

Features

Feature	Keystrokes
* Add Link	Alt-F8, F5
Attributes	Shift-F6
Auto Help	Ctrl-F3, 1
* Auto Save	Alt-F8, Alt-F8, 3
Block	Alt-F4
Bold	Shift-F6 or F6
Cancel	F1
Cancel Print Job	Ctrl-F1, 7
* Change Edit Order	Alt-F8, Alt-F8, 5
Character Sort Order	Shift-F9, 3
Clear Field	Ctrl-PgDn
Colors, Menus, and Reports	Ctrl-F3, 2
* Colors, Panel	Alt-F8, Alt-F8, 2
Copy	Ctrl-F4
* Create Field	F9
Create Record	F9
Ctrl/Alt Key Map	Ctrl-F3, 3
Date Format	Shift-F9, 2
* Define Field	Shift-F8
* Define Index	Ctrl-F8
* Define Panel	Alt-F8
Delete Character at Cursor	Del
Delete Character Left	Backspace
Delete Record	Shift-F5
Display Date Sequence	Ctrl-F3, 5
Display Print Job	Ctrl-F1, 7
Edit	F6
* Edit Field Format Name	Alt-F8, F6
* Edit Filename	Alt-F8, Alt-F8, 1
* Edit Help	Shift-F3
* Edit Panel Name	Alt-F8, Alt-F8, 6
Exit	F7
Export	Shift-F7
* Field Options	Shift-F8
Format Defaults	Shift-F2
† Get Field	Shift-F1
† Get Record	Alt-F1
Help	F3
Import	Ctrl-F5
Import Transaction Log	Shift-F9, 8
Index Recovery	Shift-F9, 1
* Initial Field Formula	Shift-F8, 2
* Initial Field Value	Shift-F8, 3
Insert On/Off	Ins

Feature	Keystrokes
Lookup	F8 or ↑
Map Uppercase	Shift-F9, 4
Move	Ctrl-F4
Multiple Remove	Alt-F5
↓Panel	F5 or ↓
↑Panel	Exit(F7)
* Panel Options	Alt-F8, Alt-F8
Passwords	Shift-F9, 5
Printer Map	Ctrl-F3, 6
Printer Selection	Ctrl-F1, 7
† Put Field	Shift-F10
† PutPanel	Ctrl-F10
† Put Record	Alt-F10
Remove	Shift-F5
Report/Export	Shift-F7
Report Options	Ctrl-F7
Report Record	Alt-F7
Restore Field Value	F1
Reveal	Alt-F3
Save	F10
Select	F2
Search Forward	F2
Search Backward	F2
Select	F4
† Shell	Ctrl-F1
† Shell Macro	Shift-Alt-F10
† Shell Macro Define	Shift-Ctrl-F10
Start Transaction Log	Shift-F9, 6
Stop Transaction Log	Shift-F9, 7
System	Shift-F9
Top Line Display	Ctrl-F3, 4
Underline	F8

Colors

Features on the keyboard template are color coded:

- A black feature means to press the given key.
- A blue feature means to hold down **Alt** and press the given key.
- A green feature means to hold down **Shift** and press the given key.
- A red feature means to hold down **Ctrl** and press the given key.

Cursor Control

Character Left	←
Character Right	→
Field Above	Shift-↑
Field Below	Shift-↓
Field Left	Shift-←
Field Right	Shift-→
First Field	Ctrl-Home
First Record	Shift-PgUp
Next Link	↓ or ↑ Panel
Next Field	Tab, Enter, or +
Next Record	PgDn
Last Record	Shift-PgDn
Previous Field	Shift-Tab, Esc, or -
Previous Record	PgUp

Cursor Control in a Text Field

A Few Lines Down	Home, ↓
A Few Lines Up	Home, ↑
Beginning of Field	Home, Home, ↑
Beginning of Line	Home, ←
Character Above	↑
Character Below	↓
End of Field	Home, Home, ↓
End of Line	End or Home, →
Word Right	Ctrl-→
Word Left	Ctrl-←

Cursor Control in a Non-Text Field

Beginning of Field	Home
End of Field	End
Word Left	Ctrl-←
Word Right	Ctrl-→

Cursor Control in a Lookup List

Up/Down to the Next Record	↑/↓
Top/Bottom of the Displayed List	Home, ↑/↓
Beginning/End of the List of Records	Home, Home, ↑/↓

* Not available with DataPerfect Runtime Version

† For use with WordPerfect Library/Office

Starting DataPerfect

Two Disk Drives

With DOS running:

1. Place the DataPerfect Program diskette in drive A and the DataPerfect Applications diskette (or another database diskette) in drive B.
2. Enter **b:** to change the default drive to B.
3. Enter **a:dp** to start the program from drive A and to use the database files from drive B.

Hard Disk

With DOS running:

1. Enter **cd\pathname** (where *pathname* is the name of the subdirectory that contains the application or database files).
2. Enter **dp** to start DataPerfect.

Under Windows

Exiting DataPerfect

Always exit DataPerfect properly before turning off the computer.

1. Press **Exit** (F7) to exit the program. Depending on where you are in the program, Exit, or F7, may have to be pressed more than once.

When the DOS prompt (A>, B>, C>, etc.), is displayed, turn off the computer or load another program.

DataPerfect

for IBM PCs

and PC Networks

DRAFT

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Quick Reference