# Key Differences
Primer for WordPerfect 6.1 Users Switching to Word 97

Indenting Paragraphs (What Happened to Good Old F7 ?)

In WordPerfect, you indented a paragraph by pressing F7 . This indented the whole paragraph to the next tab stop. Word handles indenting by a completely different philosophy, which you may find difficult to get used to. In Word, indenting is not dependent on tabs.

Choose **Format|Paragraph** to set indent values. To indent an entire paragraph, set its *left indent.* For a numbered or bulleted paragraph, set a *hanging indent* value. (A hanging indent indents all but the first line of the paragraph.) Note that you can also change indenting of selected paragraphs by moving the indent symbols in the ruler (see diagram). The ruler displays how selected paragraphs are indented.
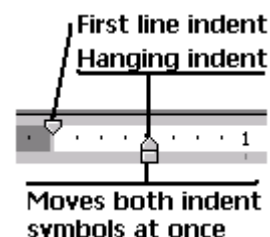
Indenting	Toolbar	Keyboard	Menu
Increase indent		Ctrl + M	Format|Paragraph and set a Left indent value
Decrease indent		Ctrl + Shift + M	
Increase hanging indent		Ctrl + T	Format|Paragraph and set a Hanging indent value (under Special)
Decrease hanging indent		Ctrl + Shift + T	

Importance of the End-Of-Paragraph Mark

Word stores paragraph-related formatting (style, indentation, justification, etc.) in the end-of-paragraph mark (¶). If you delete a paragraph's ¶, you delete its paragraph-related formatting. If you copy a paragraph and include the ¶, the paragraph's formatting is brought with it when you paste it into its destination. Conversely, if you copy a paragraph but don't include the ¶, you leave the paragraph's formatting behind; it will take on the format of the paragraph where it is pasted. As you type, if the ¶ remains ahead of your cursor, you will maintain the same formatting.

Word considers anything followed by Enter to be a paragraph. For example, if you press Enter a few times to insert some empty lines, as far as Word is concerned, each of the empty lines is a paragraph, each of which can have its own formatting. To insert an empty line without creating a new paragraph, press Shift + Enter instead of just Enter .

Reveal Codes (Gone, But Not Forgotten)

In WordPerfect, you could use Reveal Codes to look at formatting codes, such as tab settings, font, margins, etc. Word does not have this capability. The closest equivalent is the ability to look at a summary of formatting for individual paragraphs. To view a paragraph's formatting, choose **Help|What's This** and 🖰 the paragraph's ¶ mark. (If you cannot see the ¶ symbols, 🖰 the ¶ button in the toolbar to turn them on.)

Sections

In WordPerfect, you could change page layout settings (margins, orientation, headers, footers, page numbering, etc.) at any point in your document without much fuss. Word is less casual; to make page layout changes to only part of the document, you must create *sections* in the document, because in Word, page layout settings apply to entire sections.

A *section break* is the boundary between two sections. When you insert a section break, you can make different page layout settings in the sections on either side of the break. Be aware that page-related settings for a new section do not take effect until the first full page of that section (so if your section break falls

halfway down page 2, its settings will first take effect on page 3). To make page layout settings apply only to the current section, choose **This section** under **Apply to** in the Page Setup dialog. Note that section breaks are *invisible* unless you turn on the ¶ button, which we strongly recommend. Being unable to see section breaks will drive you crazy. Also note that a section break can incorporate a page break, but it does not have to.

You can delete section breaks, but keep in mind that the section break was a boundary between two different sets of formatting. When you delete the break, you only have one section where you used to have two, so you can't have two different sets of formatting any more. The entire section takes on the formatting specified in the section break *at the end*. For example, if you delete the section break between sections 1 and 2, section 1 takes on the formatting of section 2.

Sections	Toolbar	Keyboard	Menu
Insert section break			Insert|Break, select either Next Page or Continuous, [OK]
Delete section break		Select break; [Del]	
Show (or hide) section breaks	¶	[Shift]+[Ctrl]+[*]	

Headers and Footers

In WordPerfect, you created a header when you needed one. In Word, there is always a header; it's just a question of whether you have typed anything in it. You can't delete the header; the best you can do is to delete all the text from it. (Footers are the same; from here on, references to headers include footers too.)

The header only displays on screen in Page Layout view. To edit the header, [2] in the header area, or choose **View|Header and Footer** (which always brings you to the header; you must then 🖱 to switch to the footer). While you are editing a header, the Header and Footer toolbar displays (see below).


Headers are page-related settings, so to change them, you must create a new section. This is where things get really strange. *Even if your document has multiple sections, editing one header changes them all.* Word apparently assumes that headers are the one thing that you generally want to continue throughout your document regardless of section boundaries. To have different headers in different sections, you must break the link between them. For example, section 3's header is linked to the headers in sections 2 and 4. To have a different header in section 3, you must break those links by turning off the 🔳 (Same as Previous) button in sections 3 and 4.

In summary, to discontinue a header, or begin displaying a different header, you must create a new section, turn off "Same as Previous" with the surrounding sections, and edit headers as necessary. If you have several different headers in your document, you can use 🔲 and 🔲 to move between them.

Formatting Changes Only Affect Selected Text

In WordPerfect, if you made a formatting change without selecting any text, the change affected all text from the insertion point to the end of the document (or to another code countermanding it). In Word, most formatting changes only apply to selected text. So in Word, first select text, then format it.

Bullets and Lists

In WordPerfect, you created lists by inserting a bullet or number, pressing ⌷F7⌷, and then typing the paragraph. In Word, instead of typing actual bullets or numbers, they are treated as formatting features of the paragraph. When you select several paragraphs and 🖰 the 🔢 button in the toolbar, all the paragraphs number automatically. If you insert a new paragraph in the middle, the new paragraph is given a number, and the following paragraphs renumber. Not bad! (🖰 the 🔢 button again to turn numbering off.)

Remember, however, that Word considers anything that ends with ⌷Enter⌷ to be a paragraph. Consequently, when you ⌷Enter⌷ to go to the next line, a number (or bullet) is inserted, even though you generally will want to skip a line between numbered (or bulleted) items. To insert an empty line without it being numbered (or bulleted), press ⌷Shift⌷+⌷Enter⌷. To remove unwanted numbers and bullets, ⌷Bksp⌷ over them, or ⌷Enter⌷ again.

Lists and Bullets	Toolbar	Keyboard	Menu
Number or bullet selected paragraphs	🔢 or 🔢		Format|Bullets and Numbering, Bulleted or Numbered tab, select a style, ⌷ OK ⌷
Insert line without number (or bullet)		⌷Shift⌷+⌷Enter⌷	
Remove unwanted number (or bullet)		⌷Bksp⌷ or ⌷Enter⌷	

Word's "Intelligence"

Word tries to anticipate your needs and do many things for you automatically. This can be very frustrating when your document changes by itself and you don't know why—especially if you don't like the changes. Word's "intelligence" falls into three categories:

■ **AutoFormat As You Type** is primarily used to format text automatically. If the look of your document magically changes before your eyes, AutoFormat As You Type is probably causing it. There are many kinds of changes it makes. The ones most people find confusing are listed below:

Headings	If you type something Word believes is a heading, Word automatically applies a heading style.
Bulleted lists	If you type a bullet-like character (e.g. an asterisk or a special symbol) and press ⌷Tab⌷ or two spaces, Word automatically starts a bulleted list.
Numbered lists..........	If you type a number and press ⌷Tab⌷ or two spaces, Word automatically starts a numbered list.
List format.................	In a bulleted or numbered list, Word will try to format a new item like previous items. For example, if you have skipped a line between items 1 and 2, Word will skip a line when you press ⌷Enter⌷ to create item 3.

To configure AutoFormat As You Type, choose **Tools|AutoCorrect**, then the **AutoFormat As You Type** tab. There are also two Lisa's Macros that toggle the most confusing options on and off. In the Lisa's Macros toolbar, choose the **Tools** dropdown list, then select either **Enable Intelligence** or **Disable Intelligence**.

■ **AutoCorrect** is primarily used to fix misspellings. If characters or words you type magically change before your eyes, AutoCorrect is probably causing it. Many common misspellings are already in the AutoCorrect list, but you can add your own. Word also uses AutoCorrect as a mechanism for easy insertion of typographic symbols. For example, if you type (tm), Word automatically converts it to ™. AutoCorrect also tries to fix improper capitalization. To configure AutoCorrect, choose **Tools|AutoCorrect**.

■ **AutoComplete** is used to reduce repetitive typing. If you start to type a word that appears in your AutoText list, a small yellow balloon appears as you type containing the word or phrase that AutoComplete thinks you are trying to type. Pressing ⌷Enter⌷ while the yellow balloon is displayed accepts the AutoComplete suggestion. To configure AutoComplete, choose **Tools|AutoCorrect**, then the **AutoText** tab.

File Open/Save As Dialog Box

- **Viewing File Lists:** A file list is displayed when you choose **File|Open** or **File|Save As**. Among the buttons in this dialog, there are four choices for how the file list will be displayed:

Details   Preview
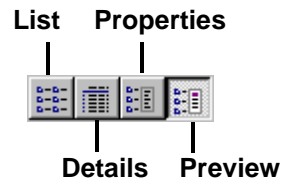
List................	Displays only names of files and subdirectories.
Details	Also displays file size, type and modified date.
Properties	Displays names of files and subdirectories, plus a window that displays information about any file you click on. Properties displayed include title, author, the name of the last person to save the file, etc. This is similar to File|Document Summary in WordPerfect.
Preview.........	Displays names of files and subdirectories, plus a window that displays a preview of any file you click on. This is similar to File|Open|View in WordPerfect. However, because the preview window is very small, you will only be able to see a small part of the document. You can scroll down, but not to the right.

- **File/Directory List Navigation:** Some of our drives have hundreds of directories. Scrolling to find the one you want can be inefficient. Instead, you can click anywhere in the list of directories and begin typing the name of the target directory (just as you could in WordPerfect).

- **Searching:** You can perform file searches from the Open/Save As dialog. To find a file that contains a particular word, type the word into the **Text or property** box, then 🖰 **Find Now**. (This will only search in the current directory. To perform more complex searches, 🖰 **Advanced**. Among the other advanced options, notice the **Search subfolders** check box. You can use this to help search for a file when you don't know where it is.)

- **QuickList:** In WordPerfect, you could create a "QuickList" of the directories or files that you use most frequently. In Word, a similar feature is called Favorites. It is simple to add a file or directory to Favorites. Choose **File|Open**, select the file or directory you want to add, 🖰 **Add to Favorites**, then 🖰 **Add Selected Item to Favorites**. To use the Favorites list, 🖰 **Look in Favorites** and ²🖰 your choice. To delete a file or directory from Favorites, 🖰 on the item and choose Delete. (Don't worry, you aren't deleting the item itself, you are only removing it from Favorites.)

Look in Favorites

Add to Favorites
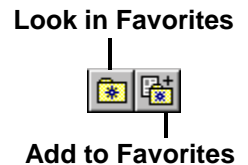
Converting Files from WordPerfect 6.1 to Word 97

1. Open the WordPerfect document in Word.
2. Choose **File|Save As**, allow the extension to change to .DOC, and save.
3. Run the "Attempt to Convert WP Document" macro, if desired. This fixes most of the known formatting problems we have seen.
4. When you are satisfied with the conversion, delete the original WordPerfect document.

Most formatting codes convert from WordPerfect to Word, but some codes are not supported at all or are only partially converted. Contact the Help Desk with any document conversion problems.

Special Characters

In WordPerfect, pressing Ctrl+W displayed a dialog box from which you could choose a number of different symbols and special typesetting characters. In Word, to access these characters, choose **Insert|Symbols**. Most symbols are found on the Symbol tab; typesetting characters are on the Special Characters tab. To get a close-up look at a symbol, click on the box containing the symbol. To insert the symbol, either ²🖰 it or choose **Insert**. Shortcut keys can be assigned to symbols you use frequently. If a shortcut key already exists for this symbol, the key combination is displayed to the right of **Shortcut key:** at the bottom of the dialog box.