

Position Text with the Advance Feature
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Have you ever thought about what the word "advance" really means? Usually, advance means to "move ahead." In WordPerfect, however, "advance" takes on a whole new meaning. The Advance feature allows you to move your cursor anywhere on the page, not just forward. You can advance your cursor up, down, left, right or even to a specific line or horizontal cursor position.

The Advance feature is especially useful when you need to add a small amount of space after a heading, but a full line is too much.

This article shows you how to become an "advanced" (☺) WordPerfect user. In addition, a macro is included that makes using the Advance feature even easier.

Understanding the Page Layout

Before you can understand the Advance feature, you'll need to understand how WordPerfect works with a page. On your document screen, the lower left corner of the screen displays the status line. In a blank document, the status line looks like this: Doc 1 Pg 1 Ln 1" Pos 1". The status line always displays the position of the cursor in your document. As you type text or scroll through a document, the numbers on the status line change to reflect the cursor's position.

When you use the Advance feature, WordPerfect always advances from the current cursor position. A code is inserted into the document that tells WordPerfect where to advance to when the document is printed.

Using the Advance Feature

To insert an advance code into a document, first place the cursor at the position where you want to advance from. This can be done before or after text is typed. Then press Format (Shift-F8), (4) Other, (1) Advance. The menu Advance: 1 Up; 2 Down; 3 Line; 4 Left; 5 Right; 6 Position: appears. Selecting (1) Up, (2) Down, (4) Left or (5) Right advances the text the distance you enter relative to your cursor position. Options (3) Line and (6) Position advance the text to a specific distance from the top and left of the page, regardless of the cursor position. In other words, (3) Line advances the cursor to a specific line number, and (6) Position advances the cursor to a specific horizontal cursor position.

After you make a selection from this menu, a prompt appears asking for a measurement. If you select either option (3) Line or (6) Position, the current line number or cursor position is displayed. This gives you a reference to advance to. Once you've entered the distance that you want to advance, press Exit (F7) to return to the document screen. *Note: You can only use the Advance feature to move the cursor on the current page. You can't enter a measurement that advances the cursor past a page break.*

Practice, Practice, Practice

The best way to understand the Advance feature is to practice using it. To do this, clear your document screen and type some text, such as The fox jumped over the fence. With the cursor at the end of the sentence, advance the cursor down two inches by pressing Format (Shift-F8), (4) Other, (1) Advance, (2) Down. Type 2" and press (Enter), then Exit (F7) to return to the document screen.

In Reveal Codes (Alt-F3), you'll see that the code [AdvDn:2"] is inserted. This code tells WordPerfect where to advance to when the document is printed. Now type some text, such as "The fence was painted red." You won't see the text advanced two inches on the document screen, but the change will be recognized in the "Ln" and "Pos" numbers on the status line and in View Document. To see how the text will print, press Print (Shift-F7), (6) View Document. Notice how the second sentence is two inches below the first and in the same horizontal position as it was typed. Press Exit (F7) to return to the document screen.

Now advance the cursor to the middle of the page by pressing Format (Shift-F8), (4) Other, (1) Advance, (3) Line. Type 5.5" and press (Enter). Advance the cursor to the left edge of the page by pressing (1) Advance, (6) Position. Type 1" and press (Enter), then Exit (F7) to return to the document screen. The codes [Adv ToLn:5.5"] and [AdvToPos:1"] are inserted in the document.

Type more text, such as "Red is my favorite color." To see how these changes will print, press Print (Shift-F7), (6) View Document. Press Exit (F7) to return to the document.

As you can see, the Advance feature allows you to move to almost any specific position on a page.

Using the ADVANCE Macro

Even though this feature is fairly easy to understand, the keystrokes to insert an advance code may be hard to remember. Because of this, the included ADVANCE.WPM macro was created. This macro prompts you for the necessary information and then inserts the correct code.

To use the macro, place the cursor where you want the text to be advanced from. Press (Alt-F10), type "advance" and press (Enter). This macro first displays the prompt "Advance cursor: Up; Down; Line; Left; Right; Position:". After you make a selection, the prompt "Distance to Advance:" is displayed. Just enter the amount to be advanced, and the correct code is inserted into your document.