen (#360)

Lesson 2: Letter 1 - First Draft  
Page(s): 18  
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"Sincerely" now in screen (#360)

Lesson 2: Letter 1 - First Draft Page(s): 19 Manual Date: 12/90	"Sincerely" now in screen (#360)
Lesson 2: Letter 1 - First Draft Page(s): 22 Manual Date: 12/90	"Sincerely" now in illustration (#360)
Lesson 4: Letter 1 - Second Draft Page(s): 24 Manual Date: 12/90	The header on the screen now has only one line. Also, another correction was made to the screen. The word "sincerely" was added (noted in another report). (#1,078)
Lesson 6: Letter 1 - Final Draft Page(s): 36 Manual Date: 12/90	The screen now contains the [L/R Mar:2",2"] code. (#572)
Lesson 7: Getting Help Page(s): 40 Manual Date: 12/90	Step 11 now says:  Type <b>2</b> and press <b>Enter</b> for the left margin, then type <b>2</b> and press <b>Enter</b> for the right margin. (#1,636)
Lesson 7: Getting Help Page(s): 43 Manual Date: 12/90	Paragraph at top of the page now says:  Notice that your customer registration number (if you entered it), the version number, and the date of the program are listed at the top of the screen. This information is useful to WordPerfect Customer Support when referring to problems you are having with the program. (#573)
Lesson 10: Letter 2 - Final Draft Page(s): 76 Manual Date: 12/90	We moved pointer A up about 1/2" to point to the header in the only screen on the page. (#361)
Lesson 11: File Management Page(s): 80 Manual Date: 12/90	The paragraph now says:  For this exercise, you will need an extra formatted diskette. If you do not have a formatted diskette and do not know how to format one, refer to your DOS manual that came with your computer. (#323)
Lesson 11: File Management Page(s): 86 Manual Date: 12/90	Paragraph above screen now says:  If you started WordPerfect from a menu, such as the Shell in WordPerfect Office, then you are returned to that menu.  The screen is also new. (#1,637)
Lesson 12: Special Techniques Page(s): 92 Manual Date: 12/90	The paragraph above the screen now says:  Because each character in the Helvetica 12pt font is given a customized width, the line of W's is much longer than the line of question marks, and the line of question marks is longer than the line of i's. (#363)
Lesson 12: Special Techniques Page(s): 93 Manual Date: 12/90	step 5 changed to 5.2 inches. (#81)

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Lesson 12: Special Techniques Page(s): 101 Manual Date: 08/91	The non-word "jpoints" in the first paragraph of the "Units of Measure" heading was changed to "points." (#2,074)
Lesson 12: Special Techniques Page(s): 102 Manual Date: 06/91	Step 11 now says:  11 Press <b>Screen</b> , select <b>Window</b> , then enter 24 to close the window for the document 2 editing screen. (#1,583)
Lesson 12: Special Techniques Page(s): 103 Manual Date: 12/90	The first paragraph under the heading Units of Measure text was changed. Now it includes "WordPerfect 4.2 units(Lines/Columns)" (#99)
Lesson 13: Formatting a Letter - Part I Page(s): 110 Manual Date: 08/91	A second "A" pointer was placed next to the partial list at the top of the left-hand page. (#1,848)
Lesson 14: Formatting a Letter - Part II Page(s): 124 Manual Date: 08/91	1. The "A" pointer on the left-hand page was moved to the partial list at the top of the page.  2. A second "B" pointer was placed next to the partial list at the top of the right-hand page. (#1,849)
Lesson 19: Corporate Report - Indents and Line Spacing Page(s): 186 Manual Date: 12/90	Step 4 now says:  Press <b>Indent</b> (F4). (#1,638)
Lesson 20: Corporate Report - Tabs Page(s): 186-187 Manual Date: 08/91	The "Mail Order" and "Retail" columns were switched in the screen shot shown on pages 186 and 187. The screen shot title, "Mail Order vs. Retail," was also reversed to read "Retail vs. Mail Order." (#1,683)
Lesson 19: Corporate Report - Indents and Line Spacing Page(s): 187 Manual Date: 12/90	Step 6 now says:  Press <b>Indent</b> (Shift-F4).  Step 10 now says:  Press <b>Indent</b> to indent the quotation from both the left and right margins. (#1,638)
Lesson 20: Corporate Report - Tabs Page(s): 190 Manual Date: 08/91	1. The A pointer in the screen shot was placed over the [Dec Tab] code in the Reveal Codes portion of the screen.  2. The sentence at the top of the page was changed to read: The normal Left tab [Tab] has been replaced by a Decimal tab [Dec Tab].  3. The sentence at the end of the "Resetting Tabs" section was changed to read: The [Dec Tab] code at the beginning of the paragraph. . . (#1,850)
Lesson 20: Corporate Report-Tabs Page(s): 191 Manual Date: 08/91	The "Mail Order" and "Retail" columns in the screen shot were switched. The screen heading was also changed to read "Retail vs. Mail Order." (#2,079)

Lesson 20: Corporate Report - Tabs Page(s): 198 Manual Date: 12/90	The last two Paragraphs under Typing the Column Titles heading now says:  As you pressed Tab, WordPerfect inserted an [Rgt Tab] code to line up the title to the right. There are also [Rgt Tab] codes separating the figures in the two columns.  When you use Center, Right, or Decimal tabs, WordPerfect inserts a [Cntr Tab] or [Rgt Tab] code when you press the Tab key. And like a normal [Tab] code, you can delete the [Cntr Tab] or [Rgt Tab] code to erase the tab, or press Tab to insert another [Cntr Tab] or [Rgt Tab] code. (#364)
Lesson 21: Corporate Report - Footers, Footnotes, and Endnotes Page(s): 216 Manual Date: 12/90	In the bottom screen, a "pointer B" has been added. It Points to the footer. (#365)
Lesson 22: Corporate Report - Table of Contents and Index Page(s): 230 Manual Date: 06/91	Step 5 now says:  Press <b>Enter</b> . (#1,417)
Lesson 23: Merge Fundamentals Page(s): 241 Manual Date: 08/91	The sentence after step 2 was changed to read:  The status line should display page 3, which is the third record in the secondary file. (#2,027)
Lesson 23: Merge Fundamentals Page(s): 249 Manual Date: 12/90	Pointers in screen were switched. Now A is on top. (#1,090)
Lesson 24: Mass Mailings Page(s): 258 Manual Date: 12/90	In the screen, the bottom paragraph now has the tilde and the comma in the right order. (#1,287)
Lesson 24: Mass Mailings Page(s): 259 Manual Date: 12/04	The paragraph before step 5 now says:  The {DATE} merge code does the same thing as the Date Code feature on the Date/Outline key. Whenever you merge the primary file, WordPerfect automatically inserts the current date at the position of the {DATE} code. (#681)
Lesson 25: Special Techniques Page(s): 264 Manual Date: 08/91	The A pointer in the screen shot was moved to the comma after the "Align char =" message at the bottom of the screen. (#1,851)
Lesson 25: Special Techniques Page(s): 265 Manual Date: 08/91	1. The mouse note after step 5 was changed to read: Select <b>Forward</b> from the Search menu.  2. The mouse note after step 7 was changed to read: Select <b>Extended</b> from the Search menu, then select Next. (#1,852)
Lesson 25: Special Techniques Page(s): 266 Manual Date: 08/91	Step 5 was changed to read: Press <b>Page Down</b> (PgDn), press <b>Cancel</b> (F1) or <b>Escape</b> (Esc) to clear the "Position hyphen" message, then press <b>Home,@</b> to reformat the second page of the report. (#1,853)

Lesson 25: Special Techniques  
Page(s): 271  
Manual Date: 12/90

Step 4 now says:

Select **D**ecimal/Align Character (3), type a comma (,) for the decimal character, then type a period (.) for the thousands' separator. (#1,639)

Lesson 25: Special Techniques  
Page(s): 274  
Manual Date: 08/91

The phrase, "Press Left Arrow ( ), then" was deleted from step 4. (#1,687)

Lesson 25: Special Techniques  
Page(s): 275-276  
Manual Date: 08/91

1. The sentence immediately preceding step 1 on page 275 was changed to read:

You can merge to the printer by adding a {PAGE OFF} code and a {PRINT} code to the end of a primary file.

2. Step 5 on page 275 and step 6 on page 276 were switched.

3. The screen shot on page 276 was changed so that the {PAGE OFF} code precedes the {PRINT} code.

4. The paragraph immediately following the screen shot was changed to read:

The {PAGE OFF} code makes sure that a hard page break is not inserted between letters. The {PRINT} code tells WordPerfect to send the merged letter to the printer and clear the screen (memory). (#2,026)

Lesson 26: Characters and  
Keyboards  
Page(s): 293  
Manual Date: 06/91

Step 1 now says:

Press **C**ompose (Ctrl-2).

Step 2 now says:

Type an asterisk (\*), then type a period (.). (#1,354)

Lesson 28: Envelopes and Labels  
Page(s): 327  
Manual Date: 12/90

2nd paragraph-wording changed to exclude advance codes in document initial codes. The 1st line of the 2nd paragraph under the Creating a Primary file heading now says:

When you place formatting codes like paper size/type and margins in a primary file, those codes get merged to each record. (#71)

Lesson 28: Envelopes and Labels  
Page(s): 334  
Manual Date: 12/90

Information on this page is as follows:

Enter **labels** to begin the macro.

A list of Label Page/Size definitions is displayed. Notice that the first item on the list is similar to the labels definition you created earlier in this lesson.

A 2/3" x 3 7/16" label is the right size for file folders.

Use the arrow keys to move the cursor to the 2/3" x 3 7/16" option (5266 Avery), mark the selection with an asterisk (\*), then press **Enter**.

A "Set-up Marked Labels? **Yes (No)**" message is displayed.

Select **Yes**.

The macro pauses for you to set the location for your printer.

Select **Manual (3)** to indicate that you will manually feed the label sheets into your printer.

The macro pauses to ask if you want a prompt to load. This is generally a good idea when manually feeding labels into the printer.

Select **Yes**.

You are returned to the list of definitions. You could create another definition at this time if you needed to, but for the purposes of this lesson we will quit here.

Press **Exit (2)** to terminate the macro and return to the normal editing screen.

If you are running WordPerfect from two disk drives, replace the Macros/Keyboards diskette in drive B with the Learning diskette before continuing the lesson.

Press **Format (Shift-F8)**, select **Page (2)**, then select **Paper Size/Type (7)**.

Select **Page** from the **Layout** menu, then select **Paper Size/Type**.

Notice that the new labels definition appears on the list of paper definitions, and is ready to be included in the document initial codes of a primary file.

Now that you have learned how to create paper definitions, you will probably want to create definitions for any envelopes, labels, or other forms that you use on your own printer.

Delete the definitions you created for this lesson. Use this lesson and the appropriate sections in the WordPerfect Reference Manual as a guide to create the definitions you need for your own situation.

Press **Exit** twice to return to the editing screen. (#1,640)

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Lesson 29: Equations  
Page(s): 340  
Manual Date: 12/90

In the fifth line under the Printing an Equation heading, the "you" was changed to "your". (#371)

Lesson 29: Equations  
Page(s): 341  
Manual Date: 12/90

New equation. We use a superscript  $i$  instead of a subscript  $i$  on the second line of the equation. (#372)

Lesson 29: Equations  
Page(s): 344  
Manual Date: 12/90

The equation in this lesson was incorrectly copied from the PlanPerfect manual. The correct equation needs a superscript  $i$  in the bottom line of the equation, not a subscript  $i$ . Therefore, every page in this lesson that used this equation now has the correct equation. Also, the instructions in several places have been changed to account for the new equation. So, on this page,

The bottom "A" pointer was removed from the equation, the new equation is used, the italic note under step 5 now says SUP instead of SUB, step 7 now says SUP instead of SUB. (#372)

Lesson 29: Equations  
Page(s): 345  
Manual Date: 12/90

New screen. We use a superscript  $i$  instead of subscript. (#372)

Lesson 29: Equations  
Page(s): 346  
Manual Date: 12/90

New Screen. We use a superscript  $i$  instead of a subscript  $i$ . (#372)

Lesson 29: Equations  
Page(s): 347  
Manual Date: 12/90

New Screen. We use a superscript  $i$  instead of a subscript  $i$ . (#372)

Lesson 29: Equations  
Page(s): 348  
Manual Date: 12/90

New screen. We use a superscript  $i$  instead of a subscript  $i$ . (#372)

Lesson 29: Equations  
Page(s): 352  
Manual Date: 08/91

Step 6 was changed to read: Press Left Arrow ( ) twice to place the cursor at the beginning of the line (on the Equation Options code). (#2,062)

Lesson 29: Equations  
Page(s): 362  
Manual Date: 12/90

The first para. now reads:

The paragraphs below the formula are in the Roman 12pt font, but the caption is still using the same base font as the formula (Helvetica 18pt). (#373)

Lesson 30: Forms Fill-in  
Page(s): 366  
Manual Date: 12/90

Third paragraph now says:

Check the feature list in the Workbook Appendix for lessons that introduce the Advance, Comments, Table, and Merge features. (#1,641)

Lesson 30: Forms Fill-in  
Page(s): 368  
Manual Date: 12/90

Step 1 now says:

Press **Down Arrow** ( ) eight times to place the cursor on the empty line below the Order No. comment. (#1,642)

Lesson 30: Forms Fill-in  
Page(s): 369  
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As a result of the change to step 1 on page 368, the top screen on page 369 needed to be updated. (#1,642)

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Lesson 31: Graphics  
Page(s): 385  
Manual Date: 12/90

Added two mouse icons to steps 3 and 7. (#206)

Lesson 31: Graphics  
Page(s): 394  
Manual Date: 12/90

Steps 7 and 10 now says "four times" instead of "eight times."

7 Press **Up Arrow** () four times to move the butterfly near the top of the box.

10 Press **Left Arrow** () four times to move the butterfly to the upper left corner of the box. (#374)

Lesson 33: Styles  
Page(s): 407  
Manual Date: 08/91

Steps 11 and 12 under "Editing the Headings Style" were reversed. (#2,064)

Lesson 33: Styles  
Page(s): 407  
Manual Date: 12/90

Italic paragraph under step 2 now says:

If you copied the LIBRARY.STY file during installation, or have entered a Style Library filename with the Setup key, then several styles will appear in the list. You need to delete these styles before continuing the lesson by selecting Delete (5) then Definition Only (3) until all the styles have been removed from the list. (#1,643)

Lesson 34: Tables - Part I  
Page(s): 426  
Manual Date: 12/90

Pointers were moved down to the correct position on screen. (#375)

Lesson 34: Tables - Part I  
Page(s): 441  
Manual Date: 12/90

Status line added to the bottom of screen on page 464. (#376)

Lesson 35: Tables-Part II  
Page(s): 441  
Manual Date: 08/91

The caption next to the "A" pointer was changed to "NEW UNITS SOLD." (#2,080)

Lesson 34: Tables - Part I  
Page(s): 444  
Manual Date: 12/90

First paragraph under screen now says:

The subtotal function is displayed on the status line, and once you move your cursor, an Align Char message lets you know that the total will be aligned on the decimal character. (#377)

Lesson 35: Tables - Part II  
Page(s): 444  
Manual Date: 08/91

Steps 7, 8, and 9 were deleted from the "Moving a Column" section on page 444. In addition, the sentence after the section was changed to read: The first row has become one cell again. (#1,748)

Lesson 35: Tables - Part II  
Page(s): 449  
Manual Date: 08/91

The sentence after step 12 was changed to read "Both the column widths and the width of the entire table are narrower. Notice that the Totals title has disappeared." (#379)

Lesson 35: Tables - Part II  
Page(s): 463  
Manual Date: 12/90

The word "uses" was changed to "use". (#205)