Getting Started/Update Guide

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DOS

USING ENVOY

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WordPerfect 5.1+

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Welcome

Welcome to WordPerfect. WordPerfect 5.1+ for DOS—the new version of the world's first document processor—provides access to powerful word processing tools without stringent hardware requirements. It provides file compatibility with all major word processors, DOS or Windows, including WordPerfect 6.0.

This guide provides information for the new features of version 5.1+. For information on the other features, see the WordPerfect 5.1 for DOS Reference manual.

Registering WordPerfect

Before continuing, please complete the Certificate of License Registration card and return it to WordPerfect Corporation. That way, you'll receive important software and information update notices.

If you are an upgrade user of WordPerfect, your registration/license number is found on your original Certificate of License. Enter the number from your original Certificate of License when prompted during installation. Once you've entered a license number, you can choose **WP Info** from the **Help** menu to view or edit the number.

Your license number is proof that you own a legal copy of WordPerfect. You will need the number when you call Customer Support, and it will be required if you upgrade to a new version of WordPerfect or order replacement disks.

If you have licensing questions, you can call Customer Registration at the following number:

Customer Registration   **(801) 222-4500** (toll)

Customer Support Phone Numbers

If you have a question or problem when using WordPerfect 5.1+, you may want to look at *Appendix O: Troubleshooting* in *Reference*. If you still can't find the answer, feel free to call Customer Support. You will need to have the Personal Indentification Number (PIN) you were assigned when you registered your software. For more information, see "Customer Support" under *Getting Help* in *Reference*.

If you are outside the United States, Puerto Rico, the U.S. Virgin Islands, or Canada, please contact your local WordPerfect Affiliate or authorized reseller. See the appendix at the end of this guide.

Customer Support Services

Classic Service

Classic Service provides a free support period during regular business hours for WordPerfect customers who have purchased and registered WordPerfect software. To use this service, you will need to provide your Personal Identification Number (PIN), assigned when you registered your software. For details about the service, call the Information Services phone number listed under *General Information* at the end of this section.

Installing WordPerfect Software • For assistance when installing WordPerfect 5.1+ for the first time, for assistance when installing an upgrade, or for answers to general installation questions, call the following numbers:

Installation   **(800) 861-2055** (toll-free)
                                          (801) 228-9974 (toll)

General Features • For assistance when using WordPerfect features, call the following numbers:

Equations, Graphics, Sound, Tables	**(800) 861-2101** (toll-free)
	(801) 228-9972 (toll)
Macros, Merge	**(800) 861-2745** (toll-free)
	(801) 228-9971 (toll)
All Other Features	**(800) 861-2164** (toll-free)
	(801) 228-9970 (toll)

Printing, Faxing, and Using Fonts • For assistance when selecting a printer, setting up print options, or experiencing other printing problems in WordPerfect, call the number below that corresponds to the type of printer you use.

Laser or PostScript Printer	**(800) 861-2351** (toll-free)
	(801) 228-9975 (toll)
Dot-matrix Printer and All Other Printers	**(800) 861-2333** (toll-free)
	(801) 228-9976 (toll)
Fax	**(800) 861-2316** (toll-free)
	(801) 228-9977 (toll)

For help with printer hardware problems or when ordering printer accessories, such as toner or font packages, contact your local dealer.

Networks • If you are a system administrator and you need assistance when installing and troubleshooting WordPerfect on a local area network (LAN), call the following numbers:

| Networks | **(800) 861-2116** (toll-free) |
| | **(801) 228-9973** (toll) |

Priority Service

Priority Service provides support for WordPerfect customers who have purchased and registered WordPerfect software and need immediate service, after-hours support, or support beyond Classic Service or who are using a mature version of a product. The fee for Priority Service is calculated on a per-incident or per-minute basis. For details about the service, call the Information Services phone number listed under *General Information* at the end of this section.

Installing WordPerfect Software • For assistance when installing WordPerfect 5.1+ for the first time, for assistance when installing an upgrade, or for answers to general installation questions, call the following numbers:

| Installation | **(800) 861-2460** (toll-free) |
| | **(900) 555-5566** (toll) |

General Features • For assistance when using WordPerfect features, call the following numbers:

Equations, Graphics, Sound, Tables	**(800) 861-2420** (toll-free)
	(900) 555-3344 (toll)
Macros, Merge	**(800) 861-2430** (toll-free)
	(900) 555-4455 (toll)
All Other Features	**(800) 861-2410** (toll-free)
	(900) 555-2233 (toll)

Printing, Faxing, and Using Fonts • For assistance when selecting a printer, setting up print options, or experiencing other printing problems in WordPerfect, call the number below that corresponds to the type of printer you use.

| Laser or PostScript Printer | **(800) 861-2440** (toll-free) |
| | **(900) 555-4090** (toll) |

Dot-matrix Printer and All	**(800) 861-2450** (toll-free)
Other Printers	**(900) 555-4080** (toll)
Fax	**(800) 861-2480** (toll-free)
	(900) 555-9595 (toll)

For help with printer hardware problems or when ordering printer accessories, such as toner or font packages, contact your local dealer.

Networks • If you are a system administrator and you need assistance when installing and troubleshooting WordPerfect on a local area network (LAN), call the following numbers:

| Networks | **(800) 861-2470** (toll-free) |
| | **(900) 555-8585** (toll) |

Additional Customer Support Services

WordPerfect Corporation InfoShare Service

If you have a fax machine, you can get detailed information about WordPerfect Corporation products, supplementary materials and services, and Customer Support solutions to common problems.

To receive faxed information, dial one of the numbers listed below. You can get a listing of available documents and then use document ID numbers to request the specific documents you want. You can call either with a regular phone or with the handset of your fax machine. At the end of the message, enter the number of the fax machine to which you want the documents sent.

| InfoShare Fax Service | **(800) 228-9960** (toll-free) |
| | **(801) 228-9920** (toll) |

WordPerfect Forums on CompuServe

If you have a CompuServe membership, you can get support in two forums.

The WordPerfect Corporation Files forum contains files you can download, including printer drivers, troubleshooting information, and utilities. If you have questions about the files, please leave a message for the SYSOP. To access the forum, enter **GO WPFILES** at the CompuServe prompt.

To ask technical questions about WordPerfect Corporation products, enter **GO WPUSERS** at the CompuServe prompt. Address your questions to "ALL" so all forum members have the opportunity to answer and benefit from the responses.

IMPORTANT: Most questions are answered by the user community and independent SYSOPS (forum administrators). However, several WPCorp departments monitor the forums and may also respond to questions.

SpaceWorks

As a registered WordPerfect user, you can receive online support through SpaceWorks. SpaceWorks is an online support system that lets you quickly search the entire WordPerfect technical bulletin database. WordPerfect Customer Support Technicians use this database when providing support to users. From the database, you can read, print, or download the document that contains the answer to your question or problem.

To access SpaceWorks, you need a modem, Windows 3.1, and SpaceWorks software provided to registered users. SpaceWorks provides local dial access from anywhere within the United States at 9600 baud.

For more information and to request your copy of the SpaceWorks software so you can access the WordPerfect technical bulletin database, contact SpaceWorks at the following number:

SpaceWorks	**(800) 577-2235** (toll-free)

General Information

For answers to nontechnical questions about WordPerfect Corporation products, call the following:

Information Services	**(800) 451-5151** (toll-free)
	(801) 225-5000 (toll)
Information Services—French	**(800) 321-2318** (toll-free)
	(801) 222-5050 (toll)

Installing WordPerfect

This section contains the information you need to install WordPerfect 5.1+, including information about:

- Recommended system requirements
- Installing WordPerfect
- New WordPerfect 5.1+ files
- Questions and answers

Recommended System Requirements

You can use version 5.1+ on a two-floppy computer, but you will not be able to use the new 5.1+ features. If you want to use the new features, the recommended system requirements are listed below.

- 286 personal computer or better
- 450k free conventional memory
- DOS 3.1 or higher
- Hard disk with 5M of free disk space

Installing WordPerfect

Because the WordPerfect files are compressed, you must use the WordPerfect Installation program to place the files on your hard disk. You will follow the same steps whether you are installing WordPerfect for the first time or as a new (update) version.

To install WordPerfect to your hard disk,

1   Go to a DOS prompt (for example, **C:>**).

2   Insert the Install/Learn/Utilities 1 diskette into drive A.

3   From the DOS prompt, enter **a:install**.

4   Read the on-screen instructions carefully and follow the prompts to finish installing WordPerfect.

New WordPerfect 5.1+ Files

In addition to the changes made to the WP.EXE and WP.FIL files, some files have been added. They are listed below:

Launcher Files

WP.COM	Program to run applications external to WP

Conversion Files

CV.EXE	Program for conversions
CVDWP5X.CVX	Conversion driver

CVDWP50.CVX	Conversion driver
CVDWPG1.CVX	Conversion driver
CVDWPG2.CVX	Conversion driver
CVDTKT.CVX	Conversion driver

Intel SatisFAXtion Files

INTELFAX.COM	Must be loaded to use Intel SatisFAXtion; translates FaxBios to Intel CAS commands
INTELFAX.DAT	Phonebook information
WPCCOVER.PCX	Default coversheet file

Class 1 or Class 2 Fax Files

CLASS1.FXH	Driver for Class 1 fax modem
CLASS2.FXH	Driver for Class 2 fax modem
CLEARLOG.EXE	Deletes the .QUE files
EXPFONT0.FNT	Font file for faxes sent via FaxSend
FAXB.COM	Must be loaded to use fax with Class 1 or Class 2 modems; translates FaxBios to CAS commands
FAXB.DAT	Phonebook information
FAXMAN.OVL	Part of FaxDirect program
FAXDIR.EXE	Must be loaded to use fax with Class 1 or Class 2 modems; manages modem
FAXDIR.CFG	Configuration file
FAXDIR.OVL	Overlay file
FAXSEND.EXE	Test utility; sends ASCII test files from command line
PORTUTIL.EXE	Utility program to display and change COM port settings
REINDEX.EXE	Used to re-index the SUPER.QUE file
SENDFAX.FXH	Driver for Sierra SendFax fax modem
SETUP.EXE	Setup program for FaxDirect
WPCCOVER.PCX	Default coversheet file

See *Appendix Q: WordPerfect Files* in *Reference* for a list of other files installed with WordPerfect 5.1+.

Questions and Answers

The following are some questions and answers you may have about installing WordPerfect.

Do I need to delete earlier versions of WordPerfect before I install version 5.1+?
No. When updating versions of WordPerfect 5.1, WordPerfect 5.1+ installs to the same directory and replaces the older version, unless you specify a different directory.

Which installation type should I choose?
If you are updating from version 5.1 to 5.1+, choose **U**pdate. If you are installing a version of WordPerfect 5.x for the first time, choose **B**asic.

What do I install with an update?
An update of WordPerfect is a full version of WordPerfect. You should install all the files that you normally install and use with WordPerfect so the program files will be compatible.

What happens to the documents I created in WordPerfect 5.1 when I install version 5.1+?

Nothing. When you install WordPerfect 5.1+ over version 5.1, only program files are replaced.

Documents you created in version 5.1 are completely compatible with version 5.1+. WordPerfect 5.1+ can also convert files from many other formats, including WordPerfect 6.0 for DOS and Windows.

How do I set up my fax modem?

See *Setting Up Your FaxBios-compatible Fax Driver to Fax*, *Setting Up Your Intel Modem to Fax*, or *Setting Up Your Class 1 or Class 2 Modem to Fax* in this guide.

Can I install fax files later?

Yes. Start the Installation program, choose **B**asic, then select No until you get to the Install: Fax Option screen.

How do I install Bitstream's FaceLift and Stairway Software's Screen Extender?

See *Bitstream FaceLift Special Edition for WordPerfect 5.1+* and *ScreenExtender Special Edition for WordPerfect 5.1+* in this guide.

I updated to WordPerfect 5.1+, which didn't come with a reference manual. How can I get a manual?

If you are updating from a version earlier than 5.1, your local WordPerfect dealer will be able to order a manual for you, or you can contact WordPerfect directly.

If you are updating from version 5.1, the Reference manual for that version has not changed. This Update Guide provides information for the new features added for version 5.1+.

Can I install to floppy disks, or must I install to my hard drive?

If you install to floppy disks, you will have the same features as version 5.1, but you will not have the new features for 5.1+. Several of the new features must use files stored on your hard drive. See *New Features and Enhancements* in this guide.

How do I install the update to a network?

You follow the same procedure used to install WordPerfect 5.1. See *Appendix R: Networking WordPerfect* in *Reference*.

I accidentally deleted some WordPerfect files. Can I reinstall only part of WordPerfect?

Yes. Start the Installation program, choose **C**ustom, then answer Yes only for the groups of files you want to reinstall.

New Features and Enhancements

The following sections explain how to use the new features in WordPerfect 5.1+ for DOS.

- Conversions
- Fax
- List Files
- Mail Current Document as a Message
- Startup Option
- WP Info

Conversions

Now with WordPerfect 5.1+ you can convert WordPerfect 6.0 for DOS or Windows files as you retrieve them. You can also retrieve WordPerfect Presentations 2.0 and WordPerfect 6.0 graphics files directly into a graphics box.

Earlier versions of WordPerfect files can be retrieved directly into a later version of WordPerfect. For example, WordPerfect 4.2 files can be retrieved easily into version 5.1+. Now you can also retrieve version 6.0 files into 5.1+ without having to save the 6.0 file as a 5.1 file.

WordPerfect 5.1+ files are in the same format as WordPerfect 5.1 for DOS and WordPerfect 5.1 or 5.2 for Windows.

WordPerfect 5.1+ incorporates a conversion program, CV.EXE. In version 5.1, a separate program, CONVERT.EXE, converted files from selected file formats to WordPerfect, and WordPerfect files into other formats. You can still run the 5.1 Convert Program separately to convert file formats other than ASCII and versions 4.2, 5.0, 5.1, and 6.0. Additional conversion drivers are available, and you can run the 5.1+ CV.EXE separately. See *Convert Program* in *Reference*.

Retrieving a 6.0 File into 5.1+ Format
To retrieve a WordPerfect 6.0 for DOS or Windows file into WordPerfect 5.1+,

1   Press **Retrieve** (Shift-10).

2   Enter the filename of the document.

    The document appears on the screen at the cursor.

    If you get the error message "ERROR: File is locked -- filename," the WordPerfect 6.0 file has a password. The password will have to be removed in 6.0 before you can retrieve the file in 5.1+.

    If you get the error message "ERROR: Launcher not available," the Launcher (WP.COM) file has been deleted or is not in the 5.1 directory. See Installing WordPerfect in this guide.

    If you get the error message "CV.EXE not found," the Convert Program (CV.EXE) file has been deleted or is not in the 5.1 directory. See Installing WordPerfect in this guide.

Saving a 5.1+ Document in 6.0 Format
To save a WordPerfect 5.1+ document in WordPerfect 6.0 for DOS or Windows format,

1   Press **Text In/Out** (Ctrl-F5), select Save **A**s (3), then select W**o**rdPerfect 6.0 (4).

2   Enter a filename for the converted (output) file.

    If the file has a password, the password will be removed.

Retrieving a Presentations 2.0 or WordPerfect 6.0 Graphic
To retrieve a graphic into a graphics box,

1   Press **Graphics** (Alt-F9), then select a box type.

2   Select **C**reate (1), then select **F**ilename (1).

3   Enter the name of the file. WordPerfect graphic files have a .WPG extension.

Fax

You can fax WordPerfect documents directly from your computer using a fax/modem. A fax/modem communicates with other computers or a fax machine.

WordPerfect 5.1+ cannot receive faxes.

The fax/modem can be connected to your computer. Depending on your fax software, you may be able to fax from a network. Check with your system adminstrator to see if a fax/modem is available.

Your fax/modem needs to support one of the following standards:

- FaxBios
- Class 1
- Class 2
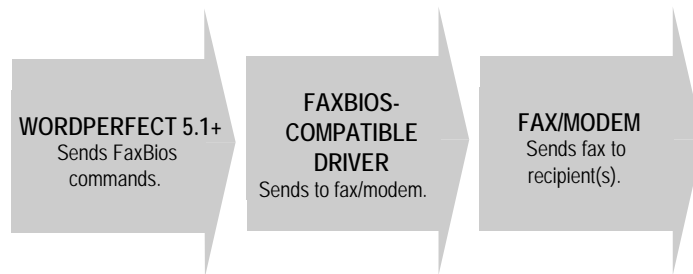- Communications Application Specification (CAS)

Check your fax/modem documentation to find out which standard your fax/modem supports.

See the fax files listed in *New WordPerfect 5.1+ for DOS Files* under *Installing WordPerfect* in this guide.

If you use the fax feature with Stairway Software's screenextender and Bitstream's faceLift installed, you will need more memory

Setting Up Your FaxBios-compatible Fax Driver to Fax

If you have a FaxBios-compatible fax driver installed in your computer, you can send a fax directly from WordPerfect 5.1+. No additional setup is necessary.

WORDPERFECT 5.1+ Sends FaxBios commands.	**FAXBIOS-COMPATIBLE DRIVER** Sends to fax/modem.	**FAX/MODEM** Sends fax to recipient(s).

To see if WordPerfect can communicate with your fax, press **Print** (Shift-F7) and see if Fa**x** appears as an option. If so, you are probably able to fax.

If not, your fax driver may not be FaxBios-compatible. See *Setting Up Your Class 1 or Class 2 Fax/Modem to Fax* or *Setting Up Your Intel Fax/Modem to Fax* below.

Setting Up Your Class 1 or Class 2 Fax/Modem to Fax

Class 1 and Class 2 fax/modems require WordPerfect to translate the FaxBios commands to CAS commands before sending the commands to Class 1 and Class 2 fax/modem drivers. FaxBios (FAXB) translates the FaxBios commands to CAS commands and sends them to FaxDirect (FAXDIR). FaxDirect translates the CAS commands and sends them to the fax/modem.

FaxBios and FaxDirect cannot be used on a network.

WORDPERFECT 5.1+ Sends FaxBios commands.	**FAXBIOS** Translates FaxBios commands to CAS commands. Sends to FaxDirect.	**FAXDIRECT** Translates CAS commands. Sends to fax/modem.	**FAX/MODEM** Sends fax to recipient(s).
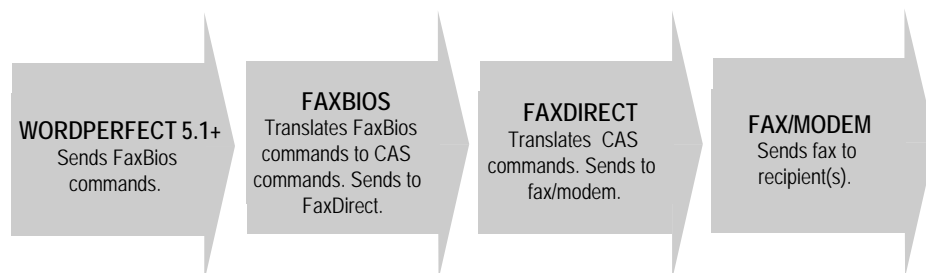
If you chose Class 1 or Class 2 during installation, the WordPerfect Installation program created FAXDIR and FAXB and added the commands to your AUTOEXEC.BAT file. The

Installation program also prompted you for your fax number and fax/modem hardware setup. Fa**x** should appear as an option when you press **Print** (Shift-F7).

If Fax does not appear as an option, check in the WP 5.1 directory for FAXDIR and FAXB. Also check and see if FAXDIR and FAXB are in your AUTOEXEC.BAT file. If FAXDIR and FAXB are not in the directory and are not in your AUTOEXEC.BAT file, use the WordPerfect Installation program to create the files and modify your AUTOEXEC.BAT file.

The Installation program uses a file, SETUP, to enter your name and specify your hardware. You can also use SETUP if you have changed your fax number or hardware configuration. You should also use SETUP to change the answer options.

To use SETUP to change your fax number, hardware configuration, or answer options,

1   Exit to a DOS prompt and change to the WordPerfect 5.1 directory.

2   Enter **setup**.

3   Select User Information (1), then enter the name that will appear on the header of the faxes you send.

4   Enter the fax number that will appear on the header of the faxes you send. You can include text, brackets, dashes, and other non-numeric characters in this field.

5   Select Hardware Driver Setup (2).

6   Select Com Port to specify the port the fax will be using. You can also use Auto-Select.

   Most external fax/modems use COM1 or COM2. Most internal fax/modems use COM2, COM3, or COM4. The default setting is the first available COM port that WordPerfect detects starting at COM1 and checking down to COM4.

7   Select Hardware Driver to specify the type of driver for your fax/modem. If you are not sure what kind of driver your fax/modem is using, please refer to the fax/modem's documentation.

8   Select Answer Options Setup (4). Change the Answer on Ring option from 2 to 0.

You can leave the other options at their settings.

Setting Up Your Intel Fax/Modem to Fax

WordPerfect 5.1+ includes INTELFAX.COM, which works with most Intel fax drivers.

INTELFAX.COM translates WordPerfect FaxBios commands into CAS commands that Intel's fax driver (CASMGR) can understand.

WORDPERFECT 5.1+
Sends FaxBios commands.

INTELFAX.COM
Translates FaxBios commands to CAS commands. Sends to fax driver.

FAX DRIVER (CASMGR)
Translates CAS commands. Sends to fax/modem.

FAX/MODEM
Sends fax to recipient(s).
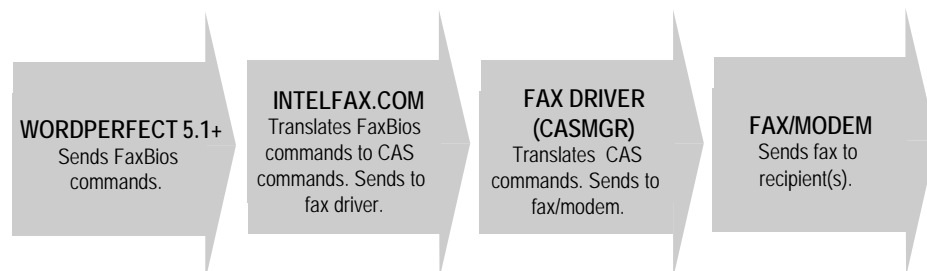
To use INTELFAX.COM with WordPerfect 5.1+,

1   Exit to a DOS prompt and change to the WordPerfect 5.1 directory.

2   Enter **intelfax.com**.

By adding C:\WP51\INTELFAX.COM to your AUTOEXEC.BAT file, you can avoid following these steps every time you want to fax from WordPerfect 5.1+. See your DOS manual for information about editing your AUTOEXEC.BAT file.

Intel phonebooks can be used in WP 5.1+, but they can not be edited. Use the software that came with your Intel fax to edit the phonebooks.

If you need more information about faxing, please call Customer Support. See *Customer Support Phone Numbers.*

Sending a Fax

1   Press **Retrieve** (Shift-F10) to retrieve the document you want to fax.
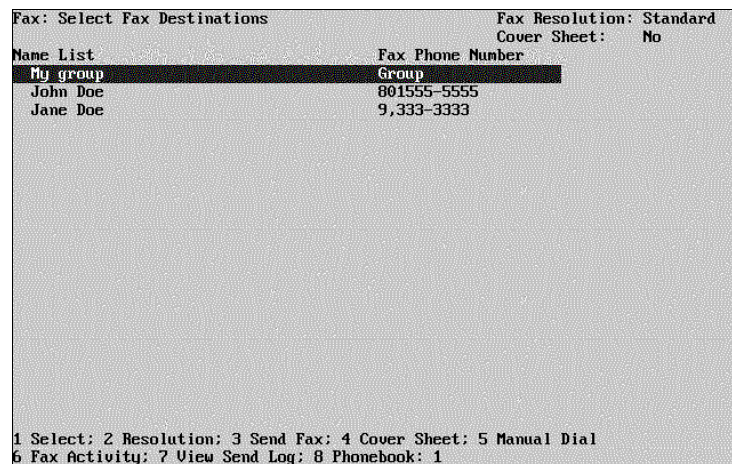
IMPORTANT: A document to be faxed must have a paper size of 8.5″ x 11″ and use a portrait font.

The entire document on the screen will be sent as a graphics file, which cannot be edited in WordPerfect. You can use View Document to see how your fax will look when it is sent. The printer that is currently selected determines the fonts you can use to create the document. How the fax actually prints depends on the quality of the fax machine you are sending to and the resolution you send at (see *Changing the Fax Resolution* below).

2   Press **Print** (Shift-F7), then select Fa**x** (X).

If the fax option does not appear on the Print screen, see Setting Up Your FaxBios-compatible Fax Driver to Fax, Setting Up Your Class 1 or Class 2 Fax/Modem to Fax, or Setting Up Your Intel Fax/Modem to Fax above.

Your fax phonebook appears on the screen (see *Using a Phonebook* below).

```
Fax: Select Fax Destinations                    Fax Resolution: Standard
                                                Cover Sheet:    No
Name List                            Fax Phone Number
 My group                            Group
 John Doe                            801555-5555
 Jane Doe                            9,333-3333




















1 Select; 2 Resolution; 3 Send Fax; 4 Cover Sheet; 5 Manual Dial
6 Fax Activity; 7 View Send Log; 8 Phonebook: 1
```

3   Move the cursor to the fax entry you want the fax sent to, then choose *(un)mark (1). Repeat this step for each fax entry you want to send the fax to.

Because of memory limitations, do not mark more than 25 entries.

4   Select **S**end Fax (3) to send the fax to the entries you have selected.

If you get the error message "Not enough memory for graphics," you will need to free up some memory. You can use the WordPerfect FaxDirect CAS Setup Utility program (SETUP.EXE) to set up the FaxDirect driver to use expanded memory. You can load some other programs into high memory or unload some TSR programs.

The Fax: Control Fax screen displays the status of your fax until it has been submitted to your fax driver (which communicates with your fax/modem) or until you cancel it by selecting **C**ancel Fax (1).

When you select Send **F**ax, WordPerfect 5.1+ saves the document in a temporary file (named with a unique filename that has a .FAX extension) and then submits this temporary file to the fax driver. When the fax driver has successfully completed transmission of the fax, the driver deletes the temporary file. Exiting WordPerfect 5.1+ does not remove the file.

Creating a Phonebook

A phonebook is a list that you create of the names and groups you fax to. You can create entries for the phonebook. If you are using a fax/modem server, your system administrator may have limited your rights to change the phonebook.

1 Press **Print** (Shift-F7), then select Fa**x** (X).

2 Select **P**honebook (8).

3 Select a Phonebook option (see *Phonebook Options* below).

 Phonebook Options • Use **C**reate Name (1) to create a phonebook entry. In the fax number, you can enter a comma (,) to pause the transmission. Any numbers between angle brackets (<>) will not print on the fax, but they will be used when calling the fax number. If you have an Optus fax/modem server, you will have more information options.

 Use Create **G**roup (2) to create a group from your list of phonebook entries. Type a name for the group, then mark the names of the people you want included in the group.

 Use **E**dit (3) to edit a phonebook entry. You can change the name or phone number of an entry. You can add or delete names in a phonebook or change the name of the phonebook.

 Use **D**elete (4) to delete a phonebook entry or group.

 Intel phonebooks can be used in WP 5.1+, but they can not be edited. Use the software that came with your Intel fax to edit the phonebooks.

Changing the Default Phonebook

If you have already created a phonebook for FaxDirect that you want to use as the default in WordPerfect 5.1+, you can modify the FAXB.DAT file.

1 Press **Text In/Out** (Ctrl-F5), select DOS **T**ext (1), then select **R**etrieve (CR/LF to [HRt]) (2).

2 Enter **faxb.dat**.

 The FAXB.DAT file is in the QUEUES subdirectory of the FaxDirect directory, for example, C:\WP51\FAX\QUEUES.

3 Change the phone directory line to **LONG PHONEDIR=***Name***!***FILENAME.PB***;**

 Name is the title you want to appear in the list in WordPerfect. The title can be up to 18 characters long, including spaces.

 FILENAME.PB is the filename of the phonebook file. Do not include the path.

4 When you are finished, press **Text In/Out** (Ctrl-F5), select DOS **T**ext (1), then select **S**ave (1).

5 Press **Enter** to save the file with FAXB.DAT as the filename.

Using Manual Dial

You can send a fax to a number not listed in your fax phonebook by using the Manual Dial feature.

1 Press **Print** (Shift-F7), then select Fa**x** (X).

2 Select **M**anual Dial (5).

3 Enter the name of the person you are sending the fax to, then enter the fax number.

In the fax number, you can enter a comma (,) to pause the transmission. Any numbers between angle brackets (<>) will not print on the fax, but they will be used when calling the fax number. For example, if you are using a calling card number, you can put the number in angle brackets so the number will not print on the fax.

The Fax: Control Fax screen appears until the fax has been submitted to the fax device.

When you use Manual Dial, the fax is sent only to the manual dial number, not to any other numbers you have selected from the phonebook. Any numbers you have selected are ignored when you use Manual Dial.

Including a Cover Sheet

If your fax/modem driver has the ability to create a cover sheet, you can include that cover sheet with your fax. If your fax/modem driver does *not* have this capability, you may want to include a cover sheet as the first page of your document.

1 Press **Print** (Shift-F7), then select Fa**x** (X).

2 Select **C**over Sheet (4) from the fax phonebook screen.

3 Select **E**dit From and Subject Fields (2), then enter your name and a subject line for the fax.

The "To" field on the cover sheet is filled in with the name from the fax phonebook entry you are sending to. The "To" field will change for each number you are faxing to.

4 Move the cursor to the name of the cover sheet you want to send and choose **S**elect (1).

or

To send a fax without a cover sheet, move the cursor to No Cover Sheet and choose **S**elect (1).

The cover sheet you select will be included with every fax you send until you select No Cover Sheet or until you exit WordPerfect 5.1+. The current cover sheet status ("Yes" if one is selected or "No" if no cover sheet will be sent) is displayed in the upper right corner of the fax phonebook screen.

Customizing FaxBios Cover Sheets for INTELFAX.COM

You can choose a .PCX file to use as a logo for the standard FaxBios cover sheet. WordPerfect 5.1+ provides WPCCOVER.PCX as a default cover sheet. If you are using INTELFAX.COM, the available .PCX files need to be listed in a file called INTELFAX.DAT. This file must be located in the same directory as Intel's FAX.CFG.

To include the .PCX files in the INTELFAX.DAT file,

1 Press **Text In/Out** (Ctrl-F5), select DOS **T**ext (1), then select **R**etrieve (CR/LF to [HRt]) (2).

2 Enter **intelfax.dat**, which is located in the same directory as Intel's FAX.CFG.

3 Type **LONG COVER=*Name*!*FILENAME.PCX*;**

Name is the title you want to appear in the list of available cover sheets in WordPerfect. The title can be up to 18 characters long, including spaces.

FILENAME.PCX is the filename of the logo file. Do not include the path. The .PCX files must be in the default phonebook or logo directories. To display the default directories, enter INTELFAX /? at a DOS prompt.

For example, the line "LONG COVER=Company letterhead;COMPANY.PCX;" would display "Company Letterhead" in the list of cover sheets and use the file COMPANY.PXC to create the cover sheet.

4 When you are finished, press **Text In/Out** (Ctrl-F5), select DOS **T**ext (1), then select **S**ave (1).

5 Press **Enter** to save the file with INTELFAX.DAT as the filename.

Customizing FaxBios Cover Sheets for Class 1, Class 2, or Sierra SendFax Fax/Modems

You can choose a .PCX file to use as a logo for the standard FaxBios cover sheet. WordPerfect 5.1+ provides WPCCOVER.PCX as a default cover sheet. If you are using Class 1, Class 2, or Sierra SendFax fax/modems, you must use the WordPerfect CAS Setup Utility to select the .PCX file you want for the logo.

To add a cover sheet,

1 Exit to a DOS prompt and change to the WordPerfect 5.1 directory.

2 Enter **setup**.

3 Choose Miscellaneous Setup (5).

4 Enter the name of the .PCX file for the option Cover Page PCX File.

The .PCX file must be in the QUEUES subdirectory of the FaxDirect directory, for example, C:\WP51\QUEUES.

5 Press **Exit/Save** (F10).

Changing the Fax Resolution

You can change the resolution at which your fax prints by selecting **R**esolution (2) from the fax phonebook screen. You can choose standard (200x100 dpi) or fine (200x200 dpi) resolution. Other resolutions may be available, depending on the capabilities of the fax device you are sending from. Keep in mind that increasing the resolution increases the time needed to send the fax.

Viewing Fax Status

By selecting View Send **L**og (7) from the menu at the bottom of the phonebook screen, you can check on the status of faxes you have sent.

The View Send Log screen lists the date and time the fax was sent, the status (whether the fax was sent successfully), and the destination the fax was sent to. You should clean out this log periodically by selecting **D**elete Entry (2) to remove the highlighted entry or **C**lear Log (3) to remove all the entries in the log.

The filename listed on the screen is the name of the temporary file containing the document that WordPerfect 5.1+ submits to the fax device. This filename is not connected to any filename you may have given the document.

If you want more information on how the fax was sent, select **S**how Detail (1) from the View Send Log screen. The information displayed on this screen is generated by your fax device, not by WordPerfect 5.1+. Therefore, the information you receive depends on the capabilities of your fax device.

Viewing the Status of the Fax Device
You can check on the activity at the fax driver (for example, dialing, sending, or sitting idle).

1   Press **Print** (Shift-F7), then select Fa**x**.

2   Select Fax **A**ctivity (6).

You have the option of canceling the fax from the Display Current Fax Activity screen. You can exit this screen without canceling the fax by pressing **Exit** (F7) or **Cancel** (F1).

List Files

Normally the files in List Files are arranged alphabetically by filename, but you can list the files other ways.

To arrange the files for List Files,

1   Press **List** (F5) to display the name of the default directory at the bottom left of your screen.

2   Press **Enter** to display the names of the files in the default directory.
or
Enter the name of another directory to display the names of the files in that directory.

3   Select **S**witch Display Mode (5).

If you are currently in short display, **L**ong Display (2) is the default option. If you are currently in long display, **S**hort Display (1) is the default option.

4   Select S**o**rt List Files by (3).

5   Select a Sort by option (see *Sort by Options* below).

Sort by Options
Use **S**hort Name (1) to sort by DOS filenames.

Use **E**xtension (2) to sort by extension, the last 3 characters of the filename, for example, .ABC.

Use **D**ate/Time (3) to sort by the date and time the files were last saved.

Use Si**z**e (4) to sort smallest file size to largest.

If you are using long display, use **L**ong Name (5) to sort alphabetically by descriptive name.

If you are using long display, use **T**ype (6) to sort by the type you assigned using Document Summary. See *Document Summary* in *Reference*.

Mail Current Document as a Message

If you have WordPerfect Office 4.0, WordPerfect 5.1+ lets you send the document on your screen as a mail message.

Sending a Document as a Mail Message

1   Press **Shell/DOS** (Ctrl-F1).

2   Select **M**ail Current Document as a Message.

*If you don't get the **M**ail Current Document as a Message option, WordPerfect 5.1+ cannot find WP.COM, or the Office 4.0 directory is not in your path.*

If WP.COM cannot be found, the Launcher (WP.COM) file has been deleted or is not in the WP 5.1 directory. See Installing WordPerfect in this guide.

If Office 4.0 is not in your path, you must use the PATH command at a DOS prompt to specify the path of the Office program. For example, type PATH at the DOS prompt to view the current path. Then copy the whole path line again and add X:\OFFIC4\OFDOS40 to append the Office path to your path. You can also add X:\OFFIC4\OFDOS40 to the path in your AUTOEXEC.BAT file.

If you get the error message "WPHOST.DB not found, include WP Office directory in your path," you can add SET OF=/PH-path to your AUTOEXEC.BAT file, where path is the directory where the WPHOST.DB file exists. For example, you can add SET OF=/PH-X:\OFFIC4\OFDOS40.

Startup Option

WordPerfect 5.1+ has a new startup option, /?, that displays all the startup options available. See *Appendix N: Startup Options* in *Reference*.

WP Info

WordPerfect 5.1+ has a WP Info screen that gives information about your version of WordPerfect, your license number, network setup, memory, and the current printer. You can also edit your registration/license number.

Displaying the WP Info Screen

1 Press **Screen** (Ctrl-F3), then select WP **I**nfo (4).

2 If you want to edit your license number, select **E**dit Registration Number (1).

ScreenExtender Special Edition for WordPerfect 5.1+

Thank you for purchasing ScreenExtender Special Edition (SE) for WordPerfect 5.1+. ScreenExtender SE is a powerful productivity tool. It gives you the speed and readability you've come to expect from DOS displays while also providing many of the benefits of a WYSIWYG display. ScreenExtender SE is designed to work only with WordPerfect 5.1+.

First and foremost, ScreenExtender rescues you from the cumbersome left/right screen scrolling that occurs when you use proportional, scalable, or compressed fonts in your WordPerfect 5.1+ documents. ScreenExtender displays the entire width of your document so you can work productively, not waste time scrolling back and forth.

ScreenExtender also takes the guesswork out of which color goes with which attribute by showing **bold**, *italics*, underline, and other WordPerfect attributes on-screen as you edit. ScreenExtender SE also shows dozens of attribute combinations, including such favorites as ***bold italics*** and ~~strikeout anything~~.

ScreenExtender offers a rich set of features in addition to screen sizing and attribute display. Select from six screen fonts. Customize, name and store color sets using 16 of 64 colors on SVGA, VGA, and EGA graphics cards. Use a thin or block cursor. Redefine hot keys. And much more!

How ScreenExtender Works

ScreenExtender uses the graphics mode of your video card together with highly optimized software to "paint" smaller characters on your screen. Because the characters are slightly smaller than normal, more of them can be displayed at a time. Since ScreenExtender screen fonts are hand-crafted by human beings, their speed and readability are unparalleled.

ScreenExtender does not change the way WordPerfect functions. All WordPerfect 5.1+ editing commands work the same as always. Because there is no learning curve, ScreenExtender makes you productive immediately!

Please Note: ScreenExtender must be loaded into your computer's memory before you run WordPerfect.

Registration	Please take a moment to complete the Stairway Software Registration Card located with your ScreenExtender SE disk(s). As a registered ScreenExtender user, you will be informed of future ScreenExtender releases and be eligible for special upgrade pricing.
System Requirements	ScreenExtender requires an IBM PC or compatible, equipped with an SVGA, VGA, EGA, Hercules, Toshiba Gas Plasma, or CGA graphics card; approximately 1.5-2MB of hard disk space (please see the README file for exact disk space requirements); and DOS 3.0 or higher. Please see Appendix A of the manual located in your ScreenExtender directory for ScreenExtender memory requirements.
	IMPORTANT: ScreenExtender SE works only with this version of WordPerfect 5.1+ and will not work with any other versions of WordPerfect. If you need ScreenExtender to work with WordPerfect 5.0/5.1/6.0 for DOS, please see the upgrade form located at the end of this section.

Available Screen Sizes

The following rows and columns choices are available, depending on your graphics type:

	Standard		With ScreenExtender	
Graphics Card	**Rows**	**Columns**	**Rows**	**Columns**
SVGA (800x600)	25	80	30,40,50,60	100,114,133
VGA/MCGA	25	80	25,34,43,53,60	80,91,106,128
EGA	25	80	25,35,43,50,58	80,91,106,128
Hercules	25	80	25,34,43,49,58	80,90,102,120,144
Gas Plasma	25	80	25,36,44,50,57	80,91,106,128
CGA	25	80	25,33	80,91,106,128

Installing ScreenExtender

Please Note: You must install ScreenExtender as described in this section. You cannot simply copy the ScreenExtender files to your disk since the files must be unpacked and updated with the information you provide during installation. ScreenExtender comes on one 3.5″ disk or two 5.25″ disks.

Verify Your Graphics Card Type
You must know what type of graphics card you have in your computer before you install ScreenExtender. Supported graphics card types are listed below:

- SVGA (800x600)
- Gas Plasma (640x400)
- Hercules
- EGA
- VGA
- CGA

Check the documentation that came with your computer to determine the type of graphics card in your machine. If you believe you have an SVGA card, you also need to know the manufacturer. If you do not know your card's manufacturer, please consult your computer or video card reference manual. We recommend making the effort because the higher resolution of SVGA allows ScreenExtender to display text with the highest readability. If you are unsure of your SVGA manufacturer, you can always install for VGA.

If you don't know your graphics type, you can ask WordPerfect 5.1+ to tell you what it thinks you have. Simply:

1   Start WordPerfect 5.1+ as you normally would.

2   Press **Shift-F1** for the Setup menu. Press **2** for Display. The graphics screen type will be displayed next to item 2, Graphics Screen Type.

Run the Install Program
To run the install program,

1   Insert your ScreenExtender disk into a floppy disk drive. At the DOS prompt type **a:** or **b:** (for the letter of your floppy drive) and press **Enter**.

    If you are installing ScreenExtender from low density 5.25″ disks, insert the disk labeled Disk 1. You will be prompted to insert Disk 2 at the appropriate time.

2   At the DOS prompt, type **install** and press **Enter**. You may press the Escape key at any time to abort the installation process.

3   Follow the instructions on the screen and you will have ScreenExtender installed in just a few minutes. There's nothing to it!

Getting Started

The best way to run ScreenExtender is from a batch file that loads ScreenExtender and WordPerfect 5.1+ together. The following section explains how to use the ScreenExtender batch file created during installation.

Using a Batch File
Batch files are DOS text files that contain a sequence of DOS commands. Each line in the batch file represents a single DOS command. To run a batch file you simply type its name. A batch file is the most convenient way to run ScreenExtender and WordPerfect 5.1+ together since only one command is required to run both programs.

A batch file was created in the WordPerfect 5.1+ directory you specified during the installation process. The name of the batch file created depends on your graphics type. The name of the batch file is one of the following:

- SWP5.BAT for SVGA
- VWP5.BAT for VGA/MCGA
- EWP5.BAT for EGA
- HWP5.BAT for Hercules
- PWP5.BAT for Gas Plasma
- CWP5.BAT for CGA

The contents of the ScreenExtender batch file created by the installation program are as follows where ? is the letter S, V, E, H, P, or C depending on the graphics type you specified during installation:

    DRIVE:PATH\?SXWP
    DRIVE:PATH\WP %1 %2 %3 %4 %5 %6 %7 %8 %9
    DRIVE:PATH\?SXWP /unload

The first line of the batch file invokes the appropriate ScreenExtender program for your graphics card. The second line invokes WordPerfect 5.1+. The terms %1 %2 %3..., are used to pass a filename or other parameters to WordPerfect 5.1+. For example, if you have VGA graphics and wish to edit a file named "filename," you would simply type **VWP5 filename** and then press **Enter** from the DOS prompt. The third line contains ScreenExtender's unload command line option which tells ScreenExtender to remove itself from memory. (Please refer to Appendix B of the manual located in your ScreenExtender directory for a full explanation of ScreenExtender command line options.)

To invoke ScreenExtender and WordPerfect using a batch file simply type:

SWP5 and press **Enter**   (for SVGA and WordPerfect 5.1+)
VWP5 and press **Enter**   (for VGA/MCGA and WordPerfect 5.1+)
EWP5 and press **Enter**   (for EGA and WordPerfect 5.1+)

SWP5 and press **Enter** (for SVGA and WordPerfect 5.1+)
HWP5 and press **Enter** (for Hercules and WordPerfect 5.1+)
PWP5 and press **Enter** (for Gas Plasma and WordPerfect 5.1+)
CWP5 and press **Enter** (for CGA and WordPerfect 5.1+)

ScreenExtender and WordPerfect 5.1+ will be loaded together and ScreenExtender will unload itself from memory when you exit WordPerfect.

ScreenExtender can also be loaded manually from the DOS command prompt. Please see Chapter 3 of the manual located in your ScreenExtender directory for instructions on running ScreenExtender manually.

ScreenExtender Hot Keys

ScreenExtender uses three hot keys as described below. These keys work only from the main WordPerfect 5.1+ editing screen. ScreenExtender hot keys are ignored while inside WordPerfect 5.1+ menus.

Please Note: You may need to redefine one or more ScreenExtender hot keys if they conflict with WordPerfect macros, keyboard layouts, or other memory-resident programs. Chapter 10 of the manual located in the ScreenExtender directory describes how to redefine hot keys.

Menu Key

To access ScreenExtender's main menu, simply press the menu key (default is Alt-M). The main menu will pop up on your screen.

Please Note: To redefine ScreenExtender's hot keys you must be able to pop up ScreenExtender's main menu. Try the following if you are using WordPerfect 5.1+'s keyboard layout feature and cannot activate ScreenExtender's main menu:

1 Use WordPerfect 5.1+'s setup menu to set the keyboard layout to "Original." Type **Shift-F1**, **4**, jot down the name of the currently selected keyboard layout, then press **6** to select "Original."

2 Press **Alt-M** to pop up ScreenExtender's main menu.

3 Press **K** to enter ScreenExtender's keys menu. Redefine ScreenExtender's hot keys as outlined in Chapter 10 of the manual in the ScreenExtender directory.

4 Save your new ScreenExtender configuration.

5 Use WordPerfect's setup menu to reselect the previous keyboard layout.

Swap Key

The swap key (default is Alt-S) is used to quickly swap between a ScreenExtender screen and WordPerfect 5.1+'s standard 80x25 screen. Pressing the swap key from the standard 80x25 screen swaps back to the previous ScreenExtender screen.

Extra Key

The extra key (default is Alt-X) is a shortcut to any screen size you specify. Pressing this key immediately takes you to the screen size specified in ScreenExtender's keys menu. Pressing the extra key again will return you to the previous screen size.

Please Note: Use the keys menu to change the screen size associated with the extra key. The swap key and extra key work like toggle switches. Press the swap key once to toggle to the standard WordPerfect screen and then press it again to toggle back to ScreenExtender. The extra key toggles back and forth between the current screen size and the extra key screen size.

Displaying Attributes and Character Sets

Attributes

ScreenExtender displays most of the attributes used by WordPerfect 5.1+. Attributes are changes to the size or appearance of printed text. Some examples of WordPerfect attributes are <u>underline</u>, **bold**, ^{superscript}, SMALL CAPS, ***bold italics***, and <u>UNDERLINE SMALL CAPS</u>.

To see exactly which attributes and attribute combinations are supported, retrieve the document named SHOWME (located in your ScreenExtender directory) into WordPerfect 5.1+ *with ScreenExtender running*.

For attributes to show on-screen, simply select them as you normally would using WordPerfect's Font Size and Font Appearance menus. If your document already contains attributes, ScreenExtender will automatically show them whenever you edit the document. To apply an attribute, do the following:

1   Press **Ctrl-F8**, **1** (Size) or **Ctrl-F8**, **2** (Appearance) from WordPerfect 5.1+'s editing screen.

When you return to the WordPerfect 5.1+ editing screen, ScreenExtender will show any text you type with the attribute you just selected. It's that simple!

Character Sets

ScreenExtender displays WordPerfect's Multinational and Typographic Symbols character sets on-screen as you edit. These are WordPerfect character sets 1 and 4 respectively. For Multinational or Typographic Symbols characters to show on-screen, select them as you normally would using WordPerfect's character set menus. If your document already contains characters from WordPerfect character sets 1 or 4, ScreenExtender will automatically show them whenever you edit the document.

To see exactly which attributes are supported for character sets 1 and 4, retrieve the document named SHOWME (located in your ScreenExtender directory) into WordPerfect *with ScreenExtender running*.

Main Menu

ScreenExtender's main menu allows you to quickly select a screen size and to access ScreenExtender's sub-menus.

To access the main menu, press the menu key (default is Alt-M) from the WordPerfect 5.1+ editing screen. The main menu will pop up in the middle of your screen.

Changing Screen Sizes

To change screen sizes, press the menu key to pop up the main menu. Select a new screen size as described below:

Use the arrow keys to select Rows, Columns, or Standard. The selected field will be highlighted.

Press **E**, for Exit, or the Escape key to leave the main menu and return to editing in WordPerfect with the new screen size active.

Please Note: To change ScreenExtender's default startup screen size, use the Startup menu as described in Chapter 11 of the manual located in your ScreenExtender directory.

Accessing Sub-Menus

To access ScreenExtender's sub-menus, pop up the main menu from an extended screen and use the selections described below. While in ScreenExtender's menus, use the Escape key to back up one menu at a time.

- Press **F**, for Fonts, to change the screen font for any screen size.
- Press **C**, for Colors, to change screen colors. (For Hercules and Gas Plasma graphics cards, where colors are not available, use **H**, for Highlighting, in place of C for Colors.)
- Press **R**, for cuRsor, to change the cursor shape and blink rate.

- Press **K**, for Keys, to redefine hot keys and to select the screen size associated with the extra key.
- Press **T**, for sTartup, to select a new startup screen size.
- Press **E**, for Exit, to return to the WordPerfect editing screen.
- Press **S**, for Save, to save the current settings of all menus. These settings will be used as the defaults whenever you run ScreenExtender and WordPerfect.
- Press **N**, for caNcel, to cancel all changes made to all menus since the last save operation.
- Press **L**, for Load, to load the factory default settings to all menus.
- Press **F1** for context-sensitive help. A help window will be displayed below the main menu. With the help window displayed, press **F1** to view the next page and **Alt-F1** or **F2** to view the previous page.

Questions and Answers

This section contains information to help you troubleshoot any unexpected problems you may have installing or using ScreenExtender. Please read this section before calling WordPerfect Corporation technical support.

I don't know my graphics card type.

First, look through your computer or video card reference manual. If you still cannot determine your graphics type, please refer to the technique described on page 24 to see what WordPerfect thinks you have. Then install ScreenExtender for that graphics type.

I know I have an SVGA, but I don't know what type.

First, consult your computer or video card reference manual to determine who manufactured your video card. For most SVGA cards the name of the manufacturer is all you need to know.

If you cannot determine who made your SVGA card, you should still be able to install ScreenExtender for SVGA. What you want to know is the hexadecimal mode number for your card's 800x600 16-color graphics mode. This mode number can almost always be found in a table in the video card's reference manual. Once you know the mode number you can match it in the list of SVGA cards presented during ScreenExtender installation.

If you cannot determine the mode number for your SVGA card, the following technique will usually tell you the manufacturer of your card:

1 Change to the directory where your DOS files reside, (usually C:\DOS).

2 Type **debug** and press **Enter**. The cursor will change to a single dash ("-").

3 Type **d c000:0** and press **Enter**. Type **d** and press **Enter**. Type **q** and press **Enter**. You should be back at the DOS prompt.

4 On the screen will be a block of characters and numbers. At the right side of the screen should be readable text. In this readable text should be the name of the manufacturer of your graphics card. Jot down the name and match it to one of the choices in the ScreenExtender installation program.

I still don't know what kind of SVGA I have.

If you still cannot determine the manufacturer of your SVGA card, try the following:

Specify the VESA standard card during ScreenExtender installation. This will work for many SVGA cards.

or

Install ScreenExtender for VGA. All SVGA cards support VGA and should install without a hitch. This will get you up and running while you research your SVGA manufacturer.

The installation stopped before it should have.

First, check to make certain you have enough disk space to hold the ScreenExtender files. Check the README file for ScreenExtender's exact disk space requirements. At the DOS prompt, type **chkdsk** and press **Enter**. Your available disk space will be displayed in a moment.

The install program says it can't find my WordPerfect files.

The WordPerfect 5.1+ files must be in the directory you specify during installation. If you are still in the installation program, press the Escape key to abort.

To find the location of your WordPerfect 5.1+ files (specifically the WP.FIL file), log on to the drive where you think they are. Type **cd ** and press **Enter**. Then type **dir wp.fil /s** and press **Enter**. This will display the directory where your WordPerfect 5.1+ program files reside. Enter this drive and directory during ScreenExtender installation. Repeat for each drive you have if necessary.

My WordPerfect screen looks the same as always.

You may not have loaded ScreenExtender prior to running WordPerfect 5.1+. To make sure ScreenExtender is always loaded first, we recommend you use the ScreenExtender batch file created during the installation process. Please see pages 25 and 26 for detailed instructions. If you are using this batch file already, please proceed to the next troubleshooting tip.

My WordPerfect display is blank or seems frozen. When I type, nothing happens.

There are many symptoms to the same basic problem. Your screen may be blank, it may have strange colors or patterns, or your system may appear to lock up. Not to worry, none of these problems threatens your computer.

The problem is that ScreenExtender was installed for the wrong graphics type.

Try using ScreenExtender's swap key (default is Alt-S) to swap to WordPerfect 5.1+'s standard 80x25 screen. If this doesn't work, try pressing **F7**, **n**, **y** to exit WordPerfect. If this doesn't work, you'll need to reboot your computer.

You then need to accurately determine your graphics type (please see page 24) and install again for the correct graphics type.

When I hit the menu key, nothing happens or something odd occurs.

You probably have a keyboard layout selected or a macro defined for that key. You need to redefine your ScreenExtender hot keys. To do this, please follow the directions in Chapter 10 of the manual located in your ScreenExtender directory.

I still can't see all of my document.

You need to select a wider screen size. Pop up the main menu and select more columns.

All of a sudden my document got wider on the screen.

This is the WordPerfect display pitch "feature." Press **Shift-F8**, **3** for the Document Format menu. Press **1** for display pitch, set automatic to N, and increase the width by a small amount.

When I move the mouse the cursor blinks rapidly.

This is usually noticeable only when using a block cursor. Pop up the main menu and set ScreenExtender's cursor to thin.

I changed my hot keys and can't remember what they are.

Invoke ScreenExtender manually from the DOS prompt as described in Chapter 3 of the manual in your ScreenExtender directory. Your hot key selections will be displayed on the right side of the screen under the ScreenExtender copyright notice.

Special Offers to ScreenExtender Users

Now that you're familiar with ScreenExtender SE, we'd like to introduce you to some of Stairway Software's other great products.

At Stairway Software, we pride ourselves on producing software that is the very best at every task it performs. Our products are easy to use, efficient, good values, and increase the productivity of *you*, our customer. And every Stairway Software product is backed by a thirty day money-back guarantee. Customers outside North America, call Stairway Software at (804) 437-7000.

ScreenExtender 3.0 for WordPerfect 6.0

Now that you've seen the productivity of ScreenExtender SE for WordPerfect 5.1+, why not get the same productivity for WordPerfect 6.0? As a user of ScreenExtender SE, *you can purchase ScreenExtender 3.0 for WordPerfect 5.0/5.1/6.0 for the special upgrade price of only $29.95!*

In order to qualify for the special upgrade price, you *must* send in your ScreenExtender SE user registration card. Your user registration card is located with the ScreenExtender SE and WordPerfect 5.1+ diskettes.

ScreenExtender 3.0 gives you the *perfect* WordPerfect 6.0 editing screen, combining the best of text mode with the best of WYSIWYG to:

- Eliminate that bothersome left/right scrolling by displaying the entire width of your document and show WordPerfect attributes, attribute combinations, and Multinational & Typographic Symbols characters on screen while editing.
- Provide the ultimate in readability so you can work all day without eye strain.
- Do it all with the speed you need to be fully productive!

ScreenExtender 3.0 can also increase productivity for your whole organization. Network/multi-user versions of ScreenExtender work on any combination of networked and stand-alone computers. ScreenExtender network/multi-user versions are compatible with all networks supported by WordPerfect. Install ScreenExtender on the server and each network user can select their own options, such as screen colors and startup screen size. ScreenExtender network/multi-user packs are available with 3, 5, 10, or 20 user licenses and your price is as low as $22.50 per user!

MergeMaster Special Offer

Have you ever wanted to send a sales letter or new product announcement to all your customers, but their names and addresses were in your database, not your word processor? You can try to convert them, but will it work? The other alternative is to spend all week retyping your entire mailing list into your word processor. Or even worse, maybe you'll abandon the project altogether! Sound familiar?

MergeMaster 2.0 from Stairway Software is the solution to your merge problems! MergeMaster brings together your database and WordPerfect, quickly, easily, seamlessly, without re-keying or trying some "workaround" conversion.

MergeMaster retails for $79.95. Order directly from Stairway Software, mention that you're a registered ScreenExtender SE user, and we'll slash $50.00 off your purchase price! *Your special MergeMaster price is just $29.95!*

Here are some of the powerful benefits of MergeMaster:

- Automatically produces WordPerfect merge files from your database in a few seconds. Use this database information to create personalized documents of any kind!
- No re-keying or messy conversion routines. Just point to the database fields you want in your merge file and let MergeMaster do all the dirty work!
- Works with your favorite DOS or Windows database including all versions of dBASE and Paradox, and all compatibles.
- Makes creating personalized documents with your DOS or Windows versions of WordPerfect a snap!

- Selects and converts only those records you want using a powerful yet extremely easy to use search criteria feature!
- Script file capability automatically creates the merge files you use every day. No need to re-select all your criteria. Just run the script and the merge files are ready!

Stairway Software accepts VISA, MasterCard, and American Express, as well as checks and money orders. A $6.00 shipping and handling fee is added to each order. We ship via UPS for quick delivery. Premium and overnight shipping is available for a small additional fee.

Use the order form on the next page to order!

ScreenExtender SE to ScreenExtender 3.0 Upgrade Order Form

Product Description	Retail Price	Quantity	Your Price	Sub-Total
ScreenExtender SE Users Special Offers				
ScreenExtender 3.0 Single-User:	$99.95	_____ x	**$29.95**	= _____
ScreenExtender 3.0 Network/Multi-User 3-Pack:	$199.95	_____ x	**$79.95**	= _____
ScreenExtender 3.0 Network/Multi-User 5-Pack:	$299.95	_____ x	**$129.95**	= _____
ScreenExtender 3.0 Network/Multi-User 10-Pack:	$499.95	_____ x	**$239.95**	= _____
ScreenExtender 3.0 Network/Multi-User 20-Pack:	$799.95	_____ x	**$449.95**	= _____
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Bitstream FaceLift Special Edition for WordPerfect 5.1+

Welcome to Bitstream FaceLift, the award-winning font creation software that lets you print scalable typefaces and create your own custom fonts from Bitstream typefaces. Included with FaceLift is a collection of eleven scalable fonts so you can start using Bitstream typefaces right away.

In this section you will find instructions to help you quickly install and use FaceLift. You will also find the examples of FaceLift special effects and answers to WordPerfect users' top ten questions about FaceLift. Don't miss Bitstream's special offer on twenty more great typefaces. Finally, remember to mail in the FaceLift registration card so we can keep you up to date on upgrades and special offers on Bitstream products for WordPerfect users.

Bitstream FaceLift Quick Start Instructions

To get up and running with Bitstream FaceLift and WordPerfect 5.1+, follow the instructions below.

Install FaceLift and Bitstream Typefaces

To install FaceLift and Bitstream typefaces,

1   Make backup copies of the FaceLift disks.

2   Complete and mail the FaceLift Special Edition registration card found at the end of this section.

3   Insert the FaceLift Utility Disk in your disk drive. At the DOS prompt, type **a**: (or **b**: if appropriate), then press Enter.

4   Type **FLSETUP**, then press Enter. Follow the screen prompts to copy the FaceLift files and typefaces to your hard disk.

    When you install FaceLift, the FLSETUP program is also copied to your hard disk. When you run it from your hard disk, you can create and install custom fonts, add Bitstream typefaces, install new printers, configure existing printers, change the port mapping for your printers, or change the general settings for FaceLift.

5   To start FaceLift and WordPerfect together, type **FLWP** at your DOS prompt, then press Enter.

If at any time you wish to make changes or additions to your initial FaceLift installation, type **FLSETUP** at your DOS prompt and follow the screen prompts.

Update Your Printer in WordPerfect

1   When the WordPerfect document screen appears, press **Shift-F7**, then press **S** to select or **U** to update. If you have installed FaceLift for a dot matrix or inkjet printer, press **A** to see a list of additional printers. Select a printer that is supported by FaceLift, then select **U** to update. (FaceLift printers have "FLWP" after the printer name.)

Select a Font and Print

To select a font and print your document,

1   From the WordPerfect document screen, press **Ctrl-F8**, then choose **F** to see the font listing. Highlight the font you want, then press **S**. Type in a point size (10 or 12 point is a good size for text; 18 point for headlines), then press **Enter**.

2   Type your text on screen and print your document as you usually would.

FaceLift Special Edition for WordPerfect 5.1+ Typeface Samples

Here are some samples of the typefaces you can find in FaceLift.

▶ Dutch™ 801 roman
Dutch 801 italic
Dutch 801 bold
Dutch 801 bold italic

▶ `Courier 10 Pitch roman`
`Courier 10 Pitch italic`
`Courier 10 Pitch bold`

▶ Swiss™ 721 roman
Swiss 721 bold

▶ *Ribbon 131 bold*

▶ **Revue**™

Top Ten Questions and Answers

How do I get the FaceLift fonts to appear in the Base Font Listing (CTRL-F8, 4) of WordPerfect 5.1+?

At the document screen in WordPerfect 5.1+, press **Shift-F7**, **S** to Select Printer (**2** for Additional Printers if your printer is not listed, or if you need to add the FLWP driver for the dot matrix/inkjet printer you installed), **3** to Edit, **4** for Cartridges/Fonts/Printwheels, **1** to select Soft Fonts, and **1** to select FaceLift. Place a + in front of each of the typefaces and then exit by pressing **F7** until you are back at the document screen. The fonts will now appear in your Base Font Listing.

I am able to select my fonts in WordPerfect and they show in View Document, but I am only getting the Courier typeface or garbage output from my printer.

1   Once you have installed FaceLift 2.0, the executable command to bring up WordPerfect is FLWP. You must type **FLWP** from the directory where FaceLift is installed (for example, \WP51 or \FLWP20) to receive the correct output from your printer. If you are loading WordPerfect from a menu or shell program, make sure you change your menu so that it invokes the FLWP.EXE file.

2   At the directory where FaceLift is installed, type **FLSETUP** to get into the FaceLift Setup program. Press **Enter** on the Port Mapping option and ensure that your port is set to one of the following:

DIRECT	If your printer is directly attached.
DIRECT	If you're on a Peer-Peer Network.
DIRECT	If you're on a Novell Network using the CAPTURE command.
PQUEUE	If you're on a Network that uses Print Queues. (Note: Be sure to change the print queue name in WordPerfect to the physical port name, LPTx.)

3   If you have a laser printer, type **FLSETUP** at the directory where FaceLift is installed and select "Review an Installed Printer" from the main menu. Press **Enter** on your printer and on the subsequent screen set "Download Needed Characters Only" to No. In addition, if your printer is shared make sure you set "Is this a shared printer" to Yes.

4   It is possible that your .PRS file has become corrupt after adding the updated font information. This file can be easily recreated by deleting and re-adding your printer in WordPerfect. To do this press **Shift-F7** at the document screen, **S** to Select Printer, **5** to delete the printer and **2** to re-add.

(Note: You must remember to mark your typefaces again in the new printer definition. See the first question above.)

5   Try removing and re-adding the WordPerfect printer file (.ALL). Reinstall the printer from your WordPerfect printer master diskettes and then run Loadtype to read the typefaces. Make sure to delete and read the printer in WordPerfect to create a new .PRS file from the clean .ALL file that you have just installed, and then remark your typefaces.

6   Ensure that WordPerfect's "Print to Hardware Port" option (**Shift-F7**, **S**, **3**, **7**) is set to No. (Note: Not all releases of version 5.1 have this option.)

I usually access WordPerfect from either a menu or a shell program. Are there any changes I need to make after installing the FaceLift program?

Yes. You must modify your menu or shell program so that it now invokes the FLWP.EXE file as well as the WP.EXE file.

I am using a dot matrix/inkjet printer and the output looks jagged and has incorrect spacing.

A dot matrix/inkjet printer sends soft fonts to the printer as graphics. Therefore, the Graphics Quality setting in WordPerfect (**Shift-F7**, **G** or **Shift-F1**, **4**, **8**, **3**) must be set to High for best results. In addition, some dot matrix/inkjet printers also have a panel of switches which may reflect graphics resolution.

I have a dot matrix/inkjet printer and every time I print I get the error "If this prints you have failed to run FLWP.EXE."

1   Ensure that you are typing FLWP from the directory where the FLWP.EXE file resides (for example, \WP51 or \FLWP20).

2   Ensure that the port mapping table in FLSETUP (type **FLSETUP** to bring up FaceLift Setup) is correct and that it is identical to the port specified in WordPerfect's printer definition (**Shift-F7**, **S**, **3**, **2**).

3   In FLSETUP's "General Settings" option try specifying a "dot matrix temp directory," as well as increasing the "kbytes for dot matrix temp data" up to a maximum of 32.

If I have additional Bitstream SPEEDO format typefaces, can they be added into WordPerfect via FaceLift?

Yes. Type **FLSETUP** at the directory where FaceLift was installed. Select the "LOADTYPE-Add Typefaces" option on the main menu and follow the prompts on the screen to complete the installation of typefaces. To obtain more Bitstream typefaces, see our Special Offer at the end of this section.

How do I create and install custom fonts and what typefaces are generally recommended to be used to create custom fonts?

After typing **FLSETUP** to get into the FaceLift Setup program, select the "Custom Fonts" option from your main menu and follow the prompts on the screen to design your own font. For best results, it is recommended that you select a heavier typeface (such as Revue) as a base for designing a custom font. See *Custom Fonts Settings and Examples* under *FaceLift Special Effects* below for more information. (Note: Custom fonts take up virtually no disk space, but they do install into your printer driver (.ALL) file. You can create between 400 and 600 custom fonts based on the typefaces you have installed; however, you cannot install more than 100 typefaces into the printer file in any one session.) After creating custom fonts it is necessary to update your printer definition.

When attempting to install FaceLift I receive the error "Can't find WP{WP}.SET or wrong version" and I am unable to continue with the installation.

Locate and edit the WP{WP}.ENV that is created when WordPerfect is installed on a network. The /PS= line in this file must point to the directory where your master WP{WP}.SET file resides. Make any necessary changes, save this file, and try the installation again. Also, ensure that the WP{WP}.SET file is read/write/shareable.

After I type FLWP to bring up WordPerfect I am prompted for initials. When I type my user initials I receive the error message "Can't find configuration file."

1   If user configuration files have been created in FLSETUP, try to execute FLWP from the directory where the USER.CFG's reside as long as there is a search drive mapping pointing to the directory where the FLWP.EXE file resides to ensure proper output. The same is true for the reverse situation, in that you can execute FLWP from the directory where the FLWP.EXE file resides as long as there is a search drive mapping pointing to the directory where the configuration files reside so that FaceLift will be able to find the .CFG files. For best results, keep all FaceLift-related, program, and user-configuration files in one common directory (for example, \WP51 or \FLWP20) and execute FLWP from that directory.

2   If user configuration files have not been created and you do not wish to create them because you would like all users to share a common master FLWP.CFG, you can prevent the prompting of user initials after typing FLWP by editing the master FLWP.CFG file. Once inside this file, change the line that refers to Network=1 to Network=0 and save and replace this configuration file. Your installation of FaceLift will no longer look for user configuration files and will automatically default to the master FLWP.CFG for every user.

When attempting to install FaceLift I receive the error "Error while copying files. Hard disk may be full or DOS may have denied access to that section of the hard disk."

1   You must be logged in as supervisor or have equivalent rights.

2   Make sure that certain files that FaceLift needs to update (for example, .ALL and .PRS) are not write-protected.

3   If the error occurs during LOADTYPE make sure the FLWP.SYM file is read/write/shareable. Also, try copying typeface information directly into the \BTFONTS directory and then run LOADTYPE from that drive.

4   Do a CHKDSK on the FaceLift distribution disk to ensure the floppies are intact.

Refer to the FLREAD.ME file for additional information.

FaceLift Special Effects

With FaceLift you can make variations of Bitstream typefaces by adding fill patterns, shadows, and other special effects. Because the custom fonts you create use the Bitstream typeface as a base, they require only a small amount of additional hard disk space.

This section explains and illustrates each of the options available in FLSETUP's Custom Fonts menu.

Custom Fonts Settings and Examples

These are the options available in FLSETUP's Custom Fonts menu. Although you must choose a base font, you can use as few or as many of the other options as you wish, in any combination.

Base Font • The custom font is built using any Bitstream typeface as the base font. Some typefaces are better suited for certain effects than others. For example, the Fill Pattern option looks the best with a heavier typeface like Revue. With a little experimentation you can find the typeface that works the best for the special effect that you want to use.

Revue is an excellent base font

Gray • This option allows you to print your font as a percentage of black to create a gray effect. Values can be specified in increments of 10% within a range of 0% to 100% (0% = white and 100% = black). The default value for this field is 100%. Here are some examples of different shades of gray:

30% gray   50% gray   70% gray

Shadow • This option sets a shadow oriented from the upper right, lower right, lower left, or upper left of each character. The default value for this field is None. Here are some examples of the different shadows:

FaceLift

Upper right shadow

FaceLift

Lower right shadow

FaceLift

Upper left shadow

FaceLift

Lower left shadow

Outline • This option sets an outline for each character. The settings are None, Hairline, Normal, or Heavy. The default value is None. If you select a fill pattern but no outline, Hairline is automatically selected. Here are examples of the three different outline options:

Hairline   *Normal*   *Heavy*

Fill Pattern • This option sets a fill pattern for each character. There are forty fill patterns available. Some of the fill patterns are shown below:

Blox   *Brick Wall*   *Bullseye*   *Chain Link*

Checkerboard   *Coronet*   *Dalmation*   *Deco 1*

Fill Scaling • This option sets the scaling for each fill pattern. The possible values are Full Size, Half Size, Quarter Size, Eighth Size, and Sixteenth Size. The fill-scaling value sets the amount of fill you see inside of each character. This field defaults to Full Size. Some of the fill-scaling options are shown below using the Checkerboard fill pattern:

Full Size   *Half Size*   *Quarter Size*

For more information on creating custom fonts, see *Top Ten Questions and Answers* above.

Glossary

ASCII
American Standard Code for Information Interchange. One of the standard formats for representing characters on a computer. The extended ASCII character set consists of 256 characters. ASCII text is useful when you share files between programs. A DOS text file is usually in ASCII format.

baud
The conventional unit of measurement used to describe data transmission speed. One baud is one bit per second.

baud rate
The speed at which data is transmitted from one digital device to another, such as over a modem or between a computer and printer. The devices must be configured at the same baud rate for information to transfer between them correctly.

CAS
Communications Applications Specifications. A standard developed mostly by Intel to allow fax/modems to send and receive faxes from other fax/modems and fax machines.

fax driver
An application that allows WordPerfect to communicate with your fax card or modem. FaxDirect and IntelFax are fax drivers.

FaxBios
A standard by which application software and fax software can communicate.

modem
A hardware component that allows one computer to communicate via phone lines with another computer also equipped with a modem. External modems are self-contained units that connect to the computer's external serial port. Internal modems are usually boards that fit into an expansion slot inside the computer.

port
A connection device between a computer and another component such as a printer or modem. For example, a printer cable is plugged into the printer port on the computer so information can be sent to the printer.

TSR
Terminate and Stay Resident. A program that runs in the background while other applications are being used. It occupies some of the computer's RAM, and users might not see it running. Because the program remains in RAM, it can be quickly reactivated with a single keystroke.

Using ENVOY

SEARCH

F3　　Find next

Ctrl+F3　Find previous

ONLINE HELP

A complete Help system with detailed information is just waiting for you to explore!

It includes the following sections:

Contents　　Using Help　　About Envoy

How Do I...　Search For Help On

BLUE TEXT

Click on blue text to go to a new location in the document.