

“GO TO” COMMAND

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



In most programs, if one wants to go to page 67 of 75 pages, there is a lot of vertical scrolling involved. However, WordPerfect — beginning with version 9 — makes use of a “Go To” command. Here’s how it works.

1. With the document open, use the Ctrl+G keys, on the keyboard. (Hold Ctrl key, touch G and release both quickly.)

2. The Go To window opens (**Figure 1**):

- ❶ Touch the Tab key, on the keyboard.
- ❷ Type the page number to which you want to move.
- ❸ Click on “Go to” button.

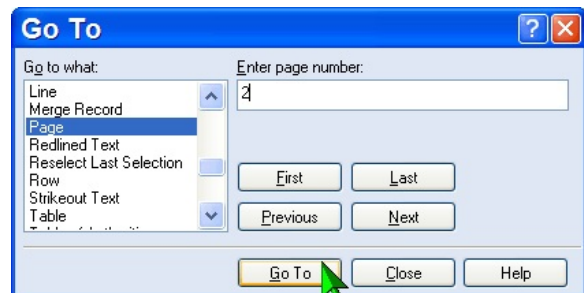


Figure 1

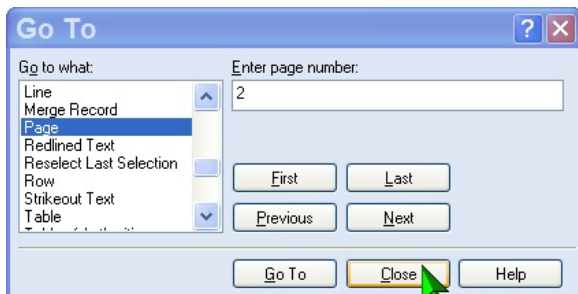


Figure 2

3. Your cursor will appear at the top of the selected page.

Click on “Close” button if you’re where you want to be (**Figure 2**).

If not, type a new page number under the “Enter page number” and click on “Go to” button.

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