

How to reset WordPerfect keyboard commands to factory default

- WordPerfect Office Suite
- WordPerfect Home & Student

Symptoms:

Pressing command keys (including F1-F12 combinations, Ctrl keys like Ctrl+D, etc) does not provide the expected result in WordPerfect.

Cause:

WordPerfect keyboard settings need to be reset to factory default without affecting other WordPerfect settings

Resolutions:

Resolution)

- 1. Open WordPerfect
- 2. Click Tools menu > Settings... > Customize icon > Keyboards tab
- 3. Highlight WPWin keyboard
- 4. Click Select button at the right
- 5. Click Reset button near the bottom right. Answer Yes when prompted
- 6. Click Close to close the Customize dialog
- 7. Click Close to close the Settings dialog

NOTE)

If this does not resolve the issue, the computer may have alternate functions assigned to the F1-F12 keys in the computer's firmware. Here are two options for dealing with this:

- Option 1) Press and hold Fn or Func while pressing F1-F12 key combinations to activate the F1-F12 combination.
- Option 2) Contact the computer manufacturer or manufacturer's website for steps to change the default behavior for the F1-F12 keys.

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