

KEYBOARD CUSTOMIZED

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Click on the blue, underlined text to go to its linked reference.



You can easily create a custom keyboard with WordPerfect. You can also edit the default WordPerfect keyboard by assigning features, keystrokes, applications, or macros to specific keys on your keyboard. This lets you adjust the keyboard to suit the way you work.

Keyboard keys are associated with predefined actions by WordPerfect. Some actions, such as those assigned to Caps Lock and Num Lock, are common among most computer applications. Other key actions are specific to applications. For example, in some applications F1 displays Help while, in other applications F3 displays Help.

In addition to letting you create custom keyboards, the applications in the WordPerfect Office suite let you choose from several predefined keyboards.

PRINT PREFERENCES

For quick and convenient reference, you can also print a list of the currently selected keyboard's assignments.

To print a reference list of keyboard shortcuts:

1. Click Tools ► Settings.
2. In the Settings dialog box, click Customize (**Figure 1**).

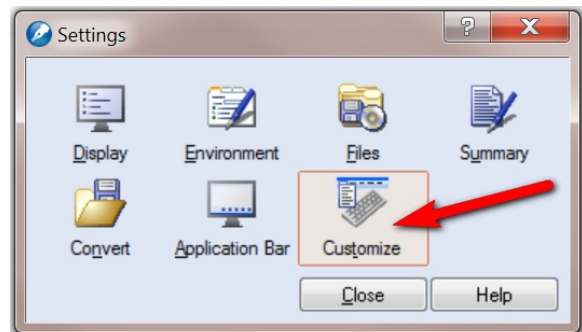


Figure 1

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3. In the Customize Settings dialog box, click the Keyboards tab (**Figure 2**).

4. Select a keyboard from the Available keyboards area, and click Edit.

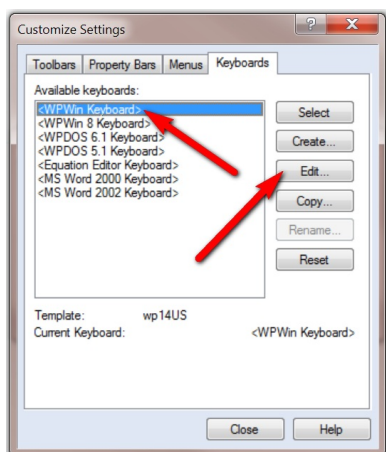


Figure 3

5. In the Keyboard Customize Settings dialog, click the Print Report button (**Figure 4**).

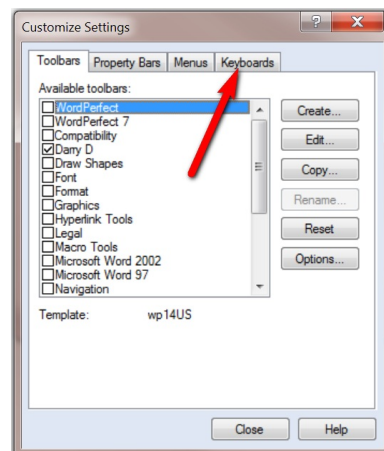


Figure 2

6. In the Print dialog box, choose a printer, adjust any necessary settings, and click Print.

CUSTOMIZE A KEYBOARD

1. In WordPerfect X3, click Tools ► Settings.
2. In the Settings dialog box, click Customize.
3. In the Customize Settings dialog box, click the Keyboards tab, and click the Create button.
4. In the Create Keyboard dialog box, type a name for your custom keyboard, and click OK.
5. In the Keyboard Shortcuts dialog box, select a shortcut key from the Choose a shortcut key area.
6. With the Features tab selected, choose a category from the Feature categories list box. This lets you access each of the application's menu commands from which you can choose.
7. In the "Assign a feature to the shortcut key" area, choose a feature, and click the Assign Feature to Key button.

8. Click OK. Your new custom keyboard will now appear in the list of available keyboards.