

**University of Puerto Rico  
Mayagüez Campus**

**Computer Center**

**Service Unit**

**Word Perfect 5.1 for the Vax System**

**I. Access to Word Perfect**

- 1- You have to be an authorized user in the node where you want to work.
- 2- Once you access your account write **WP** after the dollar sign (\$).
- 3- A Word Perfect message will appear indicating the version of the program. Then the new page will appear, where you can start to write the text.

**II. Saving Files**

- 1- To save a file and assign a name to the file, press **F18**
- 2- In the lowest part of the screen the following message will appear: "Document to be saved" where you proceed to assign the name of the file.  
Example: Document to be saved: Letter.WP
- 3- Press return

**III. Print a document**

To print a document that appears in the screen press **PF1** and next **F13**. The print menu will appear, if you select the option number **1** (Full document) it will print all the document.

**IV. Exit Word Perfect**

- 1- To exit Word Perfect press **F13** (Exit).
- 2- In the lower part of the screen a message will appear asking if you want to save the document. If you have not save the document and now you want to save it, press **Y** (Yes) or **N** (No).
- 3- A message will appear asking if you want to exit Word Perfect. Write **Y** for yes and you will go back to the dollar sign (\$).

**V. How to retrieve a document that already exists**

- 1- Access Word Perfect (Part I) and press **F11** (List Files). A list of files will appear in the screen

- 2- Using the arrows( ↑ and ↓ ) mark the name of the document that you want and press **the number 1** to select the document. Then the document you selected will appear in the screen.