

**University of Puerto Rico
Mayaguez Campus**

Computer Center

User's Services Unit

WordPerfect for VAX/VMS Operating 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 a 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.
3. Example: *Document to be saved: Letter.WP*
4. 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.