



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.