

# WordPerfect 9



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## Table of contents

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Chapter 1	Welcome to WordPerfect 9 . . . . .	1
	About Corel Corporation . . . . .	2
	Using WordPerfect documentation . . . . .	2
	What's new in WordPerfect 9 . . . . .	8
	What's different in WordPerfect 9 . . . . .	14
	Exploring the work area . . . . .	15
Chapter 2	Getting started . . . . .	19
	Understanding the components of a document . . . . .	19
	Creating and opening documents . . . . .	20
	Working with text in documents . . . . .	23
	Working with graphics in documents . . . . .	27
	Editing WordPerfect documents . . . . .	30
	Saving, printing, and closing documents . . . . .	36
	Viewing documents . . . . .	39
	Moving through documents . . . . .	44
	Using bookmarks and QuickMarks . . . . .	47
	Using document summaries . . . . .	49
Chapter 3	Moving between Microsoft Word and WordPerfect . . . . .	53
	Keyboard shortcuts . . . . .	55
	Comparing Microsoft Word and WordPerfect features . . . . .	58
Chapter 4	Formatting documents . . . . .	71
	Setting text attributes . . . . .	71
	Working with paragraphs . . . . .	81
	Hyphenating text . . . . .	95
	Working with tabs . . . . .	100
	Numbering lines and paragraphs . . . . .	106
	Creating bulleted lists, numbered lists, and outlines . . . . .	111
	Working with text styles . . . . .	123
Chapter 5	Editing documents . . . . .	131
	Correcting text . . . . .	131

	Sorting text . . . . .	137
	Using spelling and grammar tools . . . . .	147
	Using comments in documents . . . . .	159
	Reviewing and comparing documents . . . . .	162
Chapter 6	Page layout and design . . . . .	169
	Setting page size definitions and orientation . . . . .	169
	Numbering pages . . . . .	176
	Formatting pages . . . . .	183
	Creating columns . . . . .	188
	Creating envelopes . . . . .	194
	Creating labels . . . . .	197
	Using the on-screen alignment tools . . . . .	203
	Fine-tuning typography settings . . . . .	207
Chapter 7	Using tables and charts . . . . .	215
	Using tables . . . . .	215
	Creating and exporting tables . . . . .	216
	Managing tables . . . . .	219
	Formatting tables . . . . .	226
	Applying lines, borders, and fills to tables . . . . .	233
	Using table styles . . . . .	237
	Changing the appearance of text in tables . . . . .	239
	Calculating with tables . . . . .	243
	Using charts . . . . .	251
Chapter 8	Working with graphics . . . . .	257
	Creating and inserting graphics . . . . .	258
	Editing, saving, and deleting graphics . . . . .	264
	Arranging and viewing graphics . . . . .	268
	Changing the appearance of a graphics image . . . . .	270
	Using graphics styles . . . . .	274
	Managing graphics styles . . . . .	274
	Using graphics boxes . . . . .	279
	Using borders and fills . . . . .	284
	Using graphics lines . . . . .	291

	Working with graphics box captions . . . . .	294
	Integrating text and graphics . . . . .	300
	Working with color . . . . .	308
Chapter 9	<b>Managing long documents . . . . .</b>	<b>311</b>
	Using master documents . . . . .	311
	Creating a table of contents . . . . .	315
	Creating an Index . . . . .	319
	Creating a table of authorities . . . . .	324
	Using lists . . . . .	328
	Creating cross-references . . . . .	332
	Using headers and footers. . . . .	335
	Using footnotes and endnotes . . . . .	341
	Using counters . . . . .	349
Chapter 10	<b>Managing files . . . . .</b>	<b>353</b>
	Opening and inserting files . . . . .	353
	Using conversion settings . . . . .	357
	Saving, protecting, and deleting files . . . . .	360
	Organizing files and folders . . . . .	370
	Emailing and faxing files . . . . .	378
Chapter 11	<b>Merging documents . . . . .</b>	<b>381</b>
	Working with form documents. . . . .	382
	Using merge commands . . . . .	385
	Creating and associating data for a merge . . . . .	391
	Editing merge data . . . . .	397
	Merging with address books . . . . .	402
	Performing a merge . . . . .	407
Chapter 12	<b>Linking and embedding . . . . .</b>	<b>419</b>
	Working with linking and embedding . . . . .	420
	Linking and embedding multimedia. . . . .	427
	Changing, updating, and editing links . . . . .	430
Chapter 13	<b>Printing . . . . .</b>	<b>437</b>
	Setting up a printer . . . . .	438

	Using print settings . . . . .	445
	Setting up a print job . . . . .	447
	Specifying items to print . . . . .	456
	Printing on different sizes of paper . . . . .	461
	Previewing a print job . . . . .	464
	Printing graphics . . . . .	465
	Printing booklets and defining binding offsets . . . . .	468
	Using printer commands . . . . .	471
	Printing files to disk . . . . .	473
	Faxing documents . . . . .	474
<b>Chapter 14</b>	<b>Internet and electronic publishing . . . . .</b>	<b>479</b>
	<b>Publishing to HTML . . . . .</b>	<b>480</b>
	Creating and publishing Web documents . . . . .	481
	Using tables, columns, and forms in Web documents . . . . .	496
	Working with hyperlinks . . . . .	503
	Adding graphics, multimedia, and Java. . . . .	515
	<b>Publishing to Trellix . . . . .</b>	<b>521</b>
	<b>Building XML documents . . . . .</b>	<b>522</b>
	<b>Working with PDF files . . . . .</b>	<b>522</b>
<b>Chapter 15</b>	<b>Using project templates . . . . .</b>	<b>527</b>
	<b>Managing your project templates . . . . .</b>	<b>528</b>
	Creating and editing project templates. . . . .	529
	Saving, storing, and running project templates . . . . .	534
	Using project lists and categories . . . . .	536
	<b>Automating templates . . . . .</b>	<b>539</b>
	<b>Using template objects . . . . .</b>	<b>543</b>
	<b>Using the PerfectExpert . . . . .</b>	<b>549</b>
<b>Chapter 16</b>	<b>Recordings, macros, and automation features . . . . .</b>	<b>551</b>
	<b>QuickMacros and macros . . . . .</b>	<b>553</b>
	<b>Using template macros . . . . .</b>	<b>560</b>
	<b>Customizing WordPerfect macros . . . . .</b>	<b>569</b>
	<b>Writing and editing macros using PerfectScript . . . . .</b>	<b>579</b>
	Understanding macro commands and syntax. . . . .	580

Using macro conventions and formatting macros . . . . .	582
Using programming commands . . . . .	585
Using parameters . . . . .	586
Using variables . . . . .	588
Using the Macro Command Browser . . . . .	589
Using macro commands to retrieve information . . . . .	590
Using OLE object commands . . . . .	591
Compiling macros . . . . .	591
Fixing compile errors. . . . .	592
Working from the PerfectScript utility . . . . .	594
Editing and deleting macros . . . . .	597
Integrating with Microsoft Visual Basic for Applications . . . . .	598
Using OLE Automation . . . . .	614
Understanding OLE Automation . . . . .	615
Using files with DDE Execute from previous versions of WordPerfect . . . . .	618
Getting online Help for macros. . . . .	619
<b>Chapter 17 Customizing WordPerfect . . . . .</b>	<b>621</b>
Customizing workspace and display options . . . . .	621
Customizing toolbars. . . . .	628
Customizing the Property Bar and the Application Bar . . . . .	635
Customizing menus . . . . .	642
Customizing keyboard shortcuts . . . . .	646







# WELCOME TO WORDPERFECT 9

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# 1

WordPerfect 9 is a powerful word processing application that helps you produce newsletters, articles, reports, proposals, books, and other documents. WordPerfect lets you add graphics, tables, and charts to your documents. You can publish to paper, electronic media, and the World Wide Web. WordPerfect allows you to format, structure, and edit your documents at any time and gives you complete control over their design.

WordPerfect 9 provides the following new features: performance and productivity features, compatibility and integration features, and Internet links. These new features offer improved navigation, editing, previewing, charting and design features. For more detailed information, see "What's new in WordPerfect 9" on page 8.

WordPerfect 9 also offers enhanced editing features, help systems, and restructuring of menus. For more information about these features, see "What's different in WordPerfect 9" on page 9.

You can also benefit from the comprehensive online Help system, which offers assistance with any aspect of WordPerfect 9. This Help system includes accessing Corel technical services and support worldwide, printing a Help topic, and performing commands with the mouse, keyboard, and common buttons.

## About Corel Corporation

Corel Corporation is recognized internationally as an award-winning developer and marketer of productivity applications, graphics, and Internet software. We pride ourselves in delivering high-quality products by actively seeking your input. We use this feedback and respond quickly to you, the users of Corel products worldwide.

Corel ships its products through a network of more than 160 distributors in 70 countries worldwide. Corel is traded on the Toronto Stock Exchange (symbol: COS) and the NASDAQ — National Market System (symbol: COSFF).

For more information about Corel and our products, check out Corel's World Wide Web site at <http://www.corel.com>.

## Using WordPerfect documentation

WordPerfect 9 includes online and paper documentation to help you learn and use the program efficiently. The main form of assistance is the online Help, which is also available as a user guide in .PDF format in the Corel Reference Center. For information about using the Corel Reference Center, see Using the Corel Reference Center.

### WordPerfect 9 documentation set

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Online Help	The online Help system enables you to retrieve quickly all the information you need and then return to your work. Help appears in a separate window on your screen. For quick access, you can keep the Help window displayed on top of the Application Window. You can also print specific topics from the online Help system.
 Context-sensitive Help	The context-sensitive Help displays information that is relevant to the task you are currently performing. You can access it by clicking the Context-Sensitive Help button, then clicking the item about which you want information. Context-sensitive Help provides help for menu commands, toolbar buttons, dialog boxes, and dialog box controls.
QuickTips	QuickTips provide information about icons and buttons on the toolbars, and about the menu commands. QuickTips display in a balloon when you position the cursor over a button or a menu command.
PerfectExpert	The PerfectExpert can guide you through basic tasks as well as creating detailed projects.
User Guide	If you use WordPerfect 9 as part of WordPerfect Office 2000, you can refer to the WordPerfect section of the WordPerfect Office 2000 User Guide for help.

Before you access the online Help, it is important to be familiar with the conventions used in Corel documentation. For more information, see “Documentation Conventions” on page 3.

We want your feedback.

If you have any comments or suggestions about WordPerfect documentation, you can e-mail them to [wordperfectprodmgr@corel.com](mailto:wordperfectprodmgr@corel.com) or mail them to the address listed below. Unfortunately, we won't be able to respond to your messages individually.

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## Documentation conventions

Before you start using WordPerfect 9, it is important to understand the conventions used in the documentation. By reviewing the conventions, you will be able to use the mouse and the keyboard to create and edit documents more effectively. You can then easily open a new document, insert and modify the text, check spelling and grammar, save the document, and, finally, print it.

## Using the mouse

It is important to review the conventions used in WordPerfect documentation. By reviewing these conventions, you will be able to use the mouse more effectively:

<b>When you see this...</b>	<b>Do this...</b>
Click File, New	Click the File menu with the mouse, then click the word New in the menu.
Click Format, Paragraph, Drop Cap	Click the Format menu, click Paragraph, then click Drop Cap from the submenu that appears.
Enable the [Y] check box	Click the [Y] check box to place a check mark or an “X” inside the box.
Disable the [Y] check box	Click the [Y] check box to remove the check mark or “X.”
Select text	Click and drag to highlight text.
Click a paragraph	Click to plant the cursor in the paragraph.
Click a page	Click anywhere on the page.
Right-click, then click Paste	Click the right mouse button, then click the Paste command from the submenu that appears.

## Using the keyboard

It is important to review the conventions used in WordPerfect documentation. By reviewing these conventions, you will be able to use the keyboard more effectively:

<b>When you see this...</b>	<b>Do this...</b>
Press ENTER	Press the Enter key on your keyboard.
Press CTRL + SHIFT	Press the Control key and the Shift key at the same time.

## Using online Help

The Help Topics dialog box, accessed by clicking Help, Help Topics, provides five ways to find information. You can select a topic from the Contents page, use the Index page to search for a topic, use the Find page to search for specific words and phrases in Help topics, use Ask The PerfectExpert, or use the Corel Knowledge Base. Context-sensitive Help is accessible from wherever you are in WordPerfect 9. You can access context-sensitive Help from the menus, dialog boxes, property bars, and all other toolbars in WordPerfect 9.

The Showcase WordPerfect page, located in Contents, illustrates many tasks you can do. Click in the illustrations for specific help about a task.

### To access Help topics

- 1 Click Help, Help Topics.
- 2 Click one of the following tabs:
  - Contents — lets you browse through topics by category
  - Index — provides a list of index entries and lets you type the first few letters of the subject about which you want information
  - Find — lets you search for a particular word or phrase in the online Help
  - Ask the PerfectExpert — lets you search for help in your own words
  - Corel Knowledge Base — lets you search for information on the Corel home page



- You can print a Help topic or keep it displayed on the screen for easy reference.

## Printing online Help topics


You can print specific online Help topics or print entire sections of the online Help.

To...	Do this...
Print an entire section	On the Contents page, choose the section you want to print, then click the Print button in the Help dialog box.
Print a selected topic	Click the Print button at the top of the Help window, or right-click the window, then click Print Topic.

## Accessing context-sensitive Help

You can access context-sensitive Help from the menus, dialog boxes, and toolbars in WordPerfect 9.

The most common ways to access context-sensitive Help are as follows:

To get help on...	Do this...
Menus and toolbar buttons	Position your cursor over the menu item or toolbar button for QuickTip information.
Dialog boxes	Click the Help button in the dialog box. Press F1.
 Dialog box controls	Click the Context-Sensitive Help button in a dialog box, then click the dialog control for which you want help. Right-click the control, and click the Context-Sensitive Help button. Right-click the control.

## Accessing information from the Corel Web site

You can access the Corel Web site directly from WordPerfect. You can use the Corel Web site to get information about projects and templates, printing, fonts, and macros. You can download fonts and macros from the Web site. You can also get technical support information, helpful tips and tricks, information about training and certification, and information about service bureaus.

### To access the Corel Web site



- Click the *Corel Web Site button* on the WordPerfect 9 toolbar.

## To get information from the Corel Web site

Click...	To get information about...
File, New From Project, WordPerfect Projects Online	Projects and templates
File, Printing Info Online	Printing
Format, Fonts Online	Fonts
Tools, Macros Online	Macros
Help, Corel On The Web, Technical Support	Technical support
Help, Corel On The Web, Tips And Tricks	Tips and tricks
Help, Corel On The Web, Training And Certification	Training and certification
Help, Corel On The Web, Approved Service Bureaus	Service bureaus

## Using the Corel Reference Center

The Corel Reference Center contains online manuals for WordPerfect Office 2000 in Adobe Acrobat Portable Document Format (.PDF). You can search the manuals to find the information you need quickly.

### To access the Corel Reference Center from WordPerfect 9

- 1 Click Help, Help Topics.
- 2 Click the Contents tab.
- 3 Double-click Reference Information.
- 4 Double-click View Manuals.
- 5 Double-click Go To The Reference Center.

### To access the Corel Reference Center from Windows

- 1 Click the Start button on the Windows taskbar.
- 2 Click WordPerfect Office 2000, Setup & Notes, Corel Reference Center.



- You can find the Corel Reference Center (refcntr.exe) in the folder COREL\SHARED\REFCENTR on the WordPerfect Office 2000 CD-ROM.
- If you did not install the Corel Reference Center when you installed WordPerfect Office 2000, you can do so by performing a custom install.

## Using the PerfectExpert

WordPerfect 9 comes with its own built-in expert, which is ready to help you with many tasks. The PerfectExpert includes the best features of QuickTasks, templates, and Coaches, combined with information from online Help and the power of a natural language interface to assist you with everyday tasks. The PerfectExpert allows you to create complex documents quickly, using professionally designed templates.

The PerfectExpert can guide you through a detailed project, such as creating a résumé (even if you want to use other suite applications to create parts of the document), or it can guide you through a smaller task, such as inserting a clipart image.

The PerfectExpert even provides you with galleries of professionally designed documents to choose from, and you can change the layout and content in any number of ways to match your needs.

### To display the PerfectExpert

- 1 Click Help, PerfectExpert.

A check mark next to the PerfectExpert command indicates that the command is enabled and that the PerfectExpert panel is displayed in the left side of the Document Window.

- 2 Press any of the buttons to get help on performing a task.
- 3 Click the More Help On button to get additional help.



- Click File, New to start a document and to have PerfectExpert guide you through a new project.
- 

### To hide the PerfectExpert

- Click Help, PerfectExpert.

No check mark next to the PerfectExpert command indicates that the command is disabled.

## Viewing program and system information

WordPerfect 9 provides easy access to information about the program, license information, and your system.

Program information consists of the application name, version number, serial number, and user name. This information doesn't change. You'll find it

particularly useful if you ever need help from Corel Technical Support Services.

System information consists of details about any of the following categories: system, display, printing, Corel .EXE and .DLL files, and system .DLL files. For example, you can see how much memory you have on the drive to which you want to save a file. You can save any system information in a text file called SYSINFO.TXT.

### **To view product and license information**

- 1 Click Help, About WordPerfect.
- 2 Click one of the following buttons:
  - Copyright
  - License

### **To edit the serial number and pin**

- 1 Click Help, About WordPerfect.
- 2 Click the Edit Serial/PIN button.
- 3 In the Serial Number box, type the serial number.
- 4 In the PIN box, type the Personal Identification Number.

### **To view program and system information**

- 1 Click Help, About WordPerfect.

The About WordPerfect dialog box displays the version number and registration information for your software.
- 2 Click the System Info button to view system information.
- 3 From the Choose A Category list box, choose a category.



- Use the Save button to store system information for printing. System information is saved as SYSINFO.TXT. A message box tells you where the file is saved.
- 

## **What's new in WordPerfect 9**

WordPerfect 9 has new and enhanced features that let you create professional-looking documents.



### **Performance and productivity features**

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- Corel RealTime Preview
- Install-As-You-Go
- Embedded Fonts
- Autoscroll
- Block Make It Fit
- Enhanced charting module
- Improved accessibility
- Enhanced shapes
- Visual Basic for Applications Integration
- Skewed table cells
- Enhanced multiple page printing
- Print Preview
- Browse buttons

### **Compatibility and integration features**

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- Enhanced file conversion
- In-Place Editing
- In-Place Activation
- XML capabilities
- SGML Editor

### **Internet features**

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- SpeedLinks
- Trellix 2 Integration



- For a list of different features in WordPerfect 9, see “What’s different in WordPerfect 9” on page 9.
- 

## **Corel RealTime Preview**

Corel RealTime Preview lets you scroll through and preview several different formatting options, such as fonts, lines, tables, borders, and shading, to see what they look like, without applying those changes to your document.

## **Install-As-You-Go**

Install-As-You-Go helps you minimize the hard disk space required by WordPerfect Office 2000 applications by including only the bare necessities. If a non-installed item is selected, you will be asked if you want to install it.

## **Embedded Fonts**

WordPerfect lets you use the Embedded Font feature. Choose Embedded Fonts when saving your document and WordPerfect takes care of the rest. Your fonts will be compressed and saved with the file data. Now your favorite fonts will go wherever your file goes for the presentation that you expect.

## **Autoscroll**

Autoscroll lets you scroll through a document without using the arrow keys or the scroll bars. When you point the Autoscroll arrow in the direction you want to move, you can scroll through the document. The scrolling speed increases when you move the arrow further from the Autoscroll tool and slows when you move the arrow closer to the Autoscroll tool.

## **Block Make It Fit**

WordPerfect 9 enhances the previous version's Make-It-Fit feature to allow you to fit sections of your document into a given dimension without affecting other areas where fitting specifications may be different.

## **Enhanced charting module**

The enhanced charting module provides you with additional chart types and capabilities.

## **Improved accessibility**

WordPerfect 9 continues to work towards accessibility requirements, including the support of High-Contrast mode, providing keystrokes to the majority of features, using standard user interface controls which make Third Party accessibility tools compatible with Corel applications, supporting large font mode, and providing options under settings to provide flexibility in functionality.

## Enhanced shapes

WordPerfect provides over 100 new shapes. You can choose a shape from any of the new shape palettes or use the Basic Shapes, Arrows, Stars, Banners, and Flowcharting tools. Action buttons prompt the assignment of an action; Call out shapes have pointers that can be anchored anywhere in the document. All shapes have the new Text In Shapes feature, which allows text to be added into the shape on the fly.

## Visual Basic for Applications Integration

Visual Basic for Applications (VBA) lets you develop VBA applications to control WordPerfect through the OLE Automation Type Library. The main object exposed by WordPerfect is the PerfectScript object, which consists of all the functions currently available in the Perfect Script language, making it easier for those familiar with PerfectScript to modify existing scripts and to understand the syntax and parameters required to program the PerfectScript object's methods. These VBA projects are stored within the application document and are easily distributed.

## Skewed table cells

You can skew the top row or the left or right column of a table. Unless you specify otherwise, any text that you type in a skewed cell will be skewed as well. You can also change the angle of the skew and specify other skew options.

## Enhanced multiple page printing

WordPerfect 9 includes additional options for printing multiple pages. You can specify the number of copies you wish to print and whether you want the copies collated. Collating is useful when printing multipage documents. When you enable the Collage check box, a complete copy of each document is printed before the next document is printed; when collating is disabled, all the copies of the first page are printed before the copies of the second page are printed.

## Print Preview

Although WordPerfect creates documents in a WYSIWYG environment, many users have requested a Print Preview option. WordPerfect 9 lets you view your document as a single page or double pages. Print Preview is fully compatible with Corel RealTime Preview, which lets you experiment with formatting options, such as fonts, lines, tables, borders, and shading, without applying them to your document. Print Preview is also fully editable;

therefore, you do not have to switch back to regular view to make changes to your document.

## **Browse buttons**

The browse buttons make navigation within a document more intuitive. WordPerfect allows you to navigate through a document in the same way that you navigate through an Internet document.

## **Enhanced file conversion**

WordPerfect 9 continues to use the same file format as its predecessors: Corel WordPerfect 6, 6.1, 7 and 8 requiring no conversion from these previous versions. Keeping the same file format lets you convert Microsoft Word and Lotus AmiPro documents while retaining all document data from open to save.

## **In-Place Editing**

In-Place Editing allows you to edit an object without switching to a different window. Buttons and list boxes temporarily change to work specifically with that object.

## **In-Place Activation**

WordPerfect now uses the new In-Place Activation feature to help further integrate 3rd Party applications into WordPerfect Office 2000. By double-clicking on an OLE object, the editing or development environment native to that object is initiated inside WordPerfect, providing seamless integration of 3rd Party applications.

## **XML Capabilities**

XML (eXtensible Markup Language) provides a platform and application-independent environment for defining document architecture and document markup. WordPerfect 9 lets you create, validate, and save XML documents in a familiar WYSIWYG environment. A structured tree view, shown in a separate window, provides an easy-to-read layout of the full document. WordPerfect automatically inserts and maintains tag pairs to create XML files. WordPerfect provides an editing environment that includes wizards, automatic element insertion, and automatic generation of documents, which makes document creation quick and easy. You can customize menus, toolbars, and keyboard mapping to create your own working environment. WordPerfect 9 incorporates the Document Type

Definition (DTD), layout information, and mapping files into a single WordPerfect template.

## SGML Editor

WordPerfect 9 lets you create SGML documents in a familiar WordPerfect environment. WordPerfect 9 lets you edit, markup text, and validate tags in SGML documents. You can also employ WordPerfect writing tools, such as Spell Check and QuickCorrect. You can hide SGML codes in the Document Window and use WordPerfect text formatting to make SGML documents easier to read on screen. The SGML editor also provides the following capabilities:

- structures views of the document, providing a WYSIWYG view on one side of the screen and a tree view on the other
- enhanced graphics that let you import and export markups with the SGML document
- writing tools
- compare features
- automatic mapping for International Standards Organization (ISO) characters during the DTD compiling process to map multinational characters to the appropriate characters in the SGML Editor. Manual character mapping does not fall within the ISO character sets.
- enhanced importing and exporting capabilities

## SpeedLinks

SpeedLinks allows you to create Internet links — highlighted text in a World Wide Web document that helps you jump to another part of the same document or to another document on the World Wide Web. When you type text that begins with “www,” “ftp,” “http,” or “mailto,” SpeedLinks automatically converts the text to an Internet link.

## Trellix 2 Integration

Trellix 2 Integration lets you create and organize professional, effective documents that can be published to HTML. Trellix can make long, complicated documents easy to understand and navigate; the integrated navigation map allows you to visualize and access any part of your document quickly. Trellix documents resemble web pages, with easy-to-create links, and you can add spreadsheets, graphics, and other files.

## What's different in WordPerfect 9

With every new version of WordPerfect certain items are added, others are renamed, still others are found in a new location. The items renamed or moved in version 9 are:

- QuickSpots
- PerfectExpert
- QuickFinder
- Menus



- For a list of new features in WordPerfect 9, see “What’s new in WordPerfect 9” on page 8.
- 

### QuickSpots

QuickSpots provided direct access to editing features for certain objects in a document, such as paragraphs or tables. WordPerfect 9 improves on this idea by including more than 20 different Property Bars that appear when you click on a particular object. Property Bars change to fit your immediate needs. For example, click a table, and the Property Bar displays buttons for table editing tools. Click a graphic, and the Property Bar displays graphics editing tools.

### PerfectExpert

WordPerfect 9 comes with its own built-in expert which is ready to help you with any task. The PerfectExpert includes the best features of Quick Tasks, templates, and Coaches, combined with information from online Help and the power of a natural language interface to help you with everyday tasks. The PerfectExpert allows you to quickly create complex documents using professionally designed templates.

### QuickFinder

You can use the Find button on file management dialog boxes to find files that meet the criteria you specify. For example, you can search for a file type (such as \*.WPD) or the file content (such as “WordPerfect”).

### Menus

The menus in WordPerfect 9 have undergone significant restructuring to improve access to the most frequently used features. The menus are also standardized across WordPerfect Office 2000 applications to make learning

each application easier. Right-click the menu to select a menu similar to one you used in a previous version of WordPerfect.

- The Tables and Graphics menus are gone and the editing features for tables and graphics are now available on the Property Bar. Click a table or graphic to display the Tables or Graphics Property Bar.
- The File, Publish As and File, Send menus are consolidated as File, Send To.
- The Outline and Bullets & Numbering features are consolidated in Insert, Outline/Bullets & Numbering.
- The abbreviations feature is renamed QuickWords and moved to Tools, QuickWords.
- Help Online, which was used to access additional technical and product information, is renamed Corel Web site.
- Initial Document Style is renamed and has moved to File, Document, Current Document Style.
- Initial Document Font is renamed and moved to File, Document, Default Font.

## Exploring the work area

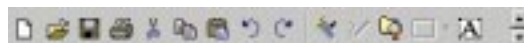
The work area in WordPerfect 9 includes everything you see on your screen when you start the application. The large open area is the Document Window.

The Menu Bar, which is located at the top of the work area just below the Title Bar, provides access to most of the WordPerfect commands. Many of these commands can also be accessed through toolbars.

The Property Bar, which is located above the Document Window, is a context-sensitive toolbar. It gives you quick access to frequently used functions and commands that are relevant to the task you are performing.

## Using toolbars

Toolbars provide quick, one-click access to commands. The WordPerfect 9 toolbar, shown below, is displayed by default above the Document Window. Other toolbars can be displayed by enabling them in the Toolbar dialog box. Toolbars can be docked at the side, top, or bottom of the Application Window, or left floating in the Document Window.



### To display or hide toolbars

- 1 Click View, Toolbars.
- 2 In the Options dialog box, enable the check box beside each toolbar you want to display and disable the check box beside each toolbar you want to hide.

### To dock a toolbar

- Drag the Title Bar of the toolbar to the top, bottom, or side of the Application Window, then place its outline where you want it docked.

### To size floating toolbars

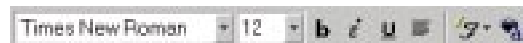
- 1 Position the cursor over an edge of the toolbar.
- 2 When the cursor becomes a two-sided arrow, click and drag the edge to create the size and shape that you want.



- You can only change the shape of floating toolbars. When you dock a toolbar, it is oriented horizontally when placed at the top or bottom of the Application Window or vertically when placed on the left or right side.
- The toolbars are optimized for 800 x 600 resolution. Therefore, if you are working in a lower resolution, portions of toolbars might appear cut off.

## Using the Property Bar

The Property Bar, shown below, is a context-sensitive toolbar that displays buttons and options related to the task you are performing. For example, when text is selected, the Property Bar contains only text-related commands.



By default, the Property Bar is located above the Document Window, but it can be moved, docked, or hidden like any other toolbar.

### To display or hide the Property Bar

- Click View, Property Bar.  
If a check mark appears beside the command name, the Property Bar is displayed. If no check mark appears, the Property Bar is hidden.



### **To dock the Property Bar**

- Drag the Title Bar of the Property Bar to the top, bottom, or side of the Application Window, then place its outline where you want it docked.





## GETTING STARTED

---

# 2

The Getting Started chapter tells you how to perform basic operations in WordPerfect. You can create new documents, or you can open documents created in WordPerfect or other word processing applications. You can enter or import text to create your document and add graphics to make it more visually appealing and easier to read. You can edit, save, and print a document. You can close the active document and keep WordPerfect open, or you can exit WordPerfect to close both the active document and the application.

WordPerfect lets you choose a view mode and customize the display of your document. You can navigate through a document, and you can use bookmarks and QuickMarks to mark a location in a document. You can also use document summaries to provide information about a document to other users.

### **Understanding the components of a document**

A WordPerfect document is a file with a .WPD extension. Each document consists of one or more of the following components:

#### **Text**

Text can be typed directly into WordPerfect or imported from text editors or other word processing applications. For more information about adding text to a document, see “Working with text in documents” on page 23.

## Graphics

Graphics include shapes, drawings, pictures, and clipart. A shape is any object created using WordPerfect drawing tools. A drawing is created using Corel Presentations menus and tools. A picture is a bitmap or graphic image that has been imported into a WordPerfect document. Pictures can be imported using a scanner or CD-ROM or from paint programs, such as Corel PHOTO-PAINT. Clipart images are images that can be brought into Corel applications and edited or used as is. Corel offers a large selection of clipart in many formats. You can purchase additional images, including some in bitmap format, from commercial suppliers. For more information about adding graphics to a document, see “Working with graphics in documents” on page 27.

## Styles

A style is a collection of formatting attributes applied to characters, paragraphs, or documents. Formatting items with styles ensures consistent formatting throughout your document. Whenever you change the formatting in a style, you change the appearance of all items that use that style. For more information about formatting with styles, see “Working with text styles” on page 123.

## Templates

A template is a preformatted document that can be used as a guide for creating a new document. Every document created in WordPerfect is based on a template or a project template. When you open WordPerfect, the blank document you see is based on the default template. Project templates can include fax cover sheets, memos, invoices, and budgets. For more information about templates, see “Using project templates” on page 527.

## Macros

Macros are used to automate application tasks. For example, you can use WordPerfect macros to set margins, select a font, or create a merge file. For more information about macros, see “Recordings, macros, and automation features” on page 551.

## Creating and opening documents

You can start a document in WordPerfect by opening a blank Document Window. Every document you create is based on a template. Even a blank document is based on the default template, which includes formatting elements, such as the margins, tab settings, and toolbars. You can change the default template so that each time you create a new document, your settings are used. WordPerfect also includes ready-made project templates that you

can open and use to create a wide range of documents, including letters, fax cover sheets, calendars, and business cards. For more information about templates, see “Using project templates” on page 527.

You can open documents created in WordPerfect or in other applications. The advantages of opening a document created in another application (rather than importing text) are that many of the formatting attributes in the original document, such as page size, margins, font properties, bullets, and underlining, are preserved. Some of the features not supported include:

- embedded pictures
- hidden text
- interline spacing
- kerning
- macros
- multiple page layouts (the first one in the document is used throughout)
- OLE objects

## Creating new documents

You can create a new document using the default template or a project template. The default template is created the first time you open WordPerfect and includes formatting elements, such as the margins, tab settings, and toolbars.

Project templates, which are provided with WordPerfect, are professionally designed layouts that you can use to create a document. For example, you can use a project template to create a fax cover sheet or expense report. The template provides the layout for your document and you provide the content, making the creation of documents faster and easier. For more information about templates, see “Using project templates” on page 527.

### To create a document using the default template

- Click File, New.



- You can also create a new document by clicking the New Blank Document button on the WordPerfect 9 toolbar or by pressing CTRL + N.
- 

### To create a document using a project template

- I Click File, New From Project.

- 2 Choose the type of project you want to create from the Create New list box.
- 3 Click the Create button.
- 4 Click the appropriate buttons on the PerfectExpert panel.

## Opening WordPerfect documents

You can retrieve a document and open it in the Document Window.

### To open a document

- 1 Click File, Open.
- 2 Choose the drive where the document is stored from the Look In list box.
- 3 Double-click the folder in which the document is stored.
- 4 Choose the file format you want to open from the File Type list box.  
All Files displays files of all types.
- 5 Double-click the document name.



- You can also open a document by clicking the *Open button* on the WordPerfect 9 toolbar.



- If you know where a file is located, you can type the full path and filename in the File Name box.
  - To select from a list of recently opened files, click the arrow located next to the File Name box.
- 

## Opening documents created in other applications

You can open text files and other word processing documents that were not created in WordPerfect. For example, you can open Microsoft Word and Rich Text Format (RTF) file formats in WordPerfect. For more information about opening Microsoft Word documents, see “Opening Microsoft Word documents” on page 54.

The advantages of opening a document (rather than importing text) are that many of the formatting attributes in the original document, such as page size, margins, font properties, bullets, and underlining, are preserved. For more information about importing, see Import and export file formats for WordPerfect 9 in the Reference Information section of the online Help.

### **To open a document created in another application**

- 1 Click File, Open.
- 2 Choose the drive where the document is stored from the Look In list box.
- 3 Double-click the folder in which the document is stored.
- 4 Choose the file format you want to open from the Files Of Type list box.  
All Files displays files of all types.
- 5 Double-click the document name.

## **Working with text in documents**

You can enter text in a WordPerfect document or you can import it from another document or application.

WordPerfect lets you select text by character or by word. Selecting and deselecting text is necessary for editing and formatting documents.

You can insert the date and time in a document. A fixed date and time can be inserted, or you can insert a date code so that the date is updated every time a document is opened or printed.

### **Entering text**

You can enter text in the Document Window. You can also use the Shadow Cursor to show where the cursor will be positioned when you click the mouse. When the Shadow Cursor appears in the white space (background) of your document, you can click anywhere to start typing text. The Shadow Cursor changes appearance to show how text will be aligned when you start typing. Small arrows beside the Shadow Cursor point in different directions when text is left-justified, centered, or right-justified.

You can enter text in a text box so that it appears in a separate frame. You can add borders and fills to text boxes. For more information about adding borders and fills, see “Using borders and fills” on page 284.

### **To enter text in a Document Window**

- 1 Position the cursor in the Document Window.
- 2 Type the text.

### **To enter text using the Shadow Cursor**

- 1 Click View, Shadow Cursor.

A check mark next to the command name indicates that the Shadow Cursor is enabled.

- 2 Position the cursor anywhere in the page, then click.
- 3 Type the text.

### **To enter text in a text box**

- 1 Click Insert, Text Box.
- 2 Type the text.
- 3 Click outside the text box to return to your document.



- You can replace text as you type instead of pushing it over by using Typeover mode. You can enable and disable Typeover mode by pressing INSERT on your keyboard.



- You can also cut text and paste it into a text box. For more information about cutting and pasting, see “Cutting, copying, and pasting text and graphics” on page 31.
- 

## **Inserting text from another document**

You can insert text from another WordPerfect document into your document. You can also insert text from other graphic or spreadsheet applications. For more information about importing, see Import and export file formats for WordPerfect 9 in the Reference Information section of the online Help.

### **To insert text from another document**

- 1 Position the cursor where you want to insert the text.
- 2 Click Insert, File.
- 3 Choose the drive in which the document is stored from the Look In list box.
- 4 Double-click the folder where the document is stored.
- 5 Choose the file format you want to open from the File Type list box.  
All Files displays files of all types.
- 6 Click the Insert button.



## Selecting and deselecting text

You can select and deselect characters and words. You can also select a sentence, paragraph, page, or document. Text must be selected to perform some formatting options, such as cutting, copying, or moving text. For more information about working with text, see “Working with text in documents” on page 23.

To select a...	Do this...
Character	Click where you want to start selecting text, press ALT, then drag across the text.
Word	Click where you want to start selecting text, then drag across the text.
Sentence	Click where you want to start selecting text, then click Edit, Select, Sentence.
Paragraph	Click where you want to start selecting text, then click Edit, Select, Paragraph.
Page	Click where you want to start selecting text, then click Edit, Select, Page.
Document	Click Edit, Select, All.

### To deselect text

- Click anywhere outside the selection.

## Adding the date and time to a document

You can insert the date and time in a document. The date and time text is fixed and stays the same unless you edit it manually. To update the date and time automatically, you can insert a date code that displays the current date each time you open or print a document. You can choose from several date and time formats, or you can create a custom format.

### To insert the date and time

- 1 Position the cursor where you want to add the date.
- 2 Click Insert, Date/Time.
- 3 Choose the format you want from the Date/Time Formats list box.

If you want the date to be updated when you open or print the document, enable the Keep The Inserted Date Current check box.

- 4 Click the Insert button.



- Press CTRL + D to insert the date as text.
  - Press CTRL + SHIFT + D to insert the date as a code that is updated when you open or print the document.
- 

### **To edit the date and time**

- 1 Select the date and time in your document.
- 2 Click Insert, Date/Time.
- 3 Choose the new format you want from the Date/Time Formats list box.
- 4 Click the Apply Format button.

### **To delete the date and time**

- 1 Select the date and time in your document.
- 2 Press DELETE.

### **To create a custom date and time format**

- 1 Click Insert, Date/Time.
- 2 Click the New Format button.
- 3 Delete codes that you do not want in the Edit Date/Time Format box.
- 4 Click one of the following tabs:
  - Year — lets you change the year format
  - Month — lets you change the month format
  - Day — lets you change the day format
  - Time — lets you change the time format
- 5 Choose a code from the Code list box.
- 6 Click the Insert button.



- The Date/Time Sample box shows how the format will look in the document.
  - You can change the language used when you insert the date and time. For information about changing the language, see “Changing the language for WordPerfect” on page 627.
-

## Deleting text

You can delete text that appears in a WordPerfect document.

### To delete text

- 1 Select the text you want to delete.
- 2 Press DELETE.



- You can also position the cursor in front of the text you want to delete, then press BACKSPACE.

## Working with graphics in documents

WordPerfect lets you insert graphics, such as shapes, drawings, and clipart, into your document. When you insert a graphic into a WordPerfect document, it is placed inside a frame, called a graphics box.

You can edit a shape, drawing, or clipart image. When you edit a drawing or image in WordPerfect, Corel Presentations menus and tools appear. For more information about editing drawings and images, refer to the Corel Presentations online Help. You can also delete graphics from a document.

## Creating and inserting shapes and drawings

You can quickly create basic shapes, such as circles, rectangles, lines, polygons, and polylines, in your document.

The following illustration shows examples of preset shapes: 1) basic shapes and 2) flowchart shapes.



You can also create more complex drawings than these simple shapes. When you create a drawing in WordPerfect, Corel Presentations menus and tools appear. You can use the tools and commands to add circles, lines, boxes, and other shapes, or you can add objects to the image, such as text, clipart, and charts. For more information about creating a drawing, refer to the Corel Presentations online Help.

### To create a shape

- 1 Click Insert, Shapes.
- 2 Enable one of the following buttons:
  - Lines — lets you create such shapes as straight or curved lines
  - Basic — lets you create such shapes as circles, rectangles, or cubes
  - Arrows — lets you create various types of arrows
  - Flowchart — lets you create shapes used in flowcharts
  - Stars — lets you create various types of stars
  - Callout — lets you create callouts which can be used to enclose text
  - Action — lets you create shapes used to denote action
- 3 Click OK.
- 4 Position the cursor where you want the shape to appear.
- 5 Drag to draw the shape.
- 6 Click outside the shape to return to the Document Window.



- If you are drawing a polyline, drag and click to build the shape, then double-click to complete the shape.
  - Hold down SHIFT while you draw a line to insert precise horizontal, vertical, and diagonal lines; hold down SHIFT while you draw a rectangle to create a square.
- 

### To create a drawing

- 1 Click Insert, Graphics, Draw Picture.
- 2 Create the drawing using Corel Presentations menus and tools.
- 3 Click outside the drawing to return to the Document Window.

### Inserting clipart and pictures

You can insert clipart in a document. To use clipart images, you must open the Scrapbook. The Scrapbook is a window that displays thumbnail images of the available clipart. For more information about using the Scrapbook, see Using Scrapbook in the WordPerfect online Help.

You can use clipart images and pictures stored on the WordPerfect Office 2000 CD. The CD must be in your CD drive and must be accessible. More than 250 pictures are provided with WordPerfect.

### To insert clipart

- 1 Click where you want to insert the image.
- 2 Click Insert, Graphics, Clipart.
- 3 Browse through the folders in the Scrapbook until you find the image you want to insert.
- 4 Select the image.
- 5 Click the Insert button.
- 6 Click outside the image to return to the Document Window.



- You can also insert clipart by dragging the image from the Scrapbook into your document.
- 

### To insert a picture from the CD-ROM

- 1 Insert the WordPerfect Office 2000 CD in your CD-ROM drive.
- 2 Click where you want to insert the picture.
- 3 Click Insert, Graphics, From File.
- 4 Choose the CD-ROM drive from the Look In list box.
- 5 Open the Corel\WPO2000\Graphics\Photos folder.  
Pictures have .JPG file extensions.
- 6 Double-click the filename of the picture you want to insert.



- To preview a picture before you insert it, click the Toggle Preview button, then click the picture filename.
- 

## Editing graphics

You can edit basic shapes, such as circles, rectangles, lines, polygons, and polylines. You can change the fill properties of a shape by adding patterns, gradient fills, or textures. You can change the thickness of lines and change line style and color. You can also change the direction and color of drop shadows for a shape.

You can edit drawings and clipart images using Corel Presentations menus and tools. For more information about editing a drawing, refer to the Corel Presentations online Help.

### To edit attributes for a shape

- 1 Double-click the shape.
- 2 Click one of the following tabs:
  - Fill — lets you change the fill style for a shape
  - Line — lets you change the line style for a line
  - Shadow — lets you change the drop shadow for a shape
- 3 Change any attributes for the shape.



- You can also use the Graphics Property Bar to edit the attributes of a shape.
- 

### To edit a drawing or clipart image

- 1 Right-click the graphic, then click Edit Image.
- 2 In Corel Presentations, edit the graphic.
- 3 Click File, Save.
- 4 Click outside the drawing or image to return to the Document Window.



- You can also double-click a graphic to edit it in Corel Presentations.
- 

## Deleting a graphic

You can delete shapes, images, clipart, and pictures in a document.

### To delete graphics

- 1 Select the graphic.
- 2 Press DELETE or BACKSPACE.

## Editing WordPerfect documents

You can cut or copy selected text or graphics. When you cut or copy information, you can paste it anywhere in the active document, in another

document, or in another application. You can also move text or graphics by dragging the selected item with the mouse.

You can use the Undo and Redo commands to make changes to a document. The Undo command reverses changes you make to your document, starting with the most recent change and moving back one by one. If you undo an action and then realize you want to keep it, you can use the Redo command to redo the action you last undid. You can also repeat an action multiple times.

You can easily find and replace text. Words can be replaced individually, or you can replace all occurrences of the same word in a document.

## Cutting, copying, and pasting text and graphics

You can use Cut and Paste to move selected text or graphics. You can use Copy and Paste to copy selected text or graphics and paste the copy in another place.

When you cut or copy information, it is stored in the Clipboard. You can paste it anywhere in the active document, in another document, or in another application. You can also choose a specific format when you paste information from the Clipboard into WordPerfect. For example, you can copy text from another application in Rich Text Format or as simple text.

Clipboard contents are only available until you cut or copy something else or until you exit Windows. However, you can append the Clipboard contents so that new information is added to the existing Clipboard contents instead of replacing the information already stored there.

### To copy text or graphics to the Clipboard

- 1 Select the text or graphics you want to copy.
- 2 Click Edit, Copy.



- You can also copy text or graphics by clicking the Copy button on the WordPerfect 9 toolbar.
- 

### To cut text or graphics and move to the Clipboard

- 1 Select the text or graphics you want to cut.
- 2 Click Edit, Cut.



- You can also cut text or graphics by clicking the Cut button on the WordPerfect 9 toolbar.
- 

### **To paste text or graphics in a document**

- 1 Position the cursor where you want to insert the information.
  - 2 Click Edit, then click one of the following:
    - Paste — lets you paste the Clipboard contents
    - Paste Special — lets you choose a format to use when pasting the Clipboard contents
- 



- You can also paste text or graphics by clicking the Paste button on the WordPerfect 9 toolbar.
- 

### **To append the Clipboard contents**

- 1 Select the text you want to add to the Clipboard.
- 2 Click Edit, Append.

## **Dragging text and graphics**

You can quickly move text and graphics by dragging the selected item with the mouse. Text and graphics can be moved within a document or between documents.

### **To drag text or graphics within a document**

- 1 Select the text or graphic you want to move.
  - 2 Drag the selected text or graphic to a new position.
- 



- To copy the text or graphic while you move it, press CTRL while you release the mouse button.
- 

### **To drag text or graphics to another document**

- 1 Click Window, then choose one of the following:
  - Tile Top To Bottom — arranges the windows so that documents are displayed above or below one another



- Tile Side By Side — arranges the windows so that documents are displayed side by side
- 2 Select the text or graphic you want to move.
  - 3 Drag the selected text or graphic to the other document.

## Undoing actions

You can undo your actions one at a time or undo a series of actions all at once. The Undo/Redo command is document specific, so even if you open multiple documents, the command remembers which actions were executed in which document.

The number of levels you can undo depends on how many undo levels you have set. WordPerfect must keep a temporary file for each undo level, so the more undo levels you set, the more system resources are required.

### To undo the last action you performed

- Click Edit, Undo.



- You can also undo an action by clicking the Undo button on the WordPerfect 9 toolbar.
- 

### To undo a series of actions

- 1 Click Edit, Undo/Redo History.
- 2 Choose the first action that you want to undo.
- 3 Click the Undo button.



- The action you select and all actions you have performed since that action are reversed.
- 

### To set the number of undo levels

- 1 Click Edit, Undo/Redo History.
- 2 Click the Options button.
- 3 Type a value in the Number of Undo/Redo Items box.



- The maximum number of undo levels is 300.
- 

## Redoing and repeating actions

You can redo a single action or a series of actions. Redo is used to reinstate an action that has been undone. If you want to repeat the last action you performed, the Repeat command lets you repeat it as many times as you want.

### To redo an action you have just undone

- Click Edit, Redo.
- 



- You can also redo an action by clicking the Redo button on the WordPerfect 9 toolbar.
- 

### To redo a series of actions

- 1 Click Edit, Undo/Redo History.
  - 2 Choose the first action that you want to redo.
  - 3 Click the Redo button.
- 



- The action you select and all actions before it are redone.
- 

### To repeat the last action you performed

- Click Edit, Repeat.

## Finding and replacing text

You can search for phrases, words, or individual characters in a document. You can replace some or all occurrences of the text with other text, or you can delete the text.

### To find and replace text

- 1 Click Edit, Find And Replace.
- 2 Type the text you want to find in the Find box.
- 3 Type the replacement text in the Replace With box.

- 4 Click one of the following buttons:
  - Find Next — finds the next occurrence of the text
  - Find Prev — finds the previous occurrence of the text
- 5 Click the Replace button.

### To find and replace all occurrences of specific text

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Replace All button.



- To select a word or phrase you searched for previously, click the arrow button to the right of the Find and Replace With boxes.



- To delete all occurrences of text, type the text in the Find box and leave the Replace With box empty.
  - You can also press CTRL + ALT + N to find the next occurrence of the search text or press CTRL + ALT + P to find the previous occurrence.
- 

## Finding and replacing codes

You can search for codes in a document. You can search for codes regardless of the value the codes contain. For example, if you search for a font size code, any font size code is found. You can also search for specific codes, such as a font in a specific size.

### To find and replace a code

- 1 Click Edit, Find And Replace.
- 2 Click Match, Codes.
- 3 Choose a code from the Find Codes list box.
- 4 Click the Insert button.
- 5 Click in the Replace With box.
- 6 Choose a code from the Replace Codes list box.
- 7 Click the Insert & Close button.
- 8 Click one of the following buttons:
  - Find Next — finds the next occurrence of the code

- Find Prev — finds the previous occurrence of the code

9 Click the Replace button.

### **To find and replace all occurrences of a code**

1 Follow steps 1 to 7 from the previous procedure.

2 Click the Replace All button.

### **To find and replace a specific code**

1 Click Edit, Find And Replace.

2 Click Type, Specific Codes.

3 Choose a code from the Find Codes list box.

4 Click OK.

5 Type a value in the Find box.

6 Type a value in the Replace With box.

7 Click one of the following buttons:

- Find Next — finds the next occurrence of the code
- Find Prev — finds the previous occurrence of the code

8 Click the Replace button.



- The contents of the Find And Replace dialog box change depending on the code you select.
- 

## **Saving, printing, and closing documents**

When you save a document for the first time, you assign it a name and choose a folder in which to store it. You can create a new copy of the document by saving it to a different folder or under a different filename.

You can print a document or part of a document.

You can close the active document or all open documents, leaving WordPerfect open. Exiting WordPerfect closes the application along with any open documents.

### **Saving a document**

When you save a document for the first time, you assign it a name and choose a folder in which to store it. Any changes you make to the document

after that are saved to that location. You can create a new copy of the document by saving it to a different folder or under a different filename.

### **To save a document for the first time**

- 1 Click File, Save.
- 2 Choose the drive where you want to store the document from the Save In list box.
- 3 Double-click the folder in which you want to save the document.
- 4 Type a name for the document in the File Name box.
- 5 Click Save.

### **To save changes to a document**

- Click File, Save.



- You can also save a document by clicking the Save button on the WordPerfect 9 toolbar.
- 

### **To save a document to a new location or with a new name**

- 1 Click File, Save As.
- 2 Choose the drive where you want to store the document from the Save In list box.
- 3 Double-click the folder in which you want to save the document.
- 4 Type a name for the document in the File Name box.
- 5 Click Save.

## **Printing a document**

You can print a document or part of a document. For more information about printing documents, see “Printing” on page 437.

### **To print a document**

- 1 Click File, Print.
- 2 Choose the printer you want to use from the Current Printer list box.
- 3 In the Print section, enable one of the following buttons:
  - Full Document — prints the entire document

- Current Page — prints the page in which the cursor is positioned
  - Multiple Pages — lets you choose the pages you want to print
  - Print Pages — lets you choose the range of pages you want to print
- 4 Specify any other print options.
  - 5 Click Print.



- You can also print a document by clicking the Print button on the WordPerfect 9 toolbar.
- 

## Closing and exiting WordPerfect

You can close the active document or all documents and leave WordPerfect open. When you exit WordPerfect, the application closes along with all of the documents you have open. You are prompted to save any modified documents before closing or exiting.

### To close a document

- Click File, Close.



- You can also click the Close button in the upper-right corner of the Document Window.
- 

### To close all open documents

- 1 Click Tools, Macro, Play.
- 2 Choose CLOSEALL.WCM from the Look In list box.
- 3 Click the Play button.

### To exit WordPerfect

- Click File, Exit.



- You can also click the Close button in the upper-right corner of the Application Window.
-

## Viewing documents

You can work with your documents in four view modes: Draft, Page, Two Pages, and Web Page.

WordPerfect lets you customize the way you view your documents. You can change the display size of the text or graphics you are viewing, view several documents at the same time, and minimize or maximize documents. You can also refresh the screen, and you can control display settings for nonprinting items, graphics, and Reveal Codes.

### Draft view

Draft view attempts to match the fonts you have chosen and displays the document close to the way it will look when printed. Draft view does not display certain document features, such as headers, footers, and watermarks, although they might exist in the document. Because not all features display, working in Draft view is often faster than working in Page view.

### Page view

Page view displays a document the way it will look when printed. Page view displays headers, footers, footnotes, watermarks, rotated text, and label arrangement.

### Two Pages view

Two Pages view offers the same display features as Page View but without zoom options. It displays two consecutive pages side by side in the same Document Window.

### Web Page view

Web Page view lets you convert WordPerfect formatting into HTML format, so you don't need to know HTML to create documents suitable for a local intranet or for the Internet. You can start a new document or format an existing document as a web document. WordPerfect codes that have no HTML equivalents are modified or deleted from the document. For more information about HTML documents, see "Publishing to HTML" on page 480.

## Switching views

WordPerfect provides four different views — Draft view, Page view, Two Pages view, and Web Page view. You can switch between the four views.

### To switch to another view

- 1 Click View, then click one of the following:
  - Draft — displays a document without features, such as headers, footers, and watermarks
  - Page — displays a document the way it will look when printed
  - Two Pages — displays two consecutive pages side by side
  - Web Page — lets you convert a WordPerfect document into HTML format



- You can also click the *Change View button* on the toolbar to switch between the Web and Page views.
- 

### Enlarging or reducing the page display

You can enlarge or reduce the page displayed in the window when you are in either Draft view or Page view.

#### To enlarge or reduce the page display

- 1 Click View, Zoom.
- 2 Click a preset zoom percentage or click one of the following options:
  - Margin Width — displays a complete line or block of text within a window, with minimal white space to the right or left
  - Page Width — displays the width of the page, including margins, in the window
  - Full Page — displays all page margins in the Document Window
  - Other — lets you enter a custom zoom percentage



- You can also click the *Zoom button* on the toolbar to enlarge or reduce the page display.
- 

### Viewing multiple documents at the same time

In WordPerfect, you can have multiple documents open at the same time. You can cascade the Document Windows on top of one another, then click the one you want to display full size. You can also tile the Document Windows so that all of the documents are visible.



### **To cascade multiple Document Windows**

- Click Window, Cascade.

### **To tile multiple Document Windows horizontally**

- Click Window, Tile Side By Side.

### **To tile multiple Document Windows vertically**

- Click Window, Tile Top To Bottom.



- The number of documents you can have open at the same time is determined by the memory capacity of your computer.
- 

## **Minimizing and maximizing a Document Window**

You can minimize the Document Window so that only the Title Bar remains, or maximize it so that the window fills the entire work area. You can also restore a minimized Document Window to its previous size.

### **To minimize a Document Window**

- Click the Minimize button in the upper-right corner of a Document Window.

### **To maximize a Document Window**

- Click the Maximize button in the upper-right corner of a Document Window.

### **To restore a Document Window to its previous size**

- Click the Restore button on the Title Bar of the document.

## **Hiding and displaying nonprinting items**

Nonprinting items are items that appear on screen but are not printed. They include the ruler, guidelines, table gridlines, hidden text, and formatting symbols, such as spaces, hard returns, tabs, and indents. You can select which of these items display on your screen. For formatting symbols, you can hide or display all symbols or select individual symbols to display.

### **To hide or display the Ruler**

- Click View, Ruler.

A check mark next to the Ruler command indicates that the ruler is displayed.

### **To hide or display guidelines**

- Click View, Guidelines.

A check mark next to the Guidelines command indicates that guidelines are displayed.

### **To hide or display table gridlines**

- Click View, Table Gridlines.

A check mark next to the Table Gridlines command indicates that gridlines are displayed.

### **To hide or display hidden text**

- Click View, Hidden Text.

A check mark next to the Hidden Text command indicates that hidden text is displayed.

### **To hide or display formatting symbols**

- Click View, Show ¶.

A check mark next to the Show ¶ command indicates that tabs, returns, and other symbols are displayed.

### **To specify which formatting symbols display on your screen**

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Click the Symbols tab.
- 4 Enable the check box for each symbol you want to display in the Document Window.

## **Hiding and displaying graphics**

Hiding the graphics in your document can significantly decrease the time it takes to scroll through your document.

## To hide or display graphics

- Click View, Graphics.

A check mark next to the Graphics command indicates that graphics are displayed.

## Displaying Reveal Codes

Codes are inserted in your document nearly every time you use a WordPerfect feature. For example, when you make text bold, codes surround the word in the Reveal Codes window.

The following illustration shows how the insertion point and codes display in the Reveal Codes window.



You can hide or display the Reveal Codes window, and you can change display settings, such as font face and size, text and background color, and formatting options.

## To display or hide the Reveal Codes window

- Click View, Reveal Codes.

A check mark next to the Reveal Codes command indicates that Reveal Codes are displayed.



- You can also hide the Reveal Codes window by right-clicking in the Reveal Codes window, then clicking Hide Reveal Codes.

## To change how Reveal Codes are displayed

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Click the Reveal Codes tab.
- 4 In the Color section, choose a text color from the Text palette.
- 5 In the Color section, choose a background color from the Background palette.
- 6 In the Format section, enable any of the following check boxes:

- Wrap Lines At Window — continues codes on the next line
  - Show Spaces As Bullets — displays a bullet for each space character
  - Show Codes In Detail — displays formatting information with codes in the Reveal Codes window
- 7 Click the Font button, then choose a font from the Face list box.
  - 8 Choose a font size from the Size list box.



- To use Windows system colors for the Reveal Codes window, enable the Use System Colors check box in the Color section.



- You can also change how Reveal Codes are displayed by right-clicking in the Reveal Codes window, then clicking Settings.
- 

## Moving through documents

WordPerfect offers a variety of ways for you to move around in a document. You can move to a specific section of your document, such as a page, table, line, edit position, or the top or bottom of the current page. You can also move between any open documents.

Autoscroll lets you scroll through your document quickly without using the arrow keys or the scroll bars. The scroll bars let you move up, down, to the left, or to the right in your document by small or large increments.

You can use navigation controls to browse through a document by insertion point, page, table, box, footnote, endnote, heading, edit position, or comment.

### Moving to a specific section of a document

You can move to a specific section of your document, such as a page, table, line, or edit position. You can also move to the top or bottom of the current page.

#### To move to a specific section of a document

- 1 Click Edit, Go To.
- 2 Choose one of the following from the Go To What list:
  - Page — moves the cursor to the specified page
  - Table — moves the cursor to the specified table

- Line — moves the cursor to the specified line
  - Edit Position — moves the cursor to the next edit position
  - Reselect Last Selection — moves the cursor to the last selected item and reselects it
  - Top Of Current Page — moves the cursor to the top of the page
  - Bottom Of Current Page — moves the cursor to the bottom of the page
- 3 Type the page number, line number, or table name in the appropriate box.
  - 4 Click the Go To button.

## Moving between open documents

You can move between any open documents.

### To move between open documents

- Click Window, then click the name of the document you want to move to. The active document is preceded by a check mark.

## Scrolling through a document

You can scroll through your document using the scroll bars or using Autoscroll. The scroll bars let you move up, down, to the left, or to the right in your document by small or large increments. Autoscroll lets you scroll through your document quickly without using the scroll bars.

To scroll...	Do this...
Upward in small increments	Click the up arrow on the vertical scroll bar
Downward in small increments	Click the down arrow on the vertical scroll bar
Left in small increments	Click the left arrow on the horizontal scroll bar
Right in small increments	Click the right arrow on the horizontal scroll bar
Up or down in large increments	Drag the slider on the vertical scroll bar
Left or right in large increments	Drag the slider on the horizontal scroll bar

### To scroll through a document using Autoscroll



- 1 On the WordPerfect 9 toolbar, click the *Autoscroll button*. The cursor changes to the Autoscroll arrow.
- 2 Move the Autoscroll arrow in the direction you want to scroll.
- 3 Click the mouse to disable Autoscroll.



- The scrolling speed increases if you move the arrow further away from the Autoscroll tool and slows if you move the arrow closer to the Autoscroll tool.
- 

## Using navigation controls

Navigation controls in WordPerfect let you browse through a document quickly. Back and Forward buttons on the WordPerfect 9 toolbar let you move the insertion point to and from its previous position. The Browse button and Previous and Next buttons located on the vertical scroll bar let you browse through your document by page, table, box, footnote, endnote, heading, edit position, and comment.

### To browse backward by insertion point



- Click the *Back button* on the WordPerfect 9 toolbar.  
The insertion point moves to its previous position.

### To browse forward by insertion point



- Click the *Forward button* on the WordPerfect 9 toolbar.
- 



- The Forward button is not available unless you have previously browsed using the Backward button on the horizontal toolbar.
- 

### To browse using navigation controls

- I Click the browse button on the vertical scroll bar to choose one of the following options:
  - Page — lets you browse to the previous or next page in the document
  - Table — lets you browse to the previous or next table in the document
  - Box — lets you browse to the previous or next box in the document
  - Footnote — lets you browse to the previous or next footnote in the document
  - Endnote — lets you browse to the previous or next endnote in the document
  - Heading — lets you browse to the previous or next heading in the document

- Edit Position — lets you browse to the previous or next edit position in the document
  - Comment — lets you browse to the previous or next comment in the document
- 2 Click one of the following buttons on the vertical scroll bar to browse:
    - Previous button — moves the insertion point to the previous occurrence of the selected browse mode
    - Next button — moves the insertion point to the next occurrence of the selected browse mode

## Using bookmarks and QuickMarks

Bookmarks and QuickMarks mark a place in a document so that you can return to that location quickly. You can create multiple bookmarks with different names. You can also associate a bookmark with selected text, so that when you return to the bookmark, the text is selected again. Bookmarks can be moved, renamed, and deleted.

You can insert one QuickMark in a document. A QuickMark can be used to save your place in a document each time you close WordPerfect. You can delete a QuickMark.

### Inserting bookmarks and QuickMarks

You can insert multiple bookmarks in a document. You can create a bookmark wherever the cursor is positioned, or you can create a bookmark using selected text. You can also insert one QuickMark in a document.

#### To insert a bookmark

- 1 Position the cursor where you want to insert a bookmark.
- 2 Click Tools, Bookmark.
- 3 Click the Create button.
- 4 Type a name for the bookmark in the Bookmark Name box.



- If you do not type a bookmark name, a QuickMark is inserted.
- 

#### To insert a bookmark using selected text

- 1 Select the text you want to use to create the bookmark.
- 2 Click Tools, Bookmark.

- 3 Click the Create button.
- 4 Type a name in the Bookmark Name box.
- 5 Enable the Selected Bookmark check box.

### **To insert a QuickMark**

- 1 Position the cursor where you want to insert a QuickMark.
- 2 Click Tools, Bookmark.
- 3 Click the Set QuickMark button.



- Enable the Set QuickMark On File Save check box to automatically insert a QuickMark at the insertion point whenever you save a document.
- 

## **Finding bookmarks and QuickMarks**

You can find bookmarks and QuickMarks that you have inserted in a document.

### **To find a bookmark**

- 1 Click Tools, Bookmark.
- 2 Choose the bookmark from the Bookmarks list box.
- 3 Click the Go To button.

### **To find a bookmark created with selected text**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Go To & Select button.

### **To find a QuickMark**

- 1 Click Tools, Bookmark.
- 2 Click the Find QuickMark button.

## **Saving your place in a document**

You can place a QuickMark at the insertion point in your document every time you save it. You can then quickly return to that location when you reopen the document.



### **To save your place in a document**

- 1 Click Tools, Bookmark.
- 2 Enable the Set QuickMark On File Save check box.
- 3 Enable the Go To QuickMark On File Open check box.

## **Moving and renaming bookmarks**

You can move and rename bookmarks.

### **To move a bookmark**

- 1 Position the cursor where you want the bookmark to appear.
- 2 Click Tools, Bookmark.
- 3 Choose the bookmark from the Bookmarks list box.
- 4 Click the Move button.

### **To rename a bookmark**

- 1 Click Tools, Bookmark.
- 2 Choose the bookmark from the Bookmarks list box.
- 3 Click the Rename button.
- 4 Type a name for the bookmark in the New Name box.

## **Deleting bookmarks and QuickMarks**

You can delete a bookmark or a QuickMark.

### **To delete a bookmark or a QuickMark**

- 1 Click Tools, Bookmark.
- 2 Choose the bookmark or QuickMark from the Bookmarks list box.
- 3 Click the Delete button.

## **Using document summaries**

Document summaries are used to provide information about a document to other users. You can change document summary settings so that parts of the document summary are created automatically, and you can specify whether you are prompted to create a summary for each document. You can also choose which fields appear in your document summaries.

Document summary information can be retrieved without opening the document or it can be viewed from within a document.

## Creating document summaries

You can create a document summary to provide information about a document to other users.

### To create a document summary

- 1 Click File, Properties.
- 2 Type information in the fields provided.



- You can define which fields are used for a document summary. For more information about document summary fields, see “Customizing document summary fields” on page 51.
- 

## Automating parts of the document summary

You can automate parts of the document summary. You can specify the text that identifies a document subject so that text following a specific word is always used as the subject. For example, if you make “RE:” the subject search text, the text immediately following RE: in your document becomes the subject for the document summary. You can also specify a document type, such as a letter, memo, or invoice.

You can be prompted to create a document summary every time you save or exit a document. You can also use existing document summaries to automatically create more descriptive filenames for your documents. For example, a filename such as “4QRPT.WPD” can be changed to the document summary descriptive name “My 4th Quarter Report.wpd,” which provides more information about the document. You can also use the filename to create the document summary descriptive name automatically.

### To automate parts of the document summary

- 1 Click Tools, Settings.
- 2 Click Summary.
- 3 In the Subject Search Text box, type the text the document summary uses to identify a document subject.
- 4 In the Default Descriptive Type box, type a description for document summaries.

- 5 Enable any of the following check boxes:
  - Create Summary On Save/Exit — creates a document summary automatically when you save or exit a document
  - On Open, Use The Descriptive Name For The Filename — renames the document when you open it using the Document Summary filename
  - When Saving A Document, Use The Filename For The Descriptive Name — creates the Document Summary descriptive name automatically from the filename



- You can specify default author and typist names using Environment Settings. For more information about automating user information, see “Changing user information for comments and document summaries” on page 625.
- Previous versions of DOS and some versions of Windows are limited to filenames with eight characters and a three-letter extension.

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## Customizing document summary fields

You can choose which fields appear in a document summary and in which order they appear. A field is a unit of information that contains a specific characteristic. For example, a field contains information such as a name, address, author, typist, or subject.

### To customize document summary fields

- 1 Click File, Properties.
- 2 Click the Setup button.
- 3 Choose the fields you want to display from the Select Fields list box.  
The fields are displayed in the Fields To Display list box.
- 4 Drag the fields in the Fields To Display list to change their order.



- Click the Use As Default button if you want the customized fields to become the default document summary configuration for all documents.
-

## Retrieving information about a document

You can retrieve information about a document without opening it by viewing the document summary. You can also view information about the active document, such as the number of characters, words, lines, or pages in your document; the average word length; or the average number of words per sentence in your document.

### **To retrieve information about a document**

- 1 Open Windows Explorer.
- 2 Choose the drive where the document is stored from the list box.
- 3 Double-click the folder in which the document is stored.
- 4 Right-click the document, then click Properties.
- 5 Click the Summary tab.

### **To view information about the active document**

- 1 Click File, Properties.
- 2 Click the Information tab.



## MOVING BETWEEN MICROSOFT WORD AND WORDPERFECT

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# 3

WordPerfect makes it easy for you to convert your Microsoft Word files to WordPerfect formats, open Microsoft Word documents in WordPerfect, and save WordPerfect documents as Microsoft Word files.

Because Microsoft Word and WordPerfect share basic formatting features, essential layouts, and many of the same menu options, you can create Microsoft Word documents and then easily import files into WordPerfect. You can also set your keyboard shortcuts to reflect Microsoft Word or WordPerfect settings.

The following Microsoft Word file formats can be opened in WordPerfect:

- Microsoft Word 1.0 for DOS
- Microsoft Word 1.1 for DOS
- Microsoft Word 1.2 for DOS
- Microsoft Word 2.0 for DOS
- Microsoft Word 4.0 for DOS
- Microsoft Word 5.0 for DOS
- Microsoft Word 5.5 for DOS
- Microsoft Word 6.0 for Windows

- Microsoft Word 7.0 (Microsoft Office 95)
- Microsoft Office 97

Despite similarities, Microsoft Word and WordPerfect are distinguished by some differences in terminology, tools, and technology. Therefore, a conversion must take place to use a Microsoft Word file in WordPerfect. Occasionally, some information in a file may not be displayed in the same way after the conversion process. For more information, see Conversion notes for Microsoft Word and WordPerfect in the Reference Information section of the WordPerfect online Help, where each Microsoft Word feature is listed alongside an explanation of how this feature is converted in WordPerfect 9.

If you are moving from Microsoft Word, you need to know the features of WordPerfect 9 that have a different name. For more information, see “Comparing Microsoft Word and WordPerfect features on page 64.”

For a complete list of all the file formats that can be imported into and exported from WordPerfect, see Import and export file formats for WordPerfect 9 in the Reference Information section of the WordPerfect online Help.

## Opening Microsoft Word documents

You can open a Microsoft Word document in WordPerfect.

### To open a Microsoft Word document

- 1 Click File, Open.
- 2 Click the file you want to open, then click the Open button.



- When you open a Microsoft Word document in WordPerfect, some information in the file may not be displayed in the same way after the conversion process. For more information, see Conversion notes for Microsoft Word and WordPerfect in the Reference Information section of the WordPerfect online Help.
- 

### To convert a file format to WordPerfect

- 1 Click Insert, File.
- 2 Click the file you want to open, then click the Insert button.

## Saving WordPerfect documents as Microsoft Word documents

You can save WordPerfect documents as Microsoft Word documents.

## To save a WordPerfect document as a Microsoft Word document

- 1 Click File, Save.
- 2 In the Save In list box, choose the directory in which you want to save the file.
- 3 Type the name of the file in the File Name box.
- 4 In the File Type list box, choose the version of Microsoft Word in which you want to save the file.
- 5 Click the Save button.



- When you save a Microsoft Word document as a WordPerfect document, some information in the file may not be displayed in the same way after the conversion process. For more information, see Conversion notes for Microsoft Word and WordPerfect in the Reference information section of the WordPerfect online Help.

## Enabling the Microsoft Word Menu Bar

You can change the WordPerfect User Interface to include the Microsoft Word Menu Bar.

### To enable the Microsoft Word Menu Bar

- Right-click the WordPerfect Menu Bar, then click Microsoft Word 97.

### To disable the Microsoft Word Menu Bar

- Right-click the WordPerfect Menu Bar, then click Microsoft Word 97.

## Keyboard shortcuts

The following table lists the Microsoft Word shortcuts and the WordPerfect keyboard equivalents. You can customize your keyboard shortcuts. For more information, see “Customizing keyboard shortcuts” on page 646.

Microsoft Word shortcut key	WordPerfect command	WordPerfect 9 shortcut key
CTRL + E	Align Center	SHIFT + F7
CTRL + B	Bold, turn on/off	CTRL + B

Microsoft Word shortcut key	WordPerfect command	WordPerfect 9 shortcut key
CTRL + F4	Close document	CTRL + F4
CTRL + C	Copy the selection to the Clipboard	CTRL + C
ALT + F4	Exit	ALT + F4
CTRL + D	Font, change	F9
F7	Grammar, check and correct	ALT + SHIFT + F1
CTRL + ENTER	Hard Page Break	CTRL + ENTER
ENTER	Hard Return	ENTER
F1	Help	F1
CTRL + HYPHEN	Hyphen Hard	CTRL + HYPHEN
CTRL + SHIFT + HYPHEN	Hyphen Soft	CTRL + SHIFT + HYPHEN
CTRL + M	Indent current paragraph one tab stop	F7
CTRL + I	Italic, turn on/off	CTRL + I
CTRL + V	Insert Clipboard contents at the insertion point	CTRL + V
CTRL + G	Jump to a specified place in the document	CTRL + G
CTRL + E	Justify Center	CTRL + E
CTRL + J	Justify Full	CTRL + J
CTRL + L	Justify Left	CTRL + L
CTRL + R	Justify Right	CTRL + R
SHIFT + ENTER	Line Break	CTRL + SHIFT + L



Microsoft Word shortcut key	WordPerfect command	WordPerfect 9 shortcut key
CTRL + T (hanging indent)	Margin Release	CTRL + F7
CTRL + HOME	Move the insertion point to the beginning of the document	CTRL + HOME
HOME	Move the insertion point to the beginning of a line	HOME
PAGE DOWN	Move the insertion point to the bottom of the screen	PAGE DOWN
UP ARROW	Move one cell up in a table	ALT + UP ARROW
DOWN ARROW	Move one cell down in a table	ALT + DOWN ARROW
RIGHT ARROW or TAB	Move one cell right in a table	ALT + RIGHT ARROW or TAB
LEFT ARROW or TAB	Move one cell left in a table	ALT + LEFT ARROW or TAB
RIGHT ARROW	Move one column to the left	ALT + RIGHT ARROW
LEFT ARROW	Move one column to the right	ALT + LEFT ARROW
CTRL + X	Move selection to the Clipboard	CTRL + X
CTRL + N	New document	CTRL + SHIFT + N
CTRL + ENTER	New page	CTRL + ENTER
CTRL + O	Open document	CTRL + O
CTRL + P	Print	CTRL + P

Microsoft Word shortcut key	WordPerfect command	WordPerfect 9 shortcut key
CTRL + Y	Reverse the last undo	CTRL + SHIFT + Z
CTRL + S	Save	CTRL + S
F12	Save As	F3
CTRL + F	Search (backward)	CTRL + F
CTRL + F	Search (forward)	CTRL + F
F7	Spelling, check and correct	CTRL + F1
SHIFT + F7	Thesaurus	ALT + F1
CTRL + U	Underline, turn on/off	CTRL + U
INSERT	Typeover	INSERT
CTRL + Z	Undo	CTRL + Z

For a complete list of all WordPerfect keyboard shortcuts, see Using keyboard shortcuts in the Reference information section of the WordPerfect online Help .

## Comparing Microsoft Word and WordPerfect features

This table lists the features in WordPerfect 9 that have different names in Microsoft Word.

Microsoft Word feature	WordPerfect 9 feature
Annotation	Comment
AutoCorrect	QuickCorrect
AutoShapes	Shapes
AutoText	QuickWords
Automatic Save	Backup
Break	New Page
Bullets and Numbers	Bulleted, Numbered, and Alphabetical Lists
Change Case	Convert Case

Character	Font Appearance
Charting	Chart
Compare Versions	Document Review
Create Envelope	Envelopes
Customize	Settings
Drawing	Draw
Find File	QuickFinder
Footers	Headers/Footers
Frame	Graphics
Full Screen	Hide Bars
Grammar	Grammatik
Grammar as you type	Grammar-As-You-Go
Headers	Headers/Footers
Hyperlink	Hyperlink
Indentation	Indent
Index and Tables	Reference
Keep Lines Together	Keep Text Together
Keep with Next	Conditional End of Page
Merge Documents or Mail Merge	Merge
Merge Cells	Join
Options	Settings
Page Alignment	Center Page
Paragraph Alignment	Justification
Protect Document	Keep Text Together
Right-Aligned Text	Flush Right
Sorting	Sort
Spelling	Spell Check
Spelling as you type	Spell-As-You-Go
Summary Info	Document Summary
Table AutoFormat	SpeedFormat

Tabs	Tab Set
Text Direction	Rotate Text
Track Changes	Document Review
Vertical Alignment	Center Page
WordArt	TextArt
Word Count	Properties

## Using comments in a document

You can add annotations to document text, footnotes, endnotes, and outlines with the Comment feature. Comments contain text and some formatting codes, such as fonts, justification, margins, and tabs.

For more information about Comments, see the following:

- Using comments in documents
- Adding and deleting comments
- Displaying and hiding comments
- Converting text to comments and comments to text

## QuickCorrect

You can use QuickCorrect to correct common typing mistakes automatically, accelerate text entry, and begin bulleted, numbered, and alphabetical lists. For example, QuickCorrect can fix typing errors by replacing “teh” with “the” or an asterisk with a bullet. You can add and delete items from the QuickCorrect list to accommodate your typing style.

For more information, see “Using QuickCorrect” on page 150.

## Drawing shapes in your document

You can insert basic shapes, such as circles, rectangles, lines, polygons, and polylines in your document. After you insert a shape, you can drag it, size it, and wrap text around it like a graphics box.

For more information, see “Creating shapes and drawings” on page 259.

## QuickWords

You can use abbreviations that automatically expand when you press ENTER, TAB, or SPACEBAR. You can expand these abbreviations as formatted or plain text. Plain text includes tabs and hard returns but not font attributes or

other formatting. Formatted text includes columns, borders, and graphics boxes. You can use as many as two words in your abbreviation.

For more information, see “Creating QuickWords” on page 151.

## Backup files

You can backup files automatically or when you save to protect files from a power, hard disk, or network failure.

For information about how to back up your files, see “Backing up files” on page 365.

## Creating a new page

You can create a new page whenever WordPerfect encounters a specific element, such as a page break. For information about creating a new page, see “Forcing a new page” on page 185.

## Bulleted, numbered, and alphabetical lists

You can organize text as you draft a document using bulleted, numbered, and alphabetical lists.

For more information, see “Creating bulleted lists, numbered lists, and outlines” on page 111 or “Creating lists in web documents” on page 491.

## Convert case

You can change the current word or selected text to all uppercase or lowercase letters, or you can change it to lowercase letters with initial caps.

Lowercase exceptions

When you convert text to lowercase, the following words remain capitalized:

- words beginning with “I” (for example, “I’m,” “I’d,” and “I’ve”)
- the first word in each sentence

## Font appearance

You can change the look of your document by changing the font. The font can differ either by typeface (such as Times Roman or Courier) or size.

When you want to change the size of your text, you can specify specific font sizes in points, such as 11, 12, or 18. You can also specify a relative font size, such as small, normal, or large. The new font size is calculated in relation to the current font size.

WordPerfect 9 gives you quick access to the many fonts available to you. The QuickFonts button on the Property Bar allows one-click access to the fonts you use most. You can also access font face, font size, or appearance (such as bold, italic, and underline) using buttons on the default Property Bar.

For more information about attributes, see “Setting text attributes” on page 71.

## Creating charts

You can create charts and graphs in a document using the Chart Editor, or you can first create a table with the data and then convert it into a chart. In addition, you can add a chart from another document, spreadsheet, or database.

For more information, see “Using charts” on page 251.

## Reviewing a document

You can use Document Review to mark editing changes that you’ve made to a document or to review the changes others have made to your document.

For more information, see “Reviewing and comparing documents” on page 162.

## Creating envelopes

You can create an envelope using the mailing address from your current document or using the return and mailing addresses you specify. You can also use the addresses from the CorelCENTRAL Address Book.

To create an envelope, you must have a printer selected and an available envelope paper definition for that printer.

You can use the Merge feature to create multiple envelopes with the same return address but with different mailing addresses.

For more information, see “Creating envelopes” on page 194.

## Settings

You can customize your use of WordPerfect, set options that make your work more efficient, change how the Document Window looks, and set up specific tasks.

For more information, see “Customizing WordPerfect” on page 621.

## Creating and inserting a drawing or shape

You can create basic shapes, such as circles, rectangles, or lines, in a WordPerfect document. You can also create more complex drawings using Corel Presentations.

For more information, see “Creating and inserting shapes and drawings” on page 27.

## QuickFinder

You can use QuickFinder to search for files by name or content. A QuickFinder search can be as simple as specifying a filename to find or as sophisticated as finding all .WPD files created during the last week that contain a specific word.

QuickFinder locates the files whose title or contents meet the search criteria you specify and displays them in the QuickFinder Search Results folder, along with their locations. You can change the view and manipulate the files just as you can with files in any file management dialog box.

You can perform normal searches where each file within the scope of your search (for example, within the folder or drive you are searching) is searched for using the criteria you specify. This type of search is fine for simple searches within a small scope.

QuickFinder can also perform Fast Searches, which require that you specify the folders and/or drives you want to search. QuickFinder then creates a Fast Search file, which is a full-text, alphabetical list of every word contained in the files and folders you have specified, to find what you need.

## Graphics

You can easily insert drawings, pictures, and other items into a document. Once inserted, you can change the appearance of the image by editing it with the WordPerfect image tools or by editing it in another graphics application.

When you insert an image into WordPerfect, it is placed inside a box (sometimes called a frame). When you click an image, the box is selected, as indicated by sizing handles.

You can quickly change how the box looks (for example, change the border, shading, or placement on the page). You can also apply preset graphics box styles for equations, text boxes, decorative text, and borders, then customize these graphics box styles.

For more information, see “Working with graphics” on page 257.

## Hiding all toolbars and menus

You can use Hide Bars to remove the toolbars, Property Bar, Ruler, Application Bar, scroll bars, and menus from your Document Window.

For more information, see “Displaying and hiding items in a document” on page 622.

## Grammatik

You can use Grammatik to proofread documents, parts of documents, and text entry boxes for grammar and style errors. You can choose a checking style designed for the type of writing you are checking, or you can create a customized checking style.

For more information, see Using Grammatik in the WordPerfect online Help.

## Grammar-As-You-Go

Grammar-As-You-Go is like using Grammatik as you type. It marks words or phrases that might indicate incorrect grammar or usage.

Grammar-As-You-Go includes the checking features of Spell-As-You-Go.

For more information, see “Using Grammar-As-You-Go” on page 148.

## Headers and footers

You can use headers and footers to print information, such as a chapter heading, a title, a date, a person’s name, or a company name, at the top or bottom of each page or on alternating pages in a document.

You can use two different headers and two different footers at any place in your document. You can have several headers in a document, but only two headers can be active on a page.

To replace a header or footer, you must create a new Header A to replace Header A. Likewise, only a Footer A can replace another Footer A. For more information, see “Using headers and footers” on page 335.

## Hyperlinks

You can use hyperlinks to add links to information within the active document and between documents. You can also link to local WordPerfect documents or HTML documents stored on the Internet, local intranet, or network.

If you want to cross-reference to another chapter, you can add a hyperlink so that the reader can click and jump to that chapter automatically rather than scrolling to it.



For more information, see “Creating hyperlinks” on page 504.

## Indent

The Indent feature offers a number of ways for you to format your text. A paragraph indent moves a complete paragraph one tab stop to the right. A hanging indent moves all but the first line of a paragraph one tab stop to the right and is often used to format bibliography entries. A double indent moves an entire paragraph in one tab stop from both the left and right margins and is often used to format lengthy quotations. A back tab moves one line of text to the left one tab setting.

For more information, see “Indenting text” on page 84.



- The width of each indent is determined by the current tab settings.
- A tab moves just one line of text, whereas an indent moves all the lines in a paragraph.

## Indexes

Creating an index involves three steps:

- Defining the index by creating a list of words or phrases you want to include
- Marking the words to include in your index
- Updating your index and generating it regularly

For more information, see “Creating an index” on page 319.

## Keep Text Together

A printed document may have text that is badly divided across page breaks. For example, a heading may appear at the bottom of one page and the accompanying text on the next page.

You can keep text together on a page in the following ways:

- keep the first or last line of a paragraph from being separated from the paragraph across a page break
- keep a block of text from being split between two pages
- keep a heading together with the accompanying text by specifying a number of lines to keep together

For more information, see “Keeping text together” on page 85.

## Conditional End of Page

A printed document may have text that is badly divided across page breaks. For example, a heading may appear at the bottom of one page and the accompanying text on the next page.

You can keep text together on a page in the following ways:

- keep the first or last line of a paragraph from being separated from the paragraph across a page break
- keep a block of text from being split between two pages
- keep a heading together with the accompanying text by specifying a number of lines to keep together

For more information, see “Keeping text together” on page 85.

## Merge

You can use the Merge feature to mass-produce letters, envelopes, mailing labels, contracts, phone lists, memos, or other documents.

To create a Merge, you start with a form document and then merge it with a data source, such as a data file, address book, or information from a keyboard. The merge reproduces copies of the form document. Each copy contains specific information from a record in the data source.

For example, you can use merge to write the same letter to a number of people. The text of the letter is the same on each copy, but the names and addresses are different.

You can have the merged letters open in a third Document Window or go directly to your printer or email system.

For more information, see “Merging documents” on page 381.

## Joining and splitting table cells

You can use the Join feature to combine selected cells. When you join cells, the formatting of the top left cell is used for all the joined cells.

You can use the Split feature to divide the current cell or a selection of cells in a table. The current cell will divide in two, and each selected cell will divide in two. The new cells will have the same format as the original cell.

For more information, see “Joining and splitting tables and table cells” on page 222.

## Centering text

You can center text exactly between the left and right margins.

You can also center text between the top and bottom margins of the current page only or the current and succeeding pages. Headers, footers, and footnotes remain in their normal positions at the top and bottom of the page. Endnotes are centered with the text.

For more information, see “Creating and selecting page size definitions” on page 170 and “Editing and deleting page size definitions” on page 172.

## Flush right

You can align text at the right margin. For information, see “Justifying text” on page 183.

## Sorting Words and Numbers

You can use the Sort feature to arrange text alphabetically or numerically or to extract specific information from a list. You can sort lines of text, paragraphs, table rows, parallel columns, or merge data file records. For example, you can alphabetize a simple word list, sort a table of students according to their grades, or extract addresses with a certain ZIP Code from a list of addresses.

When you perform a sort, you are actually sorting records. You can sort any of the following record types: lines, paragraphs, merge records, parallel columns, and tables. Records are subdivided into smaller units that are easier to sort. The subdivisions include fields, lines, words, columns, and cells.

You can use sort keys to specify which part of the record to sort by. You assign a portion of the record to a sort key. Sort keys are numbered from 1 to 9, with key 1 having first priority and key 2 having second priority. You can define keys as alphanumeric, numeric, ascending, or descending.

You can sort text in the active document or in a file on disk. You can display the sorted text onscreen, or you can save it to a file.

For more information, see “Sorting text” on page 137.

## Spell Check

You can use Spell Checker to check for misspelled words, duplicate words, and irregular capitalization in documents, parts of documents, and text entry boxes.

For more information, see “Using spelling and grammar tools” on page 147.

## Spell-As-You-Go

Spell-As-You-Go is like using Spell Checker as you type. It marks words that might be misspelled so you can decide whether to correct them.

For more information, see “Using Spell-As-You-Go” on page 147.

## Document Summary Settings

You can create parts of the document summary automatically and specify whether you are prompted to create a summary for each document.

You can also use existing document summaries to automatically create more descriptive filenames for your documents. Previous versions of DOS and some versions of Windows are limited to filenames with eight characters and a three-letter extension, such as 4QRPT.WPD. However, current versions of Windows allow longer filenames that can provide more information about a document, such as My 4th Quarter Report.wpd.

For more information, see “Using document summaries” on page 49.

## Using SpeedFormat

You can create a table using SpeedFormat. For more information, see “Formatting a table using preset styles” on page 237.

## Tab Set

Pressing the TAB key indents a single line of text or columns of text. You can add, delete, or move a tab setting. The change takes effect in the active paragraph and in subsequent text until you change the setting again. However, if you select text before changing the tab setting, the setting affects only the selected paragraph.

For more information, see “Changing the position of tab stops” on page 102.

## Rotate text

You can rotate text in a box. For more information, see “Rotating text” on page 305.

## TextArt

You can use TextArt to change words in your documents into designs. You can change the image using patterns, colors, and other options, or you can select from a wide variety of predesigned shapes.



- TextArt designs can be used in any Windows application as an OLE object.
- 

For more information, see [Using TextArt in the WordPerfect online Help](#).

## Document Properties

You can create a summary of a document that identifies the person who created the document, provides a description of the content, and lists statistical information, such as the number of words and sentences in the document. The summary is saved with the document but does not display or print with the document.

You can view the summary in the Properties dialog box while viewing the document, or you can view the summary from the Windows Explorer. You can print summary information or save it as a separate file.

For more information, see [“Using document summaries”](#) on page 49.





## FORMATTING DOCUMENTS

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# 4

WordPerfect lets you use a variety of formatting tools to control the design and arrangement of text. You can apply formatting to text to change the font attributes, and you can control the positioning and flow of text using indenting, hyphenating, and tabs.

You can number lines of text and paragraphs in a document. You can also create bulleted lists, numbered lists, and outlines to enhance the visual impact of a document.

You can use text styles to achieve consistent formatting throughout a document.

### Setting text attributes

You can apply formatting to text to change font attributes, such as face, style, size, and color. You can also use QuickFonts to quickly select recently used fonts and apply them to text. The Corel RealTime Preview feature lets you view changes to font attributes before the changes take place. QuickFormat lets you copy the format of text and apply it to other text and headings in a document. You can also specify the default font face and font style for a document and for all documents.

You can define font substitutions. Font substitutions let you display a document in a different font, style, or size than the one used to print it, or specify a replacement font when a certain font is not available on the printer. You can also create superscript or subscript text and format text in your document as hidden text.

## Changing font face and font style

You can change the font face and font style for selected text or for a document. You can apply bold, italic, underline, outline, shadow, small caps, redline, strikeout, and hidden aspects to text.

.....  
The following illustration displays examples of different font faces and font styles.  
.....



The current font and font size are displayed on the Property Bar.

### To change the font face

- 1 Click in a document or select the text you want to change.
- 2 Click Format, Font.
- 3 Click the Font tab.
- 4 Choose a font from the Face list box.

### To change the font style

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the Appearance section, enable the check boxes for the appearance attributes you want to apply.

### To underline text

- 1 Select the text you want to change.
- 2 Click Format, Font.
- 3 Click the Underline tab.
- 4 In the Apply To section, enable one of the following buttons:
  - All — applies underline to text, tabs, and spaces
  - Text Only — applies underline to text only
  - Text & Spaces — applies underline to text and spaces
  - Text & Tabs — applies underline to text and the space between tabs



- 5 In the Line Style section, choose an underline style.
- 6 In the Color section, do one of the following to change the underline color:
  - Click the Color button, then choose a color from the Color palette.
  - Enable the Same As Text check box.



- A sample of the font face with any enabled font styles is displayed at the bottom of the Font Properties dialog box.



- You can also apply font styles, such as bold, italic, or underline, by clicking the Bold button, the Italic button, or the Underline button on the Property Bar.
- 

## Changing font size

You can change the font size for selected text or for a document. You can choose a font size, such as 12 pt or 24 pt, or you can choose a size relative to the current font size, such as large or extra large.

You can size scalable fonts to specific measurements, such as 13.4. Scalable fonts include all True Type and PostScript fonts. When you select a font that is not scalable, WordPerfect automatically substitutes the font size closest to the one you've chosen.

### To change the font size

- 1 Click in a document or select the text you want to change.
- 2 Click Format, Font.
- 3 Click the Font tab.
- 4 Choose a font size from the Size list box.

### To change the font size relative to its current size

- 1 Select the text you want to change.
- 2 Click Format, Font.
- 3 Click the Font tab.
- 4 In the Relative Size section, click the Relative Size button, then choose one of the following:
  - Fine

- Small
- Normal
- Large
- Very Large
- Extra Large



- Normal is the default setting for relative size.
  - When you change the point size of a font, all text sized relative to that font resizes accordingly.
- 

## Changing font color

You can change the color of text and choose a shading percentage to change the intensity of the color. The color change is applied from the insertion point forward.

### To change font color

- 1 Click in the document where you want to change the font color.
- 2 Click Format, Font.
- 3 Click the Font tab.
- 4 Click the Color button, then choose a color from the Color palette.
- 5 Type a percentage in the Shading box to lighten or darken the text.



- To change the color of a block of text, select the text first.
- 



- You can also change the color of selected text by clicking the Font Color button on the Property Bar.
- 

## Reusing recent font settings

QuickFonts lets you format text using recent font settings, including font face, font style, and font size. The QuickFonts list displays the 10 most recently used fonts as they appear in the document.

### To reuse recent font settings

- 1 Select the text you want to change.
- 2 Click the *QuickFont* button on the Property Bar, then choose a font.



- The QuickFonts list has a maximum display size of 24 points.



- You can also access the most recently used font faces from the Font Face list box on the Property Bar.

### Using Corel RealTime Preview with fonts

Corel RealTime Preview lets you view changes to text before the changes take place. This feature is available when you change the font face or font size using the Property Bar. For example, you can view different font sizes in your document before choosing which size is the most suitable.

You must enable Corel RealTime Preview to view changes in a document.

### To enable Corel RealTime Preview

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Click the Document tab.
- 4 In the Show section, enable the Corel RealTime Preview check box.



- Corel RealTime Preview is enabled by default.

### To view changes to the font face using Corel RealTime Preview

- 1 Click in a document or select the text you want to change.
- 2 On the Property Bar, open the Font Face list box.
- 3 Position the cursor on a font to view a preview of it in the Font Face preview window.

When you pause on a font, a preview of the text in that font face is displayed on the page.

- 4 Click the font in the Font Face list box to apply it.

### **To view changes to font size using Corel RealTime Preview**

- 1 Click in a document or select the text you want to change.
- 2 On the Property Bar, open the Font Size list box.
- 3 Position the cursor on a font size to view a preview of it in the Font Size preview window.

When you pause on a font size, a preview of the text in that font size is displayed on the page.

- 4 Click a font size in the Font Size list box to apply it.

### **Copying the format of text and headings**

You can use QuickFormat to copy the format of text and headings and apply the formatting to other text or headings in a document or to text in other WordPerfect documents. Formatting attributes, such as font face, font size, and font style, are all copied. When using QuickFormat for paragraphs, you can also copy spacing, indentation, and borders.

When you use QuickFormat to format text, you automatically create a QuickFormat text style. Changing text that has been formatted using a style also changes other text in the document that uses that style. For information about styles, see “Working with text styles” on page 123.

#### **To copy the format of text**

- 1 Click in the text that contains the formatting you want to copy.
- 2 Click Format, QuickFormat.
- 3 Enable the Selected Characters button.
- 4 Click OK.
- 5 Drag the QuickFormat paintbrush cursor over the text you want to format.
- 6 Click Format, QuickFormat to disable QuickFormat.

#### **To copy the format of a heading**

- 1 Click the heading that contains the formatting you want to copy.
- 2 Click Format, QuickFormat.
- 3 Enable the Headings button.
- 4 Click OK.

- 5 Click the QuickFormat paintbrush cursor in the text or heading you want to format.
- 6 Click Format, QuickFormat to disable QuickFormat.



- You can also enable or disable QuickFormat by clicking the QuickFormat button on the WordPerfect 9 toolbar.
- 

## Changing the default font face and font size

You can change the default font face and font size for the active document or for all documents.

### To change the default font face and size for the active document

- 1 Click File, Document, Default Font.
- 2 Click the Font tab.
- 3 Choose a font face from the Face list box.
- 4 Choose a font size from the Size list box.

### To change the default font face and size for all documents

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Click the Settings button, then choose Set As Default For All Documents.



- Click the plus (+) sign to the left of the font face types to expand the directory tree of available attributes for that type.
- 

## Using font mapping

WordPerfect lets you control font substitutions. You can change the font substitutions for specific font attributes, styles, character sets, and print orientations. This process is known as font mapping.

You can use font mapping to:

- change the fonts that are automatically substituted when you change font attributes

- display a document in a different font, style, or size than the one used to print it
- specify a replacement font when a certain font is not available on the printer

For more information about font substitutions, see “Controlling font substitutions and mapping fonts” on page 441.

### **To change document font substitutions**

- 1 Click Format, Font.
- 2 Click the Font tab.
- 3 Click the Settings button, then click Edit Font Mapping.
- 4 Click the Document tab.
- 5 From the Face list box in the Document Font section, choose the font for which you want to specify a substitute.
- 6 From the Size list box in the Document Font section, choose the size for which you want to specify a substitute.
- 7 From the Face list box in the Printer Font section, choose the font substitute.
- 8 From the Style list box in the Printer Font section, choose the style substitute.
- 9 From the Size list box in the Printer Font section, choose the size substitute.

### **To change replacement font settings**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Automatic Font Change tab.
- 3 From the Face list box in the Printer Font section, choose the font for which you want to specify a substitute.
- 4 From the Face list box in the Print Font section, choose the font substitute.



- If you want to change relative sizes, appearance attributes, character sets, or print orientations, choose an option in the Automatic Font Change list box.
-



- To restore the default font settings, enable the Automatic Selection check box.
- 

## Using character maps for non-Roman languages

You can use a character map to reduce document size when you edit documents in non-Roman alphabets such as Greek or Cyrillic.

### To choose a character map for the current document

- 1 Click Tools, Language, Character Mapping.
- 2 Choose the character map from the Character Map list for the language you want to use in your current document.
- 3 Click the Apply button.

### To choose a character map for all new documents created with the default template

- 1 Click File, Document, Current Document Style.
- 2 Click Tools, Language, Character Mapping.
- 3 Choose the character map from the Character Map list for the language you want to use in your current document.
- 4 Click the Apply button.
- 5 Click Close.
- 6 Enable the Use As Default check box.

## Creating subscript and superscript text

You can create subscript and superscript text to use with footnotes, endnotes, and ordinals. You can use QuickOrdinals to automatically replace ordinals, such as 1st or 2nd, with superscript text. QuickOrdinals can be enabled or disabled. You can also convert subscript or superscript text to normal text.

### To create subscript or superscript text

- 1 Select the text.
- 2 Click Format, Font.
- 3 Click the Font tab.
- 4 Choose one of the following from the Position list box:

- Subscript — positions the text below the baseline of other characters in a word or line of text
- Superscript — positions the text above the height of other characters in a word or line of text

### **To enable or disable QuickOrdinals**

- 1 Click Tools, QuickCorrect.
- 2 Click the Format-As-You-Go tab.
- 3 Enable or disable the QuickOrdinals check box.



- QuickOrdinals is enabled by default.
- 

### **To convert subscript or superscript text to normal text**

- 1 Follow steps 1 to 3 from the “To create subscript or superscript text” procedure.
- 2 Choose Normal from the Position list box.

## **Using hidden text**

You can hide and display hidden text in a WordPerfect document. When you hide hidden text, you cannot view it in your document or print it. When hidden text is displayed, it appears the same as document text. You can use Reveal Codes to find hidden text in a document. For more information about Reveal Codes, see “Displaying Reveal Codes” on page 43.

You can insert hidden text in a document. You can also convert document text to hidden text, and hidden text to document text. Any hidden text that is displayed is printed when you print a document.

### **To display hidden text**

- Click View, Hidden Text.

A check mark next to the Hidden Text command indicates that hidden text is displayed.

### **To insert hidden text**

- 1 Click View, Hidden Text.
- 2 Position the cursor where you want to type the hidden text.
- 3 Click Format, Font.



- 4 In the Appearance section, enable the Hidden check box.
- 5 Click OK.
- 6 Type the text.
- 7 Repeat steps 2 and 3 to disable hidden text and type normal text.



- If you delete a Hidden code in the Reveal Codes window when hidden text is not displayed in the document, you delete the text.

---

### **To convert document text to hidden text**

- 1 Select the text.
- 2 Click Format, Font.
- 3 In the Appearance section, enable the Hidden check box.

### **To convert hidden text to document text**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Appearance section, disable the Hidden check box.



- If hidden text is displayed in the document, you can also convert it by dragging the Hidden code out of the Reveal Codes window.

---

## **Working with paragraphs**

WordPerfect lets you arrange and align paragraphs and text on a page. You can make text fit a specific number of pages, and you can change the left, right, top, and bottom margins in your document. You can apply different indenting options, such as hanging indents or double indents, to individual paragraphs or to each paragraph in a document. You can also specify options for keeping paragraphs and blocks of text from separating.

You can highlight text in your document. You can also enhance the visual presentation of a document by reversing the color of the text and the background, adding drop caps to paragraphs, or inserting international or custom symbols.

## Making text fit a specific number of pages

You can make selected text or all text in a document fit a specific number of pages. The number of pages you set must be within 50 percent of the document's current size.

### To make text fit a specific number of pages

- 1 Click a page or select the text you want to make fit.
- 2 Click Format, Make It Fit.
- 3 Type a value in the Desired Number Of Pages box.
- 4 In the Items To Adjust section, enable any of the following check boxes:
  - Left Margin — lets you make it fit by adjusting the left margin
  - Right Margin — lets you make it fit by adjusting the right margin
  - Top Margin — lets you make it fit by adjusting the top margin
  - Bottom Margin — lets you make it fit by adjusting the bottom margin
  - Font Size — lets you make it fit by adjusting the font size
  - Line Spacing — lets you make it fit by adjusting the line spacing
- 5 Click the Make It Fit button.

## Changing margins

You can change the top, bottom, left, and right margins in a document. You can also change margins in the Document Window using margin guidelines, or you can change the left and right margins using the Ruler.

### To change margins

- 1 Click the paragraph or page where you want the margin changes to begin.
- 2 Click Format, Margins.
- 3 Click the Margins/Layout tab.
- 4 In the Margins section, type values in one or all of the following boxes:
  - Left — lets you change the left margin
  - Right — lets you change the right margin
  - Top — lets you change the top margin
  - Bottom — lets you change the bottom margin



- You can type the value for a margin as a fraction (such as 1 1/3) and WordPerfect converts the fraction to a decimal.
- To change margins for all new documents, you must edit the Document Style. For information about styles, see “Working with text styles” on page 123.

### **To change margins using margin guidelines**

- 1 Position the cursor over the top, bottom, left, or right margin guideline.
- 2 Do one of the following:
  - Drag the guideline toward the edge of the page to increase the margin size.
  - Drag the guideline toward the center of the page to decrease the margin size.

### **To change left and right margins using the Ruler**

- 1 Click View, Ruler.
- 2 Click the paragraph or page where you want the margin changes to begin.
- 3 Drag the margin marker in the top-left corner of the Ruler to change the left margin.
- 4 Drag the margin marker in the top-right corner of the Ruler to change the right margin.

## **Justifying text**

You can justify text in a document. Justifying text aligns the text horizontally between the left and right margins of the page.

### **To justify text**

- 1 Click a paragraph.
- 2 Click Format, Justification, then choose one of the following:
  - Left — aligns text evenly with the left margin
  - Right — aligns text evenly with the right margin
  - Center — centers text between the right and left margins

- Full — aligns text, excluding the last line, along both the right and left margins
- All — aligns text, including the last line, along both the right and left margins



- Justification is applied to all text from the insertion point forward. If you want to apply justification to a word, line, or paragraph, you must select the text first.

## Indenting text

Indenting arranges text on a page by moving one or more lines to the left or the right of the paragraph margin. You can indent a line or paragraph manually each time you use the indent feature, or you can indent lines or paragraphs automatically.

The following illustration shows 1) a paragraph that is not indented, 2) an indented paragraph, 3) a paragraph to which a double indent has been applied, and 4) a paragraph to which a hanging indent has been applied.



### To indent a line of text

- 1 Click at the beginning of a line of text.
- 2 Press TAB.

### To indent a paragraph

- 1 Click at the beginning of a paragraph.
- 2 Click Format, Paragraph, Indent.



- To move a line one tab stop to the left, press SHIFT + TAB.

### **To automatically indent the first line of every paragraph**

- 1 Click the paragraph where you want indenting to begin.
- 2 Click Format, Paragraph, Format.
- 3 In the First Line Indent box, type a value to specify the distance you want to indent.

### **Applying hanging indents and double indents**

You can apply a hanging indent to a paragraph to have the first line of the paragraph farther to the left than subsequent lines. You can also use QuickIndent to create a hanging indent if the first line of the paragraph does not begin with a tab.

You can apply a double indent to indent an entire paragraph one tab stop from both the left and right margins. A double indent is often used to format lengthy quotations.

#### **To apply a hanging indent**

- 1 Click at the beginning of a paragraph.
- 2 Click Format, Paragraph, Hanging Indent.

#### **To apply a hanging indent using QuickIndent**

- 1 Position the cursor at the beginning of any line in a paragraph except the first line.
- 2 Press TAB.



- Pressing TAB in the middle of the first line of an indented paragraph inserts an indent at that point. All succeeding lines in the paragraph are indented to that tab stop.
- 

#### **To apply a double indent**

- 1 Click at the beginning of a paragraph.
- 2 Click Format, Paragraph, Double Indent.

### **Keeping text together**

You can insert a hard space between two words to keep the words from separating. You can prevent the first and last line of a paragraph from being separated from the rest of the paragraph across a page break. You can keep

several lines together to keep a heading with the first few lines of a paragraph. You can also keep selected text from being divided between two pages. This includes tables or charts in the selected text.

### **To keep words together**

- 1 Position the cursor where you want to insert the hard space.
- 2 Click Format, Line, Other Codes.
- 3 Enable the Hard Space [HSpace] button.
- 4 Click the Insert button.



- You must remove any space between the two words before inserting a hard space.

### **To keep a paragraph together**

- 1 Click at the beginning of a paragraph.
- 2 Click Format, Keep Text Together.
- 3 In the Widow/Orphan section, enable the Prevent The First And Last Lines Of Paragraphs From Being Separated Across Pages check box.

### **To keep several lines of text together**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Conditional End Of Page section, enable the Number Of Lines To Keep Together check box, then type the number of lines you want to keep together, including any blank lines.

### **To keep selected text from being divided between pages**

- 1 Select the text.
- 2 Click Format, Keep Text Together.
- 3 In the Block Protect section, enable the Keep Selected Text Together On Same Page check box.



- If you protect consecutive blocks of text, you must separate each block by at least one soft or hard return; otherwise, they are treated as one large block of text.

## Highlighting text

You can highlight text. Highlighting puts a bar of transparent color over text that is useful for editing documents or for distinguishing words and paragraphs. You can display and hide highlighting in a document. When you display highlighting, it shows in the printed document. You can also remove the highlighting from part or all of a document, and you can change the highlight color.

### To display and hide highlighting

- Click Tools, Highlight, Print/Show.

A check mark next to the Print/Show command indicates that highlighting is displayed.



- Highlighting is displayed by default.
- 

### To highlight text

- 1 Click Tools, Highlight, On.

The cursor changes to a highlighting pen.

- 2 Select the text you want to highlight.
- 3 Click Tools, Highlight, On again to disable highlighting.

### To highlight selected text

- 1 Select the text.
- 2 Click Tools, Highlight, On.



- You can also highlight text by selecting text, then clicking the Highlight button on the toolbar.
- 

### To remove highlighting

- 1 Select the highlighted text.
- 2 Click Tools, Highlight, Remove.



- You can also remove highlighting by selecting the text or positioning the cursor anywhere in the text, then clicking the Highlight button on the toolbar. When you position the cursor in text, highlighting is removed from the entire highlighted section.
- 

### To change the highlight color

- 1 Click Tools, Highlight, Color.
  - 2 Click the Color button, then choose a highlight color from the Color palette.
  - 3 Type a percentage in the Shading box to lighten or darken the highlight.
- 



- The color change does not apply to text that has already been highlighted. To change the color of highlighted text, you must select the text first.
- 



- You can also change the highlight color by clicking the arrow to the right of the Highlight button.
- 

## Reversing the color of the text and background

You can reverse the color of the text and background so that light-colored characters appear against a dark background.

### To reverse the color of the text and background

- 1 Click View, Toolbars.
- 2 In the Available Toolbars list box, enable the Shipping Macros check box.
- 3 Click OK.
- 4 Select the text for which you want to reverse the color.
- 5 Click the *Reverse Text button* on the Shipping Macros toolbar.
- 6 Choose a text color from the Text Color list box.
- 7 In the Fill Style/Color section, choose a fill style from the Fill Style list box.
- 8 In the Fill Style/Color section, choose a fill color from the Color list box.
- 9 In the Text Options section, enable one of the following buttons:





- Place Selected Text In Text Box — reverses selected text only
- Apply Attributes To Whole Paragraph — reverses the paragraph in which the cursor is positioned



- If the text is difficult to read, try adding bold attributes to make the letters thicker. For information about formatting text, see “Changing font face and font style” on page 72.

## Adding and removing drop caps

Drop caps are letters that you can use to decorate text at the beginning of a line or paragraph. You can add and remove drop caps. You can change the size, position, and style of drop caps. For more information about formatting drop caps, see “Editing drop caps” on page 90.

The following illustration shows a paragraph without a drop cap (on the left) and a paragraph with a drop cap (on the right).



### To add a drop cap to an existing paragraph

- 1 Click at the beginning of a paragraph.
- 2 Click Format, Paragraph, Drop Cap.

The first letter of the paragraph becomes a drop cap.

### To add a drop cap to a blank line

- 1 Click where you want the drop cap to appear.
- 2 Click Format, Paragraph, Drop Cap.
- 3 Type the letter you want to appear as a drop cap.

### To remove a drop cap

- 1 Click in front of the drop cap.



2 On the Property Bar, click the *Drop Cap Style button*.



3 From the Drop Cap Style palette, choose the *Drop Cap Off button*.

## Editing drop caps

You can change the size, font type, color, and the vertical and horizontal position of a drop cap.

### To change the size of a drop cap

1 Click in front of the drop cap.



2 On the Property Bar, click the *Drop Cap Size button*.

3 From the Drop Cap Size list box, choose the number of lines you want to set as the height of the drop cap.

### To change the font type of a drop cap

1 Click in front of the drop cap.



2 On the Property Bar, click the *Drop Cap Font button*.

3 Choose a font from the Face list box.

4 In the Appearance section, enable the check boxes for the appearance attributes you want to apply.

### To change the color of a drop cap

1 Follow steps 1 and 2 from the previous procedure.

2 Click the Color button, then choose a color from the Color Palette.

3 In the Shading box, type a shading percentage for the color.

### To change the position of a drop cap

1 Click in front of the drop cap.



2 On the Property Bar, click the *Drop Cap Position button*.

3 Choose one of the following from the Drop Cap Position list box:

- In Text — places the drop cap in the text
- In Margin — places the drop cap in the margin
- Other — lets you specify the drop cap position relative to the surrounding text

## Inserting and creating characters and symbols

You can insert characters, such as iconic symbols, phonetic characters, and characters from other alphabets, into your document. You can insert these characters at the insertion point in a document or using a dialog box.

You can create custom symbols. A custom symbol is created by combining two or more characters or symbols to create one character or symbol. For example, when you use the overstrike feature, you superimpose two or more characters or symbols to create a new character or symbol. The following illustration shows the number 7 combined with a hyphen to create this character:

7

You can combine characters to create mathematical symbols, language symbols, and other character combinations, and you can change the appearance of the symbol by putting formatting codes in the overstrike character. You can view formatting codes for the overstrike symbol and any attributes you give it in the Reveal Codes window. For information about Reveal Codes, see “Displaying Reveal Codes” on page 43.

### To insert a character or symbol

- 1 Position the cursor where you want the character or symbol to appear.
- 2 Click Insert, Symbol.
- 3 Choose a symbol type or a character set from the Set list box.
- 4 Choose the symbol you want to insert from the Symbols list box.
- 5 Click one of the following buttons:
  - Insert — inserts the symbol and leaves the Symbols dialog box open
  - Insert And Close — inserts the symbol and closes the Symbols dialog box



- Depending on the font you are using, some WordPerfect characters may not display in the Document Window. These characters are represented by a hollow box on your screen; however, they will display and print correctly if your printer supports graphics.
- You can view all available characters by printing CHARMAP.WPD, a document found in the programs folder.



- You can also open the Symbols dialog box by pressing CTRL + W.

---

### To create a custom symbol

- 1 Position the cursor where you want the symbol to appear.
- 2 Click Format, Typesetting, Overstrike.
- 3 In the Overstrike Characters box, type the characters you want as an overstrike, without spaces, in any order.  
  
If you want to use other symbols as part of the custom symbol, press CTRL + W, then insert a symbol.
- 4 From the Overstrike Characters list box, choose attributes for the symbol.



- You can define a macro that creates an overstrike character you use frequently. For information about macros, see “Recordings, macros, and automation features” on page 551.

---

### To edit a custom symbol

- 1 Click Format, Typesetting, Overstrike.
- 2 Click one of the following buttons to display the symbol to be edited:
  - Previous — displays the previous overstrike symbol
  - Next — displays the next overstrike symbol
- 3 In the Overstrike Characters box, type or delete characters to edit the symbol.
- 4 From the Overstrike Characters list box, choose attributes for the symbol.



- The Previous and Next buttons show only the custom symbols in the active document.



- You can also double-click an overstrike code in the Reveal Codes window to open the Overstrike dialog box.

## Finding characters and symbols quickly

In the Symbols dialog box, you can find some characters and symbols quickly by typing two characters in the Number box. This is called composing characters. The two-letter combinations use letters, numbers, or symbols found on every standard keyboard.

The following tables list character combinations and the resulting symbols, characters, or diacritical marks. If you frequently add non-keyboard characters, print this topic for future reference.

### Diacritical Marks

The characters for diacritical marks can be combined with different letters. One example is shown below.

Mark	Example	Result
' Acute	'i	í
v Caron	vz	ž
, Cedilla	,c	ç
: Centered Dot	:l	ł
^ Circumflex	^ a	â
- Crossbar	-T	Ŧ
. Dot Above	.c	ċ
' Grave	'e	è
_ Macron	_u	ū
/ Slash	/o	ø

Mark	Example	Result
\ Stroke	\l	Ł
~ Tilde	~n	ñ
“ Umlaut	”u	ü

### Digraphs and Symbols

The following character combinations produce a symbol or digraph (two letters merged together). The character set number is also shown for these characters.

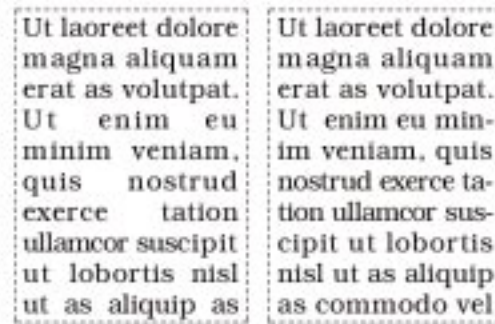
Type	Result	Number
AE	Æ	1, 36
ae	æ	1, 37
IJ	Ĳ	1, 138
ox	ɔ̄	4, 24
ss	ß	1, 23
L-	£	4, 11
P	¶	4, 5
<<	«	4, 9
>>	»	4, 10
Y=	¥	4, 12
c/	¢	4, 19
+ -	±	6, 1
<=	≤	6, 2
>=	≥	6, 3
sm	SM	4, 42
ro	®	4, 22

Type	Result	Number
co	©	4, 23
rx	℞	4, 43
/2	½	4, 17
/4	¼	4, 18
*.	•	4, 3
**	●	4, 0
*o	◦	4, 45
*O	○	4, 1
ao	å	1, 35
a=	ä	4, 15
o=	ö	4, 16
??	¿	4, 8
!!	¡	4, 7
-	-	4, 33
—	—	4, 34

## Hyphenating text

Hyphenation lets you reduce the raggedness of text along the right margin by dividing a word that falls at the end of a line instead of forcing the entire word to the next line.

The following illustration shows a paragraph without hyphenation on the left and a paragraph with hyphenation on the right.



You can hyphenate text in a document automatically and set hyphenation prompts to alert you when a word needs hyphenation. You can also set how words are hyphenated and change hyphens using codes.

Hyphenation is supported by many of the languages provided with WordPerfect. For information about which languages support hyphenation, see *Choosing a language* in the writing tools section of the WordPerfect online Help.

## Hyphenating text

You can enable or disable automatic hyphenation. You can also change the width of the hyphenation zone, which is a narrow area that surrounds the right margin of a document. Hyphenation divides words that span the hyphenation zone. You can move the left and right boundaries of the hyphenation zone to hyphenate more or fewer words. Increase the hyphenation zone percentage to hyphenate fewer words and decrease the hyphenation zone percentage to hyphenate more words.

### To enable automatic hyphenation

- 1 Click in the document where you want hyphenation to begin.
- 2 Click Tools, Language, Hyphenation.
- 3 Enable the Turn Hyphenation On check box.
- 4 Click OK.

### To disable automatic hyphenation

- 1 Click Tools, Language, Hyphenation.
- 2 Disable the Turn Hyphenation On check box.
- 3 Click OK.





- Hyphenation is disabled by default.

### **To change the width of the hyphenation zone**

- 1 Follow steps 1 and 2 from the “To enable automatic hyphenation” procedure.
- 2 In the Hyphenation Zone section, type a value in the Percent Left box.
- 3 In the Hyphenation Zone section, type a value in the Percent Right box.
- 4 Click OK.



- If hyphenation is enabled before you change the hyphenation zone percentages, you may be prompted to re-hyphenate some words in the active document.



- To create a non-breaking hyphen, press CTRL + - (hyphen).

## **Setting hyphenation prompts and notifications**

You can choose to be prompted and notified with a beep when a word needs hyphenation.

### **To set a prompt for hyphenation**

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the Prompts tab.
- 4 In the Prompt section, choose one of the following options from the On Hyphenation list box:
  - Always — displays a prompt every time a word is hyphenated
  - Never — never displays a prompt when a word is hyphenated
  - When Required — displays a prompt when a word must be hyphenated but is not found in the main word list
- 5 Click OK.

### To set a notification before hyphenation

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the Beep section, enable the On Hyphenation check box.
- 3 Click OK.



- Prompting when required and beep notification are enabled by default.

### Choosing hyphenation options and position

You can choose how words are hyphenated. Words can be separated with a hyphen, space, or soft return. You can also ignore the hyphenation prompt and let the word wrap to the next line. You can change the position of hyphens in words.

Hyphenation options are available only when automatic hyphenation is enabled and when the document is set to prompt you when a word needs hyphenation. For information about enabling hyphenation, see “Hyphenating text” on page 96. For information about hyphenation prompts, see “Setting hyphenation prompts and notifications” on page 97.

### To choose a hyphenation option

- 1 Type in the document.

The Position Hyphen dialog box appears when there is a need for a hyphen.

- 2 In the Position Hyphen dialog box, click one of the following buttons:
  - Insert Hyphen — inserts a hyphen which appears and prints only when the word spans the hyphenation zone
  - Insert Space — divides the word by adding a space between the indicated letters
  - Hyphenation SRt — divides the word by putting a soft return between the indicated letters when the word spans the hyphenation zone
  - Ignore Word — prevents the word from being hyphenated
  - Suspend Hyphenation — halts hyphenation temporarily



- When the Prompt On Hyphenation section is set to Never, the Position Hyphen dialog box does not appear.

### **To position the hyphen in a word**

1 Type in the document.

The Position Hyphen dialog box appears when there is a need for a hyphen.

- 2 In the Use Mouse Or Arrow Keys To Position Hyphen box, do one of the following:
- Press the LEFT ARROW to move the hyphen toward the left in the displayed word.
  - Press the RIGHT ARROW to move the hyphen toward the right in the displayed word.
  - Click in the word to reposition the hyphen in the displayed word.

### **Inserting and changing hyphens using codes**

You can insert hyphens, soft hyphens, and soft returns using codes. You can also use codes to keep the text together on either side of a hyphen or to cancel the hyphenation of a word.

#### **To insert hyphenation using codes**

- 1 Click in the word where you want to insert a hyphen or soft return.
- 2 Click Format, Line, Other Codes.
- 3 In the Divide Word With section, enable one of the following buttons:
  - Hyphen [- Hyphen] — inserts a hyphen in the word
  - Soft Hyphen [- Soft Hyphen] — divides the word with a hyphen only when the word spans the hyphenation zone
  - Hyphenation Soft Return [HyphSRT] — divides the word without using a hyphen only when the word spans the hyphenation zone
- 4 Click the Insert button.

#### **To keep hyphenated text together using codes**

- 1 Click in a word.
- 2 Click Format, Line, Other Codes.
- 3 In the Do Not Divide Word section, enable the Hyphen Character button.
- 4 Click the Insert button.

### **To cancel hyphenation using codes**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Do Not Divide Word section, click Cancel Hyphenation Of Word [Cancel Hyph].
- 3 Click the Insert button.

## **Working with tabs**

Tabs let you indent lines in a paragraph or align a list of items for better readability. By default, tabs are set at regular intervals, positioned every one-half inch (1.25 cm) from the left margin. The position of each tab is displayed on the tab bar, which is located below the horizontal ruler.

You can define tab settings in your document by adding tabs, adjusting the position of tabs, and editing the style and alignment of tabs. You can also remove tabs and restore the original tab settings.

You can choose the type of leader character used to fill the space created by the tab and set the spacing between the leader characters.

### **Adding tab stops**

You can add tab stops in your document using the Tab Set dialog box or the tab bar below the horizontal ruler. Tab stops let you determine where the insertion point moves when you press TAB or SHIFT + TAB (back tab). You can also add tab stops at evenly spaced intervals.

#### **To add a tab stop**

- 1 Click a paragraph.
- 2 Click Format, Line, Tab Set.
- 3 Choose a tab type from the Tab Type list box.
- 4 Type a value in the Tab Position box.
- 5 Enable one of the following buttons:
  - From Left Margin (Relative) — measures the distance of the tab stop relative to the left margin. When the left margin changes, the tab stop adjusts accordingly.
  - From Left Edge Of Paper (Absolute) — measures the distance of the tab stop from the left edge of the page. When the left margin changes, the tab stop remains fixed.
- 6 Click the Set And Close button.

### To add a tab stop using the tab bar

- 1 Click a paragraph.
- 2 Click in the white area of the tab bar to add a tab stop.

### To add tab stops at evenly spaced intervals

- 1 Follow steps 1 and 2 from the “To add a tab stop” procedure.
- 2 Click the Clear All button.
- 3 Enable the Repeat Every check box.
- 4 Type a value in the Repeat Every box to specify the distance between tab stops.
- 5 Click the Set And Close button.



- When you add a tab stop, the *Margin Icon* is displayed in the left margin. Clicking the margin icon displays a tab bar with the settings for the paragraph.



## Changing tab alignment

Tab alignment changes the way text is arranged when you use a tab stop. Tab alignment is useful when you have a column of text you want arranged in a specific way, such as right-justified or left-justified. For example, if you have a column of numbers, you can align them at the decimal point using the decimal point option. Tab alignment is also used to create dot leaders. For more information about dot leaders, see “Inserting and changing leader characters” on page 104.

### To change the alignment of a tab stop

- 1 Click a paragraph.
- 2 Click Format, Line, Tab Set.
- 3 Choose one of the following from the Tab Type list box:
  - Left — creates left-justified text at the tab stop
  - Center — creates center-justified text at the tab stop
  - Right — creates right-justified text at the tab stop
  - Decimal — aligns text at the decimal point at the tab stop

- Dot Left — creates left-justified text at the tab stop with a dot leader character
  - Dot Center — creates center-justified text at the tab stop with a dot leader character
  - Dot Right — creates right-justified text at the tab stop with a dot leader character
  - Dot Decimal — aligns text at the decimal point at the tab stop with a dot leader character
- 4 Click the Set And Close button.

### To change the alignment of a tab stop using the tab bar

- 1 Click a paragraph.
- 2 On the tab bar, double-click the tab stop you want to change.
- 3 Follow steps 3 and 4 from the previous procedure.



- You can also change the alignment of a tab stop by right clicking the tab stop, then choosing the tab type you want. The new tab alignment is applied the next time you click the tab stop.
- 

### Changing the position of tab stops

You can change the position of a tab stop or of multiple tab stops. As you move the tab stops, you can have them automatically align to the Ruler gridlines. This is referred to as snapping. For information about the Ruler, see “Using the on-screen alignment tools” on page 203.

### To change the position of a tab stop

- 1 Click a paragraph.
- 2 Click Format, Line, Tab Set.
- 3 Type a value in the Tab Position box.
- 4 Enable one of the following buttons:
  - From Left Margin (Relative) — measures the distance of the tab stop relative to the left margin. When the left margin changes, the tab stop adjusts accordingly.

- From Left Edge Of Paper (Absolute) — measures the distance of the tab stop from the left edge of the page. When the left margin changes, the tab stop remains fixed.

5 Click the Set And Close button.

### **To change the position of a tab stop using the tab bar**

- 1 Click a paragraph.
- 2 On the tab bar, drag the tab stop to a new position.



- You can copy a tab stop as you move it by holding down CTRL as you drag the tab stop to a new position.
- 

### **To change the position of multiple tab stops using the tab bar**

- 1 Click a paragraph.
- 2 On the tab bar, hold down SHIFT and drag across the tab stops to select them.
- 3 Drag the tab stops to a new position.

### **To make the tab stops snap to Ruler gridlines**

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Click the Ruler tab.
- 4 In the Ruler Options section, enable the Tabs Snap To Ruler Grid check box.

## **Removing and restoring tab stops**

You can remove one tab stop or all tab stops. You can also restore the default tab settings.

### **To remove a tab stop**

- 1 Click a paragraph.
- 2 Click Format, Line, Tab Set.
- 3 Click the Clear button.
- 4 Click the Set And Close button.



- You can also remove a tab stop by dragging it off the tab bar.
- 

### **To remove all tab stops**

- 1 Follow steps 1 and 2 from the previous procedure.
  - 2 Click the Clear All button.
  - 3 Click the Set And Close button.
- 



- You can also remove all tab stops by right-clicking a tab stop, then clicking Clear All Tabs.
- 

### **To restore the default tab settings**

- 1 Right-click in a paragraph.
- 2 Click Default Tab Settings.

## **Inserting and changing leader characters**

A leader is a string of characters that appears between items separated by tab stops. In the following example, the leader characters are the periods between “Item 1,” “Item 2,” and “Item 3.”

Item 1 ..... Item 2 ..... Item 3

A leader helps guide the eye from one tab stop to the next, usually illustrating a relationship between information at the tab stops. For example, you can use leaders in a table of contents to show the page number that corresponds to a title.

The default leader character is a period. You can insert and change leader characters in a tab, and change the spacing between leader characters.

### **To insert a leader character**

- 1 Click or select a paragraph.
- 2 Click Format, Line, Tab Set.
- 3 Choose one of the following from the Tab Type list box:
  - Dot Left — inserts periods in the empty space to the left of the tab stop
  - Dot Center — inserts periods in the empty space surrounding the centered text



- Dot Right — inserts periods in the empty space to the right of the tab stop
  - Dot Decimal — inserts periods in the empty space surrounding the decimal-aligned text
- 4 Click the Set And Close button.

### **To change a leader character**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Dot Leader Character box, select the existing leader character.
- 3 Type the keyboard character you want to use as a leader character.  
If you want to use a non-keyboard character or symbol as a leader character, press CTRL + W.
- 4 Click the Set And Close button.

### **To change the amount of space between leader characters**

- 1 Follow steps 1 and 2 from the “To insert a leader character” procedure.
- 2 In the Dot Leader Tabs section, type a value in the Spaces Between Characters box.
- 3 Click the Set And Close button.

## **Inserting hard tabs using codes**

You can use codes to insert hard tabs and to insert hard tabs with dot leaders. When you insert a hard tab, it is inserted for one use only and you must insert each code separately. Hard tabs are not affected when you change regular tab settings.

### **To insert a hard tab**

- 1 Click at the beginning of a line.
- 2 Click Format, Line, Other Codes.
- 3 In the Hard Tabs section, enable one of the following buttons:
  - Left [Hd Left Tab] — inserts a hard tab code that aligns text on the left
  - Center [Hd Center Tab] — inserts a hard tab code that aligns text at the center
  - Right [Hd Right Tab] — inserts a hard tab code that aligns text on the right

- Decimal [Hd Dec Tab] — inserts a hard tab code that aligns text at the decimal

4 Click the Insert button.

### **To insert a hard tab with a dot leader**

1 Follow steps 1 and 2 from the previous procedure.

2 In the Hard Tabs With Dot Leaders section, enable one of the following buttons:

- Left [...Hd Left Tab] — inserts a hard dot leader tab code that aligns text on the left
- Center [...Hd Center Tab] — inserts a hard dot leader tab code that aligns text at the center
- Right [...Hd Right Tab] — inserts a hard dot leader tab code that aligns text on the right
- Decimal [...Hd Dec Tab] — inserts a hard dot leader tab code that aligns text at the decimal

3 Click the Insert button.

## **Numbering lines and paragraphs**

You can number the lines in a WordPerfect document. You can define the numbering method and style of line numbers and change the appearance and position of line numbers. You can number lines in newspaper columns, and you can restart line numbers on each page so that the first line begins with the number one.

You can number the paragraphs in a document. You can insert paragraph numbers without any formatting or tabs and you can insert several numbers in the same paragraph. You can also format paragraph numbers to create a numbered list. For information about numbered lists, see “Creating bulleted lists, numbered lists, and outlines” on page 111.

### **Numbering lines in a document**

You can choose to number the lines in a document. You can also specify whether blank lines are included when you number the lines.

#### **To number lines in a document**

1 Click the paragraph where you want numbering to begin.

- 2 Click Format, Line, Numbering.
- 3 Enable the Turn Line Numbering On check box.



- Line numbering will begin with the first line in the paragraph in which the cursor is positioned.

### **To include blank lines when numbering**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable the Count Blank Lines check box.

## **Changing the method and style of line numbering**

When you number lines, you can set the numbering method, the starting line number, where you want the numbers to begin, and which line numbers are displayed and printed.

### **To choose a numbering method**

- 1 Click Format, Line, Numbering.
- 2 In the Numbering Method list box, choose one of the following:
  - 1, 2, 3,... — lets you use numbers to number lines
  - a, b, c,... — lets you use lowercase alphabetic characters to number lines
  - A, B, C,... — lets you use uppercase alphabetic characters to number lines
  - i, ii, iii,... — lets you use lowercase Roman numerals to number lines
  - I, II, III,... — lets you use uppercase Roman numerals to number lines

### **To set the starting line number**

- 1 Click Format, Line, Numbering.
- 2 In the Starting Line Number box, type the number that you want to assign to the first line.

### **To set the first printed line number**

- 1 Click Format, Line, Numbering.
- 2 In the First Printed Line Number box, type the first number that you want to display and print.

### To specify which line numbers to print

- 1 Click Format, Line, Numbering.
- 2 In the Numbering Interval box, type the interval by which you want to display and print line numbers.



- The line numbering settings you choose are displayed in the preview window in the bottom-right corner of the Line Numbering dialog box.
- 

### Changing the appearance of line numbers

You can change the appearance of line numbers by changing the font face and font size. You can also change the font style, which includes appearance attributes, such as bold or italic, and the color and shading of fonts.

#### To change the font face of line numbers

- 1 Click the paragraph where you want the font change to begin.
- 2 Click Format, Line, Numbering.
- 3 Click the Font button.
- 4 Click the Font tab.
- 5 Choose a font from the Face list box.

#### To change the font size of line numbers

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Choose a font size from the Size list box.

#### To change the font style of line numbers

- 1 Follow steps 1 to 4 from the “To change the font for line numbers” procedure.
- 2 In the Appearance section, enable the check boxes for the appearance attributes you want to apply.
- 3 Click the Color button, then choose a color from the Color Palette.
- 4 Type a percentage in the Shading box to lighten or darken the text.

## Changing the position of line numbers

You can change the position of line numbers. You can change the distance between the line number and the left edge of the page and the distance between the line number and the left margin.

### To change the position of line numbers relative to the left edge of the page

- 1 Click the paragraph where you want the position change to begin.
- 2 Click Format, Line, Numbering.
- 3 In the Position Of Numbers section, enable the From Left Edge Of Page button.
- 4 Type a value in the From Left Edge Of Page box to specify the distance between the left edge of the page and the line number.



- When working with newspaper columns, the distance for columns on the right is specified from the center of the space between columns instead of the left edge of the page. For information about numbering columns, see “Numbering lines in newspaper columns” on page 109.

### To change the position of line numbers relative to the left margin

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Position Of Numbers section, enable the Outside Left Margin button.
- 3 Type a value in the Outside Left Margin box to specify the distance between the left margin and the line number.

## Numbering lines in newspaper columns

You can number the lines in newspaper columns.

### To number lines in newspaper columns

- 1 Click the column where you want numbering to begin.
- 2 Click Format, Line, Numbering.
- 3 Enable the Turn Line Numbering On check box.
- 4 Enable the Number All Newspaper Columns check box.

- 5 In the Position Of Numbers section, enable the Outside Left Margin button.
- 6 Type a value in the Outside Left Margin box to specify the distance between the line numbers and the left edge of text in each column.



- Line numbers for columns on the right cannot move further than the center of the space between columns.
- 

### Restarting line numbers on each page

You can restart line numbers on each page.

#### To restart line numbers on each page

- 1 Click the paragraph where you want numbering to begin.
- 2 Click Format, Line, Numbering.
- 3 Enable the Restart Numbering On Each Page check box.

### Numbering paragraphs in a document

You can insert paragraph numbers anywhere in a document without any formatting or tabs. Several numbers can be inserted in the same paragraph, and you can specify that numbers automatically update as items are added and deleted.

#### To number a paragraph in a document

- 1 Position the cursor where you want to insert the paragraph number.
- 2 Press CTRL + SHIFT + F5.
- 3 Type the level number you want to insert in the Outline Level box.
- 4 Type the starting number in the Start Value box.
- 5 Choose the numbering format you want to use from the Number Type list box.
- 6 Click OK to insert the number.
- 7 Repeat steps 2 to 6 to insert additional numbers.



- Enable the Automatic check box to automatically set the outline level at 1 and start new levels by pressing TAB.
- The number you insert is formatted according to the numbering format you select. For example, the Paragraph numbering format is 1, a, i. If you type 2 in the Outline Level box, and 3 in the Start Value box, a “c” is inserted in the paragraph.

## Creating bulleted lists, numbered lists, and outlines

You can organize text using bullets, numbers, or outlines. Bullets help to differentiate items in a list or add emphasis to selected paragraphs. You can use bullets to mark list items that have no particular order. Numbered lists and outlines help you organize and display information and are used to show the relationship between ideas. An outline can be embedded within another outline or continued further in a document. Bulleted lists, numbered lists, and outlines can include several levels of numbering. For example, you can number first-level items 1, 2, 3, and second-level items a, b, c. You can also use outline or legal styles, such as 1, a, i, or 1, 1.1, or 1.1.1.

You can create bulleted and numbered lists by applying one of the preset formats provided with WordPerfect, or you can use QuickBullets or QuickNumbers to create lists and outlines as you type. You can create a bulleted list with check boxes. You can also arrange the level and order of items in a bulleted list, numbered list, or outline.

You can create a bullet, numbering, or outline style, or you can customize any of the preset styles. You can also remove the bullets and numbers from a list.

### Creating and applying bulleted lists

You can create bulleted lists by applying a preset bullet format before or after you type text. You can also replace a bullet with a custom symbol, such as a heart, star, or check mark.

The following illustration shows examples of preset bullet formats.



### To create a bulleted list

- 1 Position the cursor where you want the list to begin.
- 2 Click Insert, Outline/Bullets & Numbering.
- 3 Click the Bullets tab.
- 4 Choose a bullet style from the Description list box.
- 5 Click OK.
- 6 Type the text.
- 7 Press ENTER to begin the next list item.
- 8 Press ENTER, then BACKSPACE to finish the list.

### To apply a bullet format to existing text

- 1 Select the text.
- 2 Follow steps 2 to 5 from the previous procedure.



- To type body text between list items, press ENTER twice, then press the UP ARROW to type on the line that begins without a bullet.



- You can also position the cursor at the beginning of a line and click the Bullets button on the toolbar to add a bullet.

### To replace a bullet with a custom symbol

- 1 Follow steps 2 and 3 from the “To create a bulleted list” procedure.
- 2 Click More Bullets.
- 3 In the Symbols dialog box, choose a set of symbols from the Set list box.
- 4 In the Symbols dialog box, choose a symbol from the Symbols list box.
- 5 Click the Insert And Close button.



- You can also open the Symbols dialog box by pressing CTRL + W.



## Creating numbered lists and numbered outlines

You can create a numbered list or a numbered outline in a document. Numbered lists and outlines can include several levels of numbering. For example, you can number first-level items 1, 2, 3, and second-level items a, b, c.

.....  
This illustration  
shows examples of  
preset number  
formats.  
.....



When you create an outline, you can change the font face, font size, and font style for each level. For example, first-level items can be 24 pt bold while second-level items are 12 pt italic. For information about level styles, see “Creating and editing level styles” on page 120. You can also renumber an existing numbered list or numbered outline.

### To create a numbered list or numbered outline

- 1 Position the cursor where you want the list to begin.
- 2 Click Insert, Outline/Bullets & Numbering.
- 3 Click the Numbers tab.
- 4 Choose a number style from the Description list box.
- 5 Click OK.
- 6 Type the text.
- 7 Press ENTER to begin the next list item.
- 8 Press ENTER, then BACKSPACE to finish the list.

### To number existing text

- 1 Select the text.
- 2 Follow steps 2 to 5 from the previous procedure.



- You can also position the cursor at the beginning of a line or select the text you want to number and click the Numbering button on the toolbar.
- 

### **To renumber a numbered list or numbered outline**



- 1 Click where you want to start renumbering.
  - 2 Click the *Set Paragraph Number button* on the Property Bar.
  - 3 Type the new number in the Paragraph Number box.  
The number you change and all numbers following it are renumbered accordingly.
- 



- You can also number paragraphs without using Outline/Bullets & Numbering by pressing CTRL + SHIFT + F5.
- 

## **Creating outlines with headings**

You can create outlines that are organized with headings. Outlines with headings organize information in a hierarchical structure.

### **To create an outline with headings**

- 1 Position the cursor where you want the heading to begin.
  - 2 Click Insert, Outline/Bullets & Numbering.
  - 3 Click the Text tab.
  - 4 Choose Headings from the Description list box.
  - 5 Click OK.
  - 6 Type the heading.
  - 7 Press ENTER to begin typing the body text.
  - 8 Repeat steps 2 to 7 for each heading you want to add.
- 



- The Show Family button and the Hide Family button on the Property Bar temporarily expands and collapses families of outline items so that you can edit or print only the main items.

- The Show/Hide Body button on the Property Bar displays or hides body text.
  - The Show Levels button on the Property Bar displays or hides up to nine outline levels.
- 

## Adding and resuming lists and outlines

You can add a list or outline within an existing list without disrupting the flow of numbers. You can also create a second list that begins with the number one directly after another list, and you can resume a list you started earlier in the same document.

### To add a list within another list

- 1 Position the cursor where you want to add the second list, then press ENTER, BACKSPACE.
- 2 Click Insert, Outline/Bullets & Numbering.
- 3 Click the Numbers tab.
- 4 Choose a number style from the Description list box.
- 5 Enable the Insert New Outline/List Within Current Outline/List button, then click OK.
- 6 Create the second list.
- 7 Click View, Reveal Codes, then position the cursor after the last Outline code.
- 8 Repeat steps 2 and 3.
- 9 Enable the Resume Numbering From Previous Outline/List button.



- The previous style is chosen by default.
- 

### To start a new list that begins with the number one

- 1 Position the cursor where you want to start a new list.
- 2 Follow steps 2 to 4 from the previous procedure.
- 3 Enable the Start New Outline/List button.

### To resume a previous list

- 1 Position the cursor where you want to resume the list.

- 2 Follow steps 2 and 3 from the “To add a list within another list” procedure.
- 3 Enable the Resume Numbering From Previous Outline/List button.



- You can insert numbers without tabs or levels anywhere in your document by pressing CTRL + SHIFT + F5. This is useful, for example, when you want to number items within a paragraph.

## Changing between bulleted lists and numbered lists

You can change a bulleted list to a numbered list or a numbered list to a bulleted list.

### To change between a bulleted list and a numbered list

- 1 Position the cursor anywhere in the list.
- 2 Click Insert, Outline/Bullets & Numbering.
- 3 Click one of the following tabs for the type of list you want to change to:
  - Numbers — lets you change a bulleted list to a numbered list
  - Bullets — lets you change a numbered list to a bulleted list
- 4 Choose a style from the Description list box.
- 5 Enable the Apply Selected Layout To Current Outline/List button.

## Creating lists using QuickBullets and QuickNumbers

You can create a bulleted list using QuickBullets, which are characters that you can use to format a bulleted list quickly. The following characters can be used as QuickBullets:

- > produces ►
- o produces •
- \* produces •
- O produces ●
- ^ produces ◆
- produces —
- + produces ★

QuickNumbers is a component of Format-As-You-Go and can be used as a quick way to create a numbered list or numbered paragraph. For more information about Format-As-You-Go, see “Using Format-As-You-Go” on page 155.

### To create a bulleted list using QuickBullets

- 1 Position the cursor at the beginning of a new line.
- 2 Type a character from the QuickBullets list.
- 3 Press TAB to produce the corresponding QuickBullet.



- If you do not want one of these characters followed by a tab to begin a bulleted list, add it to the QuickCorrect list. For more information about QuickCorrect, see “Using QuickCorrect” on page 150.

### To create a numbered list using QuickNumbers

- 1 Type a number followed by a period, right parenthesis, or hyphen at the beginning of a new line.
- 2 Press TAB.
- 3 Type the text for the first list item.  
For a paragraph, let the text wrap at the end of the line instead of inserting a hard return.
- 4 Press ENTER to begin the next list item.
- 5 Press ENTER, then BACKSPACE to finish the list.



- When you use QuickBullets or QuickNumbers, you create your own numbering style. The most recently used numbering styles appear in the Description section of the Bullets And Numbering dialog box.
- If you want to use Roman numerals, use “I” for uppercase or “i” for lowercase.

## Creating a list using check boxes

You can create a bulleted list that uses check boxes instead of bullets. These check boxes can be enabled or disabled in a WordPerfect document.

### To create a list using check boxes

- 1 Click View, Toolbars.
- 2 In the Available Toolbars list box, enable the Shipping Macros check box.
- 3 Click OK.



- 4 Position the cursor at the beginning of a new line.
- 5 Click the *Check Box button* on the Shipping Macros toolbar.
- 6 Press TAB.
- 7 Type text for the first item.
- 8 Press ENTER to start the next item.
- 9 Repeat steps 5 to 8 for each list item.

## Arranging items in bulleted lists, numbered lists, and outlines

You can arrange the items in bulleted lists, numbered lists, and outlines by changing the level and the order in which the items appear.

### To change the level of a list item

- 1 Click the item text.
- 2 Click one of the following buttons on the Property Bar:



- *Promote* — moves the item to a higher level (less indented)
- *Demote* — moves the item to a lower level (more indented)

### To change the order of a list item

- 1 Click the item text.
- 2 Click one of the following buttons on the Property Bar:



- *Move Up* — moves the item up one position in the list
- *Move Down* — moves the item down one position in the list



- You can also change the order of a list item by clicking the Show Icons button, then dragging the symbol for the item up or down.

## Creating and editing styles for single-level lists

You can create and edit single-level bulleted lists and numbered lists.

### To create a style for a single-level list

- 1 Click Insert, Outline/Bullets & Numbering.
- 2 Click one of the following tabs:
  - Numbers — lets you create styles for numbered lists

- Bullets — lets you create styles for bulleted lists
- 3 Click the Create button.
  - 4 Type a name for the style in the Outline/List Name box.
  - 5 Type a description for the style in the Description box.
  - 6 If you are creating a numbered list, enable the Single Level List button in the Type Of Numbered List section.
  - 7 In the Outline/List Definition section, choose a style from the Number Set list box.
  - 8 Choose the number or bullet you want to appear on the selected level from the Number/Bullet list box.
  - 9 Choose Level 1 from the Style list box.
- The style you create is added to the Description list box.

### To edit a style for a single-level list

- 1 Click Insert, Outline/Bullets & Numbering.
- 2 Click one of the following tabs:
  - Numbers — lets you edit styles for numbered lists
  - Bullets — lets you edit styles for bulleted lists
- 3 Choose the style you want to edit from the Description list box.
- 4 Click the Edit button.
- 5 Follow steps 6 to 9 from the previous procedure.



- You can display numbers only or level styles only by choosing Numbers Only or Styles Only from the Display list box.
  - You can add zeros before a number by choosing the number of zeros you want to appear from the Leading Zeros list box.
  - You can copy, retrieve, save, restore, and delete styles using the Options button in the Bullets and Numbering dialog box. For information about using styles, see “Working with text styles” on page 123.
- 

## Creating and editing styles for multi-level numbered lists and outlines

You can create styles for multi-level numbered lists and outlines.

### **To create a style for a multi-level numbered list or outline**

- 1 Click Insert, Outline/Bullets & Numbering.
- 2 Click the Numbers tab.
- 3 Click the Create button.
- 4 Type a name for the style in the Outline/List Name box.
- 5 Type a description for the style in the Description box.
- 6 In the Type Of Numbered List section, enable the Multi Level List (Outline) button.
- 7 In the Outline/List Definition section, choose a style from the Number Set list box.
- 8 Choose the number you want to appear on the selected level from the Number/Bullet list box.
- 9 Choose the level you want from the Style list box.  
The style you create is added to the Description list box.

### **To edit a style for a multi-level numbered list or outline**

- 1 Click Insert, Outline/Bullets & Numbering.
- 2 Click the Numbers tab.
- 3 Choose the style you want to edit from the Description list box.
- 4 Click the Edit button.
- 5 Follow steps 6 to 9 from the previous procedure.



- You can display numbers only or level styles only by choosing Numbers Only or Styles Only from the Display list box.
  - You can add zeros before a number by choosing the number of zeros you want to appear from the Leading Zeros list box.
  - You can copy, retrieve, save, restore, and delete styles using the Options button in the Bullets and Numbering dialog box. For information about using styles, see “Working with text styles” on page 123.
- 

### **Creating and editing level styles**

You can create a level style to use for bulleted lists, numbered lists, and outlines. For example, you can create a style that specifies all level 2



headings are bold and italic. You can edit a level style that you have created, but you cannot edit any of the preset styles provided with WordPerfect.

You can access level styles when you are creating or editing styles for single-level or multi-level lists and outlines. For information about single-level lists, see “Creating and editing styles for single-level lists” on page 118. For information about multi-level lists, see “Creating and editing styles for multi-level numbered lists and outlines” on page 119.

### **To create a level style**

- 1 Click Insert, Outline/Bullets & Numbering.
- 2 Click one of the following tabs:
  - Numbers — lets you create styles for numbered lists
  - Bullets — lets you create styles for bulleted lists
- 3 Click the Create button.
- 4 Click the Create Style button.
- 5 Type a name for the level style in the Style Name box.
- 6 Type a description for the level style in the Description box.
- 7 Using the Styles Editor toolbar, click the style attributes you want to apply.
- 8 Click OK.

The style is added to the Styles list box.

### **To edit a level style**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Choose the level style you want to edit from the Styles list box.
- 3 Click the Edit Style button.
- 4 Using the Styles Editor toolbar, click the style attributes you want to apply.
- 5 Click OK.

## **Editing outline styles**

You can edit outline styles for text organized as headings, definitions, and quotations.

### **To edit a heading outline style**

- 1 Click Insert, Outline/Bullets & Numbering.
- 2 Click the Text tab.
- 3 Click Headings.
- 4 Click the Edit button.
- 5 In the Type Of Numbered List section, enable the Multi Level List (Outline) button.
- 6 In the Outline/List Definition section, choose a style from the Number Set list box.
- 7 In the Text Before list box, choose or type the text you want to appear before the heading on the selected level.
- 8 Choose a heading from the Style list box.

### **To edit a definition outline style**

- 1 Repeat steps 1 and 2 from the previous procedure.
- 2 Click Definitions.
- 3 Click the Edit button.
- 4 In the Type Of Numbered List section, enable the Multi Level List (Outline) button.
- 5 In the Outline/List Definition section, choose a style from the Number Set list box.
- 6 In the Text Before list box, choose or type the text you want to appear before the definition on the selected level.
- 7 Choose a definition from the Style list box.

### **To edit a quotations outline style**

- 1 Repeat steps 1 and 2 from the “To edit a heading outline style” procedure.
- 2 Click Quotations.
- 3 Click the Edit button.
- 4 In the Type Of Numbered List section, enable the Multi Level List (Outline) button.
- 5 In the Outline/List Definition section, choose a style from the Number Set list box.

- 6 In the Text Before list box, choose or type the text you want to appear before the quotation on the selected level.
- 7 Choose a quotation from the Style list box.



- The appearance of the heading, definition, or quotation text is defined in the styles for the current template. Click the Modify button on the Outline Property Bar, or click Format, Styles to change how the text looks in the document. For more information about styles, see “Working with text styles” on page 123.



- On the Property Bar, click the Show Levels button to choose which levels and sublevels of text appear.

## Removing bullets and numbers from lists

You can remove bullets and numbers from lists individually. You cannot remove all the bullets and numbers from a list at the same time to create regular text.

### To remove a bullet or number from a list

- 1 Click at the beginning of the line that contains the bullet or number.
- 2 Press BACKSPACE.



- You can also remove a bullet by positioning the cursor in the line that contains the bullet, then clicking the Bullets button on the toolbar.
- You can also remove a number by positioning the cursor in the line that contains the number, then clicking the Numbering button on the toolbar.

## Working with text styles

You can create and use text styles. Text styles are collections of formatting attributes that you can apply to selected text, paragraphs, or the entire document. You can retrieve, copy, edit, and rename a style, which is useful if you want to create a new style based on the formatting options of an existing style. You can restore a preset system style, and you can delete any of the user-defined styles. You can also save styles for the current document or for a specific template. For information about templates, see “Using project templates to create documents” on page 529.

There are five kinds of styles:

- Character — applies to selected text
- Automatic Character — applies to selected text and is updated when you change the format of text that uses the style
- Paragraph — applies to paragraphs
- Automatic Paragraph — applies to paragraphs and is updated when you change the format of a paragraph that uses the style
- Document (Open) — applies to all text in a document from the insertion point forward

You can use QuickStyles to apply a style. QuickStyles are styles created based on the formatting in effect at the insertion point.

Formatting text with styles ensures consistent formatting throughout a document. Whenever you change the formatting in a style, you change the appearance of all text that uses that style.

## Creating text styles

You can create text styles. Text styles you create are saved with the current document. You can also create a style quickly by using QuickStyle.

### To create a style

- 1 Click Format, Styles.
- 2 Click the Create button.
- 3 Type a name for the style in the Style Name box.
- 4 Type a description for the style in the Description box.
- 5 Choose a style type from the Type list box.
- 6 Using the Styles Editor toolbar, click the style attributes you want to apply.
- 7 Do any of the following:
  - Choose an option from the Enter Key Inserts Style list box to define what the ENTER key does when the style is applied.
  - Enable the Show 'Off Codes' check box to display the codes that take effect when a style ends.



- Give each style a unique name. If you combine documents that contain a style with the same name, one style is used and the other deleted in the new document.
- The Reveal Codes check box is enabled by default and displays the codes for the style attributes in the Contents box.



- You can also type codes or text in the Contents box to define the style attributes.
- 

### **To create a QuickStyle**

- 1 Click in or select the text that is in the format you want.
- 2 Click Format, Styles.
- 3 Click the QuickStyle button.
- 4 Type a name for the style in the Style Name box.
- 5 Type a description for the style in the Description box.
- 6 Enable one of the following buttons:
  - Paragraph With Automatic Update — applies the style to the paragraph in which the cursor is positioned
  - Character With Automatic Update — applies the style to selected text or to text you are about to type

## **Applying text styles**

You can apply a style to text in your document. You can also choose which styles are available.

### **To apply a text style**

- 1 Click Format, Styles.
- 2 Choose a style from the Available Styles list box.
- 3 Click the Insert button.
- 4 Type the text to which you want to apply the style.
- 5 Press ENTER, then BACKSPACE to finish applying the style.

### **To select which styles are available**

- 1 Click Format, Styles.

- 2 Click Options, Settings.
- 3 Enable any of the following check boxes:
  - Styles In Current Document — displays the styles for features, such as footnotes, hypertext, and tables of contents, that are in the active document
  - Styles In Default Template — displays styles found in your default template file
  - WordPerfect System Styles — displays the styles for features, such as headings, footnotes, hypertext, and tables of contents
- 4 Enable one of the following buttons to choose which WordPerfect System Styles to include:
  - WordPerfect Heading Styles — displays only heading styles
  - WordPerfect Heading Styles And All Other System Styles — displays heading styles and styles for headers, footers, comments, etc.

## Editing, copying, and retrieving text styles

You can edit a text style to customize it for your document, and you can copy a style. Copying a style is useful when you want to create a new style that has similar formatting options as an existing style. You can also retrieve a style. When you retrieve a style, the style is attached to the current document. You can then apply the style to text in the document.

### To edit a text style

- 1 Click Format, Styles.
- 2 Choose the style you want to edit from the Available Styles list box.
- 3 Click the Edit button.
- 4 Using the Styles Editor toolbar, click the style attributes you want to apply.
- 5 Do any of the following:
  - Choose an option from the Enter Key Inserts Style list box to define what the ENTER key does when the style is applied.
  - Enable the Show 'Off Codes' check box to display the codes that take effect when a style ends.

### To copy a text style to another template

- 1 Click Format, Styles.

- 2 Choose the style you want to copy from the Available Styles list box.
- 3 Click Options, Copy.
- 4 Enable one of the following buttons:
  - Current Document — associates the style with the active document
  - Default Template — associates the style with the default template
  - Additional Objects Template — associates the style with an additional objects template



- If you choose to copy the style to the current document, you must specify a new name for the style.
  - The Additional Objects Template button is available only if you have specified a second default template to be used for additional objects, such as keyboards, menus, template macros, toolbars, and styles.
- 

### To retrieve a text style

- 1 Click Format, Styles.
- 2 Click Options, Retrieve.
- 3 Type a filename in the Filename box.
- 4 In the Style Type section, enable one of the following buttons:
  - Both — retrieves both the styles you have created and the preset styles provided with WordPerfect
  - User Styles — retrieves only the styles you have created
  - System Styles — retrieves only the preset styles provided with WordPerfect



- When you retrieve a file, the styles in that file are saved with the current document.
- 

### Saving text styles

When you save a style, you can associate it with a specific template or with the active document only, or you can save it as a separate file. Saving a style as a separate file is useful if you plan to use the style with a different template or on a different computer.

### To specify where to save styles

- 1 Click Format, Styles.
- 2 Click Options, Settings.
- 3 In the Save New Styles To section, enable one of the following buttons:
  - Current Document — associates the style with the active document
  - Default Template — associates the style with the default template
  - Additional Objects Template — associates the style with an additional objects template



- The Additional Objects Template button is available only if you have specified a second default template to be used for additional objects, such as keyboards, menus, template macros, toolbars, and styles.

### To save a text style

- 1 Click Format, Styles.
- 2 Click Options, Save As.
- 3 Type a filename in the Filename box.
- 4 In the Style Type section, enable one of the following buttons:
  - Both — includes both the styles you have created and the preset styles provided with WordPerfect
  - User Styles — includes only the styles you have created
  - System Styles — includes only the preset styles provided with WordPerfect

### Restoring a text style to its default appearance

You can reset a system style. System styles are the preset styles provided with WordPerfect. Resetting restores the style to the way it was when you installed WordPerfect.

### To restore a text style to its default appearance

- 1 Click Format, Styles.
- 2 Choose the style from the Available Styles list box.
- 3 Click Options, Reset.
- 4 Click Yes.



## Deleting text styles

You can delete a text style that you have created but you cannot delete any of the preset styles provided with WordPerfect. When you delete a style, you can delete only the style codes or both the style and formatting codes. For information about codes, see “Displaying Reveal Codes” on page 43.

### To delete a text style

- 1 Click Format, Styles.
- 2 Choose the style from the Available Styles list box.
- 3 Click Options, Delete.
- 4 Choose the style you want to delete from the Select Styles To Delete list box.
- 5 Enable one of the following buttons:
  - Including Formatting Codes — deletes the style codes and the formatting codes
  - Leave Formatting Codes In Document — deletes only the style codes





## EDITING DOCUMENTS

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# 5

The WordPerfect writing tools, Spell Checker, Grammatik, and Thesaurus, help you edit your documents.

For information about Spell Checker, see *Using Spell Checker* in the WordPerfect online Help. For information about Grammatik, see *Using Grammatik* in the WordPerfect online Help. For information about Thesaurus, see *Using Thesaurus* in the WordPerfect online Help.

You can undo and redo actions; set Spell Checker options; use shortcuts to automatically check grammar, spelling, and Thesaurus information; find and replace information; and insert comments in your documents. You can also sort words, lines of text, paragraphs, table rows, parallel columns, and merge data file records.

### Correcting text

You can correct text in a variety of ways. You can correct spelling and capitalization, find and replace text, and use the Undo and Redo commands.

### Correcting spelling

You can correct spelling errors using Spell Checker, Spell-As-You-Go, QuickCorrect, Grammatik, and Prompt-As-You-Go. You can check for misspelled words in documents, check spelling for a specified number of pages, and have WordPerfect skip words in the current document only. As you type, WordPerfect underlines in red words that are not in WordPerfect dictionaries. For more information about Spell Checker, see *Using Spell*

Checker in the WordPerfect online Help. For more information about Spell-As-You-Go, see “Using Spell-As-You-Go” on page 147. For more information about QuickCorrect, see “Using QuickCorrect” on page 150. For more information about Grammatik, see Using Grammatik in the WordPerfect online Help. For more information about Prompt-As-You-Go, see “Using Prompt-As-You-Go” on page 148.

### To correct misspelled words

- 1 Right-click a word underlined in red.
- 2 Choose the correct spelling from the available options.



- Words that are not included in any of the WordPerfect dictionaries are underlined in red only if Spell-As-You-Go is enabled. Spell-As-You-Go is enabled by default.
- 

### To check spelling for a specified number of pages

- 1 Click Tools, Spell Checker.
- 2 Click the Spell Checker tab.
- 3 From the Check list box, choose Number Of Pages.
- 4 In the Number Of Pages dialog box, type the number of pages.

### To skip a word when correcting spelling in the current document only

- 1 Right-click the word you want to skip.
- 2 Click Skip In Document.



- Click Spell Checker to start the Spell Checker, which provides more spelling aids.
  - For more information about Spell Checker, see Using Writing Tools in the WordPerfect online Help.
- 

## Correcting capitalization

You can quickly change a word or selected text to all uppercase or lowercase letters, or to lowercase letters with initial caps.

Lowercase and initial capitals exceptions are as follows:

- Words beginning with “I”, such as, “I’m,” “I’d,” “I’ve,” and the first word in each sentence, remain capitalized when you convert text to lowercase.
- When you convert text to initial capitals, the first letter of each word is capitalized, except for articles, prepositions, conjunctions, and some pronouns. If you want to specify additional capitalization exceptions, you can edit the WT9XX.ICR file (where xx is a language code) in PROGRAMFILES\COREL\SHARED\WRITINGTOOLS\9.0.

### To change capitalization

- 1 Select the text or word you want to change.
- 2 Click Edit, Convert Case
- 3 Click one of the following:
  - Lowercase — changes all letters to lowercase
  - Uppercase — changes all letters to uppercase
  - Initial Capitals — changes only the first letter of each word to uppercase



- You can add buttons to the toolbar for Uppercase, Lowercase, Initial Capitals, and Case Toggle. For information about toolbars, see “Creating and editing custom toolbars” on page 631.



- You can also press CTRL + K to switch the selected word or text between uppercase and lowercase.
- You can add buttons for Uppercase, Lowercase, Initial Capitals, and Case Toggle to the toolbar. They are found in the Edit category of the Toolbar Editor.

### Finding and replacing words and text

You can find and replace words and text. You can also find and replace fonts, styles, point sizes, and text formatting attributes. You can find and replace forms of a word, because there can be more than one possible replacement word. For example, if you replace forms of “make” with forms of “do,” the past tense “made” can be replaced by “did” or “done.”

You can customize how you find and replace text by

- searching only in the body of a document, excluding all other substructures (such as headers, footers, endnotes, and equations)

- limiting a search to selected text in a document
- changing the starting point of a search
- limiting the number of times to replace specified text in a document
- finding a word or phrase and having it selected
- selecting all text between the insertion point and the search text
- placing the insertion point before or after the found word

The following table explains the menu items available in the Find And Replace dialog box.

<b>Type menu</b>	<b>What it does</b>
Text	Performs a simple text search
Word Forms	Finds all words that match the root word (such as “go,” “gone,” and “went”)
<b>Match menu</b>	<b>What it does</b>
Whole Word	Finds the text only when it occurs as a separate word; for example, finds “low” but not “lower,” and “allow”
Case	Matches uppercase and lowercase exactly as typed, such as “WordPerfect”
Font	Finds or replaces text in a specific font type or size including attributes, such as 18-point bold
<b>Action menu</b>	<b>What it does</b>
Select Match	Finds and selects the text
Position Before	Places the insertion point in front of the text
Position After	Places the insertion point after the text
Extend Selection	Selects text from the insertion point to a word in the text you have specified
<b>Options menu</b>	<b>What it does</b>
Begin Find At Top Of Document	Begins the search at the top of the document, no matter where the insertion point is
Wrap At Beg/End Of Document	Searches from the insertion point to the end of the document, then searches from the beginning to the insertion point
Limit Find Within Selection	Searches only in selected text
Include Headers, Footers, Etc. In Find	Searches all text, not just the body of the document
Limit Number Of Changes	Replaces only a specified number of occurrences of the search text

### **To find and replace text**

- 1 Click Edit, Find And Replace.
- 2 In the Find list box, type the text to search for.
- 3 In the Replace With list box, type replacement text.
- 4 Click the Replace button.

### **To find the next search item**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Find Next button.



- You can press CTRL + ALT + N to find the next search item.
- 

### **To find a previous search item**

- 1 Follow steps 1 and 2 from the “To find and replace text” procedure.
- 2 Click the Find Prev button.



- You can press CTRL + ALT + P to find previous search items.
- 

### **To delete all occurrences of a word form**

- 1 Follow steps 1 and 2 from the “To find and replace text” procedure.
- 2 Leave the Replace With list box empty.
- 3 Click the Replace All button.

## **Using Undo and Redo**

You can undo an editing action and undo the last Undo action. You can undo changes made to text, graphics, or tables; however, some actions, such as scrolling or saving a document, cannot be reversed using Undo. You can save a history of Undo actions with a document so that you can undo or redo actions after you close the document and open it again. You can undo up to 300 actions in a document when you use the Undo/Redo History feature.

### **To undo an editing action**

- Click Edit, Undo.



- To undo another action, click Edit, Undo.
- 



- You can also click the Undo button on the toolbar.
- 

### **To reverse the last Undo action**

- Click Edit, Redo.
- 



- You can also click the Redo button on the toolbar.
- 

### **To Undo or Redo more than one action**

- 1 Click Edit, Undo/Redo History.
- 2 Choose the action that you want to undo or redo.
- 3 Click one of the following buttons:
  - Undo — lets you undo the action and all actions previous to that action
  - Redo — lets you redo the action and all actions previous to that action

### **To change the number of Undo/Redo History items**

- 1 Click Edit, Undo/Redo History.
  - 2 Click the Options button.
  - 3 Type a value in the Number Of Undo/Redo Items box.
- 



- A large number of items in the Undo/Redo History requires more disk space and memory for editing. If your computer's performance slows, reduce the number of items in the history by following the previous procedure.
- 

### **To save the Undo/Redo History with a document**

- 1 Follow steps 1 and 3 from the previous procedure.
- 2 Enable the Save Undo/Redo Items With Document check box.





- When you save the Undo/Redo History with a document, the size of the file increases.

## Sorting text

You can sort text in a current document or in a file on disk. You can display the sorted text onscreen or you can save it to a file. You can use sorting options to sort any information that contains a structure with records and fields. You can also sort text alphabetically or numerically, in ascending or descending order, or extract specific information from a list.

Five kinds of records are included with WordPerfect. You can sort

- lines
- paragraphs
- table rows
- parallel columns
- merge records

For example, you can alphabetize a simple word list, sort a table of students according to their grades, or extract addresses that contain common information from a list of addresses. You can also create your own sort definitions or edit any of the preexisting ones.

### Records

Text is divided into records and each record contains the same kind of information, such as names with addresses, items in inventory, or client data. Records are subdivided into lines, words, fields, or columns depending on the text format. The record subdivision is used to set parameters for the sort. The way records are divided depends on the record type.

- 1) Each record on this list is sorted by the author's name.
- 2) Each line is a record.
- 3) Tabs divide each record into four fields.

1	Nio Ametro	11 12-1181	Niswan	Nio Am
	Nuzan My	1826-1910	Nuzan	Nuz Um
	Dakor Jak	8087-1025	Dako	Dako Rukh
	Vel Hiam	1707-1888	Veldhem	Velk Lom
	Accun Sim	1901-1865	Accun	Acc Um
	Zarido Lestria	1532-1865	Zari	Zari Lohle
	Loren Apsum	1292-1313	Lorenip	Lore Mip
	Sed Dina	1501-1865	Sedri	Sed Dina
	Dakoe Magna	1853-1910	Dako	Dako Rukh
	Miran Veniam	1047-1722	Mira	Mir Inve
	Susigit Lohortia	11 12-1181	Susigit	Sus Cipu
	Headreit In	1901-1865	Head	Head Dree
	Molistic Con	1001-1865	Molust	Mol Estie
2	Facilian Atvero	1787-1865	Facilian	Fac Hiam
3				

## Sort definitions

You can use sort operators along with sort keys to customize a sort definition. You can create a new sort definition or edit any of the existing sort definitions to extract only the specific information you need.

## Sort keys

You can use sort keys (or rules) to define how you want information sorted. You define the sort keys, then use them to specify which part of the record to sort and the order of the sort. When you define sort keys you are creating a sort definition. The sort keys are numbered from 1 to 9 and applied in order. Key 1 sorts first, Key 2 sorts second, and so on.

## Sort operators

Use the following sort operators when you define the criteria to select for a sort definition.

Symbol	What It Does
	Selects records that meet the conditions of either key.
&	Selects records that meet the conditions of both keys.
=	Selects records that have the same information in an indicated key.
<>	Selects records that do not match the information for an indicated key.
>	Selects records that have information greater than the information for an indicated key.
<	Selects records that have information less than the information for an indicated key.
>=	Selects records that have information greater than or equal to the information for an indicated key.
<=	Selects records that have information less than or equal to the information for an indicated key.
key g	Selects records that contain the word you specify anywhere in the record (global search).



- Each line of text is a field that can be divided into two or more fields using tabs and indents.
- In merge records, fields end with the ENDFIELD code.

## Sorting text

You can sort text using the predefined sort definitions included in WordPerfect. You can also sort uppercase words before lowercase words.

### To sort text

- 1 Position the cursor in the text you want to sort.
- 2 Click Tools, Sort.
- 3 Click the File To Sort button, then choose the file you want to sort.
- 4 Click the Output To button, then choose where you want to output the sorted text.
- 5 From the Sort By list box, choose one of the following:
  - First Word In A Paragraph — each paragraph record ends with two or more hard returns. A paragraph is divided into fields, lines, and words.
  - First Word In A Merge Data File — each merge record ends with an ENDRECORD code. A merge record is divided into fields, lines, and words.
  - First Cell In A Table Row — each record is a row of cells. A cell is divided into columns, lines, and words.
  - First Word In A Parallel Column — each record is a row of parallel columns. A column is divided into columns, lines, and words.
  - First Word In A Line — each line record ends with a hard return. A line is divided into fields and words.
- 6 Click the Sort button.



- If you do not select text, the entire document is sorted.
- 

### To sort uppercase words before lowercase words

- 1 Select the text you want to sort.
- 2 Click Tools, Sort.
- 3 Click one of the following buttons:
  - File To Sort — specifies the file you want to sort
  - Output To — specifies where you want to output the sorted text
- 4 In the Sort By section, enable one of the following buttons:

- Line (Ends With One Hard Return) — sorts by line
  - Paragraph (Ends With One Multiple Returns) — sorts by paragraph
  - Merge Record — sorts by merge record
  - Table Row — sorts by table rows
  - Parallel Column Row — sorts by table column or parallel column
- 5 Click the Options list box, then choose Uppercase Sorts Before Lowercase.  
A check mark next to the Uppercase Sorts Before Lowercase command indicates that the command is enabled.
  - 6 Click the Sort button.

## Sorting text alphabetically and numerically

By using sort definitions, you can sort text alphabetically or numerically.

### To sort text alphabetically

- 1 Position the cursor in the text you want to sort.
- 2 Click Tools, Sort.
- 3 Click the File To Sort button, then choose the file you want to sort.
- 4 Click the New button.
- 5 In the Sort By section, enable one of the following buttons:
  - Line (Ends With One Hard Return) — sorts by line
  - Paragraph (Ends With Multiple Hard Returns) — sorts by paragraph
  - Merge Record — sorts by merge record
  - Table Row — sorts by table rows
  - Parallel Column Row — sorts by table column or parallel column
- 6 In the Keys (Sorting Rules) section, choose Alpha from the Type list box.
- 7 In the Keys (Sorting Rules) section, choose one of the following from the Sort Order list box:
  - Ascending — sorts from smallest to largest order or first to last (A to Z)
  - Descending — sorts from largest to smallest order or last to first (Z to A)

- 8 Click OK.
- 9 Click the Sort button.

### **To sort text numerically**

- 1 Follow steps 1 to 5 from the previous procedure.
- 2 In the Keys (Sorting Rules) section, choose Numeric from the Type list box.
- 3 In the Keys (Sorting Rules) section, choose one of the following from the Sort Order list box:
  - Ascending — sorts from smallest to largest order or first to last (1 to 9)
  - Descending — sorts from largest to smallest order or last to first (9 to 1)
- 4 Click OK.
- 5 Click the Sort button.

## **Sorting records that meet certain criteria**

You can use sort operators to sort records so that only the information you want is included in the sort. For example, Key 1=Smith & Key 3=Nevada selects only records with “Smith” in Key 1 and “Nevada” in Key 3. For more information about sort operators, see “Sorting text” on page 137. You can also sort only some of the records in a document.

### **To sort records that meet certain criteria**

- 1 Click Tools, Sort.
- 2 Click the New button.
- 3 In the Sort Description box, type a name.
- 4 In the Sort By section, enable one of the following buttons:
  - Line (Ends With One Hard Return) — sorts by line
  - Paragraph (Ends With Multiple Hard Returns) — sorts by paragraph
  - Merge Record — sorts by merge record
  - Table Row — sorts by table rows
  - Parallel Column Row — sorts by table column or parallel column
- 5 In the Keys (Sorting Rules) section, choose one of the following from the Type list box:
  - Alpha — sorts in alphanumeric order by letters, then by numbers

- Numeric — sorts by numbers only
- 6 In the Keys (Sorting Rules) section, choose one of the following from the Sort Order list box:
    - Ascending — sorts from smallest to largest order or first to last (A-Z, 1 to 9)
    - Descending — sorts from largest to smallest order or last to first (Z-A, 9 to 1)
  - 7 In the Keys (Sorting Rules) section, tab to the record subdivision boxes and type a value in one of the following boxes that corresponds to the part of the record you want to sort:
    - Line — lets you sort by line
    - Field — lets you sort by field
    - Word — lets you sort by word
  - 8 In the Extract Records box, type selection statements.
  - 9 Click OK, then click the Sort button.



- After you extract records, the original file remains unchanged. The output file contains only the files you specified.
  - You can also use parentheses to group parts of your selection statement.
- 

### **To use only some of the records in a document**

- Select those records first, then define the sort.

## **Sorting dates and specific items**

You can sort dates. You can also sort items in reverse order so that the last item appears first.

### **To sort dates**

- 1 Click Tools, Sort.
- 2 Click the File To Sort button, then choose the file you want to sort.
- 3 Click the New button.
- 4 In the Sort Description box, type a name.
- 5 In the Sort By section, enable the Line (Ends With One Hard Return) button.

- 6 In the Keys (Sorting Rules) section, choose Numeric from the Type list box.
- 7 In the Keys (Sorting Rules) section, choose one of the following from the Sort Order box:
  - Ascending — sorts from smallest to largest order or first to last (1 to 9)
  - Descending — sorts from largest to smallest order or last to first (9 to 1)
- 8 Click OK.
- 9 Click the Sort button.



- You must define a sort key for each part of the date you want to sort. For information about adding a sort key, see “Adding, editing, and deleting sort keys” on page 145.
- When you sort dates by number, forward slashes (/) and dashes (-) act as word separators. In the date 12/25/59, 12 is the first word, 25 is the second word, and 59 is the third word. Define the sort keys by this word order.

### **To sort by the last item in a list**

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 In the Sort By section, enable one of the following buttons:
  - Line (Ends With One Hard Return) — sorts by line
  - Paragraph (Ends With Multiple Hard Returns) — sorts by paragraph
  - Merge Record — sorts by merge record
  - Table Row — sorts by table rows
  - Parallel Column Row — sorts by table column or parallel column
- 3 In the Keys (Sorting Rules) section, choose one of the following from the Type list box:
  - Alpha — sorts in alphanumeric order by letters, then by numbers
  - Numeric — sorts by numbers only
- 4 In the Keys (Sorting Rules) section, choose one of the following from the Sort Order list box:
  - Ascending — sorts from smallest to largest order or first to last (A-Z, 1 to 9)

- Descending — sorts from largest to smallest order or last to first (Z-A, 9 to 1)
- 5 In the Keys (Sorting Rules) section, tab to the record subdivision boxes and type a negative number (-) in one of the following boxes:
    - Line — lets you sort by line
    - Field — lets you sort by field
    - Word — lets you sort by word
  - 6 Click OK, then click the Sort button.

## Creating, editing, and copying sort definitions

You can create a new sort definition, and you can edit, copy, or delete an existing sort definition. You can also sort items in reverse order so that the last item appears first.

### To create a sort definition

- 1 Click Tools, Sort.
- 2 Click the New button.
- 3 In the Sort Description box, type a name.
- 4 In the Sort By section, enable one of the following buttons:
  - Line (Ends With One Hard Return) — sorts by line
  - Paragraph (Ends With Multiple Hard Returns) — sorts by paragraph
  - Merge Record — sorts by merge record
  - Table Row — sorts by table rows
  - Parallel Column Row — sorts by table column or parallel column
- 5 In the Keys (Sorting Rules) section, choose one of the following from the Type list box:
  - Alpha — sorts in alphanumeric order by letters, then by numbers
  - Numeric — sorts by numbers only
- 6 In the Keys (Sorting Rules) section, choose one of the following from the Sort Order list box:
  - Ascending — sorts from smallest to largest order or first to last (A-Z, 1 to 9)
  - Descending — sorts from largest to smallest order or last to first (Z-A, 9 to 1)



- 7 Tab to the record subdivision boxes in the Keys (Sorting Rules) section, and type a value in one of the following boxes that corresponds to the part of the record you want to sort:
  - Line — lets you sort by line
  - Field — lets you sort by field
  - Word — lets you sort by word



- When you create a new sort definition, it is saved in the Sort By list box.
- 

### **To edit a sort definition**

- 1 Click Tools, Sort.
- 2 From the Sort By list box, choose the sort definition you want.
- 3 Click the Edit button.
- 4 In the Sort Description box, type a new name.
- 5 Follow steps 3 to 7 from the previous procedure.

### **To copy a sort definition**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Copy button.
- 3 In the Sort Description box, type a new name.

### **To delete a sort definition**

- 1 Follow steps 1 and 2 from the “To edit a sort definition” procedure.
- 2 Click the Delete button.
- 3 Click Yes.

## **Adding, editing, and deleting sort keys**

You can add a sort key, edit a sort key definition, and delete a sort key.

### **To add a sort key**

- 1 Click Tools, Sort.
- 2 From the Sort By list box, choose the sort definition you want.
- 3 Click the Edit button.

- 4 In the Keys (Sorting Rules) section, click a Key number button.
- 5 In the Keys (Sorting Rules) section, click one of the following buttons:
  - Add Key At End — adds a key to the end of the key list
  - Insert Key Between — adds a key above the row in which the cursor is positioned



- You can add up to nine sort keys.
- 

### **To edit a sort key definition**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the Keys (Sorting Rules) section, choose the key you want to edit.
- 3 In the Keys (Sorting Rules) section, choose one of the following from the Type list box:
  - Alpha — sorts in alphanumeric order by letters, then by numbers
  - Numeric — sorts by numbers only
- 4 In the Keys (Sorting Rules) section, choose one of the following from the Sort Order list box:
  - Ascending — sorts from smallest to largest order or first to last (A-Z, 1 to 9)
  - Descending — sorts from largest to smallest order or last to first (Z-A, 9 to 1)
- 5 In the Keys (Sorting Rules) section, tab to the record subdivision boxes, then type a value in one of the following boxes that corresponds to the part of the record you want to sort:
  - Line — lets you sort by line
  - Field — lets you sort by field
  - Word — lets you sort by word

### **To delete a sort key**

- 1 Follow steps 1 to 3 from the “To add a sort key” procedure.
- 2 Choose the key you want to delete.
- 3 Click the Delete Key button.

## Extracting records without sorting

You can extract records without sorting them.

### To extract records without sorting

- 1 Click Tools, Sort.
- 2 Click the File To Sort button, then choose the file you want to sort.
- 3 Click the New button.
- 4 In the Sort Description box, type a name.
- 5 In the Keys (Sorting Rules) section, tab to the record subdivision boxes, then type a value in one of the following boxes that corresponds to the part of the record you want to sort:
  - Line — lets you sort by line
  - Field — lets you sort by field
  - Word — lets you sort by word
- 6 Enable the Extract Records Without Sorting check box.
- 7 Click OK.
- 8 Click the Sort button.

## Using spelling and grammar tools

WordPerfect provides tools to help you check spelling and grammar. You can use Spell-As-You-Go and Grammar-As-You-Go to correct and prevent spelling and grammar errors. Prompt-As-You-Go helps you identify errors as you create documents by using a color coding system to identify the type of error it encounters. QuickCorrect, QuickWords, Format-As-You-Go, and SmartQuotes can check spelling and grammar automatically as you type. You can also use the SpeedLinks feature to create hyperlink text automatically. For information about SpeedLinks, see “Using SpeedLinks” on page 510. For information about hyperlinking, see “Working with hyperlinks” on page 503.

WordPerfect also has a Spell Checker tool, a Thesaurus tool, and a Grammatik tool. For information about Spell Checker, see Using Spell Checker in the WordPerfect online Help. For information about Thesaurus and Grammatik, see Using Thesaurus and Using Grammatik in the WordPerfect online Help.

## Using Spell-As-You-Go

Spell-As-You-Go underlines misspelled words in red so that you can decide whether to correct them. You can enable and disable Spell-As-You-Go.

### To enable Spell-As-You-Go

- Click Tools, Proofread, Spell-As-You-Go.

A dot next to the Spell-As-You-Go command indicates that Spell-As-You-Go is enabled.

### To disable Spell-As-You-Go

- Click Tools, Proofread, Off.

A dot next to the Off command indicates that Spell-As-You-Go is disabled.



- By default, Spell-As-You-Go is enabled.
- 

## Using Grammar-As-You-Go

Grammar-As-You-Go underlines, in blue, words or phrases that might be incorrect. Grammar-As-You-Go is similar to Grammatik and includes the checking features of Spell-As-You-Go. Spell-As-You-Go underlines misspelled words in red. You can enable or disable Grammar-As-You-Go.

### To enable Grammar-As-You-Go

- Click Tools, Proofread, Grammar-As-You-Go.

A dot next to the Grammar-As-You-Go command indicates that Grammar-As-You-Go is enabled.

### To disable Grammar-As-You-Go

- Click Tools, Proofread, Off.

A dot next to the Off command indicates that Grammar-As-You-Go is disabled.



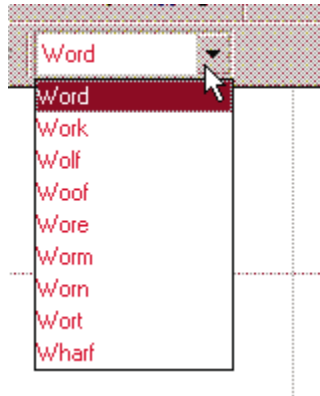
- If Grammar-As-You-Go is enabled, Spell-As-You-Go is also enabled even though there is no dot next to Spell-As-You-Go.
- 

## Using Prompt-As-You-Go

Prompt-As-You-Go can act as a spell-checker, a grammar checker, or a thesaurus, depending on where the insertion point is placed. If you place the insertion point on a misspelled word or a possible grammar error, the Prompt-As-You-Go list box on the Property Bar displays a list of corrections.

If you place the insertion point on a word that is properly spelled and free of grammar errors, the Prompt-As-You-Go list box lists possible synonyms. The Prompt-As-You-Go list box displays suggestions as you type.

For example, if you type “Worf,” you will see the following in the Prompt-As-You-Go list box:



If the text in the Prompt-As-You-Go box is red, the word may be misspelled. If the text is blue, there may be a grammar or usage error. If the text is black, you can choose a synonym to replace the word. If the box is blank, there are no suggestions for the word.

### To enable Prompt-As-You-Go

- Click Tools, Proofread, Prompt-As-You-Go.

A check mark next to the Prompt-As-You-Go command indicates that Prompt-As-You-Go is enabled.



- Enabling or disabling Grammar-As-You-Go or Spell-As-You-Go does not affect Prompt-As-You-Go.

### To use Prompt-As-You-Go

- 1 Click Tools, Proofread, Prompt-As-You-Go.
- 2 Click an underlined word or phrase in your document.
- 3 Choose the replacement text from the Prompt-As-You-Go list box on the Property Bar.



- When you use Prompt-As-You-Go, words are underlined only if Spell-As-You-Go and Grammar-As-You-Go are enabled. If Spell-As-You-Go and Grammar-As-You-Go are disabled, replacement words still appear, but are not underlined.

### **To use Prompt-As-You-Go to view synonyms**

- 1 Click Tools, Proofread, Prompt-As-You-Go.
- 2 Click a word for which you want to see a synonym.
- 3 From the Prompt-As-You-Go list box on the Property Bar, choose a replacement word.



- The Prompt-As-You-Go list box is empty if there are no spelling errors, grammar errors, or thesaurus synonyms.

## **Using QuickCorrect**

You can use QuickCorrect to automatically correct common typing mistakes, accelerate text entry, and begin bulleted, numbered, and alphabetical lists. You can instruct WordPerfect to correct errors automatically when QuickCorrect provides a list of commonly misspelled words and their correct spelling. For example, QuickCorrect can automatically replace “and” with “and.” You can add and delete words from the QuickCorrect list.

QuickCorrect also provides easy formatting solutions, such as curly quotation marks (SmartQuotes), and replaces numbers, such as 1st and 2nd, with superscript ordinal numbers (QuickOrdinals). You can enable or disable these Format-As-You-Go options. You can also add a QuickCorrect entry to the QuickCorrect list for a pair of words. For example, you can replace “by the” with “by the.”

### **To enable QuickCorrect**

- 1 Click Tools, QuickCorrect.
- 2 Click the QuickCorrect tab.
- 3 Enable the Replace Words As You Type check box.

### **To disable QuickCorrect**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Disable the Replace Words As You Type check box.

### To enable or disable automatic correction

- 1 Follow steps 1 and 2 from the “To enable QuickCorrect” procedure.
- 2 Enable the Correct Other Mis-Typed Words When Possible check box.



- When the Correct Other Mis-Typed Words When Possible check box is enabled, WordPerfect replaces typographical errors that have only one possible correction without notifying you of the change. A proper noun or other word not in the QuickCorrect list might be replaced with a different word, so use this option when you are confident that words in your document will be found in the list.
- QuickCorrect is automatically disabled when you edit a macro.

### To add a word to the QuickCorrect list

- 1 Follow steps 1 and 2 from the “To enable QuickCorrect” procedure.
- 2 In the Replace box, type the misspelled word.
- 3 In the With box, type the correctly spelled word.
- 4 Click the Add Entry button.



- QuickCorrect abbreviations are case-sensitive. For example, if you add “wm” for “William”, then type “WM”, QuickCorrect inserts “WILLIAM” in your document.

### To delete a word from the QuickCorrect list

- 1 Follow steps 1 and 2 from the “To enable QuickCorrect” procedure.
- 2 From the Misspelled Word list box, choose the word you want to delete.
- 3 Click the Delete Entry button.
- 4 In the Delete Selected QuickCorrect Entry confirmation box, click Yes.

## Creating QuickWords

A QuickWord is an abbreviation of a word or text. When you type the abbreviation, QuickWords automatically expands it. For example, you can create the QuickWord “cc” to represent the company name (Corel Corporation). Typing “cc” and “CC” inserts the same QuickWord entry. You can create a QuickWord for a word or phrase, and a graphic or logo.

You can make any word a QuickWord and use the abbreviation for that word in columns, words surrounded by borders, words in graphic boxes, or words that have various font attributes, such as bold or underlining. Plain text includes tabs and hard returns but not font attributes or other formatting.

When you expand text as plain text, you can insert a QuickWord in a document other than the one where it was created, and the QuickWord text will look the same as the other text in that document. When you expand text as formatted text, you can insert a QuickWord in a document and include the formatting and graphics that appeared with the QuickWord when you created it.

### To create a QuickWord

- 1 Select the word or phrase that you want to make into a QuickWord.
- 2 Click Tools, QuickWords.
- 3 Click the QuickWords tab.
- 4 Type the word that represents the word or phrase.
- 5 Click the Add Entry button.



- Avoid common words when you create QuickWords. For example, if you make “the” an abbreviation for “theatric,” the word “the” will expand whenever you type it. You may want to add a special character before your QuickWords, such as an ampersand (&) or an asterisk (\*).

### To create a QuickWord for a graphic or logo

- 1 Click View, Reveal Codes to see where the insertion point is located in reference to the graphics box code.
- 2 In the Reveal Codes window, click to the left of the graphics box code, then press SHIFT + RIGHT ARROW to select the graphics box code.
- 3 Click Tools, QuickWords.
- 4 In the QuickWords dialog box, click Options, Expand As Text With Formatting, if you want the graphic to appear in the active document.
- 5 Click the QuickWords tab.
- 6 Type the word that you want to represent the graphic.
- 7 Click the Add Entry button.





- Any text or codes that appear between the Select code and the red insertion point are assigned to the QuickWord.
- The QuickWords option is available only when you use the Reveal Codes window to select the graphic box code.
- Specify a word or characters that are not normally typed, such as “companylogo” for a graphic that represents your company’s logo.



- To select the graphics box code, you can also press SHIFT, then drag the mouse.

## Inserting, changing, and renaming QuickWords

You can insert a QuickWord in your document. A QuickWord is an abbreviation of a word or text that is expanded when you type the abbreviation. You can also change and rename a QuickWord. For more information about QuickWords, see “Creating QuickWords” on page 151.

### To insert a QuickWord

- 1 Type the abbreviation in the document where you want the expanded form to appear.
- 2 Press ENTER.



- You can also press TAB or the SPACEBAR to insert a QuickWord.

### To change the text that a QuickWord represents

- 1 Select the text that you want the QuickWord to represent.
- 2 Click Tools, QuickWords.
- 3 Click the QuickWords tab.
- 4 From the Abbreviated Form list box, choose the QuickWord that you want to change.
- 5 Click the Options button, then click Replace Entry.
- 6 In the Replace QuickWord With New Selection confirmation box, click Yes.

### **To rename a QuickWord**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Choose the QuickWord that you want to rename.
- 3 Click the Options button, then click Rename Entry.
- 4 In the QuickWord Name box, type a new name.

## **Expanding and deleting QuickWords**

You can expand QuickWords as either plain or formatted text as you type or prevent a QuickWord from expanding as you type. You can also delete QuickWords.

### **To expand all QuickWords in the current document as plain text**

- 1 Click Tools, QuickWords.
- 2 Click the QuickWords tab.
- 3 Click the Options button, then choose Expand As Plain Text.

### **To expand all QuickWords in the current document as formatted text**

- 1 Follow steps 1 to 2 from the previous procedure.
- 2 Click the Options button, then choose Expand As Text With Formatting.

### **To expand all QuickWords in the current document**

- 1 Click Tools, Macro, Play.
- 2 In the Play Macro dialog box, double-click the filename EXPNDALL.WCM.



- For information about macros, see “Playing macros” on page 556.
  - When you press ENTER, TAB, or the SPACEBAR, you can make these abbreviations automatically expand into formatted or plain text.
- 

### **To expand all QuickWords as you type**

- 1 Click Tools, QuickWords.
- 2 Enable the Expand QuickWords When You Type Them check box.

### **To prevent all QuickWords from expanding as you type**

- 1 Click Tools, QuickWords.
- 2 Disable the Expand QuickWords When You Type Them check box.



- You can also expand a QuickWord by pressing CTRL + SHIFT + A when Expand QuickWords When You Type Them is disabled.
- 

### **To delete a QuickWord**

- 1 Click Tools, QuickWords.
- 2 Click the QuickWords tab.
- 3 Choose the QuickWord that you want to delete.
- 4 Click Delete Entry.
- 5 In the Delete Selected QuickWord Entry confirmation box, click Yes.

## **Using Format-As-You-Go**

Format-As-You-Go gives you choices about how to handle incorrect capitalization, create lists and outlines as you type, and make the TAB key perform as an indent. You can use the CapsFix, QuickBullets, QuickIndent, QuickLines, and QuickSymbols features in Format-As-You-Go to edit as you type. You can also use QuickLines to create graphic lines, QuickOrdinals to change ordinals to superscript, and QuickSymbols to turn dots and dashes into en dashes and em dashes in a document.

### **To correct capitalization using CapsFix**

- 1 Click Tools, QuickCorrect.
- 2 Click the Format-As-You-Go tab.
- 3 In the Format-As-You-Go Choices section, enable the CapsFix check box.

### **To create a list or outline using QuickBullets**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Format-As-You-Go Choices section, enable the QuickBullets check box.

### **To indent paragraphs using QuickIndent**

- 1 Follow steps 1 and 2 from the “To correct capitalization using Caps Fix” procedure.
- 2 In the Format-As-You-Go Choices section, enable the QuickIndent check box.

### **To insert graphic lines using QuickLines**

- 1 Follow steps 1 and 2 from the “To correct capitalization using Caps Fix” procedure.
- 2 In the Format-As-You-Go Choices section, enable the QuickLines check box.

### **To replace ordinal numbers using QuickOrdinals**

- 1 Follow steps 1 and 2 from the “To correct capitalization using Caps Fix” procedure.
- 2 In the Format-As-You-Go Choices section, enable the QuickOrdinals check box.

### **To change dashes using QuickSymbols**

- 1 Follow steps 1 and 2 from the “To correct capitalization using Caps Fix” procedure.
- 2 In the Format-As-You-Go Choices section, enable the QuickSymbols check box.

## **Using Format-As-You-Go to make sentence corrections**

Format-As-You-Go lets you specify settings for automatic sentence corrections. You can automatically capitalize the first letter in every sentence, correct two initial capitals in a sentence, and delete double spaces between words.

### **To automatically capitalize the first letter in every sentence**

- 1 Click Tools, QuickCorrect.
- 2 Click the Format-As-You-Go tab.
- 3 In the Sentence Corrections section, enable the Capitalize Next Letter After End-Of-Sentence Punctuation check box.

### **To automatically change two initial capital letters in a sentence**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Sentence Corrections section, enable the Correct Two Irregular Capitals (Make A Second Letter Lowercase) check box.

### **To automatically delete double spaces between words in a sentence**

- 1 Follow steps 1 and 2 from the “To automatically capitalize the first letter in every sentence” procedure.
- 2 In the Sentence Corrections section, enable the Change Two Spaces To One Space Between Words check box.

## **Using Format-As-You-Go to make end of sentence corrections**

Format-As-You-Go lets you specify settings for end of sentence corrections. You can convert one space between sentences to two or two spaces to one, and you can change capitalization after the end of a sentence. You can specify that when you change capitalization after the end of a sentence, the entry is automatically added as an exception item. You can also remove exception items.

### **To automatically convert one space between sentences to two spaces**

- 1 Click Tools, QuickCorrect.
- 2 Click the Format-As-You-Go tab.
- 3 In the End Of Sentence Corrections section, enable the Change One Space To Two Spaces Between Sentences check box.

### **To automatically convert two spaces between sentences to one space**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the End Of Sentence Corrections section, enable the Change Two Spaces To One Space Between Sentences check box.

### **To change capitalization after the end of a sentence**

- 1 Follow steps 1 and 2 from the “To automatically convert one space between sentences to two spaces” procedure.
- 2 In the Sentence Corrections section, click the Exceptions button.

- 3 In the Do Not Capitalize Next Letter After This Word box, type the word you want.
- 4 Click the Add Entry button.

### **To automatically add exception items as you type**

- 1 Follow steps 1 and 2 from the “To automatically convert one space between sentences to two spaces” procedure.
- 2 In the Sentence Corrections section, click the Exceptions button.
- 3 Enable the Add Exceptions When You Correct Them In Document check box.

### **To remove exceptions from the exception list**

- 1 Follow steps 1 and 2 from the “To automatically convert one space between sentences to two spaces” procedure.
- 2 In the Sentence Corrections section, click the Exceptions button.
- 3 From the Exception list box, choose the word that you want to delete.
- 4 Click the Delete Entry button.

## **Using SmartQuotes**

You can use SmartQuotes to change the appearance of double, single, and straight quotes in a document.

### **To use SmartQuotes**

- 1 Click Tools, QuickCorrect.
- 2 Click the SmartQuotes tab.
- 3 Enable one or all of the following check boxes:
  - Use Double Quotation Marks As You Type — lets you use double quotes for opening and closing quotes
  - Use Single Quotation Marks As You Type — lets you use single quotes for opening and closing quotes
  - Use Straight Quotation Marks After Numbers -6' — lets you use straight quotes rather than curly quotes when the quote character follows a number
- 4 From the Open and Close list boxes, choose the style of quotes.

### To change the character you use for quotations

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Open or Close list box, delete the character displayed.
- 3 Press CTRL + W, choose a symbol, then click the Insert And Close button.

## Using comments in documents

You can add comments to document text, footnotes, endnotes, and outlines. Comments contain text and formatting, such as font style, justification, margins, and tabs.

You can add a user name, initials, and color to comments. Each comment icon is a rectangle that contains the user initials and color. If you do not specify user initials and a user color, a comment icon displays as a balloon. You can also insert a name, date, or time in the comment. Comments can be deleted from a document by using Reveal Codes. For information about Reveal Codes, see “Displaying Reveal Codes” on page 43.

In Draft view, comments display as shaded text in the text of a document. In Page view and Two Pages view, comments display as icons in the left margin. For information about view modes, see “Viewing documents” on page 39. You can display, hide, or print a comment in a document. You can also convert text to a comment or convert a comment to text.

### Adding and deleting comments

You can add comments to document text, footnotes, endnotes, and outlines. Comments contain text and some formatting, such as font style, justification, margins, and tabs. You can edit comments, specify a user’s name, initials, and color for comments, and delete comments.

#### To add a comment

- 1 Click where you want the comment to appear.
- 2 Click Insert, Comment, Create.
- 3 Type the comment text, then click the *Close button* to return to the main document text.



- You can press CTRL + F4 to return to the main text of your document from the comment window.

### To enable comments

- 1 Click Tools, Settings, Display.
- 2 Click the Document tab.
- 3 Enable the Margin Icons check box.

A check mark next to the Margin Icons command indicates that this command is enabled.



- To view the margin icons, drag the slider on the horizontal scroll bar to the left edge.

---

### To assign a user name and initials to a comment

- 1 Click Tools, Settings, Environment.
- 2 Click the General tab.
- 3 In the User Information section, type your name and initials.

### To assign a user color to a comment

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the User Color button, then click a color on the Color palette.

### To delete a comment

- Right-click the comment or comment icon, then click the Delete button.



- To delete a comment, you can also click the comment code in the Reveal Codes window, then press DELETE.

---

## Editing comments

You can edit comments in a document.

### To edit a comment

- 1 Right-click the comment icon, then click Edit.
- 2 Edit the comment.
- 3 Click one of the following buttons to edit other comments in the document:





- *Next button*



- *Previous button*



- 4 Click the *Close button* to return to the main document text.



- You can also edit a comment by clicking Insert, Comment, Edit.
- 

## Displaying and hiding comments

You can display and hide comments, and you can display information, such as author, color, initials, and creation date and time of comments. By default, comments do not print with the document; however, you can convert them to text in the document and then print them. For information about converting comments, see “Converting text to comments and comments to text” on page 162. For information about printing comments, see “Printing document summaries and comments” on page 460.

### To display comments

- 1 Click Tools, Settings, Display.
- 2 Click the Document tab.
- 3 Enable the Margin Icons check box.



- In Draft view, comments display as shaded text in the body of a document; in Page view and Two Pages view, comments display as balloon icons in the left margin. For more information about view modes, see “Viewing documents” on page 39.
  - When user information is assigned to a comment, the comment icon displays as a box with the initials specified in Environment settings; otherwise, the comment icon displays as a balloon.
- 

### To view information about a comment

- 1 Click the comment icon.
- 2 Right-click the comment, then click Information.

### To hide comments

- 1 Click Tools, Settings, Display.

- 2 Click the Document tab.
- 3 Disable the Margin Icons check box.

## Converting text to comments and comments to text

You can convert text in a document to a comment and comments to text.

### To convert text to a comment

- 1 Select the text you want to convert.
- 2 Click Insert, Comment, Create.



- In Draft view, comments display as shaded text in the main text of a document; in Page view and Two Pages view, comments display as balloon icons in the left margin. For more information about view modes, see “Viewing documents” on page 39.
- If there are multiple comments in your document, use Reveal Codes to find the code for the comment you want to convert. For more information about Reveal Codes, see “Displaying Reveal Codes” on page 43.

---

### To convert a comment to text

- 1 Click after the comment you want to convert.
- 2 Click Insert, Comment, Convert To Text.



- In Page view or Two Pages view, you can also click the comment icon, right-click the comment, then click Convert To Text.

---

## Reviewing and comparing documents

You can forward a WordPerfect document to other WordPerfect users, then have them review it and return it to you. You can send the document by email or save it to a disk. The reviewers can use Review Document to mark their editing changes. Each person’s changes are marked in a different color. When the document is returned to you, you can use Review Document to examine the changes others have made. You can display the document with or without the review markings.

You can move from change to change and accept or reject each one. You can also accept or reject all changes. You can compare the current version of a

document with another version to see what changes have been made. Differences between the versions show as strikeout text or redline text.

You can restore a document to the way it looked before the comparison. You can also remove the strikeout attribute from deleted text but retain the redline attribute for text that has been added or moved.

## Reviewing documents

You can forward a WordPerfect document to other WordPerfect users, then have them review it and return it to you. You can send the document by email or save it to a disk. You can review a document as a reviewer or as an author. When you review as an author, you can display the document with or without revision markings, and you can move from change to change and accept or reject each one.

### To review a document as a reviewer

- 1 Click File, Document, Review.
- 2 Click the Reviewer button.
- 3 Type your user name and initials, then click OK.
- 4 On the Property Bar, click the *Set Color button*, then click a color on the Color Palette to choose the color for your changes.
- 5 Edit the document.
- 6 Click Close.
- 7 Save the document.



- You can use all WordPerfect features, except Sort, to edit a document. Only text editing changes are marked with a color.
- You can edit additions that other users have made; however, you cannot edit or undo previous deletions that other users have made.

### To review a document as an author

- 1 Click File, Document, Review.
- 2 Click the Author button.
- 3 Click one of the following buttons to move from change to change:



- *Previous button*



- *Next button*

4 Click one of the following buttons:



- *Show/Hide* — lets you see the edited text in the document without color markings



- *Insert Current Annotation* — lets you accept the current annotation in the document



- *Insert All Annotations* — lets you accept all annotations in the document



- *Delete The Current Annotation* — lets you reject the current annotation in the document



- *Delete All Annotations* — lets you reject all the annotations in the document

5 Save the document.

### To review a subdocument as an author



- Position the cursor in the subdocument, then click the *Next button* to move from change to change in each subdocument.



- When you are reviewing the document as an author, and you want to move through the document from change to change, you cannot move through subdocuments, such as headers, footers, and footnotes.
- Highlighting the reviewer's notes by selecting text and using the Highlight feature on the Property Bar is not the same as using the Next button and the Previous button as it will not give consistent results and the Author buttons will not work correctly.



- If you want to save the reviewed document in another file format, for example Rich Text Format (RTF), the document will not be in review mode when you open it. The reviewer's remarks are lost because the added text (red) and the deleted text (strikethrough) revert to regular text. You should not save the document to a different file format until Review Documents is complete.

## Comparing documents

You can compare a current version of a document with an earlier version to see what changes have been made. Text that has been added or moved in the current document is displayed as redline text. Text that has been deleted is

displayed as strikethrough text. You can change the appearance of redline text and remove the redline and strikethrough text markings from a document.

### **To compare a document with an earlier version**

- 1 Open both versions of the document you want to compare.
- 2 Click File, Document, Compare.
- 3 In the With box, type the filename of the file you want to compare.
- 4 In the Show Markings In section, enable one of the following buttons:
  - New Document — shows comparison results in a new document
  - Current Document — shows comparison results in the active document
- 5 Click one of the following buttons:
  - Compare/Review — lets you specify a user name and user initials
  - Compare Only — lets you see the comparison results in a summary document

### **To compare markings in the current document or a new document**

- 1 Open the document you want to compare.
- 2 Click File, Document, Compare.
- 3 In the Show Markings In section, enable one of the following buttons:
  - New Document — lets you display compare markings in a new document
  - Current Document — lets you display compare markings in the current document

### **To compare and review the document in one step**

- 1 Open the document you want to compare and review.
- 2 Click File, Document, Compare.
- 3 In the Compare Documents dialog box, click the Compare/Review button.

### **To remove document comparison markings**

- 1 Click File, Document, Remove Markings.
- 2 Enable one of the following buttons:

- Remove Redline Markings And Strikeout Text — restores the current document to the way it looked before the comparison
- Remove Strikeout Text Only — keeps the markings for added and moved text, but removes markings for deleted text
- Remove Document Compare Deletions Only — removes only markings for deleted text
- Remove All Document Compare Markings — removes all markings, insertions, deletions, and moves

## Changing the settings for document review and compare

You can change the settings you use for comparing and reviewing documents, and you can change the appearance of printed redline text.

### To change the settings for comparing and reviewing documents

- 1 Open the document in which you want to change settings.
- 2 Click File, Document, Compare.
- 3 In the Compare Documents dialog box, click the Settings button, then choose Compare Only.
- 4 In the Document Compare Settings dialog box, click the Options tab.
- 5 In the Marking Precision section, enable one of the following buttons:
  - Word — lets you mark a specific word
  - Character — lets you mark specific characters
- 6 In the Characters To Enclose Text To Skip In Comparison box, type the characters between which you want the comparison to skip.  
For example, if you type {}, everything surrounded by {} will be skipped in the comparison.
- 7 In the Summary Of Comparison section, enable one of the following buttons:
  - None — inserts no comparison summary
  - Insert At Beginning — inserts the comparison summary at the beginning of the document
  - Insert At End — inserts the comparison summary at the end of the document
- 8 In the List Of Changes section, enable one of the following buttons:
  - None — shows no changes

- Show Surrounding Context — shows the changes in the context of the document
  - Show Change Only — shows only the changes
- 9 In the Include In Comparison section, enable one or more of the following check boxes:
- Headers/Footers — compares information in headers and footers
  - Comments — compares information in comments
  - Expand Master Documents — compares information in expanded master document

### **To change the appearance of printed redline text**

- 1 Click File, Document, Redline Method.
- 2 Enable one of the following buttons:
  - Printer Default Setting — uses the redline method specific to your printer (usually a shaded background)
  - Mark Left Margin — uses the redline markings to redline text in the left margin
  - Mark Alternating Margins — marks redline text in the left margin for even-numbered pages and in the right margin for odd-numbered pages
  - Mark Right Margin — uses the redline markings to redline text in the right margin







## PAGE LAYOUT AND DESIGN

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# 6

WordPerfect offers many features that improve your page layout and design. You can change the formatting, the physical arrangement of information on a page, and the general physical appearance of the finished document to improve its appearance. You can choose a preset page size definition or create your own, use single-sided or double-sided pages, set page margins, apply columns, and import objects to change the format of a page. You can use guidelines and rulers to align information on a page. WordPerfect also lets you create envelopes and labels.

You can also polish a document using the typographic settings included with WordPerfect. You can change typographical settings throughout a document when you apply features such as kerning, word/letter spacing, leading, settings for text placement, and spacing between characters, words, and lines.

### Setting page size definitions and orientation

A page size definition tells the printer how to format and print your pages. You can choose from preset page size definitions, or you can create your own if what you need is unavailable. You can create page size definitions for pages and envelopes.

Orientation refers to how text is printed and which side of the paper is the top of the page. Portrait orientation prints with the short side of the paper at the top. Landscape orientation prints with the long side of the paper at the top, and the information appears sideways on the page.

Page size definitions are matched to the printer you have selected. A definition might not be available when you change to another printer or a different computer. If the same definition is not available, WordPerfect finds the best match for your page definition, selecting from those that are available with the other printer. If the match does not work, you might need to edit the new definition or recreate the definition.

## Creating and selecting page size definitions

WordPerfect uses a page size definition to tell the printer how to format your pages or envelopes. You can choose from preset page size definitions, or you can create your own if what you need is unavailable. You can customize a page size definition for one page only. Page size definitions can also be edited and deleted. For information, see “Editing and deleting page size definitions” on page 172.

### To create your own page size definition

- 1 Click File, Page Setup.
- 2 Click the Size tab.
- 3 Click the Options button, then choose New from the list box.
- 4 Type a name for the new page size in the Name box.
- 5 From the Type list box, choose a predefined paper size.
- 6 Do the following:
  - In the Width box, type a value for the width of the page
  - In the Height box, type a value for the height of the page
- 7 In the Orientation section, enable one of the following buttons:
  - Portrait — prints text and graphics on a page where the height is greater than the width
  - Landscape — prints text and graphics on a page where the width is greater than the height
  - Both — prints text and graphics on a page in both portrait and landscape orientation
- 8 In the Printing Adjustments section, choose one or both of the following to adjust where text will print on the page:
  - Choose Up or Down from the Vertical box, then type a value in the box to the right of the Vertical box, to specify how much to move text up or down

- Choose Left or Right from the Horizontal box, then type a value in the box to the right of the Horizontal box, to specify how much to move text left or right
- 9 In the Show Page Size For section, enable one of the following buttons:
    - All Printers — lets you display page size definitions for all installed printers
    - Current Printer Only — lets you display page size definitions for the selected printer



- If you want to define your own size of paper, choose User Defined Size in the Size list box.
- 

### To select a preset page size definition

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 From the Page Definition list box, choose a page definition.
- 3 Enable one of the following buttons:
  - Portrait — prints text and graphics on a page whose height is greater than the width
  - Landscape — prints text and graphics on a page whose width is greater than the height
- 4 Enable the Following Pages Different From Current Page check box if you want subsequent document pages to use a different page size and orientation.

### To select a page size definition for one page only

- 1 Position the cursor in the document in which you want to change the page size.
- 2 Click File, Page Setup.
- 3 Click the Size tab.
- 4 From the Page Definition list box, choose a page size.
- 5 Enable the Following Pages Different From Current Page button.



- If you choose Envelope from the Page Definition list box, neither the Portrait nor Landscape button is accessible.
-

## Editing and deleting page size definitions

WordPerfect uses a page size definition to tell the printer how to format your pages or envelopes. Once you have created or selected a page size definition, you can edit it or delete it.

### To edit a page size definition

- 1 Click File, Page Setup.
- 2 Click the Size tab.
- 3 Click the Options button, then choose Edit.
- 4 Choose one of the following:
  - Portrait — lets you edit text and graphics on a page where the height is greater than the width
  - Landscape — lets you edit text and graphics on a page where the width is greater than the height
  - Both — lets you edit text and graphics in both portrait and landscape orientation. If you choose Both, you have to choose a page definition type from the Type list box in the Edit Page Definition dialog box.
- 5 From the Source list box, choose a paper source.
- 6 In the Printing Adjustments section, choose from the following to adjust where text will print on the page:
  - In the Vertical box, choose Up, then type a value in the box to the right of the Vertical box to specify how much to move text up
  - In the Vertical box, choose Down, then type a value in the box to the right of the Vertical box to specify how much to move text down
  - In the Horizontal box, choose Left, then type a value in the box to the right of the Horizontal box to specify how much to move text left
  - In the Horizontal box, choose Right, then type a value in the box to the right of the Horizontal box to specify how much to move text right
- 7 In the Show Page Size For section, enable one of the following buttons:
  - All Printers — lets you display page size definitions for all installed printers
  - Current Printer Only — lets you display page size definitions for the selected printer



- The default paper source is the source specified in the Windows Printer Properties for the selected printer. Select Manual Feed from the Source list box in the Edit Page Definition dialog box only if you put paper in the printer manually, one sheet at a time.

### To delete a page size definition

- 1 Click File, Page Setup.
- 2 Click the Size tab.
- 3 From the Page Definition list box, choose the page size you want to delete.
- 4 Click the Options button, then choose Delete.
- 5 In the Page Definition dialog box, click the Delete button.



- When you delete a page size definition from the Page Definition list box in the Page Size dialog box, you can no longer use that definition. If the page definition in your document has been deleted from the list, your document will print with a similar page definition, but it might not be an exact match.



- All printers have an unprintable zone. If information is formatted to print in this area, it will not print. To shift information out of the unprintable zone, you might need to specify printing adjustments when you define the page size. This information is stored with the printer driver at individual computers.

## Setting single-sided or double-sided pages for a document

You can set either single- or double-sided pages in a document.

### To set single-sided pages for a document

- 1 Click File, Page Setup.
- 2 Click the Margins/Layout tab.
- 3 In the Two-Sided Printing section, enable the Off button.

### To set double-sided pages for a document

- 1 Click File, Page Setup.

- 2 Click the Margins/Layout tab.
- 3 In the Two-Sided Printing section, enable one of the following buttons:
  - Book (Side To Side) — lets you print the document for binding the long edge of a page
  - Tablet (Top To Bottom) — lets you print the document for binding the short edge of a page

## Choosing a document layout for binding

You can give a document extra space for binding. You can also divide pages to create a book or tablet layout because a document contains physical and logical pages.

A physical page appears on screen; a logical page exists within the physical page. When you modify a feature, such as Change Margins For Binding, you are modifying the logical page. You can also divide the physical page into smaller logical pages to create small foldable documents, such as tickets or greeting cards. For information about printing folded and bound documents, see “Printing booklets and defining binding offsets” on page 468. As you edit the document, each logical page is treated as a separate page. The Document Window also changes to show the dimensions of the logical page. After you fill a logical page, the text continues on the next logical page. All the formatting you can use in a regular document applies to the logical pages you create.

### To choose a document layout for binding

- 1 Click File, Page Setup.
- 2 Click the Margins/Layout tab.
- 3 In the Two-Sided Printing section, enable one of the following buttons:
  - Book (Side To Side) — lets you bind the document on the long edge of a page
  - Tablet (Top To Bottom) — lets you bind the document on the short edge of a page
- 4 In the Margins section, type margin values in the Left, Right, Top, and Bottom boxes.
- 5 Click one of the following buttons:
  - Equal — lets you set all four margin settings equal to the last margin size used
  - Minimum — lets you set all four margin settings to the minimum value the current printer settings allow

- 6 Type a value in the Increase Margin For Binding box
- 7 In the Increase Margin For Binding section, enable one of the following buttons:
  - Inside — lets you change the amount of space for binding on the inside margin
  - Outside — lets you change the amount of space for binding on the outside margin

### **To divide a page**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Divide Page button, then choose a dividing option from the list box.

## **Setting styles and margins for binding**

You can change the margins to bind the document from the top to the bottom or from side to side for either single-sided or double-sided documents. You can also set the margins so that the space needed for binding the document is exactly what you need. The settings you choose determine how much space is allowed for binding.

### **To set a style for binding**

- 1 Click Format, Margins.
- 2 Click the Margins/Layout tab.
- 3 In the Increase Margin For Binding section, enable one of the following buttons:
  - Left — lets you use the left edge of the document for binding
  - Right — lets you use the right edge of the document for binding
  - Top — lets you use the top edge of the document for binding
  - Bottom — lets you use the bottom edge of the document for binding
- 4 Type a value in the Increase Margin For Binding box.
- 5 Enable the Alternating check box.

For example, if you enable the Top button and the Alternating check box together, a document will be equally spaced because the amounts of space for binding at the top of one page and at the bottom of the other page are balanced.

### To set the margins for binding single-sided documents

- In the Two-Sided Printing section, enable the Off button.



- The Left, Right, Top, Bottom, and Alternating options are only available when you disable the Two-Sided Printing button.
- 

### To set a margin for binding two-sided documents

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Two-Sided Printing section, enable one of the following buttons:
  - Book (Side To Side) — lets you bind the document on the long edge of a page
  - Tablet (Top To Bottom) — lets you bind the document on the short edge of a page
- 3 In the Increase Margin For Binding section, enable one of the following buttons:
  - Inside — lets you change the amount of space for binding on the inside margin
  - Outside — lets you change the amount of space for binding on the outside margin

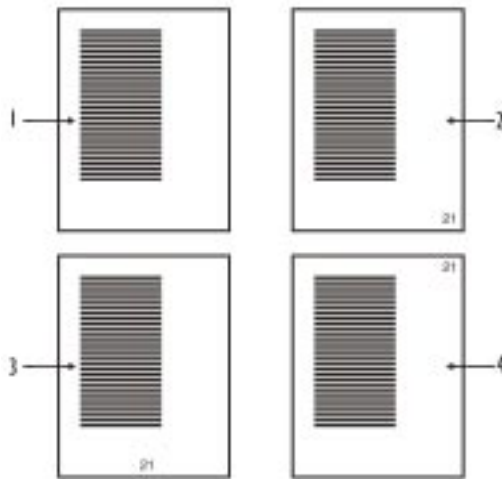
## Numbering pages

You can number pages, chapters, volumes, and secondary pages in a document. You can define the numbering format you want to use and choose a position for numbers.



The following illustration shows various page numbering positions:

- 1) no page number
- 2) page number in the bottom right corner
- 3) page number at the bottom center
- 4) page number in the top right corner.



You can choose from several common page numbering formats or create a custom format of your own.

## Inserting page numbers

You can insert page numbers so that they appear on every page in your document. You can define the numbering format you want to use and choose a position for page numbers.

WordPerfect provides several standard page numbering formats that you can use to number the pages in a document. You can also create custom page numbering formats. For information about custom formats, see “Customizing page numbering formats” on page 181.

### To insert page numbers

- 1 Click Format, Page, Numbering.
- 2 From the Position list box, choose a position for the page numbers.
- 3 From the Page Numbering Format list box, choose a format for the page numbers.



- The sample facing pages in the Select Page Numbering Format dialog box show where the page numbers will be positioned and how they will look in print.

## Inserting page, chapter, and volume numbers in document text

You can insert page, chapter, and volume numbers in document text so that they appear only on one page and not throughout the document.

### To insert page, chapter, or volume numbers in document text

- 1 Position the cursor where you want to insert the number in your document.
- 2 Click Format, Page, Insert Page Number.
- 3 Choose one of the following:
  - Page — lets you define a custom numbering style for pages
  - Chapter — lets you define a custom numbering style for a chapter
  - Volume — lets you define a custom numbering style for a volume
  - Secondary Page — lets you define a custom numbering style for secondary pages
  - Total Pages — lets you define a custom numbering style for total pages (for example, page 6 of 10)
- 4 Click the Insert button.

## Changing the appearance of page numbers

You can change the appearance of page numbers by changing the font face and font size. You can also change the font style, which includes appearance attributes, such as bold or italic, and the color and shading of fonts.

### To change the font for page numbers

- 1 Position the cursor on the page where you want the font change to begin.
- 2 Click Format, Page, Numbering.
- 3 Click the Font button.
- 4 From the Face list box, choose a font.

### To change the font size for page numbers

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 From the Size list box, choose a font size.

### To change the color and style for page numbers

- 1 Follow steps 1 to 3 from the “To change the font for page numbers” procedure.
- 2 In the Appearance section, enable the check boxes for the appearance attributes you want to apply.
- 3 Click the Color button, then choose a color from the Color Palette.
- 4 In the Shading box, type a percentage to lighten or darken the text.

### Setting page, chapter, and volume numbers

You can specify the current page, chapter, or volume number in a document. For example, when you start a new chapter, you can set the chapter number to two and the first page of the new chapter to one.

When you change the numbering for a page, chapter, or volume, numbering begins with the new number from that point forward in the document.

#### To set a page number

- 1 Click Format, Page, Numbering.
- 2 Click the Set Value button.
- 3 Click the Page tab.
- 4 In the Set Page Number box, type a new page number.
- 5 Enable one of the following buttons:
  - Always Keep Number The Same — ensures that the number remains the same when the document is edited
  - Let Number Change As Pages Are Added Or Deleted — lets the number change as the document is edited



- When you merge a multiple-page form document, you can restart the page numbering for each merged record by enabling the Always Keep Number The Same check box.
- 

#### To set a chapter number

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Chapter tab.
- 3 In the Set Chapter Number box, type a new chapter number.

- 4 Enable one of the following buttons:
  - Always Keep Number The Same — ensures that the number remains the same when the document is edited
  - Let Number Change As Chapters Are Added Or Deleted — lets the number change as the document is edited

#### **To set a volume number**

- 1 Follow steps 1 and 2 from the “To set a page number” procedure.
- 2 Click the Volume tab.
- 3 In the Set Volume Number box, type a new number.
- 4 Enable one of the following buttons:
  - Always Keep Number The Same — ensures that the number remains the same when the document is edited
  - Let Number Change As Volumes Are Added Or Deleted — lets the number change as the document is edited

#### **To set a secondary page number**

- 1 Follow steps 1 and 2 from the “To set a page number” procedure.
- 2 Click the Secondary tab.
- 3 In the Set Secondary Page Number box, type a new number.
- 4 Enable one of the following buttons:
  - Always Keep Number The Same — ensures that the number remains the same when the document is edited
  - Let Number Change As Pages Are Added Or Deleted — lets the number change as the document is edited

### **Inserting and resetting the total pages number format**

You can insert the total pages number format into document text. The numbering is applied from the insertion point forward in the document, and the numbers are updated as the document is edited. You can also reset the total pages number format.

#### **To insert the total pages number format**

- 1 Click Format, Page, Numbering.
- 2 From the Page Numbering Format list box, choose Page 1 of 1.

### **To reset the total pages number format**

- 1 Click Format, Page, Insert Page Number.
- 2 Click the Value/Adjust button.
- 3 Click the Total Pages tab.
- 4 From the Page Number Method list box, choose a method.

### **Customizing page numbering formats**

WordPerfect provides several standard page numbering formats that you can use to number the pages in a document. You can also create custom page numbering formats. For example, you can have page numbers include the name of the document they are numbering, as in “Salary Report, Page 1.”

You can delete the custom page numbering formats you create. However, you cannot delete the preset page numbering formats provided with WordPerfect.

### **To create a page numbering format**

- 1 Click Format, Page, Numbering.
- 2 Click the Custom Format button.
- 3 In the Custom Page Numbering Format (Numbering Codes With Text) box, position the cursor where you want to insert a number code.
- 4 Choose a number style from one of the following list boxes:
  - Page — lets you define a custom numbering style for pages
  - Total Pgs — lets you define a custom numbering style for total pages (for example, page 6 of 10)
  - Chapter — lets you define a custom numbering style for a chapter
  - Volume — lets you define a custom numbering style for a volume
  - Secondary Pg — lets you define a custom numbering style for secondary pages
- 5 Click the Insert In Format button.

A code is inserted in the Custom Page Numbering Format (Numbering Codes With Text) box for each number style you select.
- 6 In the Custom Page Numbering Format (Numbering Codes With Text) box, type any text that you want to appear with the number codes.



- The five most recently used formats appear at the top of the Custom Page Numbering Format (Numbering Codes With Text) list box so that you can quickly apply them.
  - The preview line just below the Custom Page Numbering Format (Numbering Codes With Text) box displays the new format.
  - For each custom format you create, you can choose only one type of number from each list box.
- 

### **To delete a page numbering format**

- 1 Click Format, Page, Numbering.
- 2 From the Page Numbering Format list box, choose the format you want to delete.
- 3 Press DELETE.

### **Forcing a page number**

You can force a page break or a page number so that a certain page in a document always has an odd or even page number. You can also insert a new page.

#### **To force a page number**

- 1 Position the cursor on the page where you want to force the page break or insert the page number.
- 2 Click Format, Page, Force Page.
- 3 Enable one of the following buttons:
  - None — numbers the page sequentially in the document
  - Current Page Odd — inserts a blank page when necessary to make sure the current page always has an odd page number
  - Current Page Even — inserts a blank page when necessary to make sure the current page always has an even page number
  - Start New Page — starts a new page

### **Suppressing and discontinuing page numbers**

You can remove page numbering from one page in your document. You can also discontinue the page numbers so that they are removed from the entire document.

### **To suppress a page number**

- 1 Click Format, Page, Suppress.
- 2 Enable the Page Numbering check box.

### **To discontinue page numbers**

- 1 Click Format, Page, Numbering.
- 2 From the Position list box, choose No Page Numbering.

## **Formatting pages**

When you change the format of a document, you are changing the physical arrangement of information on a page and the general physical appearance of the finished document. You can change the format for part of a page or for a whole page. You can apply one format to selected text and apply a different format to other text in the same document. You can set margins, force a new page, change the text flow in your document with hard or soft returns, change the spacing between paragraphs and lines of text, change the line height, and add text or graphics.

For information about formatting columns, see “Creating columns” on page 188.

### **Setting page margins**

You can set margins for your document using guidelines — vertical or horizontal dotted lines that appear on the page, measurements, or the margin markers found on the Ruler. Margin markers enclose the white space that appears between the left and right sides of the Ruler.

Margin settings affect the current page and subsequent pages until you change them. Left and right margins are used to set the length of the lines in your document. You can set margins before you enter text, or you can apply margins to the text you select. Margin codes appear in, and can be deleted from, the Reveal Codes window. For more information about Reveal Codes, see “Displaying Reveal Codes” on page 43.

### **To set the page margins using the margin guidelines**

- 1 Click View, Guidelines, Margins.
- 2 Position the cursor on one of the following guidelines:
  - Left vertical dotted guideline
  - Right vertical dotted guideline
  - Upper horizontal dotted guideline

- Lower horizontal dotted guideline
- 3 Use the double-sided arrow to drag the guideline to the position you want.

### **To set the page margins using exact measurements**

- 1 Position the cursor on a page.
- 2 Click Format, Margins.
- 3 Click the Margins/Layout tab.
- 4 In the Margins section, type values in any of the following boxes:
  - Left — lets you specify where the left margin starts
  - Right — lets you specify where the right margin starts
  - Top — lets you specify where the top margin starts
  - Bottom — lets you specify where the bottom margin starts
- 5 Click one of the following buttons:
  - Equal — lets you set all four margin settings equal to the last margin size used
  - Minimum — lets you set all four margin settings to the minimum value the current printer settings allow



- Use Margins to change document margins for a page or more.
- 

### **To change margins for a few paragraphs only**

- 1 Click Format, Paragraph, Format.
- 2 Choose from the following:
  - First Line Indent — lets you choose the indentation of the first line
  - Left Margin Adjustment — lets you choose the spacing for the left margin
  - Right Margin Adjustment — lets you choose the spacing for the right margin
- 3 In the Spacing Between Paragraphs section, enable one of the following buttons:



- Number Of Lines — lets you choose the number of lines between paragraphs
- Distance In Points — lets you choose the distance in points between paragraphs

### **To set the page margins using the Ruler**

- 1 Position the cursor in the white area slightly below the horizontal Ruler.
- 2 Drag the margin marker to a new location on the Ruler.

## **Forcing a new page**

You can start a new page at any point in your document.

### **To force a new page**

- 1 Position the cursor where you want to start the new page.
- 2 Do one of the following:
  - Click Insert, New Page
  - Press CTRL + ENTER



- In Draft view, the new page break is represented as a double line.
  - For information about forcing a new page number, see “Forcing a page number” on page 182.
- 

## **Using hard and soft returns**

You can change the text flow in your document by using hard or soft returns.

### **To insert a hard return**

- At the end of a line or paragraph, press ENTER.

### **To insert a soft return**

- As you type, WordPerfect automatically inserts a soft return at the end of each line.



- A soft return wraps text to the next line.

- A soft return has an [SRt] code and a hard return has an [HRt] code. Hard and soft return codes are displayed in the Reveal Codes window. For more information about Reveal Codes, see “Displaying Reveal Codes” on page 43.
- The distance between lines of text is the same, whether the lines end with an [HRt] or an [SRt]. For information about increasing the distance between paragraphs, see “Inserting additional space between paragraphs” on page 186.

---

## Inserting additional space between paragraphs

WordPerfect lets you insert space between paragraphs.

### To insert additional space between paragraphs

- 1 Click Format, Paragraph, Format.
- 2 In the Spacing Between Paragraphs section, enable one of the following buttons
  - Number Of Lines — lets you specify a number to multiply the current line spacing setting
  - Distance In Points — lets you specify the number of points you want between lines



- For information about hard and soft returns, see “Using hard and soft returns” on page 185.



- If line spacing is set at 1 and you specify 3, 3 lines will be inserted between each paragraph of text.

---

## Changing the spacing between lines of text

You can change the spacing between lines of text.

### To change the spacing between lines of text

- 1 Do one of the following:
  - Position the cursor where you want to change the line spacing
  - Select the text you want to change

- 2 Click Format, Line, Spacing.
- 3 In the Spacing box, type the number by which you want to multiply the current line height.



- For more information about line height, see “Changing the line height” on page 187.



- In the Spacing box, double spaced text is represented by 2.0 lines of white space between lines of text and single spaced text is represented by 1.0.
- 

## Changing the line height

Line height refers to the distance between the top of one line of text and the top of the next line of text. Line height is set according to the font being used. You can change the line height.

### To change the line height

- 1 Do one of the following:
  - Position the cursor in the paragraph where you want the setting to begin
  - Select text in the paragraphs you want to change
- 2 Click Format, Line, Height.
- 3 Enable one of the following buttons:
  - Automatic — automatically defines the line height according to the font being used
  - Fixed — lets you specify the height of the height line
  - At Least — lets you specify the minimum height of the height line

## Importing text and objects onto a page

You can import an object using Copy and Paste or Copy and Paste Special. The object can be text, graphics, sound clips, video clips, or spreadsheet cells — anything that you can copy from one application to another.

Pasting copies the object from one application to another with no connection. You can use this method when you do not plan to make changes to the object. When you cut or copy an object, it is stored in the Windows Clipboard. You can then paste the object elsewhere in that same document or in another

Windows application. Use Paste Special to select a specific format when you paste information from the Clipboard into WordPerfect. For information about copying, cutting, and pasting, see “Cutting, copying, and pasting text and graphics” on page 131. For more information about different methods of importing text and objects, see “Working with linking and embedding” on page 420.

### To import an object by copying and pasting

- 1 In any Windows application, select the object.
- 2 Click Edit, Copy.
- 3 Switch to WordPerfect.
- 4 Click Edit, Paste.



- Click Edit, Paste Special to choose how the information is inserted into your document. For example, when you paste text you can choose to paste it in an Unformatted Text format or as Rich Text Format.
- 

## Creating columns

You can use columns to divide text vertically on a page. There are four types of columns.

- Newspaper — flows text down a column to the bottom of a page or column break, then continues it at the top of the next column to the right
- Balanced Newspaper — adjusts newspaper columns so that columns are of equal length
- Parallel — groups columns across the page in rows or starts subsequent rows below the longest column of the previous row. Parallel columns are useful for scripts, charts, or lists.
- Parallel With Block Protect — keeps all rows of the columns together across page breaks

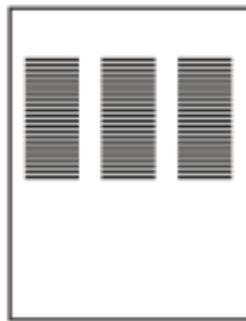
### Creating and deleting columns

You can create columns and apply them to existing text. You can create four basic types of columns — Newspaper, Balanced Newspaper, Parallel, and Parallel With Block Protect — to divide text vertically on the page and to use in documents such as newsletters, glossaries, scripts, or inventory lists.

Text in newspaper columns flows to the bottom of a page or column break and starts again at the top of the next column.



Balanced newspaper columns have the same length.



Text in parallel columns is grouped across the page in a row.



.....  
Block Protect forces  
the entire row of text  
to the next page.  
.....



Any column can be deleted. You can use the Reveal Codes window to see column entries in your document, and you can use shortcuts to make it easy to move around in columns. For more information about Reveal Codes, see “Displaying Reveal Codes” on page 43.

The following table provides shortcut keys to use in columns:

To move to...	Press...
The top of a column	ALT + HOME
The last line of a column	ALT + END
The previous column	ALT + LEFT ARROW
The next column	ALT + RIGHT ARROW

### To apply columns to a page

- 1 Position the cursor on a page.
- 2 Click Format, Columns.
- 3 In the Number Of Columns box, type the number of columns you want.
- 4 In the Type of Columns section, enable one of the following buttons:
  - Newspaper — makes text flow down a column to the bottom of a page or column break, then continues it at the top of the next column
  - Balance Newspaper — adjusts newspaper columns so that columns are of equal length
  - Parallel — groups columns across the page in rows, and starts subsequent rows below the longest column of the previous row
  - Parallel W/Block Protect — keeps all rows of the columns together across page breaks



- You can also click the Columns button on the WordPerfect toolbar, then specify the number of columns and other options.
  - Press CTRL + ENTER to end one column and start the next column.
- 

### **To delete columns**

- 1 Click in the columns you want to remove.
  - 2 Click Format, Columns.
  - 3 Click the Discontinue button.
- 



- You can also delete columns using the Reveal Codes window. Click on the column definition code, then press DELETE or drag the COL DEF code out of the window.
- 

## **Adding a vertical line to columns**

You can change the appearance of columns when you insert a vertical line, add a border, add shading, or add a table. You can change the color, line style, or drop shadow of the line between columns. For more information about applying color, line style, or the drop shadow feature, see “Using borders and fills” on page 284.

For information about adding tables to columns, see “Creating a table by converting text” on page 217.

### **To insert a vertical line between columns**

- 1 Position the cursor in a column.
- 2 Click Format, Columns.
- 3 Click the Border/Fill button.
- 4 Click the Border tab.
- 5 Choose single vertical line from the Available Border Styles box.

### **To apply a border only to a selected column group**

- Select the column, then enable the Apply Border To Current Column Group Only check box.



- If you disable the Apply Border To Current Column Group Only check box, the vertical line separates all columns on the current page and all subsequent pages in the document.

## Changing spacing in and between columns

You can adjust the amount of white space — gutter — between the columns in your document. You can change the spacing in and between columns by using the Margins dialog box, the Ruler, guidelines and by adjusting the width of columns.

### To set the space between columns

- 1 Click Format, Columns.
- 2 Type a value in the Space Between box.



- If you are setting the space in parallel columns, or parallel columns with block protect, you can specify the number of lines between rows in the Extra Line Spacing In Parallel Columns box.

### To adjust column width and gutter

- 1 Click Format, Columns.
- 2 In the Column 1 box, type a width value.
- 3 In the Space box, type a value representing the amount of white space you want between column 1 and column 2.  

To keep the width of the column or space regardless of width or margin changes in other columns, enable the Fixed check box beside the Space box, the Column 1 box, or the Column 2 box.
- 4 In the Column 2 box, type a width value.
- 5 In the Space box, type a value representing the amount of space you want between column 2 and column 3.
- 6 Repeat for each additional column according to the number of columns you have specified in the Number Of Columns box. For example, if you have 3 columns, click in the Column 3 box to change the width for that column.





- The value that appears in the Space box is the same value that appears in the Space Between box. Adjustments to the space setting can be made in either box.

### **To change the column width**

- Position the cursor in the gutter between column guidelines, then drag left or right to resize the columns.

### **To change gutter width using the Ruler**

- 1 In the column you wish to change, click the margin marker on the Ruler.
- 2 Drag the margin marker to a new location.



- You can drag the gray space between column width markers to move a gutter left or right.

### **To change gutter width using column guidelines**

- 1 Position the cursor over a column guideline for the column you wish to change.
- 2 Drag the column guideline.

## **Importing text and objects into columns**

You can import text and objects into columns.

### **To import text into columns**

- 1 Position the cursor in a column.
- 2 Click Insert, File.
- 3 Choose the drive where the file is stored from the Look In list box.
- 4 Double-click the folder in which the file is stored.
- 5 Click the file name, then click the Insert button.

### **To import objects into columns**

- 1 Position the cursor in the column in which you want to insert an object.

- 2 Click Insert, Graphics, Clipart.
- 3 Choose an image from the Scrapbook, then click the Insert button.

## Creating envelopes

WordPerfect provides an envelope page layout that you can use to create envelopes. Envelopes are added to the end of your document as a page. You can format the text used for an envelope, and you can add graphics to an envelope in the same way that you would for any document. For more information about formatting, see “Formatting documents” on page 71. For more information about graphics, see “Working with graphics” on page 257.

You can create an envelope using the return and mailing addresses you specify, or you can use the addresses in the CorelCENTRAL Address Book. You can change the position of the return and mailing addresses on an envelope and specify a size for your envelope. You can also insert a POSTNET bar code on an envelope.

You can easily create envelopes using the PerfectExpert. For more information about the PerfectExpert, see “Using the PerfectExpert” on page 549.

### Creating an envelope

You can create an envelope using the return and mailing addresses you type, or you can choose return and mailing addresses from the CorelCENTRAL Address Book. For more information about the CorelCENTRAL Address Book, see Using CorelCENTRAL Address Book in the WordPerfect online Help.

#### To create an envelope

- 1 Click Format, Envelope.  
An envelope template appears in the Document Window and the cursor is positioned at the mailing address position.
- 2 Type the mailing address.
- 3 Position the cursor in the upper left corner, then type the return address.

#### Using a return address from the CorelCENTRAL Address Book

- 1 Click Format, Envelope.
- 2 On the Property Bar, click the *Return Address button*, then choose one of the following:



- No Return Address — moves the cursor from the return address position to the mailing address position
  - Address Book — lets you choose a return address from the CorelCENTRAL Address Book
- 3 In the CorelCENTRAL Address Book, choose the entry you want to use for the address.
  - 4 Click the Insert button.
  - 5 In the Format Address dialog box, choose the format you want to use from the Format list box.

A preview of the address is displayed in the window to the right of the Format list box.



- The most recently used return address becomes the default return address for future documents.
- 

### Using a mailing address from the CorelCENTRAL Address Book



- 1 Click Format, Envelope.
- 2 On the Property Bar, click the *Mailing Address button*, then click Address Book.
- 3 Follow steps 3 to 5 from the previous procedure.



- After you insert a name from the CorelCENTRAL Address Book, that name displays in the list of options for the Return Address button and the Mailing Address button.
- 

### Changing the position of addresses on an envelope

You can change the position of the return and mailing addresses on an envelope.

#### To change the position of addresses on an envelope



- 1 Click Format, Envelope.
- 2 On the Property Bar, click the *Envelope Positions button*.
- 3 In the Return Address Position section, do the following:
  - Type a value in the From Left box

- Type a value in the From Top box
- 4 In the Mailing Address Position section, do the following:
    - Type a value in the From Left box
    - Type a value in the From Top box

## Changing the size of an envelope

You can change the size of an envelope. You can choose from preset sizes provided with WordPerfect, or you can create a custom size definition.

### To change the size of an envelope

- 1 Click Format, Envelope.
- 2 Click File, Page Setup.
- 3 Click the Size tab.
- 4 Choose a size from the Page Definition list box.
- 5 Click the Margins/Layout tab.
- 6 In the Margins section, do any of the following:
  - Enter a value in the Left box to change the left margin setting
  - Enter a value in the Right box to change the right margin setting
  - Enter a value in the Top box to change the top margin setting
  - Enter a value in the Bottom box to change the bottom margin setting
  - Click the Equal button to make all margin settings the same
  - Click the Minimum button to make all margin settings the minimum distance



- You can also change the size of an envelope by clicking the Envelope Size button on the Property Bar, then choosing a new envelope size.
- 

### To create a custom size definition

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Options button, then click New.
- 3 In the Name box, type a name for the page definition.
- 4 From the Type list box, choose Envelope.

- 5 Do one of the following:
  - Choose an envelope size from the Size list box
  - Enter values in the Width and Height boxes to define the envelope size
- 6 In the Orientation section, enable one of the following buttons:
  - Portrait — orients the page so that it prints from left to right across its shortest dimension
  - Landscape — orients the page so that it prints from left to right across its longest dimension
  - Both — lets you print the page in both portrait and landscape orientation



- You can create a size definition by clicking the Envelope Size button on the Property Bar, then clicking Page Setup.
- 

### Inserting a POSTNET bar code on an envelope

You can insert a POSTNET bar code on an envelope. You can use an 11-digit delivery point bar code, a 5-digit ZIP code, or a 9-digit ZIP code.

#### To insert a POSTNET bar code on an envelope

- 1 Click Insert, Other, Bar Code.
- 2 In the Bar Code Digits box, type the bar code or ZIP code.
- 3 In the Position section, enable one of the following buttons:
  - None — places the bar code at the insertion point
  - Position Bar Code Above Address — places the bar code above the mailing address
  - Position Bar Code Below Address — places the bar code below the mailing address

## Creating labels

WordPerfect lets you create labels for items, such as addresses, file folders, and disks. The appearance of labels is determined by label definitions, which are found in labels files. You can create and edit labels files, or you can select label definitions from existing labels files. You can create, edit, and delete label definitions.

You can change the default settings for labels, and you can insert addresses and POSTNET bar codes on labels. You can also discontinue labels.

## Using labels files

You can select a preexisting label definition from a labels file. You can create a labels file of your own or edit the name and description of an existing labels file. Labels files are saved with a .LAB extension. You can also delete label definitions in a labels file. For information about label definitions, see “Creating and editing label definitions” on page 200.

### To select a labels file

- 1 Click Format, Labels.
- 2 Click the Change button.
- 3 Choose a labels file from the Filename list box.
- 4 Click the Select button.

### To create a labels file

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Create button.
- 3 Type a filename in the Filename box.
- 4 Type a description in the Description box.



- Each labels file contains label definitions. You cannot copy definitions to another labels file; you must recreate a definition to add it to another file.
- 

### To edit a labels file

- 1 Follow steps 1 and 2 from the “To select a labels file” procedure.
- 2 Click the Edit button.
- 3 Type a new filename in the Filename box.
- 4 Type a new description in the Description box.

### To delete a label definition from a labels file

- 1 Click Format, Labels.
- 2 In the List Labels For section, enable one of the following buttons:

- Laser — displays label definitions for sheets of paper to be fed through a laser printer
  - Tractor-Fed — displays label definitions for sheets with holes along the sides to guide the labels through the printer
  - Both — displays label definitions for both Laser and Tractor-Fed sheets of paper
- 3 From the Labels list box, choose the label definition you want to delete.
  - 4 Click the Delete button.
  - 5 Click the Yes button.



- If you delete a label definition from a labels file, you cannot recover it.
- 

## Changing default settings for labels

You can change the default labels file and choose the type of labels to display as default.

### To change the default labels file

- 1 Click Tools, Settings.
- 2 Click Files.
- 3 Click the Labels tab.
- 4 In the Default Label File box, type a filename and path.
- 5 Enable the Update Favorites With Changes check box to include the new default file in your Favorites folder.

### To choose the type of labels to display as default

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the List Labels For section, enable one of the following buttons:
  - Laser — displays label definitions for sheets of paper to be fed through a laser printer
  - Tractor-Fed — displays label definitions for sheets with holes along the sides to guide the labels through the printer
  - Both — displays label definitions for both Laser and Tractor-Fed sheets of paper



- If you delete a label definition from the default labels file, you need to reinstall WordPerfect to use the definition again.
- 

## Creating and editing label definitions

You can create a label definition. You can edit a label definition by changing the appearance, location, and label sheet size for labels. Labels are arranged on the page in columns and rows. You can also choose label definitions. For information about choosing label definitions, see “Printing labels” on page 462.

### To create a label definition

- 1 Click Format, Labels.
- 2 Click the Create button.
- 3 In the Label Description box, type a description.

### To edit the appearance of a label

- 1 Click Format, Labels.
- 2 Choose a label definition from the Labels list box.
- 3 Click the Edit button.
- 4 In the Label Size section, type a size in the Width box.
- 5 In the Label Size section, type a size in the Height box.
- 6 In the Label Margins section, type a distance in the following boxes:
  - Left — lets you specify the distance from the left edge of the page
  - Right — lets you specify the distance from the right edge of the page
  - Top — lets you specify the distance from the top of the page
  - Bottom — lets you specify the distance from the bottom of the page

### To edit the location of labels on a page

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the Labels Per Page section, type the number of columns in the Columns box.
- 3 In the Labels Per Page section, type the number of rows in the Rows box.
- 4 In the Space Between Labels section, type the distance between two columns in the Columns box.



- 5 In the Space Between Labels section, type the distance between two rows in the Rows box.
- 6 In the Top Left Label section, type a distance from the top edge of the page to the top edge of the label in the Top Edge box.
- 7 In the Top Left Label section, type a distance from the left edge of the page to the left edge of the label in the Left Edge box.



- An error message appears if the label size multiplied by the labels per page exceeds the label sheet size, if the total size of both margins exceeds the size of the label, and if the distance between labels or top left label amounts is too big for all labels to fit on a page.

### To edit a label sheet size

- 1 Follow steps 1 to 3 from the “To edit the appearance of a label” procedure.
- 2 Click the Change button.
- 3 Choose a paper size from the Size list box.
- 4 Type the page dimensions in the Width box and the Height box.
- 5 Choose a paper source from the Source list box.
- 6 In the Orientation section, change font orientation by enabling one of the following buttons:
  - Portrait — prints text and graphics in the normal (portrait) orientation on the page
  - Landscape — rotates text and graphics 90 degrees from the normal (portrait) orientation
  - Both — prints text and graphics in the normal (portrait) orientation and rotates text and graphics 90 degrees from the normal (portrait) orientation
- 7 In the Printing Adjustments section, choose one of the following from the Vertical list box:
  - Up — lets you specify how far to adjust the text up the page
  - Down — lets you specify how far to adjust the text down the page
- 8 In the Printing Adjustments section, choose one of the following from the Horizontal list box:
  - Left — lets you specify how far to adjust the text to the left
  - Right — lets you specify how far to adjust the text to the right

- 9 In the Show Page Size For section, enable one of the following buttons:
- All Printers — displays page size definitions for all printers installed
  - Current Printer Only — displays page size definitions for the currently selected printer



- A preview of the label definition displays below the Orientation section.
- 

## Inserting addresses on labels

You can create mailing labels by inserting addresses from the CorelCENTRAL Address Book. For information about the CorelCENTRAL Address Book, see Using CorelCENTRAL Address Book in the WordPerfect online Help.

### To insert an address

- 1 Click Format, Labels.
- 2 From the Labels list box, choose a label definition.
- 3 Click the Select button.
- 4 Position the cursor on the label where you want to insert an address.
- 5 Click Tools, Address Book.
- 6 In the CorelCENTRAL Address Book, choose the entry you want to use for the address.
- 7 Click the Insert button.
- 8 In the Format Address dialog box, choose the format you want to use from the Format list box.

A preview of the address is displayed in the window to the right of the Format list box.



- To create labels containing text in addition to the address, you can use the Merge command. For more information, see “Merging with address books” on page 402.
- 

## Inserting a POSTNET bar code on a label

You can insert a POSTNET bar code on a label. You can use an 11-digit delivery point bar code, a 5-digit ZIP code, or a 9-digit ZIP code.

### **To insert a POSTNET bar code on an label**

- 1 Click Format, Labels.
- 2 From the Labels list box, choose a label definition.
- 3 Click the Select button.
- 4 Click Insert, Other, Bar Code.
- 5 In the Bar Code Digits box, type the bar code or ZIP code.
- 6 In the Position section, enable one of the following buttons:
  - None — places the bar code at the insertion point
  - Position Bar Code Above Address — places the bar code above the mailing address
  - Position Bar Code Below Address — places the bar code below the mailing address

### **Discontinuing labels**

You can discontinue labels. When you discontinue labels before filling an entire page, blank labels are added to complete the page. For example, if you type twenty-one labels on a thirty label page, nine blank labels are added.

### **To discontinue labels**

- 1 Click Format, Labels.
- 2 Click the Off button.

## **Using the on-screen alignment tools**

WordPerfect contains on-screen alignment tools, such as guidelines, rulers, and ruler guides, to help you as you type. Guidelines are horizontal and vertical non-printing lines that you can use to align frames, graphic objects, and text on a page. They are used to show the margins or measurements of elements in a document, such as page margins, tables, columns, headers, and footers. Guidelines appear as gray dotted lines and can be viewed, hidden, and moved; they can be displayed, but they do not print in the document. You can use guidelines to quickly change margins, size tables or columns, or to change the look of headers and footers on a page.

The Ruler, which can be displayed or hidden, is used to display page format elements, such as margins, tabs, and indentation. You can also use the Ruler to set tabs, change margins, and indent paragraphs. The Ruler has three parts: the margin markers, the line, and the tab bar. Margin markers enclose the white space that appears between the left and right sides of the Ruler.

The line resembles a ruler and contains graduated measurements. The tab bar, the white space in the lower part of the Ruler, displays the triangular shaped tab marks. You can drag the markers on the Ruler to add, change, and delete tabs.

Ruler guides are black dotted vertical lines that allow you to see where the Ruler is in relation to the information on the page. When you click a tab, the ruler guide and a box containing the setting of that tab appear on screen. You can use the ruler guide to see where the settings for your margins and indentations are in relation to where the text appears on the page.

## Displaying and hiding guidelines

In a document, you can display and hide guidelines for tables, margins, columns, headers, and footers.

### To display guidelines

- 1 Click View, Guidelines.
- 2 In the Display Guidelines For section, enable one or more of the following check boxes:
  - Tables — displays guidelines that you can drag to change the width of table columns
  - Margins — displays guidelines that you can drag to change the width of margins
  - Columns — displays guidelines that you can drag to change the width of columns
  - Header/Footer — displays guidelines that you can drag to change the widths of headers or footers

### To hide guidelines

- 1 Click View, Guidelines.
- 2 In the Display Guidelines For section, disable one or more of the following check boxes:
  - Tables — displays guidelines that you can drag to change the width of table columns
  - Margins — displays guidelines that you can drag to change the width of margins

- Columns — displays guidelines that you can drag to change the width of columns
- Header/Footer — displays guidelines that you can drag to change the widths of headers or footers

## Moving guidelines

You can move guidelines in your document to reposition tables, margins, columns, headers, and footers. Guidelines must be visible in your document to move them.

### To change the guidelines of tables, margins, columns, headers, or footers

- 1 Click View, Guidelines.
- 2 Enable the Drag To Move Guidelines check box.
- 3 Position the cursor on a guideline in the document.
- 4 Use the double-sided arrow to drag the guideline to a new position.

## Displaying and hiding the Ruler and ruler guides

You can display and hide the Ruler and the ruler guides.

### To display the Ruler

- Click View, Ruler.

A check mark next to the Ruler command indicates that the Ruler is displayed.

### To hide the Ruler

- Click View, Ruler.

A check mark next to the Ruler command indicates that the Ruler is displayed.

### To hide the Ruler using the mouse

- Right-click the Ruler, then click Hide Ruler.

### To display ruler guides

- 1 Click Tools, Settings, Display.

- 2 Click the Ruler tab.
- 3 Enable the Show Ruler Guides check box.

### To hide ruler guides

- 1 Click Tools, Settings, Display.
- 2 Click the Ruler tab.
- 3 Disable the Show Ruler Guides check box.

## Adding and deleting tabs using the Ruler

You can use the Ruler to place tabs in or delete tabs from your document. Tabs determine where the insertion point begins when you press TAB or SHIFT + TAB. For more information about tabs, see “Working with tabs” on page 100. When you add a tab, the tab set code is added to the Reveal Codes for that document. For more information about Reveal Codes, see “Displaying Reveal Codes” on page 43.

### To add tabs using the Ruler

- 1 Click View, Ruler.
- 2 Position the cursor in the Tab bar where you want the tab to appear, then click the Tab bar.



- When you change a tab setting, the Margin Icon appears in the left margin.



- Click the Margin Icon to display a tab bar right above the insertion point.
- You can change the type of an existing tab setting. For more information about tab settings, see “Working with tabs” on page 100.

---

### To disable margin icons

- 1 Click Tools, Settings, Display.
- 2 Click the Document tab.
- 3 Disable the Margin Icons check box.

### To delete tabs using the Ruler

- Drag the tab mark out of the Ruler.



- If you drag a tab over another tab, all the tabs between the dragged tab and the new position are deleted.
  - You can drag the tab set code out of the Reveal Codes window.
- 

## Fine-tuning typography settings

You can enhance the style and appearance of your document using typography tools, such as kerning and word/letter spacing. You can also change the leading between lines and paragraphs.

Kerning is the process of adjusting the space between letter pairs. Certain letter pairs appear to have more space between them than others because of the shape and slant of each letter.

Word/letter spacing adjustments affect the distance between all letters, whether or not they are kerned. Kerning reduces the amount of space taken by the text, changes the text in a line so that words have proper amounts of space between them, and makes letters look less crowded. You can use Word/letter spacing to change the spacing between letters and words.

### Adjusting kerning

You can use kerning to change the spacing between letter pairs. WordPerfect lets you choose automatic or manual kerning. Manual kerning lets you change the spacing between one instance of a kern pair that you select. If you want to apply that manual kerning setting throughout your document, you need to adjust the automatic kerning value.

#### To enable Automatic Kerning

- 1 Click Format, Typesetting, Word/Letter Spacing.
- 2 Enable the Automatic Kerning check box.



- Automatic kerning adjusts the distance between all occurrences of certain letter pairs depending on the font used. Large font sizes tend to make the distance between certain letter pairs more obvious.
- 

#### To disable Automatic Kerning

- 1 Click Format, Typesetting, Word/Letter Spacing.
- 2 Disable the Automatic Kerning check box.

### To use manual kerning

- 1 Position the cursor between the two letters you want to kern.
- 2 Click Format, Typesetting, Manual Kerning.
- 3 From the Units Of Measure list box, choose a unit of measure.
- 4 In the Add/Remove Space box, type a value to either increase or decrease the distance between the letters.

### Changing the spacing between letters and words

Word/Letter Spacing adjustments affect the distance between all letters, whether or not they are kerned. It reduces the amount of space taken by the text and changes the text in a line so that words have proper amounts of space between them. You can change the spacing between letters and words and between words in fully justified text.

In fully justified text — text that is aligned on the left and right margins — you can change the space that appears between letters by compressing and expanding the letters to fit on a line. The default setting for compressing text is 60%. This means that the space between words in justified text can be compressed to at least 60% of the original space. The default setting for expanding text is 400%. This means that the space between words in justified text will be expanded to at least 400% of the original space.

### To change the amount of spacing between words

- 1 Position the cursor between two words.
- 2 Click Format, Typesetting, Word/Letter Spacing.
- 3 In the Word Spacing section, enable one of the following buttons:
  - Normal — determines the settings for the spacing used between words as a default based on the font used
  - Percent Of Optimal — lets you set your own spacing either by using a spacing value or by using a pitch setting. Spacing values of less than 100 % decrease the amount of space between words, while spacing values of more than 100 % increase the amount of space between words. Optimal is the default spacing for WordPerfect.



- The pitch value represents the number of characters per inch.
  - Negative numbers bring the letters closer together. Positive numbers push the letters further apart.
-



## To change the amount of spacing between letters

- 1 Position the cursor between two letters.
- 2 Click Format, Typesetting, Word/Letter Spacing.
- 3 In the Letterspacing section, enable one of the following buttons:
  - Normal — uses the font to set the space between letters
  - Percent Of Optimal — uses a percentage of the Optimal (default) spacing. Values of less than 100 decrease the amount of space between words. Values of more than 100 increase the amount of space between words. When you enable Percent Of Optimal, you can specify a spacing value or pitch setting, that is, the number of characters per inch.

## To adjust spacing or distance between words in fully justified text

- 1 Click Format, Typesetting, Word/Letter Spacing.
- 2 In the Compress To box, type a value to specify the maximum percent the distance between text can be spaced.
- 3 In the Expand To box, type a value to specify the maximum percent the distance between words can be spaced.



- If text is spaced too far apart, decrease the compression percent in the Compress To box.
  - If text is spaced too close together, increase the compression percent in the Compress To box.
  - If words are spaced too far apart, decrease the expansion percent in the Expand To box.
  - If words are spaced too close together, increase the expansion percent in the Expand To box.
- 

## Changing the spacing between lines and paragraphs

You can change the amount of space between lines and between paragraphs. The space between lines — the amount of white space that appears between the bottom of one line and the top of the next line — is referred to as leading. You can adjust the leading by changing the line spacing, changing the line height to a fixed size, and changing the space between paragraphs.

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### To adjust the leading

- 1 Do one of the following:
  - Position the cursor in the paragraph where you want the change to begin
  - Select text in the paragraphs you want to change
- 2 Click Format, Typesetting, Word/Letter Spacing.
- 3 Enable the Adjust Leading check box.
- 4 In the Between Line box, type a value.



- A positive value increases the leading; a negative value decreases it.
- 

### To change the leading by adjusting line spacing

- 1 Do one of the following:
  - Position the cursor where you want to change the line spacing
  - Select the text you want to change
- 2 Click Format, Line, Spacing.
- 3 Type a value in the Spacing box.

### To change the line height to a fixed size

- 1 Do one of the following:
  - Position the cursor in the paragraph where you want the change to begin
  - Select text in the paragraphs you want to change

- 2 Click Format, Line, Height.
- 3 In the Line Height dialog box, enable the Fixed button, then type a height value in the box next to it.



- The Automatic button in the Line Height dialog box can be enabled if you want WordPerfect to calculate the line height automatically.
- Line height is determined by multiplying the current line height by the number you specify in the box next to the Fixed button.

### To change the space between paragraphs

- 1 Do one of the following:
  - Position the cursor in the paragraph where you want the change to begin
  - Select the text you want to change
- 2 Click Format, Paragraph, Format.
- 3 In the Paragraph Format box, enable one of the following buttons:
  - Number Of Lines — inserts the number of lines measured in multiples to use between paragraphs, for example, if the current setting is 1.5, changing it to 2 will insert 3 lines between paragraphs
  - Distance In Points — inserts spacing measured in points to use between paragraphs



- There are 72 points in 1 inch.

### Advancing text to a different position

You can move text horizontally or vertically a certain distance relative to the insertion point or place text at an absolute position on the page. You can also delete an advance.

#### To advance a certain distance from the insertion point

- 1 Position the cursor before the text to reposition.
- 2 Click Format, Typesetting, Advance.
- 3 Enable one of the following buttons:

- Left From Insertion Point — moves the insertion point a specific distance to the left of its current position
  - Right From Insertion Point — moves the insertion point a specific distance to the right of its current position
  - Up From Insertion Point — moves the insertion point a specific distance above its current position
  - Down From Insertion Point — moves the insertion point a specific distance down from its current position
- 4 In the Horizontal list box, type a value to specify the distance to move the insertion point if you have selected a horizontal positioning option.
  - 5 In the Vertical Distance list box, type a value to specify the distance to move the insertion point if you have selected a vertical positioning option.
  - 6 Enable the Text Above Position check box if you want to place the advanced text below, rather than above, the position measured from the top margin of the page.

### To advance to an absolute position on the page

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable one of the following buttons:
  - From Left Edge Of Page — moves the insertion point an exact distance from the left edge of the page
  - From Top Of Page — moves the insertion point an exact distance down from the top of the page
- 3 In the Horizontal list box, type a value to specify the distance to move the insertion point if you have selected a horizontal positioning option.
- 4 In the Vertical Distance list box, type a value to specify the distance to move the insertion point if you have selected a vertical positioning option.



- The Text Above Position check box is selected automatically when you enable the From Top Of Page button. If you want to place the advanced text below the position measured from the top margin of the page, disable this check box.
  - You cannot advance text past the end of the page.
-

### To delete an advance

- Remove the Advance code in the Reveal Codes window.

For more information about Reveal Codes, see “Displaying Reveal Codes” on page 43.



- When you advance text from the top of the page, the distance is measured from the baseline of the first line of text. For more information about baselines and baseline placement, see “Using baseline placement for typesetting” on page 213.

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### Using baseline placement for typesetting

The baseline is the invisible horizontal line on which characters sit. WordPerfect places the top of the first line of text even with the top margin. This way, the first baseline of the top line is a specified distance below the top margin. The distance between the top margin and the first baseline varies, depending on which font and size you are using.

You can set the first baseline on the page to become the top margin rather than have the baseline vary according to the font size used in the first line of text on the page.

### To set the baseline placement

- 1 Click Format, Typesetting, Word/Letter Spacing.
- 2 Enable the Baseline Placement For Typesetting check box.



- When Baseline Placement For Typesetting is enabled, the first baseline occurs at the same location on every page.
  - You may want to switch to a fixed line height. For more information about line height, see “Changing the spacing between lines and paragraphs” on page 209.
-





## USING TABLES AND CHARTS

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# 7

A table lets you organize data in rows and columns of cells. A table can contain text or graphics, and it can contain formatting, such as lines and shading. You can use tables to present lists, schedules, financial data, comparisons, and summaries. WordPerfect lets you choose from a number of preset table formats or you can create your own format.

Charts and graphs can enhance the presentation of data in a document. You can use data charts to display comparisons, trends, and statistics, or you can use organization charts to display an organization's structure.

You can create charts in three ways: by adding data as you build a chart, by inserting a chart from another document, or by creating a chart based on data in a table or spreadsheet.

### Using tables

A table consists of rows, which run horizontally, and columns, which run vertically. These rows and columns intersect to create cells. A cell is like a small editing window in which you can insert text, graphics, numbers, or formulas. The cells in a table are labeled alphabetically from left to right and numerically from top to bottom.

.....  
 The following illustration shows a table with:  
 1) rows  
 2) columns  
 .....

	1	2	3	4
Quercus	34	8	27	4
Betula	43	6	29	2
Abies	45	9	31	4
Cedrus	50	4	30	2

A table can contain text or graphics, and it can contain formatting, such as lines and shading. You can create table styles to format tables in your document or to format tables in other documents. You can also add a border to a table to separate it from the rest of a document.

The Table Property Bar is displayed when you click in a table. The Table Property Bar lets you quickly add and move columns and rows, join or split tables or cells, and select a table or parts of it.

.....  
 The following illustration shows the Table Property Bar.  
 .....



You can use formulas in a table; the table calculates the formulas for you.

## Creating and exporting tables

WordPerfect lets you create custom-sized tables, import spreadsheet and database data into a table, and convert text into a table. You can also create a floating cell, which is a single table cell that exists outside of a table. A floating cell can be linked to other parts of the document or to other documents to present a snapshot of information, such as a sales total.

You can export a table to spreadsheet applications, such as Quattro Pro, Lotus 1-2-3, or Microsoft Excel.

### Creating a table

You can create a table anywhere in a Document Window, or you can create a table inside a graphics box. The graphics box can be any size and position on the page. When a table is in a graphics box, text can flow around the table. For information about using text in tables, see “Changing the appearance of text in tables” on page 239.

A table created without a graphics box is positioned at the insertion point and spans the width of the page. You can size and move the table after you create



it. For information about sizing and moving tables, see “Formatting tables” on page 226.

### To create a table in a Document Window

- 1 Click Insert, Table.
- 2 Type the number of columns and rows for the table.
- 3 Click the Create button.



- You can also click the Table QuickCreate button on the toolbar and drag to specify the number of rows and columns for the table.

### To create a table in a graphics box

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable the Drag To Create A New Table check box.
- 3 Click the Create button.
- 4 Drag a rectangle anywhere in your document.



- The Drag To Create option in the Create Table dialog box remains active until you disable it.



- If the Shadow Cursor is enabled, you can create a table by dragging a rectangle, then clicking Table on the QuickMenu that appears.

## Creating a table by converting text

You can convert tabular text or parallel columns into a table format. Tabular text includes text that is separated by tabs, and parallel columns include text that is in column format. For information about parallel columns, see “Creating and deleting columns” on page 188.

### To create a table by converting text

- 1 Select the tabular text or parallel columns.
- 2 Click Insert, Table.
- 3 Enable one of the following buttons:

- Tabular Column — converts tabular text into a table
- Parallel Column — converts parallel columns into a table



- Tables converted from tabular text may contain extra rows or cells. For information about joining the extra rows or cells, see “Joining and splitting tables and table cells” on page 222. For information about deleting the extra rows or cells, see “Deleting tables and table components” on page 225.

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## Creating a table by importing a spreadsheet or database

You can create a table by importing a spreadsheet or database from applications like Quattro Pro, Lotus 1-2-3, and Microsoft Excel.

### To create a table by importing a spreadsheet or database

- 1 Click Insert, Spreadsheet/Database, Import.
- 2 From the Data Type list box, choose the format of the file you are importing.
- 3 Choose Table from the Import As list box.
- 4 Type the name of the file you are importing in the Filename box.



- When you import a spreadsheet workbook, WordPerfect imports only the first sheet.
- A spreadsheet’s functions will not work in WordPerfect after you have imported the spreadsheet.

---

## Creating a floating cell

You can create a floating cell, which is a single table cell that exists outside of a table. A floating cell can contain formulas, text, or numbers and can be linked to other parts of the document or to other documents to present a snapshot of information, such as a sales total.

### To create a floating cell

- 1 Click Insert, Table.
- 2 Enable the Floating Cell button.
- 3 Click the Create button.

## Exporting a table to a spreadsheet

You can export a table created in WordPerfect to a spreadsheet application, such as Quattro Pro, Lotus 1-2-3, or Microsoft Excel. If more than one table exists in the WordPerfect document, each table becomes one sheet in the spreadsheet application, with the first table becoming sheet one, the second table becoming sheet two, etc. When you want only one table in a document exported, you have to select the table before exporting it.

When you export a table, only the values and text in each cell are exported. Any formulas and functions within the cells are lost.

### To export a table to a spreadsheet

- 1 Click File, Save As.
- 2 Choose the drive where you want to save the file from the Save In list box.
- 3 Double-click the folder in which you want to save the file.
- 4 Type the filename in the File Name box.
- 5 Choose the file type you want to save in from the File Type list box.
- 6 Click Save.

## Managing tables

You can change the number of rows and columns in a table or select the table or parts of it. You can also split or join tables and table cells, or go to any table or table component in the current document by specifying the name of the table or table component to which you want to go.

You can copy, cut, and paste table components. You can also delete the contents, formulas, and the structure of tables and tables components.

## Selecting tables and table components

You must select a table or table component before you perform a procedure, such as changing the number of rows or columns in a table or copying the format of one table cell to another. You can select table cells, rows, columns, or the entire table using QuickSelect, Row/Col indicators, or a menu command.

### To select a table or table components using QuickSelect

- 1 In the table, move the cursor until it changes into an arrow pointing upward or to the left.
- 2 Do one of the following:

- To select a cell, click once.
- To select a row or column, double-click.
- To select the entire table, triple-click.

### To select rows, columns, or tables using Row/Col indicators

- 1 Right-click in a table, then click Row/Col Indicators.
- 2 Do one of the following:
  - To select a row, click the row indicator next to the row (for example, 1, 2, and so on).
  - To select a column, click the column indicator above the column (for example, A, B, and so on).
  - To select the entire table, click the rectangle in the top left corner of the row and column indicators (the cursor becomes a double-headed corner arrow).



- You can also select rows, columns, and tables by clicking Table, Row/Col Indicators on the Table Property Bar.
- 

### To select a table

- Click Edit, Select, Select Table.



- You can also select a table with a keystroke. Click in the cell, then press SHIFT + F8.
- 

## Sorting tables

You can sort data in a table. You can sort the data in an individual column, in several columns, or in the entire table. For more information about sorting, see “Sorting text” on page 137.

### To sort data

- 1 Select the column or columns that you want to sort.
- 2 On the Table Property Bar, click the *Sort Table* button.
- 3 Choose one of the following options:
  - Alpha Ascending — sorts data alphabetically from A to Z



- Alpha Descending — sorts data alphabetically from Z to A
- Numeric Ascending — sorts data numerically from lowest number to highest number
- Numeric Descending — sorts data numerically from highest number to lowest number



- If you use header rows in your tables, they will not be sorted with the rest of the data in the table.

## Changing the number of rows and columns in a table

You can specify the number of rows and columns in a table. You can also insert rows and columns into a table before or after the insertion point. New columns or rows have the same formatting as the column or row in which the insertion point is positioned.

### To set the number of rows and columns in a table

- 1 Right-click a table, then click Format.
- 2 Click the Table tab.
- 3 Type the number of columns and rows in the Table Size section.



- If you add columns and you want all the columns to be the same width, select one or more rows, then on the Table Property Bar, click Table, Equal Column Widths.

### To insert columns or rows in a table

- 1 Right-click in the table where you want to insert the columns or rows, then click Insert.
- 2 Click one of the following buttons:
  - Columns — lets you specify the number of columns you want to insert
  - Rows — lets you specify the number of rows you want to insert
- 3 Enable one of the following buttons:

- Before — inserts new columns or rows before the row in which the insertion point is positioned
- After — inserts new columns or rows after the row in which the insertion point is positioned



- If you insert a column, enable the Keep Column Widths The Same check box to prevent the existing columns from changing width when the new column is added.



- You can also click the Insert Row button on the Table Property Bar to insert a row quickly.
- 

## Joining and splitting tables and table cells

You can join two tables that have the same number of columns. Before you join the tables, you must delete any codes or text between them so that the second table immediately follows the first table. Except for individually formatted cells, the second table acquires the formatting of the first table. You can also split any table horizontally into two tables.

You can also join or split table cells. When you join selected cells, the formatting of the top left cell is used for all the joined cells. When you split table cells, each selected cell divides in two. The new cells have the same format as the original cell.

### To join two tables

- 1 Click View, Reveal Codes.
- 2 In the Reveal Codes window, delete all hard return codes and any other codes between the [Tbl Off] code of the first table and the [Tbl Def] code of the second table.
- 3 Click in the first table.
- 4 On the Table Property Bar, click Table, Join, Table.

### To split a table

- 1 Place the insertion point where you want to divide the table.
- 2 On the Table Property Bar, click Table, Split, Table.

- 3 Click View, Reveal Codes.
- 4 In the Reveal Codes window, move the insertion point between the [Tbl Off] code of the first table and the [Tbl Def] code of the second table, then press ENTER a few times to separate the tables.

### To join table cells

- 1 Select the cells you want to join.
- 2 Right-click the selected cells, then click Join Cells.



- You can also click Table, Join, QuickJoin on the Table Property Bar, then select the cells you want to join.
- 

### To split table cells

- 1 Right-click a cell, then click Split Cell.
- 2 Enable one of the following buttons in the Divide Into section:
  - Columns — splits a table cell into columns
  - Rows — splits a table cell into rows
- 3 Type the number of columns or rows you want to create in the Divide Into box.



- You can also click the QuickSplit Row button or the QuickSplit Column button on the Table Property Bar, then click the table cell you want to split.
- 

## Going to a named table, table component, or floating cell

You can go to a named table, table component, or floating cell in the active document by specifying the name of the element you want to go to.

### To go to a named table, table component, or floating cell

- 1 Click Edit, Go To.
- 2 Choose Table from the Go To What list.
- 3 Choose a table from the Select Table list box.

- 4 Choose a table component or floating cell from the Cell/Range list box.
- 5 Click the Go To button.



- You can also go to a named table, table component, or floating cell by clicking Table, Names, on the Table Property Bar.
- 

## Cutting, copying, and pasting table components and table contents

You can cut, copy, and paste table components and table contents.

### To copy a table cell

- 1 Select a cell.
- 2 Click Edit, Copy.
- 3 Enable the Cell button, then enable one of the following buttons:
  - To Clipboard — copies the selected cell to the clipboard
  - Down — lets you specify the number of cells down to copy the selected cell
  - Right — lets you specify the number of cells to the right to copy the selected cell

### To copy and paste table components

- 1 Select the range of cells, the row, or the column you want to copy.
- 2 Click Edit, Copy.
- 3 Enable one of the following buttons:
  - Selection — copies only the selected cells
  - Row — copies the selected row
  - Column — copies the selected column
- 4 Click where you want to paste the cells, row, or column, then click Edit, Paste.

### To cut and paste table components or table contents

- 1 Select the range of cells, the row, or the column you want to cut.
- 2 Click Edit, Cut.
- 3 Enable one of the following buttons:



- Selection — cuts only the selected cells
  - Row — cuts the selected row
  - Column — cuts the selected column
- 4 Click where you want to paste the cells, row, or column, then click Edit, Paste.



- You can also right-click in a table, then click Cut, Copy, or Paste.
  - If you copy or cut items from one table and then paste them into another table, the table formatting is also pasted.
- 

## Deleting tables and table components

You can delete a cell, row, column, or an entire table. When you delete a table cell, you can delete the contents only or formulas only. When you delete a row, column, or an entire table, you can delete the data, the structure, or only the formulas. For more information about table formulas, see “Calculating with tables” on page 243.

You can also convert table data to a merge data file. For more information about merging data files, see “Creating and associating data for a merge” on page 391.

### To delete a table cell

- 1 Right-click a cell, then click Delete.
- 2 Enable one of the following buttons:
  - Cell Contents Only — deletes the contents of the cell
  - Formulas Only — deletes formulas without deleting cell contents

### To delete a row or column

- 1 Right-click a row or column, then click Delete.
- 2 Enable one of the following buttons:
  - Rows — lets you specify the number of rows to delete
  - Columns — lets you specify the number of columns to delete

### To delete the contents or structure of an entire table

- 1 Select the table.

- 2 Press DELETE or BACKSPACE.
- 3 Enable one of the following buttons:
  - Entire Table — deletes the contents and structure of the table
  - Table Contents Only — deletes the contents of the table
  - Formulas Only — deletes the formulas in the table
  - Table Structure — deletes the structure of the table but leaves the text



- If you delete the table structure, you might need to insert new tab stops to align columns if you want to keep the text in tabular columns.



- You can also select a table, right-click, then click Delete to delete the contents or structure of a table.
- You can also use the Delete Table dialog box to convert a table into a data text file for use in a merge. If you want the first row to be converted to a merge record, enable the Convert Contents To Merge Data File button. If you want the first row to be converted to field names, enable the Convert Contents To Merge Data File (use text in first row as field names) button.

---

## Formatting tables

You can copy the format of a table cell and apply the formatting to another cell or group of cells. Formatting includes attributes, such as line style and fill. When you have a document that contains many tables or heavily formatted tables, you can use table gridlines to make a document display faster.

You can add diagonal lines to cells, rotate the contents of a cell, skew the top row or the left or right column of a table, and lock a cell to prevent changes to a cell's contents.

You can also change the width of a column, create and change a table header row, and define the horizontal position of a table in a document.

## Copying the format of a table cell

You can copy the format of a table cell and apply the formatting to another cell or group of cells. Formatting includes attributes, such as line style, line color, or fill, but does not include cell contents, such as text or formulas. For

information about copying the contents of a cell, see “Cutting, copying, and pasting table components and table contents” on page 224.

### To copy the format of a table cell

- 1 Click in the cell that has the formatting you want to copy.
- 2 Click Format, QuickFormat.
- 3 Enable the Selected Table Cells button.
- 4 Click OK.
- 5 Click the QuickFormat paintbrush cursor in the cells you want to format.
- 6 Click Format, QuickFormat to disable QuickFormat.



- To enable or disable QuickFormat, you can also right-click the cell, then click QuickFormat.
- 

## Displaying table gridlines

Table gridlines are dimmed, dotted lines that replace lines and fill in a table. Table gridlines speed up the display of a document that contains many tables or heavily formatted tables. However, tables print with the lines and fill styles you have selected. You can choose to always display table gridlines.

### To display table gridlines

- Click View, Table Gridlines.

A check mark next to the Table Gridlines command indicates that table gridlines are displayed.

### To always display table gridlines

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Click the Document tab.
- 4 In the Show section, enable the Table Gridlines check box.

## Adding diagonal lines to a table cell

You can add diagonal lines to a table cell. Diagonal lines divide the cell visually but do not split the cell in two. You can place data on both sides of the line in the cell.

### To add diagonal lines to a table cell

- 1 Right-click a table cell or a group of selected cells, then click Format.
- 2 Click the Cell tab.
- 3 Enable one of the following buttons in the Draw Diagonal Line In Cell section:
  - None
  - Upper Right To Lower Left
  - Upper Left To Lower Right
  - Both



- The line style and color of the diagonal line is the same as the line style and color of the table lines.
  - You cannot draw diagonal lines in some line styles, such as double lines.
- 

### Rotating table cell contents

You can rotate the contents of a table cell in a counterclockwise direction. Rotated text is placed in a text box. When you edit rotated text, the Text Box Editor displays the text in a separate editing window.

#### To rotate table cell contents

- 1 Right-click a cell, then click Format.
- 2 Click the Cell tab.
- 3 Choose one of the following options from the Rotate list box:
  - 90 Degrees
  - 180 Degrees
  - 270 Degrees

#### To edit rotated table cell contents

- 1 Right-click the rotated cell contents, then click Content.
- 2 Click the Edit button.
- 3 Edit the text in the Text Box Editor.
- 4 Click File, Close to return to your document.



- When you rotate a table cell containing a formula, the formula is permanently replaced by its result.
- 

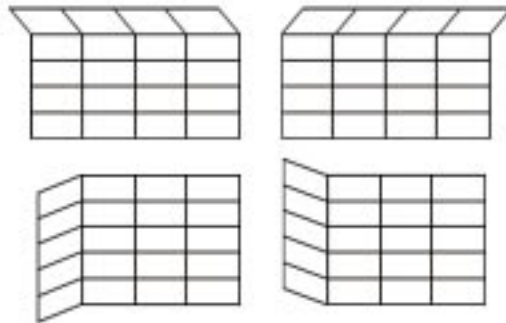


- You can also double-click the text box to open the Text Box Editor.
- 

## Skewing table cells

You can skew (slant) the top row or the left or right column of a table. You can also change the skew angle and specify other skew options.

The following illustration shows several examples of skew table presets.



When you are changing the skew of the top row, you can square the edge of the first or last column to create a box effect. This prevents the cells from extending beyond the edge of the table.

### To skew cells in a table

- 1 Right-click a table, then click Format.
- 2 Click the Skew tab.
- 3 Choose the part of the table you want skewed from the Skew Settings list.

### To select the skew angle and other skew options

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the More button.
- 3 Choose one of the following from the Skew Rows or Skew Columns list boxes:
  - Top — lets you specify the skew angle for the top row
  - Left Column — lets you specify the skew angle for the left column

- Right Column — lets you specify the skew angle for the right column
- 4 Type the skew angle in the Angle box.
  - 5 Do any of the following:
    - To create a 90-degree angle with the first column and the top row, enable the Square First Column check box.
    - To create a 90-degree angle with the last column and the top row, enable the Square Last Column check box.
    - To join the edge of the first or last column with the top row, enable the Join Corners check box.

### To remove the skew in a table

- 1 Follow steps 1 and 2 from the “To skew cells in a table” procedure.
- 2 Choose None from the Skew Settings list.



- You may need to increase the row height of a skewed row to accommodate the text. For information about changing the height of a row, see “Working with table rows” on page 232.
  - Unless you specify otherwise, text you type in skewed cells is also skewed. To prevent text from slanting, disable the Skew Text check box.
- 

## Locking table cells

You can lock a table cell or a group of cells to prevent changes to the cell data. You can also disable a locked cell temporarily to edit the data in a cell.

### To lock table cells

- 1 Right-click a cell or group of cells, then click Format.
- 2 Click the Cell tab.
- 3 In the Cell Attributes section, enable the Lock Cell To Prevent Changes check box.

### To disable all locked cells temporarily

- 1 Right-click a table, then click Format.
- 2 Click the Table tab.
- 3 Enable the Disable Locks In All Cells check box.

- 4 Edit the data in a locked cell.
- 5 Disable the Disable Locks In All Cells check box when you have finished editing the data.

## Changing the width of table columns

You can specify an exact table column width, change unequal table columns so that they have equal widths, or change table column widths automatically.

### To specify an exact table column width

- 1 Right-click a column or several selected columns, then click Format.
- 2 Click the Column tab.
- 3 In the Column Width section, type a width in the Width box.



- Enable the Always Keep Width The Same check box to maintain the current column width regardless of changes in the width of other columns or changes in the settings of left and right column margins.

### To change unequal table columns to have equal widths

- 1 Select two or more cells from adjacent columns.
- 2 On the Table Property Bar, click Table, Equal Column Widths.

### To adjust table column widths automatically

- Right-click in the table, then click Size Column To Fit.



- The Size Column To Fit option changes a table column to the width of the widest text in the column cells.

## Creating a table header row

You can create a table header row. Header rows appear at the top of the page each time the table spans a page break.

### To create a table header row

- 1 Right-click a row or several selected rows, then click Format.

- 2 Click the Row tab.
- 3 Enable the Header Row check box in the Row Attributes section.

## Working with table rows

You can allow a table row to continue across pages by moving part of a row to the next page instead of moving the entire row to a new page. You can also change the height of a table row and the number of text lines per row.

### To continue a table row across pages

- 1 Right-click a row or several selected rows, then click Format.
- 2 Click the Row tab.
- 3 Enable the Divide Row Across Pages check box in the Row Attributes section.

### To change the height of a table row

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable one of the following buttons in the Lines Of Text Per Row section:
  - Single Line Only — sizes the row to fit one line of text and hides extra text
  - Multiple Lines — expands the row to fit more than one line of text
- 3 Enable one of the following buttons in the Row Height section:
  - Automatic — lets you specify a height based on text height
  - Fixed — lets you specify a row height measurement



- When you specify a fixed row height, the row stays at that height no matter how much text you insert in any cell in the row. As a result, some text might not display in a cell.



- You can also drag the top or bottom line of a row to change its height. Move the cursor over the line until it changes into a double arrow, then drag.
- 

## Setting the horizontal position of a table

You can align a table between the left and right page margins.



## To set the horizontal position of a table

- 1 Right-click a table, then click Format.
- 2 Click the Table tab.
- 3 Do one of the following:
  - Choose Left, Right, Center, or Full from the Table Position On Page list box.
  - Choose From Left Edge from the Table Position On Page list box, then type a measurement.



- If the table is not sized to fit the page margins, the table size remains unchanged when the margins change. To specify that a table resizes with the margins, choose Full from the Table Position On Page list box.

## Applying lines, borders, and fills to tables

You can change the line style, line color, and fill of a cell, a group of cells, or an entire table. You can also create contrast between cells, rows, and columns by applying an alternating fill to a table.

The following illustration shows an example of a table with an alternating fill applied.

Weekly Gross						
	1st	2nd	3rd	4th	5th	6th
Week 1	10	15	20	25	30	35
Week 2	12	18	22	28	32	38
Week 3	14	20	24	30	34	40
Week 4	16	22	26	32	36	42

You can add a border style to a table. You can choose one of the border styles provided with WordPerfect or create a custom border with the line style, line color, and fill that you want. You can also set a standard look for all tables in a document by defining a table style as the default setting.

## Changing the line style, line color, and fill of a table

You can change the line style, line color, and fill of a cell, a group of cells, or an entire table.

A line style can include several lines together, such as a double line or triple line, and the lines can vary in thickness and style. A line style consists of lines that surround the selection (outside lines) and lines within the selection (inside lines). You can edit the two types of lines separately.

A fill style consists of a fill type and foreground and background colors. A fill type can be either a pattern, such as a checkerboard or fill percentage, or a

gradient, which displays a progression between two colors that follows a linear, radial, conical, or square path.

### **To change the line style, line color, or fill of a table cell**

- 1 Right-click a table cell, then click Borders/Fill.
- 2 Click the Cell tab.
- 3 In the Cell Lines section, choose a line style from the Left, Right, Top, Bottom, or Outside Line palettes.
- 4 In the Cell Lines section, choose a line color from the Color palette.
- 5 In the Cell Fill section, choose a fill style from the Fill palette.
- 6 In the Cell Fill section, choose a fill color on the Foreground or Background palettes.

### **To change the line style, line color, or fill of a group of table cells**

- 1 Select the cells you want to change.
- 2 Right-click the selected cells, then click Borders/Fill.
- 3 Click the Cell tab.
- 4 Enable one of the following buttons in the Apply Lines To section:
  - Outside Of Current Selection — lets you change attributes for the group of cells as if it were one cell
  - Each Cell In Selection — lets you change attributes for each selected cell in the group of cells
- 5 In the Cell Lines section, choose a line style from the Left, Right, Top, Bottom, Inside, or Outside Line palettes.
- 6 Follow steps 4 to 6 from the previous procedure.

### **To change the line style, line color, or fill of all table cells**

- 1 Right-click in a table, then click Borders/Fill.
- 2 Click the Table tab.
- 3 In the Default Cell Lines section, choose a line style from the Line palette.
- 4 In the Default Cell Lines section, choose a line color from the Color palette.

- 5 In the Fill section, choose a fill style from the Pattern palette.
- 6 In the Fill section, choose a fill color on the Foreground or Background palettes.



- A fill style is set to none by default. You must select a fill style for the foreground and background colors to take effect.
- 

### Applying an alternating fill to a table

You can apply an alternating fill to a table to create contrast between cells, rows, and columns.

#### To apply an alternating fill to a table

- 1 Right-click a table, then click Borders/Fill.
- 2 Click the Table tab.
- 3 In the Alternating Fill section, choose Rows, Columns, or Both from the Type list box.
- 4 In the Fill section, choose a fill style from the Pattern palette.
- 5 In the Alternating Fill section, choose a fill style from the Pattern palette.
- 6 In the Fill section, choose a fill color from the Foreground or Background palettes.
- 7 In the Alternating Fill section, choose a fill color from the Foreground or Background palettes.
- 8 In the Fill section, type the number of columns or rows for each fill style in the Span Count box.
- 9 In the Alternating Fill section, type the number of columns or rows for each fill style in the Span Count box.

### Creating and editing a table border style

You can create a table border style using the line style, line color, and drop shadow options you want, then name that style so that you can apply it to other tables in your document. You can also edit a table border style. When you want to change a table border style for the current table only, you can customize one of the available border styles.

#### To create a table border style

- 1 Right-click a table, then click Borders/Fill.

- 2 Click the Table tab.
- 3 Click the Styles button.
- 4 Click the Create button.
- 5 Type a name for the style in the Style Name box.
- 6 In the Select Sides To Modify section, click Left, Right, Top, Bottom, or All.
- 7 In the Select Sides To Modify section, choose a line style from the Line Style palette.
- 8 In the Border Options section, choose a line color from the Color palette.
- 9 In the Drop Shadow section, choose a shadow type, color, and width if desired.

#### **To edit a table border style**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Choose a style from the Styles list box, then click Edit.
- 3 Follow steps 6 to 9 from the previous procedure.

#### **To customize a table border style for the current table**

- 1 Right-click a table, then click Borders/Fill.
- 2 Click the Table tab.
- 3 In the Table Border section, click the Border button, then choose a style from the Border palette.
- 4 Click the Custom button.
- 5 Follow steps 6 to 9 from the “To create a table border style” procedure.

### **Applying a border to a table**

You can apply a border style to a table. The border style you apply can be a custom style that you create or one of the preset styles provided with WordPerfect.

#### **To apply a border to a table**

- 1 Right-click a table, then click Borders/Fill.
- 2 Click the Table tab.
- 3 In the Table Border section, click the Border button, then choose a style from the Border palette.

## Setting a standard look for tables

You can set a standard look for all tables in a document. The line, fill, and border settings you create will be the default for other tables in this and other documents that use the same template.

### To set a standard look for tables

- 1 Right-click a table, then click Borders/Fill.
- 2 Click the Table tab.
- 3 In the Table Border section, choose a border style from the Border palette.
- 4 In the Table Border section, choose a border color from the Color palette.
- 5 In the Default Cell Lines section, choose a line style from the Line palette.
- 6 In the Default Cell Lines section, choose a line color from the Color palette.
- 7 In the Fill section, choose a fill style from the Pattern palette.
- 8 In the Fill section, choose a fill color on the Foreground or Background palettes.
- 9 Click the Default Settings button.

## Using table styles

A table style is a collection of formatting attributes that you can apply to tables. You can create, retrieve, rename, save, and delete table styles. A saved style becomes part of the WordPerfect template and is added to the list of available SpeedFormat styles. You can use a table style with a different template or on a different computer if you save the table style as a file.

## Formatting a table using preset styles

The SpeedFormat option lets you quickly format a table using a preset style. For example, you can give your table a new look by applying a business or decorative style to a table.

### To format a table using a preset style

- 1 Right-click a table, then click SpeedFormat.
- 2 Choose a table style from the Available Styles list box.
- 3 Click the Apply button.

## Creating and saving a table style

You can create a table style using the formatting of a table in your document. When you save a table style, you can associate it with a specific template or with the active document only, or you can save it as a separate file. Saving a table style as a separate file is useful if you plan to use the table style with a different template or on a different computer.

### To create a table style

- 1 Create a table that contains at least three rows and three columns.
- 2 Apply the text formatting, lines, borders, and fill that you want for the table style.
- 3 Right-click in the table, then click SpeedFormat.
- 4 Click Options, Setup.
- 5 Enable the Current Document button.
- 6 Click OK.
- 7 Click the Create button.
- 8 Type a name for the style you have created.

### To save a table style to a specific template

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Enable one of the following buttons:
  - Default Template — associates the table style with the default template
  - Additional Objects Template — associates the table style with an additional objects template
- 3 Click OK.
- 4 Click the Create button.
- 5 Type a name for the style you have created.

### To save a table style as a separate file

- 1 Follow steps 1 to 3 from the “To create a table style” procedure.
- 2 Click Options, Save As.
- 3 Type a path and filename in the Filename box.

## Renaming and retrieving a table style

You can rename and retrieve a table style that you have created and saved as a file. You cannot rename the preset table styles provided with WordPerfect.

### To rename a table style

- 1 Right-click a table, then click SpeedFormat.
- 2 Choose the table style that you want to rename from the Available Styles list box.
- 3 Click Options, Rename.
- 4 Type a new name in the Filename box.

### To retrieve a table style

- 1 Right-click a table, then click SpeedFormat.
- 2 Click Options, Retrieve.
- 3 Type a path and filename in the Filename box.



- If you have styles saved in different locations, click Options, Setup, then click the location of the styles you want to retrieve.
- 

## Deleting a table style

You can delete a table style that you have created and saved. You cannot delete the preset table styles provided with WordPerfect.

### To delete a table style

- 1 Right-click a table, then click SpeedFormat.
- 2 Choose the table style that you want to delete from the Available Styles list box.
- 3 Click Options, Delete.
- 4 Click Yes.

## Changing the appearance of text in tables

You can change the alignment of text in a table, and you can adjust the amount of white space around text in a cell. You can also customize how numbers are displayed and printed in a table or floating cell, and change the placement of decimal points in numbers.

## Changing the alignment of text in a table

You can change the alignment of text in a cell, column, or table.

### To change the alignment of text in a cell

- 1 Right-click a cell, then click Format.
- 2 Click the Cell tab.
- 3 Choose an alignment option from the Horizontal list box.
- 4 Choose an alignment option from the Vertical list box.



- To insert a tab in a table cell, press CTRL + TAB.
- 

### To change the alignment of text in a column

- 1 Right-click a column, then click Format.
- 2 Click the Column tab.
- 3 Choose an alignment option from the Horizontal list box.

### To change the alignment of text in a table

- 1 Right-click a table, then click Format.
- 2 Click the Table tab.
- 3 Choose an alignment option from the Horizontal list box.

## Changing white space around text

You can change the amount of white space around text in a cell for a row, column, or table. Text wraps in margins the same way as it does in the Document Window, and the entire row expands to accommodate added text.

### To change white space around text in a row

- 1 Right-click a row, then click Format.
- 2 Click the Row tab.
- 3 Type a value in the Top or Bottom boxes in the Row Margins section.

### To change white space around text in a column

- 1 Right-click a column, then click Format.



- 2 Click the Column tab.
- 3 Type a value in the Left or Right boxes in the Inside Margins In Column section.

### **To change white space around text in a table**

- 1 Right-click a table, then click Format.
- 2 Click the Table tab.
- 3 Type a value in the Left or Right boxes in the Inside Margins In Column section.



- Row margin settings affect the top and bottom width of white space in the current row or selected rows. Column margin settings on the Column tab affect the left and right width of white space in the current column or selected columns. Column margin settings on the Table tab affect the left and right width of white space in every cell in the table.

## **Applying and customizing a numeric format**

Numeric formats determine how numbers are used, displayed, and printed in a table or floating cell. For example, you can format numbers as currency, then customize the format so that it displays with or without the currency symbol or commas. You can also customize the date and time format by displaying numbers, text, or a combination of both.

### **To apply a numeric format**

- 1 Right-click a table, then click Numeric Format.
- 2 Click one of the following tabs:
  - Cell — lets you define cell properties
  - Column — lets you define column properties
  - Table — lets you define table properties
- 3 Enable a numeric format button in the Format For Numbers section.



- To apply a numeric format to all new tables, click the Use As Default button.
- If you have already defined a numeric format for the current column, you can apply it to the current cell. To do this, enable the Use Same Format As Column check box on the Cell page.

### **To customize a numeric format**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Custom button.
- 3 Change any options.



- Customizing options vary depending on the numeric format you choose.

### **To customize a date/time format**

- 1 Follow steps 1 and 2 from the “To apply a numeric format” procedure.
- 2 Enable the Date/Time button.
- 3 Click the Custom button.
- 4 Choose a format from the Date/Time Formats list box.



- If you enter a two-digit year of 00 to 29, WordPerfect assumes you mean the year 2000 to 2029. If you enter a two-digit year of 30 to 99, WordPerfect assumes you mean 1930 to 1999. Use four-digit years to specify other dates. For information about year 2000 formats, see Year 2000 in the Reference Information section of the WordPerfect online Help.

## **Lining up numbers on the decimal point**

You can change the placement of decimal points in a table column or in an entire table. You can specify the number of digits that are placed after the decimal point, or you can place the decimal point at a specific distance from the right margin.

### **To line up numbers on the decimal point**

- 1 Right-click a table, then click Format.

- 2 Click the Column or Table tab.
- 3 Click one of the following decimal alignment options:
  - From Right Margin — lets you specify a distance from the right margin
  - Digits After Decimal — lets you specify the number of digits you want after the decimal point

## Calculating with tables

WordPerfect lets you add formulas or functions to your tables so that you can perform spreadsheet calculations on table data. For example, you can calculate the sum of table cell values, list and use functions and names, calculate and copy formulas, and fill in cells with incrementing patterns.

The Table Formula toolbar is used to insert and modify formulas and functions. You can create formulas in tables using arithmetic and logical operators, then insert the formulas in tables and floating cells.

A table consists of rows, which run horizontally, and columns, which run vertically. These rows and columns intersect to create cells. The cells in a table are labeled alphabetically from left to right and numerically from top to bottom.

You can reference a table cell by name or by cell address when you perform spreadsheet functions. Naming a table or table component lets you access it quickly. It is easier to remember a name, such as “Balance,” than to remember a cell address. When you use a cell address, a comma is used to separate individual cell references; for example, if you want to add the contents of B1 and B4, you would use the formula =SUM(B1,B4). A colon is used to separate two references in a range; for example, to add all of the contents of B1 through B4 you would use =SUM(B1:B4). Table cell references can be uppercase or lowercase.

## Naming tables, floating cells, and table components

You can name tables, floating cells, and table components, such as cells, a range of cells, rows, or columns. Naming a table or table component lets you reference it quickly. A name can contain letters, numbers, spaces, and the symbols #, \$, ?, @, or \_. However, the first character must be a letter, number, or underscore (\_). You can also use text in a cell to name a table or table component.

### To name a table

- 1 Click a table.
- 2 On the Table Property Bar, click Table, Names.

- 3 Click the default table name, then click the Edit button.
- 4 Type a name in the Name box.

### **To name table components or a floating cell**

- 1 Click a table component or floating cell, or select a range of cells.
- 2 On the Table Property Bar, click Table, Names.
- 3 Click the Create button.
- 4 Enable one of the following buttons:
  - Cell/Range — specifies the cell or range in which the cursor is positioned
  - Row — specifies the row in which the cursor is positioned
  - Column — specifies the column in which the cursor is positioned
- 5 Type a name in the Name box.

### **To name table components using text in a cell**

- 1 Click in a cell or cells that contain the text you want to use to name the table component.
- 2 On the Table Property Bar, click Table, Names.
- 3 Click the Create button.
- 4 Enable the Use Text In Current Cell To Name button.
- 5 Enable one of the following buttons:
  - Row — names the row in which the cursor is positioned
  - Column — names the column in which the cursor is positioned
  - Next Cell To Right — names the cell to the right of the cell in which the cursor is positioned
  - Next Cell Down — names the cell below the cell in which the cursor is positioned



- You can also open the Table Names In Current Document dialog box by clicking Names on the Table Formula toolbar. To display the Table Formula toolbar, right-click a table, then click Formula Toolbar.
-

## Editing and deleting the names of tables, floating cells, and table components

You can edit and delete the names of tables, floating cells, and table components, such as cells, a range of cells, rows, or columns.

### To edit the name of a table, floating cell, or table component

- 1 Click a table, floating cell, or table component.
- 2 On the Table Property Bar, click Table, Names.
- 3 Choose the name of the table, floating cell, or table component.
- 4 Click the Edit button.
- 5 Type a new name in the Name box.

### To delete the name of a table, floating cell, or table component

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Delete button.



- You can also edit or delete a name by clicking Names on the Table Formula toolbar. To display the Table Formula toolbar, right-click a table, then click Formula Toolbar.

## Using arithmetic and logical operators in table formulas

### Arithmetic operators

You can use the following arithmetic operators to create formulas in tables and floating cells.

Operator	What It Does
+ (Addition)	Adds values.
- (Negation)	Makes values negative.
- (Subtraction)	Subtracts the value on the right from the value on the left.
* (Multiplication)	Multiplies values.
/ (Division)	Divides the value on the left by the value on the right.
= (Total)	Returns a total of the sums from the + operator.

% (Remainder)	Returns the remainder of the value on the left divided by the value on the right.
% (Percent)	Divides the value on the left of the operator by 100. Make sure that there is another operator or a separator following the Percent operator, or that the Percent operator is the last operator in the formula. If a percent sign (%) is between two values, it becomes the Remainder operator.
^ (Power)	Raises the value on the left to the power indicated by the value on the right.
! (Factorial)	Calculates the factorial of the number preceding it. Do not place an equal sign (=) following the Factorial operator; if you do, it becomes the Not equal to operator.

## Logical operators

Logical operators compare two or more numeric or text values and return a result of 1 if the statement is true or 0 if the statement is false. You can use the following logical operators for calculations in tables or floating cells.

Operator	What It Means or Does
=	Equal to.
>	Greater than.
<	Less than.
< > or !=	Not equal to.
> =	Greater than or equal to.
< =	Less than or equal to.
& (AND)	When placed between two or more logical statements, returns a 1 if all the statements are true and a 0 if any of the statements are false.
! (NOT)	Inverts the meaning of a function or another operator.
(OR)	When placed between two or more logical statements, returns a 1 if at least one of the statements is true and a 0 if all the statements are false.
^ ^ (XOR)	When placed between two or more logical statements, the EXclusive OR operator (XOR) returns a 1 if one or the other but not both of the statements in the formula are true (or if an odd number of statements are true). It returns a 0 if neither or both of the statements are true (or if an even number of the statements are true).

## Entering formulas in a table or floating cell

You can use the Table Formula toolbar to insert formulas and functions in table cells and floating cells. You can also type formulas directly into cells if

you precede the initial symbols, functions, or numbers with + or =. However, it is best to enter formulas directly only if you know how to use functions and you remember the names you want to reference in formulas. For more information about functions, see “Creating functions using the Table Functions dialog box” on page 248. Formulas you enter are calculated when you move the insertion point out of the cell that contains the formula. You can protect your formulas from being deleted accidentally.

### To enter a formula in a table or floating cell

1 Right-click the cell, then click Formula Toolbar.



2 Click in the Formula Edit box, to the right of the *Apply Changes button*.

3 Type cell addresses, operators, and values in the Formula Edit box.

To insert the name of a table or floating cell instead of a cell address, click Names on the Table Formula toolbar, click a name, then click Insert.

4 Do one of the following:



- Click the *Apply Changes button* to insert the formula into the cell.



- Click the *Cancel Changes button* to cancel the formula or changes you have made to it.



- WordPerfect does not recognize formulas in cells in which the numeric format is set to Text.
- When you insert or cancel a formula, the Formula Edit mode is disabled.



- You can also click the Formula Toolbar button on the Table Property Bar to display the Table Formula toolbar.

### To protect table formulas

1 Click Tools, Settings.

2 Click Environment.

3 Click the Prompts tab.

4 Enable the Confirm Deletion Of Table Formulas check box.

## Creating functions using the Table Functions dialog box

WordPerfect includes more than 90 preset functions for mathematical, engineering, or scientific calculations. For information about each function, see WordPerfect table functions in the Reference Information section of the WordPerfect online Help.

The Table Functions dialog box helps you use the preset functions. As you become more familiar with the functions, you can enter them manually; however, for complex calculations, such as nesting other functions in a main function, using the Table Functions dialog box can help prevent errors in the construction of the function.

### To create a function using the Table Functions dialog box

- 1 Right-click a table, then click Formula Toolbar.
- 2 Click in the cell in which you want to place the function.
- 3 On the Table Formula toolbar, click the Functions button.
- 4 Choose a function type from the Type Of Functions To List list box.
- 5 Choose a specific function from the Functions list.  
A description of each function appears in the section below the Type Of Functions To List and Functions lists.
- 6 Click Insert.
- 7 Type cell addresses, operators, and values of the function in the Formula Edit box.



- In the Table Functions dialog box, you can begin typing the first few letters of a function to select it quickly.
- 

### To nest functions using the Table Functions dialog box

- 1 Follow steps 1 to 6 from the previous procedure.
- 2 Type cell addresses, operators, and values of the initial function in the Formula Edit box.
- 3 On the Table Formula toolbar, click the Functions button.
- 4 Choose a function type from the Type Of Functions To List list box.
- 5 Choose a specific function from the Functions list for the function you want to nest.



Your nested function can be placed in any location within the previous function.

- 6 Type cell addresses, operators, and values of the nested function in the Formula Edit box.

## Calculating formulas

You can calculate the formulas in a table or in all the tables and floating cells in a document. Formulas are calculated automatically each time you move the insertion point out of a cell or insert a formula using the Table Formula toolbar. You can also ignore a cell or a group of cells during calculations.

### To calculate formulas in a table

- 1 Click in a table.
- 2 On the Table Property Bar, click Table, Calculate.
- 3 Enable one of the following buttons:
  - Calculate Table — calculates the table or floating cell in which the insertion point is positioned
  - Calculate Tables In Document — calculates all tables and floating cells in the document

### To ignore a cell during calculations

- 1 Right-click a cell, then click Format.
- 2 Click the Cell tab.
- 3 Enable the Ignore Cell When Calculating check box.

## Copying and pasting a table formula

You can copy a table formula and paste it into another cell.

### To copy and paste a table formula

- 1 Click in the cell that contains the formula you want to copy.
- 2 On the Table Property Bar, click Table, Copy Formula.
- 3 In the Copy Formula dialog box, do one of the following:
  - Enable the To Cell button, then type the name of the cell in which you want to paste the formula.
  - Enable the Down button or the Right button, then type the number of times to paste the formula down or to the right.



- You can also click the Copy Formula button on the Table Formula toolbar. To display the Table Formula toolbar, right-click a table, then click Formula Toolbar.

### Adding values in a table quickly

The QuickSum button lets you calculate the sum of the values in cells, columns and rows quickly. QuickSum calculates the sum of values above or to the left of the insertion point and enters the sum in the selected cell. You must include an empty cell in the selection at the end of each column or row.

#### To add values in a table quickly

- Right-click the table cell below or to the right of the cells whose total you want to calculate, then click QuickSum.



- If you place the insertion point in a cell instead of selecting a range of cells, the calculated sum overwrites any values, formulas, or text in the cell.



- You can also click the QuickSum button on the Table Formula toolbar. To display the Table Formula toolbar, right-click a table, then click Formula Toolbar.

### Filling a table with incrementing numbers or dates

You can fill a row, column, or range of cells with values. Use QuickFill to continue a pattern of incrementing values across a row or down a column.

Sun		
1	2	
Sun	Mon	Tue
1	2	3

You can use Roman numerals, days of the week, months, or quarters, even if only one cell is used to establish the pattern. To repeat incrementing or decrementing numbers, however, you must select at least two cells with values to establish a pattern.

A pattern of values must increment or decrement based on addition or subtraction. You cannot fill in a pattern of values that increment or decrement based on multiplication or division.

### **To fill a table with incrementing numbers or dates**

- 1 Select the cells that contain the incrementing or decrementing pattern of values.
- 2 Extend the selection to include the cells in which you want to continue the pattern.
- 3 Right-click the selected cells, then click QuickFill.



- You can also click the QuickFill button on the Table Formula toolbar. To display the Table Formula toolbar, right-click a table, then click Formula Toolbar.
- 

### **Getting more information about table formula errors**

You can get more information about table formula errors. View Error displays a brief explanation of any ?? and ERR error symbols that appear in your table as you calculate formulas.

#### **To get more information about table formula errors**

- 1 Click the cell that contains the error.
- 2 Click the View Error button on the Table Formula toolbar.

## **Using charts**

WordPerfect lets you create and insert charts and graphs in a document.

You can include data charts, which let you display comparisons, trends, and statistics, or you can include organization charts, which display an organization's structure. There are several ways to include a chart in a document: you can insert a chart from another document; add data as you create the chart; or create a chart based on data in a table or a spreadsheet. You can edit and annotate charts and graphs.

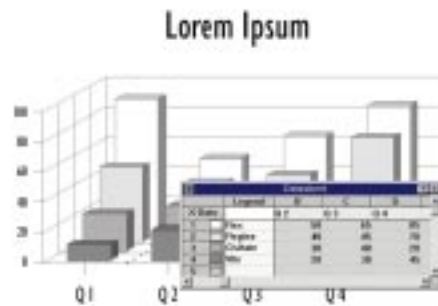
When you create a chart in WordPerfect, Corel Presentations menus and tools appear. These menus and tools let you choose a chart type and edit your chart. You can also use Corel Presentations to add text to charts; however, the text is saved as part of the chart, rather than with the document.

For more information about creating and modifying charts, see the Corel Presentations online Help.

## Creating a data chart

You can create a chart using data in a table or a spreadsheet, or you can add data as you create the chart. A chart can be linked to a table so that the chart is updated whenever the table data changes. If you move the chart to a different place in your document, it maintains its association with the table.

.....  
The following  
illustration displays  
one example of a  
data chart.  
.....



When you create a chart in WordPerfect, Corel Presentations menus and tools appear. You can choose from a variety of chart types, such as bar, line, and pie, and you can add chart attributes, such as a legend or frame. For more information about creating charts, see the Corel Presentations online Help.

### To create a data chart

- 1 Click where you want to insert a chart.
- 2 Click Insert, Chart.
- 3 Click Chart, Gallery, then choose a chart type.
- 4 In the Datasheet, click or double-click on cells to edit their contents.
- 5 Click Chart, Layout/Type.
- 6 In the Layout/Type Properties dialog box, choose Style, Appearance and Depth options for the chart.
- 7 Click Chart, Series.

- 8 In the Series Properties dialog box, choose Line and Fill colors for the chart.
- 9 Click outside the chart to return to the Document Window.



- To import data from a spreadsheet or file, click Data, Import after Corel Presentations menus and tools appear, then specify the filename of the document you want to import.
- 

### **To insert an existing chart**

- 1 Open the document that contains the chart using the application in which it was created (such as Corel Presentations or Quattro Pro).
- 2 Select the chart, then click Edit, Copy.
- 3 Switch to your WordPerfect document.
- 4 Click Edit, Paste Special, then click OK.

### **To create a chart from a table**

- 1 Create a table with the data to include in a chart, then click in the table.
- 2 Follow steps 2 to 9 from the “To create a data chart” procedure.



- The top row (Row 1) and the first column (Column A) in the table are used for data labels.
  - If you do not want the chart to be redrawn each time you make a change, click View, Auto Redraw to deselect this option. When you want the chart to be redrawn, click View, Redraw.
- 



- To change chart data and label names, return to the table and enter the changes in the table cells.
- 

## **Creating an organization chart**

You can create an organization chart to display the structure of an organization or the relationships of people and positions.

The following illustration displays one example of an organization chart.



For more information about creating charts, see the Corel Presentations online Help.

### To create an organization chart

- 1 Click where you want to insert the organization chart.
- 2 Click Insert, Graphics, Draw Picture.  
Corel Presentations menus and tools appear, and a drawing frame appears in the Document Window.
- 3 Click Insert, Organization Chart.
- 4 Click in the drawing frame.
- 5 Click a chart type, then click OK.
- 6 Double-click a box in the chart, then type a name and title to replace the placeholder name.
- 7 Click outside the chart to return to the Document Window.



- You can also create an organization chart by playing the WP\_ORG.WCM macro. Click Tools, Macro, Play, then double-click WP\_ORG.WCM. For information about macros, see “Playing macros” on page 556.

### Editing or annotating a chart or graph

You can edit and update charts and graphs. You can also edit the data that the chart is based on. For more information about editing charts, see the Corel Presentations online Help.

### To edit or annotate a chart or graph

- 1 Right-click a chart or a graph, then click Chart Object.
- 2 Enable one of the following buttons:

- Edit — lets you edit the chart or graph in the active document
- Open — lets you open the chart or graph full-screen to edit it
- Annotate — lets you add comments (draw lines and add text) to the chart or graph



- For in-place editing, you can also double-click the chart or graph.
- For full-screen editing, you can also hold down ALT while double-clicking the chart or graph.

---

### To edit chart data

1 Double-click a chart.

Corel Presentations menus and tools appear.

2 Do one of the following:

- To edit the chart title, double-click the title, then change the text and select the font, size, and other attributes you want to use.
- To add a subtitle, click Chart, Subtitle, then type the subtitle.
- To change any other chart element, right-click the item you want to change, then select the Properties option.

3 Click outside the chart to return to the Document Window.



- If you need to edit data and the Datasheet is not displayed, click View, DataSheet.



- If you edit data in a table, you can update the chart that is based on the table by right-clicking the chart and selecting Update Chart From Table.

---

## Updating charts associated with tables

You can use the data in a table to create a chart containing the same information. When you create a chart from a table, the two are associated. You can specify that charts associated with tables automatically update when you make changes to the data in tables.

For more information about updating charts, refer to the Corel Presentations online Help.

### **To update charts associated with tables**

- 1 Click in a table.
- 2 On the Table Property Bar, click Table, Calculate.
- 3 Enable one of the following buttons:
  - Calculate Table
  - Calculate Tables In Document
- 4 Select Update Associated Charts.



- To update charts associated with tables manually, right-click the chart, then click Update Chart From Table. Automatic calculation must be disabled to update a chart manually.
-





## WORKING WITH GRAPHICS

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# 8

Graphics enhance the appearance of a document. WordPerfect lets you insert graphics, such as shapes, drawings, clipart images, and other items into your document. You can size, move, and edit graphics to suit your needs.

When you insert a graphic into a WordPerfect document, it is placed inside a frame, called a graphics box. When you click on a graphic, the graphics box is selected, as indicated by sizing handles.



When an image is selected, you can

- drag the image to move it
- drag a handle to resize the image
- change the appearance of the image or the box

The graphics box may or may not be visible, depending on which type of graphic you insert and whether or not you add a border.

The Graphics Property Bar is displayed when you click a graphic. The Property Bar options change depending on what type of graphic you click. When you click a shape, the Property Bar lets you quickly add drop shadows, change text wrapping options, order graphics, and change the color of lines, shadows, and fills for graphics. When you click an image or graphics box, the Property Bar lets you quickly change border and fill styles, edit captions, change text wrapping options, order graphics, and access the Image Tools palette.

.....  
The following illustration shows one example of the Graphics Property Bar.  
.....

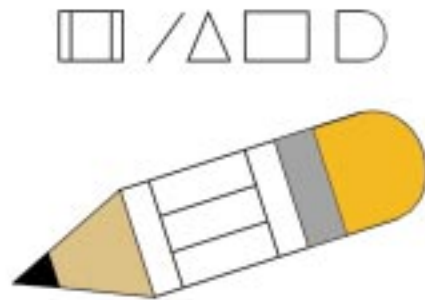


You can also apply graphic effects to text using TextArt, create graphical representations of equations using the Equation Editor, and insert graphics in your document using the Scrapbook. For information about TextArt, see About TextArt in the WordPerfect online Help. For information about the Equation Editor, see About Equation Editor 9 in the WordPerfect online Help. For information about the Scrapbook, see Using Scrapbook in the WordPerfect online Help.

## Creating and inserting graphics

You can create shapes and drawings in a WordPerfect document. A shape is any object created using WordPerfect drawing tools. You can create basic shapes, such as triangles, rectangles, or circles, as well as lines, arrows, stars, and more.

.....  
The following illustration is an example of a picture created using WordPerfect basic shapes.  
.....



Drawings are images you create. When you create a drawing in WordPerfect, Corel Presentations menus and tools appear.

You can insert images in a WordPerfect document. You can use the clipart images that come with WordPerfect, or you can create your own images using graphics programs, such as CorelDRAW and Corel PHOTO-PAINT, and

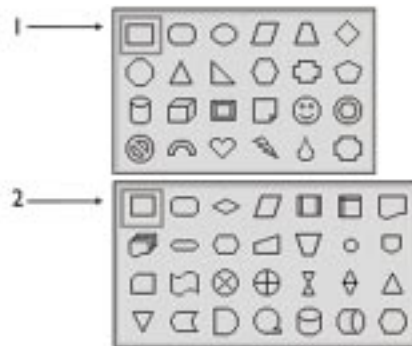
scanners. When you insert images from other programs or from a CD-ROM, you have the choice of linking the imported image to its source or embedding the image in your document. For more information about linking and embedding images, see “Working with linking and embedding” on page 420.

## Creating shapes and drawings

You can quickly create basic shapes, such as circles, rectangles, lines, polygons, and polylines, in your document.

The following illustration shows examples of preset shapes:

- 1) basic shapes
- 2) flowchart shapes



You can also create more complex drawings than these simple shapes. When you create a drawing in WordPerfect, Corel Presentations menus and tools appear. You can use the tools and commands to add circles, lines, boxes, and other shapes, or you can add objects to the image, such as text, clipart, and charts. For more information about creating a drawing, refer to the Corel Presentations online Help.

### To create a shape

- 1 Click Insert, Shapes.
- 2 Enable one of the following buttons:
  - Lines — lets you create shapes such as straight or curved lines
  - Basic — lets you create shapes such as circles, rectangles, or cubes
  - Arrows — lets you create various types of arrows
  - Flowchart — lets you create shapes used in a flowchart
  - Stars — lets you create various types of stars
  - Callout — lets you create callouts which can be used to enclose text
  - Action — lets you create shapes used to denote action
- 3 Click OK.
- 4 Position the cursor where you want the shape to appear.

- 5 Drag to draw the shape.
- 6 Click outside the shape to return to the Document Window.



- If you are drawing a polyline, drag and click to build the shape, then double-click to complete the shape.
  - Hold down CTRL while you draw a line to insert precise horizontal, vertical, and diagonal lines; hold down SHIFT while you draw a rectangle to create a square.
- 

### **To create a drawing**

- 1 Click Insert, Graphics, Draw Picture.
- 2 Create the drawing.
- 3 Click outside the drawing to return to the Document Window.

## **Inserting clipart**

You can insert clipart in a document. Clipart images are images that can be brought into a WordPerfect document and edited or used as is. More than 10,000 clipart images are provided with WordPerfect; however, during a standard installation only about 60 of these images are copied to your hard drive. To use these images, you must open the Scrapbook. The Scrapbook is a window that displays thumbnail images of the available clipart. For more information about using the Scrapbook, see Using Scrapbook in the WordPerfect online Help.

To use images stored on the WordPerfect Office 2000 CD, place the CD in your CD drive, then click the Clipart tab in the Scrapbook.

### **To insert clipart**

- 1 Click where you want to insert the image.
- 2 Click Insert, Graphics, Clipart.
- 3 Browse through the folders in the Scrapbook until you find the image you want to insert.
- 4 Do one of the following:
  - Drag the image from the Scrapbook into your document.
  - Select the clipart image, then click Insert.
- 5 Click outside the image to return to the Document Window.



- You can also insert clipart using the drag to create option. With the Shadow Cursor enabled, drag across the area of the document in which you want the image to appear, then click Clipart from the QuickMenu that appears. For information about dragging to create graphics, see “Enabling the drag to create option” on page 623.
- 

## Inserting a picture from the CD-ROM

You can insert a picture from the WordPerfect Office 2000 CD. More than 250 pictures are provided.

### To insert a picture from the CD-ROM

- 1 Insert the WordPerfect Office 2000 CD in your CD-ROM drive.
- 2 Click where you want to insert the picture.
- 3 Click Insert, Graphics, From File.
- 4 Choose the CD-ROM drive from the Look In list box.
- 5 Open the Corel\WPO2000\Graphics\Photos folder.  
Pictures have .JPG file extensions.
- 6 Double-click the filename of the picture you want to insert.



- You can also insert a picture using the drag to create option. With the Shadow Cursor enabled, drag across the area of the document in which you want the picture to appear, then click Image From File from the QuickMenu that appears. For information about dragging to create graphics, see “Enabling the drag to create option” on page 623.
  - To preview a picture before you insert it, click the Toggle Preview button, then click the picture filename.
- 

## Linking to an image on disk

When you link to an image on disk, the location of the image is inserted in your document, not the image itself. This way you can considerably reduce the size of your file, especially if the image is used in several places throughout your document. You can also automatically update all occurrences of the image in your document by editing the source copy of the image on disk.

When you open the document, you need to be sure that you have access to the folder where the image file is stored. For example, if the image is stored on a CD-ROM, the CD must be in the CD drive and accessible.

### **To link to an image on disk**

- 1 Click where you want to insert the image.
- 2 Click Insert, Graphics, From File.
- 3 In the Insert Image dialog box, enable the Image On Disk check box.
- 4 In the Insert Image dialog box, click the image you want to link to your document.
- 5 Click the Insert button.



- To link to images copied from the Scrapbook, you must first save them to your hard drive.
  - To display the name of the image file, right-click the image, then click Content.
- 

## **Inserting OLE objects from other applications**

Object Linking and Embedding (OLE) lets Windows applications exchange information with each other. You can link or embed a picture that was created in another program in a WordPerfect document. If you link the picture, the same information exists in two files: the application where the picture was created (the source application) and the application where it was copied (the client application). When you change the information in the source application, the information is updated in the client application as well.

When you embed a picture, the picture becomes part of your document. You can edit the picture directly. For more information about Object Linking and Embedding, see “Working with linking and embedding” on page 420.

### **To insert OLE objects from other applications**

- 1 Save the file you are working with in the source application.
- 2 Select the object, then click Edit, Copy.
- 3 Switch to WordPerfect, then click Edit, Paste Special.
- 4 Enable one of the following buttons:
  - Paste — embeds the object
  - Paste Link — links the object between the two documents



- You can link or embed information from one WordPerfect document to another. The object does not have to come from another Windows application.
- The source file has to be saved before you can link to it. If you selected information but Paste Link is dimmed in the Paste Special dialog box, switch back to the source application and save the file, then copy the information again.

## Scanning pictures into WordPerfect

You can scan an image, such as a picture or drawing, directly into WordPerfect as a bitmap image. However, before you scan, you should adjust the properties of your scanner to optimize its performance.

### To set up your scanner

- 1 Click Insert, Graphics, Select Image Source.
- 2 Click the image scanner you are using, then click Select.  
A dialog box will appear.
- 3 Adjust the properties of your scanner.



- The dialog box will vary depending on the scanner you are using. Click Help in the dialog box or see your scanner documentation for more information about the different options.

### To scan images into WordPerfect

- 1 Click Insert, Graphics, Acquire Image.
- 2 See your scanner software documentation for instructions on manipulating the image and pasting it into WordPerfect.



- If you do not have an image scanner with a TWAIN-compatible driver connected to your computer, Acquire Image and Select Image Source will not appear on your Insert menu.
- The image is stored in WordPerfect as a bitmap that you can edit. When you double-click the image, either Corel Presentations or your scanner software will open so that you can edit the bitmap.

## Editing, saving, and deleting graphics

You can edit the fill, line style, and drop shadow options for the shapes you create in WordPerfect.

The Graphics Property Bar is displayed when you click a shape. You can use the Property Bar to quickly add drop shadows, change text wrapping options, order graphics, and change the color of lines, shadows, and fills for graphics.

The following illustration shows one example of the Graphics Property Bar.



You can also edit a drawing or clipart image. When you edit a drawing or image in WordPerfect, Corel Presentations menus and tools appear. You can also manipulate graphics to change their size and shape using side and corner handles, glyphs, or editing points.

Graphics can be cut, copied, and pasted within a document or into other documents. For information about cutting, copying, and pasting graphics, see “Cutting, copying, and pasting text and graphics” on page 31.

You can save an image as a separate file. You can then insert the saved file into other documents. You can also delete graphics from a document.

### Editing shapes, drawings, and clipart images

You can edit basic shapes, such as circles, rectangles, lines, polygons, and polylines. You can change the fill properties of a shape by adding patterns, gradient fills, or textures. You can change the thickness of lines and change line style and color. You can also change the direction and color of drop shadows for a shape.

You can edit drawings and clipart images using Corel Presentations menus and tools.

#### To edit the fill for a shape

- 1 Double-click the shape.
- 2 Click the Fill tab.
- 3 Change any fill options.

#### To edit the line style for a shape

- 1 Double-click the shape.



- 2 Click the Line tab.
- 3 Change any line style options.

### To edit the drop shadow for a shape

- 1 Double-click the shape.
- 2 Click the Shadow tab.
- 3 Change any drop shadow options.



- You can also use the Graphics Property Bar to edit the attributes of a shape.
- 

### To edit a drawing or clipart image

- 1 Right-click the drawing or clipart image, then click Edit Image.
- 2 In Corel Presentations, edit the drawing or clipart image.
- 3 Click File, Save.
- 4 Click outside the drawing or image to return to the Document Window.



- You can also double-click a drawing or clipart image to edit it.
- 

## Manipulating graphics

In WordPerfect, you can manipulate a graphic in several ways: you can size a graphic, stretch a graphic, and alter the form of shapes, lines, and polylines. Sizing a graphic makes it larger or smaller while keeping its original proportions intact. Stretching a graphic extends it horizontally or vertically. You can skew a shape using small, green, diamond-shaped handles.

Some shapes can be altered using glyphs. Glyphs are small, pink, diamond-shaped handles that can be dragged to alter the form of the shape.

---

The following illustration demonstrates the different forms a shape can take when altered using a glyph.

---



Ellipses can be altered using the mode toggle. The mode toggle is a small, gray square that appears in the center of an ellipse and is used to toggle between a filled ellipse, an outlined ellipse, or a segmented pie ellipse.

.....  
The following illustration demonstrates the three forms of an ellipse when altered using the mode toggle.  
.....



Lines and polylines are altered using editing points, which can be dragged to change the form of the line.

### **To size a graphic**

- 1 Click the graphic.
- 2 Drag a corner handle of the selected graphic until the graphic is the desired size.



- To size a graphic from its center, press and hold SHIFT, then drag a handle to size the graphic proportionally.

### **To stretch a graphic**

- 1 Click the graphic.
- 2 Drag a side handle of the selected graphic until you achieve the desired effect.

### **To skew a shape**

- 1 Right-click a shape, then click Skew Shape.
- 2 Drag a skewing handle until you obtain the desired effect.

### **To manipulate a shape using a glyph**

- 1 Click the shape.
- 2 Drag a glyph until you obtain the desired effect.

### **To manipulate an ellipse using the mode toggle**

- 1 Click the ellipse.
- 2 Click the mode toggle to shift between the different modes.

### **To manipulate a line or polyline using editing points**

- 1 Right-click the line or polyline, then select Edit Points.
- 2 Drag any of the points until you obtain the desired effect.

## **Saving graphics**

After you use Corel Presentations to create a drawing or edit a clipart image, you can save the image as a separate file. You can then insert the saved graphics file into other documents.

WordPerfect supports many export file formats. For information about exporting, see Import and export file formats for WordPerfect 9 in the Reference Information section of the online Help.

### **To save graphics**

- 1 Select the graphic.
- 2 Click File, Save As.
- 3 Click Selected Image, then click OK.
- 4 Choose the drive where you want to save the file from the Save In list box.
- 5 Double-click the folder in which you want to save the file.
- 6 Type the filename in the File Name box.
- 7 Choose the file type you want from the File Type list box.
- 8 Click Save.



- To save fonts with a graphic, enable the Embed Fonts check box in the Save Image As dialog box.
- 

## **Deleting graphics**

You can delete shapes, images, clipart, and pictures from a document.

### To delete a graphic

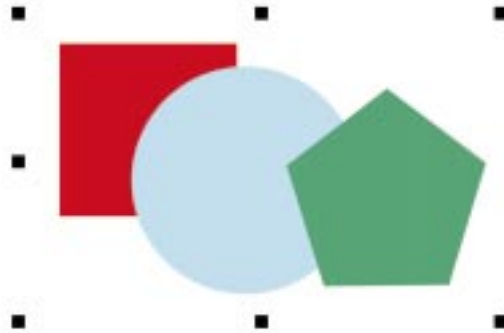
- 1 Select the graphic.
- 2 Press DELETE or BACKSPACE.

## Arranging and viewing graphics

When you have two or more overlapping graphics in your document, you can arrange their order by moving their graphics boxes in front of or behind the other boxes in the stack. You can also place graphics boxes behind text (like a watermark) or in front of text (like a sticky note).

You can group graphics so that they remain together when they are moved, sized, and edited. Grouping is especially useful when you want to keep an image and text together. When you want to edit the graphics individually, you can separate the grouped graphics.

The following illustration is an example of grouped graphics.



You can also display or hide graphics in the Document Window.

### Ordering graphics

When you have two or more overlapping graphics in your document, you can arrange their order by moving their graphics boxes in front of or behind the other boxes in the stack. You can place graphics boxes behind text (like a watermark) or in front of text (like a sticky note). You can also easily select a graphic that is over or under another graphic.

#### To order overlapping graphics

- 1 Right-click a graphic, click Order, then choose one of the following:
  - To Front — moves a graphic above the overlapping graphics
  - To Back — moves a graphic behind the overlapping graphics

- Forward One — moves a graphic forward one layer
- Back One — moves a graphic back one layer



- You can also click the Object(s) Forward One button or the Object(s) Back One button on the Graphics Property Bar.

### **To move a graphic behind or in front of text**

- 1 Click a graphic to select it.
- 2 On the Graphics Property Bar, click Graphics, then click one of the following:
  - In Front Of Text — moves the selected graphic above the text
  - Behind Text — moves the selected graphic below the text

### **To select a graphic that is over or under another graphic**

- 1 Click a graphic to select it.
- 2 On the Graphics Property Bar, click one of the following buttons:
  - Next Box — selects the next box that appears in the document
  - Previous Box — selects the previous box that appears in the document



- The Next Box button and the Previous Box button on the Graphics Property Bar are available only when more than one graphic appears in the document.

## **Grouping and ungrouping graphics**

You can group graphics so that they remain together when they are moved, sized, and edited. Grouping is especially useful when you want to keep an image and text together. When you want to edit the graphics individually, you can separate the grouped graphics.

### **To group graphics**

- 1 Select the graphics you want to group by holding down SHIFT and clicking them.
- 2 Right-click one of the selected graphics, then click Group.



- When you click one of the graphics, one set of sizing handles appears around the grouped graphics. You can size, move, or edit the group of graphics. For information about sizing graphics, see “Manipulating graphics” on page 265. For information about moving graphics, see “Moving a graphics box” on page 281.
- 

### **To ungroup graphics**

- Right-click one of the grouped graphics, then click Separate.

## **Hiding and displaying graphics in the window**

You can hide or display graphic lines, images, and boxes. By default, graphics are visible in the Document Window.

### **To display graphics in the window**

- Click View, Graphics.

A check mark next to the Graphics command indicates that graphics are displayed.

## **Changing the appearance of a graphics image**

WordPerfect includes tools that let you change the way an image looks. You can use the Image Tools palette to alter specific attributes of an image, such as changing the brightness and contrast, changing a color image to black and white, or changing the size and placement of an image within a graphics box. You can also flip an image, so that it displays its mirror image, or you can rotate an image. These changes do not alter the original image, but apply only to how the image looks within the graphics box.

## **Changing the size and position of an image**

You can enlarge or reduce an image, crop an image to a specified size, or move it around inside the graphics box.

### **To enlarge or reduce an image**

- 1 Right-click the image, then click Image Tools.



- 2 Open the Zoom flyout, then click the *Zoom In/Zoom Out* button.

A scroll bar appears at the right side of the image.

- 3 Click the arrows at the top or bottom of the scroll bar to enlarge or reduce the image.



- Click the **Zoom Actual Size** button in the **Zoom** flyout to restore the image to its original size.
  - To use precise values to change the image size, click **Edit Attributes**, **Scale Image**, then specify a value for **X** (width) and **Y** (height), or specify a scale for both **X** and **Y**.
- 

### To crop an image



- 1 Right-click the image, then click **Image Tools**.
- 2 Open the **Zoom** flyout, then click the *Crop Image button*.
- 3 Position the cursor on the image until it changes to a magnifying glass.
- 4 Drag the magnifying glass pointer to frame the part of the image that you want to enlarge and crop.

The area you frame fills the graphics box.

---



- Click the **Zoom Actual Size** button in the **Zoom** flyout to restore the image to its original size.
- 

### To move an image inside a graphics box

- 1 Right-click the image, then click **Image Tools**.
  - 2 Click **Move**, then drag the image to move it inside the graphics box.
- 



- Click **Edit Attributes** to specify a precise horizontal and vertical position for the image. Positive values move the image to the right or up; negative values move it to the left or down.
- 

## Flipping and rotating an image

You can flip an image from left to right or from top to bottom. You can also rotate an image inside a graphics box. When rotating an image, you can change the center of rotation so that the image pivots around a specified point rather than rotating in a fixed position.

### To flip an image

- 1 Right-click the image, then click Image Tools.
- 2 Click a Flip button to flip the image on its vertical or horizontal axis.



- You can also flip an image using the Horizontal Flip button or the Vertical Flip button on the Graphics Property Bar.
- 

### To rotate an image using the mouse

- 1 Right-click the image, then click Image Tools.
- 2 Click Rotate.  
Rotation handles appear at each corner of the graphics box and a center handle appears in the middle of the graphics box over top of the image.
- 3 Drag the center handle to change the center of rotation.
- 4 Drag one of the corner rotation handles in the direction you want to rotate the image.

### To rotate an image using exact measurements

- 1 Right-click the image, then click Image Tools.
- 2 Click Edit Attributes.
- 3 Enable the Rotate Image button.
- 4 In the Rotate Image section, type an angle of rotation in the Amount box.

## Adjusting the brightness and contrast of an image

You can adjust the brightness and contrast of an image.

### To adjust the brightness of an image

- 1 Right-click the image, then click Image Tools.
- 2 Select a value from the Brightness palette.



- To specify a precise brightness value, click Edit Attributes, Color Attributes, then specify a value between -1 (black) and 1 (white).
-



### To adjust the contrast of an image

- 1 Right-click the image, then click Image Tools.
- 2 Select a value from the Contrast palette.



- To specify a precise contrast value, click Edit Attributes, Color Attributes, then specify a value between -1 (no contrast) and 1 (highest contrast).
- 

### Changing color attributes of an image

You can change the color attributes of an image within the graphics box. You can invert the colors in the image, make the image transparent or white, or convert the image to black and white.

#### To invert the colors in an image

- 1 Right-click the image, then click Image Tools.
- 2 Click the Invert Colors button to change the image colors to their complementary colors.



- Click the Invert Colors button again to return the colors to their original value.
- 

#### To change the fill in an image

- 1 Right-click the image, then click Image Tools.
- 2 Select one of the following fill attributes from the Fill palette:
  - Normal — displays the image normally
  - Transparent — displays text or a background through the image
  - White — displays an outline (line drawing) of the image

#### To convert a color image to black and white

- 1 Right-click the image, then click Image Tools.
- 2 Select a gray value from the BW Threshold palette.



- Any colors darker than the threshold become solid black. Any colors lighter than the threshold become solid white. For example, you can use the color threshold to turn reds and purples to black and yellows to white.
- 



- To specify a precise threshold value, click Edit Attributes, B&W Attributes. Select Black And White, then set a threshold value. Higher numbers produce a darker image.
- 

## Restoring an image to its original appearance

You can reset the image to undo any attribute, color, fill, or positioning changes you have made with the Image Tools palette.

### To restore an image to its original appearance

- 1 Right-click the image, then click Image Tools.
- 2 Click Reset Attributes.

## Using graphics styles

Graphics are formatted with styles. Styles define the appearance of

- boxes
- borders
- fills
- graphics lines

You can use the preset styles included with WordPerfect or you can create your own styles. Styles for graphics boxes, borders, fills, and lines let you format a document quickly and consistently.

## Managing graphics styles

You can create graphics styles for boxes, borders, fills, and lines. You can retrieve, copy, and rename a graphics style, which is useful if you want to create a new style based on the formatting options of an existing style. You can also edit and delete a graphics style or restore a style to its original configuration. Saving graphics styles lets you use them again in other documents or templates.

## Creating and editing a graphics style

You can create a graphics style for boxes, borders, fills, and lines. You can also edit the style to apply different formatting. When you edit a graphics style, all graphics boxes, borders, fills, and lines formatted with that style are updated.

### To create a graphics style

- 1 Click Format, Graphics Styles.
- 2 Enable one of the following buttons to choose the style type you want to create:
  - Box
  - Border
  - Fill
  - Line
- 3 Click the Create button.
- 4 Type a name for the style in the Style Name box.
- 5 Change the attributes of the graphics box, border, fill, or line.



- If you want to create a graphics style based on another style, copy the original style, then edit the copy. For information about copying a graphics style, see “Copying and retrieving a graphics style” on page 276.
- 

### To edit a graphics style

- 1 Click Format, Graphics Styles.
- 2 Enable one of the following buttons to choose the style type you want to edit:
  - Box
  - Border
  - Fill
  - Line
- 3 Choose the style from the Styles list box.
- 4 Click the Edit button.
- 5 Change the attributes of the graphics box, border, fill, or line.

## Copying and retrieving a graphics style

You can copy a graphics style. Copying a graphics style is useful when you want to create a new style with similar formatting options as an existing style. You can also retrieve a graphics style. When you retrieve a graphics style, the style is attached to the current document. You can then apply the style to graphics boxes, borders, fills, or lines in the document.

### To copy a graphics style

- 1 Click Format, Graphics Styles.
- 2 Enable one of the following buttons to choose the style type you want to copy:
  - Box
  - Border
  - Fill
  - Line
- 3 Choose the style from the Styles list box.
- 4 Click Options, Copy.
- 5 Type a name for the style in the New Name box.

### To retrieve a graphics style

- 1 Click Format, Graphics Styles.
- 2 Enable one of the following buttons to choose the style type you want to retrieve:
  - Box
  - Border
  - Fill
  - Line
- 3 Click Options, Retrieve.
- 4 In the Filename box, type the name of the file that contains the style you want, then click OK.
- 5 Enable one of the following buttons:
  - User — lets you retrieve styles you have created
  - System — lets you retrieve styles provided with WordPerfect
  - Both — lets you retrieve all styles



- If you specify the name of a template file in step 4, all styles from that template are retrieved. You do not need to select User or System styles.
- 

## Renaming and saving a graphics style

You can rename a graphics style that you have created, but you cannot rename a preset graphics style. You can customize and save graphics styles to use again in other documents or templates.

### To rename a graphics style

- 1 Click Format, Graphics Styles.
- 2 Enable one of the following buttons to choose the style type you want to rename:
  - Box
  - Border
  - Fill
  - Line
- 3 Choose the style from the Styles list box.
- 4 Click Options, Rename.
- 5 Type a name for the style in the New Name box.

### To save a graphics style

- 1 Click Format, Graphics Styles.
- 2 Enable one of the following buttons to choose the style type you want to save:
  - Box
  - Border
  - Fill
  - Line
- 3 Click Options, Save As.
- 4 Type a name for the style in the Filename box.



- The file is saved to the default template folder, as specified in Tools, Settings. If none is specified, WordPerfect saves the styles where your Windows files are stored.

---

## Restoring a graphics style to its default appearance

You can reset a system style. System styles are the preset styles provided with WordPerfect. Resetting returns the style to the way it was when you first installed WordPerfect.

### To restore a graphics style to its default appearance

- 1 Click Format, Graphics Styles.
- 2 Enable one of the following buttons to choose the style type you want to restore:
  - Box
  - Border
  - Fill
  - Line
- 3 Choose the style from the Styles list box.
- 4 Click Options, Reset.

## Deleting a graphics style

You can delete a graphics style that you have created, but you cannot delete one of the preset graphics styles provided with WordPerfect.

### To delete a graphics style

- 1 Click Format, Graphics Styles.
- 2 Enable one of the following buttons to choose the style type you want to delete:
  - Box
  - Border
  - Fill
  - Line
- 3 Choose the style from the Styles list box.
- 4 Click Options, Delete.

## Using graphics boxes

When you insert an image into WordPerfect, it is placed inside a box (sometimes called a frame).

You can apply a preset graphics box style to the box surrounding a graphic, or you can create a custom graphics box with the attributes you want. You can change the box size and position on the page. When sizing a graphics box, you can maintain the proportions of an image. You can also easily replace the image inside the box.

When you format a graphics box with the attributes you want, such as border, fill, and size options, you can copy that graphics box format to other boxes in your document. You can also delete a graphics box.

## Using preset graphics box styles

There are fourteen preset graphics box styles, each with a specific look and position on the page.

<b>Graphics box style</b>	<b>Description</b>
Button	Used to create a box that looks like a raised button, similar to buttons in dialog boxes. It can contain text or graphics, and is often used to mark hyperlink jumps. It is anchored as a character.
Draw Object	Similar to Image box that wraps behind text (like a watermark) and has no caption counter.
Draw Object Text	Similar to Draw Object with content set to text. This box is commonly used for grouping text with a draw object.
Equation	Used with mathematical, scientific, or business formulas and expressions. The box extends the full width of the page or column. It has no borders.
Figure	Also used with images. However, it has a hairline border.
Image	Used with clipart images, charts, logos, or drawings. It does not have borders so you can contour text around the image in the box.
Inline Equation	Used to insert an equation or expression in a line of text. It has no borders and is anchored as a character.
Inline Text	Used to insert text (in a box) in another line of text. It has no borders and is anchored as a character.
OLE 2.0 Box	Used with OLE objects (such as images). It does not have borders.
Sticky Note Text	Box that resembles a sticky note with a yellow background, covering everything beneath it.
Table	Used for tables, spreadsheets, statistical data, or text. It has thick borders on the top and bottom of the box.

Text Box	Used to separate text from the main document, such as for quotes and sidebars. It has thick borders on the top and bottom of the box.
User	Used for any graphic (clipart images, drawings, charts, text, equations, or tables). It has no borders.
Watermark	Used to add a background image behind the text on the page. It has no borders.

## Applying a custom graphics box style

You can apply a graphics box style to a graphics box in your document.

### To apply a graphics box style

- 1 Right-click a graphics box, then click Style.
- 2 Choose a style from the Styles list box.



- The text at the bottom of the Custom Box dialog box describes each box style as you select it.

## Creating and inserting a custom graphics box

You can create a new graphics box and insert it in a document.

### To create and insert a custom graphics box

- 1 Click Insert, Graphics, Custom Box.
- 2 Click the Styles button.
- 3 Click the Create button.
- 4 Type a name for the style in the Style Name box.
- 5 Select attributes for the style.
- 6 Click OK, then click Close.
- 7 Choose the style you created from the Styles list box.
- 8 Click OK to insert the custom graphics box.



- The text at the bottom of the Custom Box dialog box describes each box style as you select it.



## Moving a graphics box

You can move a graphics box to a new location by clicking and dragging. If the graphics box is attached to a paragraph, a guideline and a pushpin indicate to which new paragraph it will attach. If the graphics box is attached to a character, a black vertical line next to the box shows where the box will move.

### To move a graphics box

- 1 Click a graphics box to select it.
- 2 Drag the box to a new location.



- You can also cut and paste the box. For information about cutting and pasting, see “Cutting, copying, and pasting text and graphics” on page 31.
- 

## Resizing a graphics box

You can change the size of a graphics box by selecting it and dragging any of the sizing handles, or by using the Box Size dialog box to size your graphics box more precisely. You can also preserve the width/height ratio of an image when sizing a graphics box to keep the image from becoming distorted.

### To resize a graphics box

- 1 Click a graphics box to select it.
- 2 Drag the sizing handles.

Be sure to position the cursor directly on a handle when you drag.



- When you use the corner handles to resize a box, the size of the box adjusts to maintain the current height/width ratio of the box and also to maintain the original proportions of the image. To change the height/width ratio of the box, use the middle handles to resize the box. However, as you resize the box the image adjusts to fill the box and, consequently, the image may become distorted.
- 

### To resize a graphics box to specific measurements

- 1 Right-click a graphics box, then click Size.
- 2 Do one of the following:

- Click Set in the Width or Height section, then type a width or height.
- Click Full in the Width or Height section to have the graphics box fill the width or height of a page column (from left to right margin). A box with Full as its height is automatically attached to the page.



- To prevent an image from becoming distorted, click Maintain Proportions in the Width or Height section.

---

### To preserve the width/height ratio of an image

- 1 Right-click a graphic, then click Content.
- 2 Click Preserve Image Width/Height Ratio.



- Selecting this option will restore a distorted image to its correct proportions. However, the restored image may not fill the box.

---

## Changing the contents of a graphics box

After you get a graphics box looking the way you want, you can replace the contents of the box without having to delete the graphics box and start over. You can choose to replace an image with another image, text, an equation, or with an empty box.

You can shift an image inside a graphics box by changing the horizontal and vertical locations.

### To change the contents of a graphics box

- 1 Right-click a graphic, then click Content.
- 2 Choose one of the following options from the Content Type list box:
  - Image — lets you replace the current contents with an image
  - Text — lets you replace the current contents with text
  - Equation — lets you replace the current contents with an equation
  - Image On Disk — lets you replace the current contents with an image on disk
  - OLE Object — lets you replace the current contents with an OLE object
- 3 Type the filename of the new contents in the Filename box.



- If you choose Empty from the Content Type list box, you are given the option of deleting the contents of the graphics box.
- 

### **To change the position of the contents inside a graphics box**

- 1 Right-click a graphic, then click Content.
- 2 Choose one of the following options from the Horizontal Position list box:
  - Left
  - Right
  - Centered
- 3 Choose one of the following options from the Vertical Position list box:
  - Top
  - Bottom
  - Centered

### **Copying a graphics box format to other boxes**

You can copy a graphics box format to other boxes. Formatting attributes, such as border, fill, text wrapping, caption, and size, are applied.

#### **To copy a graphics box format to other boxes**

- 1 Select the graphics box that has the formatting you want to copy.
- 2 Click Format, QuickFormat.
- 3 Click the QuickFormat paintbrush cursor in the graphics boxes you want to format.
- 4 Click Format, QuickFormat to disable QuickFormat.



- You can also right-click the formatted graphics box, then click QuickFormat.
- 

### **Deleting a graphics box**

You can delete a graphics box and its contents.

### To delete a graphics box

- 1 Select the graphics box.
- 2 Press DELETE or BACKSPACE.



- You can also right-click a graphic, then click Delete Box.
- 

## Using borders and fills

You can add a border around a paragraph, page or column, or around a graphics box. You can change border attributes, such as line style and color, and you can add rounded corners and drop shadows to a border. You can also add and customize the fill style, pattern, or shading to the space inside the borders.

---

The following illustration shows examples of borders, fills, and drop shadows.

---



You can create, edit, and save border styles.

## Adding borders

You can add borders around a graphics box, paragraph, column, or page.

### To add a border to a graphics box

- 1 Right-click a graphics box, then click Border/Fill.
- 2 Choose a border pattern from the Available Border Styles box.

### To add a border to a paragraph

- 1 Click in a paragraph.
- 2 Click Format, Paragraph, Border/Fill.

- 3 Choose a border pattern from the Available Border Styles box.

To apply the border only to the selected paragraph, click Apply Border To Current Paragraph Only.



- If you disable Apply Border To Current Paragraph Only, the border surrounds the current paragraph and all subsequent paragraphs in the document.

---

### To add a border to a column

- 1 Click in a column.
- 2 Click Format, Columns.
- 3 Click the Border/Fill button.
- 4 Choose a border pattern from the Available Border Styles box.

To apply the border only to the selected column, click Apply Border To Current Column Group Only.



- If you disable Apply Border To Current Column Group Only, the border surrounds the current column and all subsequent columns in the document.

---

### To add a border to a page

- 1 Click in a page.
- 2 Click Format, Page, Border/Fill.
- 3 Choose one of the following options from the Border Type list box:
  - Line — lets you choose a border from the preset line borders
  - Fancy — lets you choose a border from the default Fancy Borders folder
- 4 Choose a border pattern from the Available Border Styles box.

To apply the border only to the current page, click Apply Border To Current Page Only.



- If you disable Apply Border To Current Page Only, the border will surround the current page and all subsequent pages in the document.
- 



- To browse for fancy borders located in other folders, click the Change Folders button and type the filename of the folder you want to open in the File Name box.
  - After you put a fancy border on a page, you can type text on the page as you usually would. However, the border doesn't change page margins. If you don't want to type over the border, you may need to move the page margins within the border.
- 

## Editing borders

You can edit and customize the border style for a graphics box, paragraph, column, or page.

### To edit the border of a graphics box

- 1 Right-click a graphic, then click Border/Fill.
- 2 Choose a border pattern from the Available Border Styles box.
- 3 Choose a border color from the Color palette.
- 4 Choose a line style from the Line Style palette.

### To edit the border for a paragraph

- 1 Click in the paragraph.
- 2 Click Format, Paragraph, Border/Fill.
- 3 Follow steps 2 to 4 from the previous procedure.

### To edit the border for a column

- 1 Click in the column.
- 2 Click Format, Columns.
- 3 Click the Border/Fill button.
- 4 Follow steps 2 to 4 from the “To edit the border of a graphics box” procedure.

### To edit the border for a page

- 1 Click on the page.
- 2 Click Format, Page, Border/Fill.
- 3 Follow steps 2 to 4 from the “To edit the border of a graphics box” procedure.



- You can click the Advanced tab in the Box Border/Fill dialog box to adjust the spacing inside and outside the border, and to add and adjust the curve of rounded corners. Click the Shadow tab to change the color and width of the drop shadow.
- 

### Adding and editing fills

You can add or change the fill style, pattern, or shading to the space inside the borders. Solid fills include even-colored fills, shading, and patterns; gradient fills display a progression between two colors.

#### To add or edit fills

- 1 Right-click a graphic, then click Border/Fill.
- 2 Click the Fill tab.
- 3 Choose a pattern from the Available Fill Styles box.
- 4 Select colors from the Foreground and Background palettes.

#### To add or edit gradient fills in a graphics box

- 1 Right-click a graphic, then click Border/Fill.
- 2 Click the Fill tab.
- 3 Select colors from the Foreground and Background palettes.
- 4 Click the Advanced tab.
- 5 Choose a type of fill from the Gradient list box.

To change the vertical and horizontal placement of the shadows within the gradient, or to rotate the gradient, select an amount for the Vertical Offset, Horizontal Offset, or Rotation Angle options.

#### To add or edit gradient fills for a column

- 1 Click Format, Columns.

- 2 Click Border/Fill, then click the Fill tab.
- 3 Select colors from the Foreground and Background palettes.
- 4 Click the Advanced tab.
- 5 Choose a type of fill from the Gradient list box.

To change the vertical and horizontal placement of the shadows within the gradient, or to rotate the gradient, select an amount for the Vertical Offset, Horizontal Offset, or Rotation Angle options.

### **To add or edit gradient fills for a paragraph or page**

- 1 Click Format, then click one of the following:
  - Paragraph, Border/Fill — lets you change gradient fill options for a paragraph
  - Page, Border/Fill — lets you change gradient fill options for a page
- 2 Click the Fill tab.
- 3 Select colors from the Foreground and Background palettes.
- 4 Click the Advanced tab.
- 5 Choose a type of fill from the Gradient list box.

To change the vertical and horizontal placement of the shadows within the gradient, or to rotate the gradient, select an amount for the Vertical Offset, Horizontal Offset, or Rotation Angle options.

## **Changing border space**

You can adjust the spacing between the border and the text surrounding the box, and between the border and the contents of the box.

### **To change the border space for a graphics box**

- 1 Right-click a graphic, then click Border/Fill.
- 2 Click the Advanced tab.
- 3 Choose a spacing option from the Inside palette.
- 4 Choose a spacing option from the Outside palette.

### **To change the border space for a column border**

- 1 Click Format, Columns.
- 2 Click Border/Fill, then click the Advanced tab.



- 3 Choose a spacing option from the Inside palette.
- 4 Choose a spacing option from the Outside palette.

### **To change the border space for a paragraph or page border**

- 1 Click Format, then click one of the following:
  - Paragraph, Border/Fill — lets you change border space options for a paragraph
  - Page, Border/Fill — lets you change border space options for a page
- 2 Click the Advanced tab.
- 3 Choose a spacing option from the Inside palette.
- 4 Choose a spacing option from the Outside palette.

## **Changing the roundness of a border**

You can change the border for a graphics box, paragraph, column, or page so that it displays round or square corners.

### **To change the roundness of a graphics box border**

- 1 Right-click a graphic, then click Border/Fill.
- 2 Click the Advanced tab.
- 3 Do one of the following:
  - Click Rounded Corners.
  - Type a number in the Corner Radius box.

### **To change the roundness of a column text border**

- 1 Click Format, Columns.
- 2 Click Border/Fill.
- 3 Follow steps 2 and 3 from the previous procedure.

### **To change the roundness of a paragraph or page text border**

- 1 Click Format, then click one of the following:
  - Paragraph, Border/Fill — lets you change the roundness of a paragraph text border

- Page, Border/Fill — lets you change the roundness of a page text border
- 2 Follow steps 2 and 3 from the “To change the roundness of a graphics box border” procedure.



- The number 0 specifies square corners. As the number increases, the corner becomes more rounded.

## Changing the drop shadow

You can change the drop shadow for a graphics box border, or for a paragraph, column, or page border.

### To change the drop shadow for a graphics box border

- 1 Right-click a graphic, then click Border/Fill.
- 2 Click the Shadow tab.
- 3 Choose a direction for the drop shadow in the Direction Of Shadow box.
- 4 Type a height in the Shadow Height box.
- 5 Type a width in the Shadow Width box.
- 6 Choose a color from the Color palette.

### To change the drop shadow for a column border

- 1 Click Format, Columns.
- 2 Click Border/Fill.
- 3 Follow steps 2 to 6 from the previous procedure.

### To change the drop shadow for a paragraph or page border

- 1 Click Format, then click one of the following:
  - Paragraph, Border/Fill — lets you change drop shadow options for a paragraph
  - Page, Border/Fill — lets you change drop shadow options for a page
- 2 Follow steps 2 to 6 from the “To change the drop shadow for a graphics box border” procedure.

## Removing a border

You can remove a border around a graphics box, or around a paragraph, page, or column.

### To remove a border around a graphics box

- 1 Right-click a graphic, then click Border/Fill.
- 2 Click Discontinue.

### To remove a border around a column

- 1 Click the column border you want to remove.
- 2 Click Format, Columns, then click Border/Fill.
- 3 Click Discontinue.

### To remove a border around a paragraph or page

- 1 Click the paragraph or page border you want to remove.
- 2 Click Format, then click one of the following:
  - Paragraph, Border/Fill — lets you change border options for a paragraph
  - Page, Border/Fill — lets you change border options for a page
- 3 Click Discontinue.

## Using graphics lines

Graphics lines separate text or graphics on a page to make your document visually appealing and easier to read. When you insert lines, you can customize the line color, pattern, thickness of lines, or spacing around the line, or you can use a preset line style to define the look of a line quickly. You can use the preset line styles provided with WordPerfect, or you can create new styles.

### Creating, inserting, and editing a graphics line

You can insert preset horizontal and vertical lines that extend between margins. Once a line is inserted in your document, you can move it or change its width, length, style, color, and spacing.

You can also create a custom graphics line with the exact style, position, length, spacing, thickness, and color you want before inserting it.

### To insert a vertical line

- Click Insert, Line, Vertical Line.

### To insert a horizontal line

- Click Insert, Line, Horizontal Line.



- You can also use QuickLines to insert a horizontal line. At the beginning of a line, type four hyphens (- - - -) for a single line or four equal signs (= = = =) for a double line, then press ENTER.
- 

### To create a custom graphics line

- 1 Click Insert, Line, Custom Line.
- 2 Enable one of the following buttons:
  - Horizontal Line
  - Vertical Line
- 3 Change any of the line and position options.

### To edit a graphics line

- 1 Click the line to select it.
- 2 Right-click the line, then click one of the following options:
  - Edit Horizontal Line
  - Edit Vertical Line
- 3 Change any of the line and position options.



- You can also edit a graphics line by selecting it and clicking options on the Property Bar.
  - If you have overlapping lines, you can click View, Reveal Codes, then double-click the graphics line code to change a specific line. For more information about Reveal Codes, see “Displaying Reveal Codes” on page 43.
-

## Creating and editing a custom line style

You can save the look of a graphics line as a line style to use it again in your document or in other documents that use the same template.

### To create a custom line style

- 1 Click Insert, Line, Custom Line.
- 2 Click the Line Styles button.
- 3 Click Create.
- 4 Type a name for the new style in the Style Name box.
- 5 Change the attributes for the line.

### To edit a custom line style

- 1 Click Insert, Line, Custom Line.
- 2 Click the Line Styles button.
- 3 Choose the style you want to edit from the Styles list box.
- 4 Click Edit.
- 5 Change the attributes for the line.



- To edit a style without losing the original, first copy the style and rename it. For information about copying a style, see “Copying and retrieving a graphics style” on page 276.
- 

## Moving and sizing a graphics line using the mouse

You can move or size a graphics line using only the mouse.

### To move a graphics line using the mouse

- 1 Select a graphics line.
- 2 Drag the line to a new location on the page or in another document.

### To size a graphics line using the mouse

- 1 Select a graphics line.
- 2 Drag one of the sizing handles to enlarge or reduce the line length or width.



- To use precise measurements in moving or sizing the line, right-click the line, then click Edit Horizontal Line or Edit Vertical Line.
- 

## Cutting, copying, and pasting a graphics line

You can cut, copy, or paste a graphics line within a document or for use in another document.

### To cut, copy, or paste a graphics line

- 1 Select a graphics line.
- 2 Click Edit, then click one of the following:
  - Cut — removes the graphics line
  - Copy — copies the graphics line
- 3 Click where you want to paste the graphics line.
- 4 Click Edit, Paste.



- You can also right-click a graphics line, then click Cut, Copy, or Paste.
- 

## Deleting a graphics line

You can delete a graphics line.

### To delete a graphics line

- 1 Select a graphics line.
- 2 Press DELETE or BACKSPACE.



- You can also right-click a graphics line, then click Delete.
- 

## Working with graphics box captions

A caption identifies a graphic and is most often used for illustrations, charts, or tables. You can add and edit a graphics box caption. A caption is usually placed below the graphic; however, you can change the position of a caption so that it appears to the right, left, or above a graphic.

The following illustration shows 1) a rotated caption which appears to the left of a graphic.



You can also rotate captions, adjust their size, and use text editing features, such as fonts, line spacing, and cut and paste. For more information about text editing features, see “Formatting documents” on page 71.

WordPerfect automatically numbers captions. Each graphics box style has a different caption numbering style, called a counter. For example, all figure boxes are numbered in sequence and labeled as “Figure.”

Graphics Box	Default Counter	How It Appears
Image	Figure	Figure 1
Text Box	Text	1
Equation	Equation	(1)
Figure	Figure	Figure 1
Table	Table	Table 1
User	User	1
OLE 2.0 Box	Figure	Figure 1

You can change the numbering style of a graphics box caption, create a multilevel numbering system for captions, and generate lists of figures, charts, equations, or other graphics.

## Adding and editing a graphics box caption

You can add a caption to any graphic with the exception of shapes. A caption identifies a graphic and is most often used for illustrations, charts, or tables. You can also edit a caption to change the text and to add font attributes such as line spacing or bold type.

### To add a graphics box caption

- 1 Right-click a graphic, then click Create Caption.
- 2 Type the caption text.
- 3 Click outside the box to deselect it and return to the document.



- You can delete the caption number when typing the caption text.

### To edit the text of a graphics box caption

- 1 Right-click a graphic, then click Edit Caption.
- 2 Edit the text or change the font attributes.
- 3 Click outside the box to deselect it and return to the document.



- To access other editing options, right-click a graphic, then click Caption.



- You can also edit a caption by clicking the Caption button on the Graphics Property Bar.

## Changing the width and position of a graphics box caption

You can change the width and position of a graphics box caption.

### To change the width of a graphics box caption

- 1 Right-click a graphic, then click Caption.
- 2 In the Caption Width section, enable one of the following buttons:



- Auto Width — lets you adjust the width of a caption automatically
  - Fixed — lets you specify a fixed width for a caption
  - Percent — lets you specify the width of a caption as a percentage of the width of a graphics box
- 3 Type a width in the Fixed or Percent boxes.

### **To change the position of a graphics box caption**

- 1 Right-click a graphic, then click Caption.
- 2 In the Caption Position section, choose an option from any of the following list boxes:
  - Side Of Box — lets you position the caption at the left, right, top, or bottom side of a graphics box
  - Border — lets you position the caption inside or outside of a graphics box border
  - Position — lets you position a top or bottom caption at the left, right, or center of a graphics box, or to position a side caption at the top, bottom, or center of a graphics box



- You can preview each caption position in the Preview Window.
  - Absolute Offset and Percent Offset let you offset a caption by a specific amount.
- 

### **Rotating a graphics box caption**

You can rotate a caption inside or outside of the graphics box. Captions rotate counterclockwise, and rotated captions can appear outside of the margin guidelines.

#### **To rotate a graphics box caption**

- 1 Right-click a graphic, then click Caption.
- 2 In the Rotate Caption section, enable one of the following buttons:
  - No rotation
  - 90 Degrees
  - 180 Degrees
  - 270 Degrees



- You can preview each caption position in the Preview Window.

---

## Changing the numbering style of a graphics box caption

You can change the way graphics box captions are numbered for a specific box style. You can choose different counters for different graphics box styles, such as using a figure counter numbering style for a text box.

### To change the numbering style of a graphics box caption

- 1 Right-click a graphic, then click Caption.
- 2 Click Change in the Caption Numbering Method And Style section.
- 3 Choose a counter style, then click Select.



- The counter style you select numbers the caption in sequence with other graphics boxes using that counter.

---

## Creating multilevel numbering in graphics box captions

WordPerfect automatically numbers captions. Each box type has a sequence of numbers. For example, all figure boxes are numbered in sequence. You can create multilevel numbering by completing three sets of procedures: first, create a caption style from an existing style; second, create and format the caption; and third, create a counter definition.

### To create a caption style from an existing style

- 1 Click Format, Graphics Styles.
- 2 Enable the Box button.
- 3 Choose a style from the Styles list box.
- 4 Click Options, Copy.
- 5 Type a name in the New Name box, then click OK.
- 6 Choose the caption style you created from the Styles list box.
- 7 Click the Edit button.
- 8 In the Edit Box Style dialog box, click the Caption button.
- 9 In the Box Caption dialog box, click the Change button next to Number Style.

### **To create and format a caption**

- 1 In the Styles dialog box, click the Create button.
- 2 Type a name in the Style Name dialog box.
- 3 Choose Document (Open) from the Type list box.
- 4 In the Contents box, type the text you want to insert followed by a space.
- 5 Apply text attributes to the text you type in the Contents box.  
If you want to preview how the text will appear in your document, disable the Reveal Codes check box.
- 6 In the Styles Edition dialog box, click Insert, Other, Counter.
- 7 Click the Create button in the Counter Numbering dialog box.

### **To create a counter definition**

- 1 Type a name in the Counter Name list box.
- 2 Type a value in the Number Of Levels box, then click OK.  
The maximum number of levels is 5.
- 3 Select Level 1 of your definition from the Counter list box.
- 4 Click the Display In Documents button.
- 5 Type any punctuation separating the level displays, then click OK.  
Repeat this process for the rest of the levels.
- 6 Type any punctuation after the caption number.
- 7 Click OK to return to the Styles dialog box.
- 8 Choose the new style from the Available Styles list box, then click Close.
- 9 Click the Change button next to Counter Type, select the counter definition you created, click Select, then close all dialog boxes.

## **Generating a list of captions**

You can generate a list of all captions for a particular kind of graphics box.

### **To generate a list of captions**

- 1 Place the insertion point where you want the list to appear in your document.
- 2 Click Tools, Reference, List.
- 3 Click Define on the List toolbar, then click Create.

- 4 Type a name for your list in the List box.
- 5 Choose a numbering format option from the Position list box.
- 6 Choose the type of box you want to generate a list for from the List Box Captions Automatically list box.
- 7 Click OK, then click Insert.

You should see the message <<List will generate here>>.

- 8 Click Generate on the List toolbar, then click one of the following options:
  - Save Subdocuments — saves condensed documents with the generated changes
  - Build Hyperlinks — creates hypertext links to any marked graphics
- 9 Click OK to generate the list.

## Integrating text and graphics

You can integrate text and graphics in WordPerfect. You can place text in a text box to separate it from surrounding text, and you can change the appearance of individual text boxes and all new text boxes. You can add text to a shape. You can also insert graphics among the text in a document. When you insert a graphic, you can attach the graphics box to a specific paragraph or page to ensure that the box does not shift its position as you add or delete text. You can also position a graphics box within columns.

When you insert text in a text box, you can rotate it or create reversed text (light-colored text on a dark background). You can contour text around an image or print text across an image using text wrapping. You can also insert a watermark, which is a lightly shaded image, behind text and graphics on the page.

.....  
1) A watermark  
appears as a faint  
picture in the  
background of a  
document.  
.....



## Creating a text box

You can create a text box in two ways. You can insert a preset graphics box and type text into it, or you can place a text box around existing text.

### To create a text box

- 1 Click Insert, Text Box.
- 2 Type the text inside the box.
- 3 Click outside the box to deselect it.



- To create a text box using the Shadow Cursor, drag across an area of your document, then select Text Box from the QuickMenu that appears.
- 

### To place a text box around existing text

- 1 Select the text.
- 2 Click Insert, Text Box.

## Changing the appearance of all new text boxes

You can change the appearance of all new text boxes by customizing the default template. The new style is applied to text boxes in the current document and in other new documents that use the same template.

### To change the appearance of all new text boxes

- 1 Click Insert, Graphics, Custom Box.
- 2 Click Styles.
- 3 Choose Text Box from the Styles list box.
- 4 Choose Default Template from the List Styles From list box.
- 5 Click Edit, Settings, Change.
- 6 Choose BoxText from the Available Styles list box, then click Edit.
- 7 Select any options in the Styles Editor dialog box to change how text appears in the box.
- 8 Click OK, Close, OK.
- 9 Select any options in the Edit Box Style dialog box to change how the graphics box appears.

## Adding text to shapes

You can add text to basic shapes, such as circles, rectangles, lines, polygons, and polylines. You can edit the text after you have added it to the shape, and you can format the text. For information about formatting text, see “Setting text attributes” on page 71.

### To add text to a shape

- 1 Right-click a shape, then click Add Text.  
A text box appears within the shape.
- 2 Type the text.
- 3 Click outside the shape to return to the Document Window.

### To edit text added to a shape

- 1 Right-click the shape, click Select Other, then choose Box 2 (Text).
- 2 Edit the text.
- 3 Click outside the shape to return to the Document Window.



- You cannot add text to a shape that has been rotated or skewed.
  - You cannot rotate or skew a shape once text has been added to the shape.
- 

## Attaching a graphics box to a character, paragraph, or page

When you insert a graphics box, the box is attached to a place on a page. However, as you add or delete text, the box may move to a different page. You determine how the box moves by where you attach it. You can make sure a box stays on the page where you put it. You can attach a box to a paragraph so it moves with the paragraph. You can also attach it as a character in a line so it moves with the text in the line. If the box is attached to a paragraph, a guideline and a pushpin show which paragraph it will attach to. If the box is attached as a character, the black vertical line next to the box shows where it will move.

### To attach a box to a character

- 1 Right-click a graphics box, then click Position.
- 2 Select Character on the Attach Box To list box.
- 3 Select a line position option.



- To prevent text on other lines from printing over the box, select **Box Changes Text Line Height**.
- When you create equations, you can use the **Custom** option to precisely align the figures in the equation.

### **To attach a box to a paragraph**

- 1 Right-click a graphics box, then click **Position**.
- 2 Select **Paragraph** on the **Attach Box To** list box.
- 3 Set horizontal and vertical measurements to move the box from its anchor point.

### **To attach a box to a page**

- 1 Right-click a graphics box, then click **Position**.
- 2 Select **Page** on the **Attach Box To** list box.
- 3 Set horizontal and vertical measurements to move the box from its anchor point.



- The box is anchored to a position on a page. However, added text can push the graphic to the same location on the next page. Click **Box Stays On Page** in the **Box Position** dialog box to keep the graphics box anchored to a specific page.

## **Positioning a graphics box precisely in columns**

You can specify an exact position for a graphics box within columns.

### **To position a graphics box precisely in columns**

- 1 Right-click a graphics box, then click **Position**.
- 2 Select **Page** from the **Attach Box To** list box.
- 3 From the **Horizontal** list box, choose one of the following options:
  - **Left Column** — attaches a graphics box to the left column
  - **Right Column** — attaches a graphics box to the right column
  - **Centered In Columns** — attaches a graphics box to the center of the columns specified in the **Across Columns** section

- 4 In the Horizontal box, specify any distance you want to offset the box from that location.
- 5 From the Vertical list box, choose one of the following options:
  - Top Of Page — selects the page location from which the box position is measured
  - Top Margin — selects the page location from which the box position is measured
  - Bottom Margin — selects the page location from which the box position is measured
  - Center Of Margins — selects the page location from which the box position is measured
- 6 In the Vertical box, specify any distance you want to offset the box from that location.



- If the column options fail to appear, make sure the image is placed within the columns.
  - To attach a graphics box to a specific number of columns, type the starting and ending column numbers in the Across Columns boxes.
  - If you want the image to span the specified columns, set the image size to Full Width.
- 

## Creating reversed text

You can reverse the color of the text and the background in a text box. Reversing text prints light-colored characters against a dark background.

### To create reversed text



- 1 Select the text in a text box.
- 2 On the Property Bar, click the *Font Color button*, then click a color from the Color palette.
- 3 Click outside the text box to deselect the text.
- 4 Right-click the text box, then click Border/Fill.
- 5 Click the Fill tab.
- 6 Choose a dark fill style from the Available Fill Styles box.





- You can also reverse the color of text that is not found in a text box using the REVERSE.WCM macro. For information about macros, see “Playing macros” on page 556.

## Rotating text

You can rotate the text in a text box counterclockwise. You can also edit text that has been rotated. When you edit rotated text, the Text Box Editor displays the text in a separate editing window.

### To rotate text

- 1 Right-click the text box, then click Content.
- 2 Enable one of the following buttons in the Rotate Text Counterclockwise section:
  - 90 Degrees
  - 180 Degrees
  - 270 Degrees

### To edit rotated text

- 1 Right-click the text box, then click Content.
- 2 Click Edit.
- 3 Edit the text in the Text Box Editor.
- 4 Click File, Close to return to your document.

## Wrapping text around an image

You can specify how the text in a document flows around a graphics box. For example, you can flow text through a graphic, around one or both sides of a graphics box, or around the image inside the graphics box.

### To wrap text around an image

- 1 Right-click the image, then click Wrap.
- 2 Select one of the following options in the Wrapping Type section:
  - Square — wraps the text around the edges of the graphics box
  - Contour — wraps the text around the outline of the image
  - Neither Side — wraps the text above and below the image

- Behind Text — places the image behind the text
  - In Front Of Text — places the image on top of the text
- 3** Select one of the following options in the Wrap Text Around section:
- Largest Side — wraps the text along the side of the image with the longest dimension
  - Left Side — wraps the text along the left side of the image
  - Right Side — wraps the text along the right side of the image
  - Both Sides — wraps the text along both sides of the image



- Contouring text eliminates white space. Box lines are removed and text wraps around the image, unless the box has rounded corners or top and bottom lines.
- 

## Inserting a watermark behind text

You can insert a watermark, which is a lightly shaded image, behind text and other graphics on a page. Watermarks are used as a background for text. You can insert and edit two separate watermarks within each document; Watermark A and Watermark B. You can also select which pages you want the watermark to appear on. For example, if your document has facing pages, you can use Watermark A on even pages and Watermark B on odd pages (or vice versa).

### To insert a watermark using an image from file

- 1** Click the top of the first page where you want the watermark to appear.
- 2** Click Insert, Watermark.
- 3** Select Watermark A or Watermark B, then click Create.

To select which pages you want the watermark to appear on, click the Watermark Placement button on the Watermark Property Bar. The default setting inserts the watermark on every page of a document.

- 4** Click Insert, Graphics, From File.
- 5** Double-click the folder in which the image is stored.
- 6** Double-click the image.

The image is inserted in your watermark page.

- 7** Click in the margin of the watermark page to deselect the image.

- 8 Click File, Close.

The watermark is inserted in your document.

### To insert a watermark using a clipart image

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click Insert, Graphics, Clipart.
- 3 Browse through the folders in the Scrapbook until you find the image you want to insert.
- 4 Select the clipart image, then click Insert.

The image is inserted in your watermark page.



- 5 Click in the margin of the watermark page to deselect the image.
- 6 Click File, Close.

The watermark is inserted in your document.



- You can also insert a watermark using the WATERMRK.WCM macro included with WordPerfect. For more information about using macros, see “Playing macros” on page 556.
- 

### To edit a watermark

- 1 Click the top of the first page where the watermark appears.
- 2 Click Insert, Watermark.
- 3 Select Watermark A or Watermark B, then click Edit.
- 4  On the Watermark Property Bar, click the *Watermark Placement button*.
- 5 In the Place On section, enable one of the following buttons:
  - Odd Pages — places the watermark on odd pages (1, 3, 5, etc.)
  - Even Pages — places the watermark on even pages (2, 4, 6, etc.)
  - Every Page — places the watermark on every page
- 6 Click OK.
- 7  On the Watermark Property Bar, click the *Watermark Shading button*.
- 8 Type values in the Text Shading and Image Shading boxes.
- 9 Click OK, then click File, Close.



- The watermark Property Bar provides limited image editing capabilities. However, you can change the appearance of an image, then save the image and use it as a watermark. For more information about editing an image, see “Changing the appearance of a graphics image” on page 270.

### To delete a watermark

- 1 Click the top of the first page where the watermark appears.
- 2 Click Insert, Watermark.
- 3 Click the Discontinue button.

## Working with color

You can create and edit the colors used when working with fonts, highlighting, and graphics in WordPerfect. You can use the Color Palette to select colors. The default Color Palette consists of 256 colors. You can also use color models to select colors. Three color models are available: RGB, HLS, and CMYK.

You can preview color changes made to your document using the Corel RealTime Preview feature.

### Creating colors on the Color Palette

You can create colors on the Color Palette using the color wheel or using color models, such as RGB, HLS, and CMYK. You can also click different areas of the luminosity bar to change the appearance of a color.

#### To create colors with the color wheel

- 1 Click Format, Font.
- 2 Click the *Font Color button*, then click More.
- 3 Drag the pointer on the color wheel until the color you want appears in the Current Color box.
- 4 Drag the pointer on the luminosity bar until the shade you want appears in the Current Color box.



#### To create colors using color models

- 1 Click Format, Font.
- 2 Click the *Font Color button*, then click More.



- 3 Choose a color model (RGB, HLS, or CMYK) from the Color Model list box.
- 4 Type values in the Color Values boxes until the color you want appears in the Current Color box.



- The color model you select determines the options available in the Color Values boxes.



- You can open the Select Color dialog box from any Color Palette in WordPerfect.
- 

## Using Corel RealTime Preview with graphics and colors

Corel RealTime Preview lets you view changes to a selection before the changes actually take place. The Corel RealTime Preview feature for graphics and colors is available when you use Property Bar buttons which open a palette to change the attributes of borders, fills, lines, and shapes. For example, you can view different border styles in your document before choosing which style is the most suitable.

You must enable Corel RealTime Preview to view changes in a document. For information about enabling Corel RealTime Preview, see “Displaying and hiding items in a document” on page 626.”

### To view changes to border, fill, or line attributes using Corel RealTime Preview

- 1 Click the graphic you want to make changes to.
- 2 On the Graphics Property Bar, click one of the following buttons:
  - Border Style — lets you change the border style of a graphics box
  - Box Fill — lets you change the fill style of a graphics box
  - Line Style — lets you change the line style of a line
  - Line Thickness — lets you change the thickness of a line
  - Shadow — lets you change the drop shadow of a graphics box or shape
- 3 Position the cursor over a style.

When you pause on a style, a preview of the border, fill, or line in that style is displayed on the page.
- 4 Click the style to apply it to the selected graphic.

### **To view color changes using Corel RealTime Preview**

- 1** Click the graphic you want to make changes to.
- 2** On the Graphics Property Bar, click one of the following buttons:
  - **Foreground Color** — lets you change the foreground color of a shape
  - **Background Color** — lets you change the background color of a shape
  - **Shadow Color** — lets you change the color of a drop shadow
  - **Line Color** — lets you change the color of a graphics line
- 3** Position the cursor over a color.

When you pause on a color, a preview of the graphic in that color is displayed on the page.
- 4** Click the color to apply it to the selected graphic.



## MANAGING LONG DOCUMENTS

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# 9

Whether you want to produce books, term papers, business reports, or magazine articles, WordPerfect has the tools and the power you need to get the job done. You can work with several small documents and link them to a master document to efficiently create a long document.

You can produce a professional-looking document; features, such as creating and using a table of contents, a table of authorities, an index, a list, cross-references, headers and footers, footnotes and endnotes, chapter and page numbering, delay codes, and counters, which make it easy to manage long documents.

### Using master documents

It is easier to maintain several small documents than one large document. For example, rather than writing a complete book in one document, you can create subdocuments for each chapter. Subdocuments can be opened, closed, and removed from the master document.

Master documents may be used as subdocuments in other master documents.

### Working with master documents

A master document may contain a table of contents, a table of authorities, an index, a list, cross-references, headers and footers, footnotes and endnotes, chapter and page numbering, delay codes, and counters. Master documents can be updated, edited, condensed, and expanded.

Subdocuments can also be condensed and expanded in a master document. For example, when subdocuments are condensed in a master document, you see only the information or text that exists within the master document.

Master documents can be used as subdocuments in other master documents. When a master document is used as a subdocument and opened in another master document, its subdocuments are automatically opened. For information about using subdocuments, see “Working with subdocuments” on page 313.

You can use Force Page to make sure that a certain page in a document always has an odd or an even page number. This can be useful if you want to start chapters or sections on odd-numbered pages.

### To create a master document

- 1 Open a new document.
- 2 Create the headers, footers, and other substructures you want to apply to the consolidated document, then specify any font and format settings.
- 3 Type any introductory text you want to include.
- 4 Position the cursor where you want the subdocument to appear.
- 5 Click File, Document, Subdocument.
- 6 Type or select the filename you want to include, then click Include.

Repeat steps 4-6 for each subdocument you want to include in the master document.



- In Page view and Two Pages view of a master document, subdocument links display as icons. In Draft view, subdocument links display as comments. For information about displaying documents, see “Viewing documents” on page 39.



- Master document formatting codes apply to subdocuments, except where different codes are found in a subdocument. Master document styles override subdocument styles.

---

### To force a page number in a master document to be odd or even

- 1 Position the cursor on the page where you want to force the page break or page number.
- 2 Click Format, Page, Force Page.



- 3 Click one of the following:
  - Current Page Odd — to force the page to have an odd number
  - Current Page Even — to force the page to have an even number.



- You can also create a subdocument by clicking the Subdocument button on the Reference toolbar. For more information about toolbars, see “Customizing toolbars” on page 628.
- 

## Working with subdocuments

Subdocuments are smaller documents that are linked to a master document. Subdocuments can be opened and closed in a master document, and they can be removed from a master document. The way subdocuments appear in the master document depends on how you view the master document. Page view and Two Pages view display subdocuments as icons. Draft view displays subdocuments as comments. For information about views, see “Viewing documents” on page 39. Subdocument entries also appear in the Reveal Codes window as [Subdoc]. For information about Reveal Codes, see “Displaying Reveal Codes” on page 43.

Each subdocument is a regular WordPerfect document that contains the components you would find in any document, such as codes used for formatting text and graphics, marked text that can be included in a table of contents, and headers, footers, footnotes, endnotes, etc. You can expand a master document to view all of its subdocuments at once. This is useful for performing functions, such as spell checking. When a master document is expanded, you can see all the text and codes in the master document and its subdocuments. You can also condense master documents when you want to generate a list, such as a table of contents. When a master document is condensed, you can only see the structure of the master document; subdocument components can not be seen.

### To create a subdocument

- 1 Click File, Document, Subdocument.
- 2 Choose the drive where the file is stored from the Look In list box.
- 3 Double-click the folder in which the file is stored.
- 4 Double-click the filename.

### To open subdocuments in a master document

- 1 Open the master document.

- 2 Click File, Document, Expand Master.
- 3 Disable the check box beside each subdocument you do not want to open.



- You can also create a subdocument by clicking the Subdocument button on the Reference toolbar. For more information about toolbars, see “Customizing toolbars” on page 628.



- All subdocuments are selected for expansion in the Expand Master Document dialog box by default.
- When you open, close, and save subdocuments in a master document, the subdocument styles are saved with the subdocuments.

### **To open all subdocuments if some documents are not selected**

- 1 Click File, Document, Expand Master.
- 2 Choose Mark All from the Mark/Clear list box.

### **To deselect all subdocuments**

- 1 Click File, Document, Expand Master.
- 2 Choose Clear All from the Mark/Clear list box.

### **To close subdocuments in a master document**

- 1 Click File, Document, Condense Master.
- 2 Disable the check box beside each subdocument you do not want to condense or save.



- You should close and save any subdocuments you have changed before you close the master document. If you save a master document without first saving the subdocument, your subdocument changes will be lost.

### **To remove the link of a subdocument from a master document**

- 1 Click View, Reveal Codes.
- 2 Click the [Subdoc] code to expand it and see the file name.
- 3 Drag the appropriate [Subdoc] code out of the Reveal Codes window.



- Once the subdocument link is removed, the subdocument is deleted from the master document, and the file reverts to an ordinary WordPerfect file.

## Creating a table of contents

A table of contents outlines a document, listing its chapters, sections, and headings. You can generate a table of contents for a single document or a master document. A table of contents generated for a master document includes entries for all the subdocuments. You can also create more than one table of contents in a document; for example, one for chapter titles and another for document headings. In WordPerfect, you can customize many aspects of a table of contents, including its number of levels, its layout, its font, and other styles.

Creating a table of contents involves three steps:

- Defining the way you want the table of contents to look — for information, see “Displaying levels and page numbers in a table of contents” on page 316.
- Marking text to include in the table of contents — for information, see “Marking entries for a table of contents” on page 316.
- Generating the table of contents — for information, see “Generating and updating a table of contents” on page 318.

The entries you mark for a table of contents in the text of your document can include section, heading, subheading, and chapter entries. WordPerfect makes it easy to do this by letting you mark the text.

A table of contents presents an outline of your document.



## Creating a style for a table of contents

A table of contents provides a list of chapters, sections, headings, or subheadings and provides an outline of your document. You can choose from five predefined styles for a table of contents.

### To create a style for a table of contents

- 1 Click Tools, Reference, Table Of Contents.

- 2 Click the Define button, then click Styles.
- 3 Click the Create button, then type a name for the style in the Style Name box



- You can choose a predefined style from the Table Of Contents Styles box.
- 

### **To wrap long entries in a table of contents**

- Click Define on the Table Of Contents toolbar, then enable the Display Last Level In Wrapped Format check box.

## **Marking entries for a table of contents**

Before you can generate a table of contents, you have to mark entries for it. You can mark the sections, headings, subheadings, or chapters to include in the table of contents. You can display and edit different levels in your table of contents. You can also display and edit single page, secondary, chapter, volume, or total page numbers, change the display for entries longer than one line, and customize styles in the table of contents.

### **To mark entries for a table of contents**

- 1 Click Tools, Reference, Table Of Contents.
- 2 Choose the word or phrase from your document that you want to include.
- 3 Click the Mark button for the level you want for the entry.  
Choose from levels Mark 1 through Mark 5. Each button corresponds to a level of indentation.
- 4 Repeat steps 2 and 3 for each entry you want to mark.



- When marking text, keep Reveal Codes displayed so that you do not include tabs, center codes, etc., which would affect the outcome of the table of contents. The text you select to include in the table of contents has attributes which could be retained in the table of contents.
- 

## **Displaying levels and page numbers in a table of contents**

You can create and display different levels in a table of contents and customize how page numbers appear. The level and page number are automatically updated when you generate the table of contents. For more

information about updating a table of contents, see “Editing a table of contents” on page 319.

### To display different levels in the table of contents

- 1 Click Tools, Reference, Table Of Contents.
- 2 Position the cursor where you want the table of contents to appear.
- 3 Click the Define button.
- 4 Type a value in the Number Of Levels (1-5) box.
- 5 Choose the page number positions from the Positions list box.

### To customize page numbers in a table of contents

- 1 Click Tools, Reference, Table Of Contents.
- 2 Click the Define button, then click the Page Numbering button.
- 3 Enable the Custom Page Number Format button.
- 4 Click the Insert button, then choose from the following options:
  - Page Number — lets you insert a page number in your table of contents
  - Secondary Number — lets you insert a secondary page number in your table of contents
  - Chapter Number — lets you insert a chapter number in your table of contents
  - Volume Number — lets you insert a volume number in your table of contents
  - Total Pages — lets you insert an entry in your table of contents for the total number of pages



- The page number code, [Pg #], represents the page number in relation to other text you type (such as “Economics — Page 1”, where “1” is the page number represented by [Pg #]).
  - If you are using secondary, chapter, volume, and total page numbers, you can put them together in the table of contents (for example, “Chapter 3, Page 98”).
  - You can type text between the codes. (For example, [Page #] of [Tot Pages #]).
-

### **To have the page numbers start on the page following a table of contents**

- 1 Position the cursor on the first page of your document.
- 2 Click Format, Page, Numbering.
- 3 Click the Set Value button.
- 4 Type 1 in the Set Page Number box.
- 5 Click the Apply button.

### **Generating and updating a table of contents**

Before you can generate a table of contents, you must mark text in your document and define the table of contents. For information about marking text, see “Marking entries for a table of contents” on page 316. WordPerfect lets you generate a table of contents and update an existing table of contents.

#### **To generate a table of contents**

- 1 Position the cursor where you want the table of contents to appear, type a title for it, then press ENTER one or more times to add blank lines.
- 2 Click Tools, Reference, Table Of Contents.
- 3 Click the Generate button.
- 4 Enable one of the following check boxes:
  - Save Subdocuments — lets you save changes to subdocuments when the table of contents is generated
  - Build Hypertext Links — lets you hyperlink the entries with related sections in the table of contents when the document is generated

#### **To update an existing table of contents**

- 1 Click Tools, Reference, Table Of Contents.
- 2 Click the Define button on the Table Of Contents toolbar.
- 3 In the Define Table Of Contents dialog box, choose any features you wish to change.
- 4 Click OK.
- 5 Click the Generate button.
- 6 Enable one of the following check boxes:

- Save Subdocuments — lets you save changes to subdocuments when the table of contents is generated
- Build Hypertext Links — lets you hyperlink the entries with related sections in the document when the table of contents is generated

## Editing a table of contents

When you edit and update a table of contents, WordPerfect scans the document for each marked entry for the table of contents and saves the text to the table of contents file.

### To edit a style in a table of contents

- 1 Click Tools, Reference, Table Of Contents.
- 2 Click the Define button on the Table Of Contents toolbar, then click Styles.
- 3 Do one of the following:
  - Choose a style from the Table Of Contents Styles box
  - Click the Create button, then type a name for the style in the Style Name box.
- 4 Click the Edit button.
- 5 Change any options in the Styles Editor dialog box.



- For more information about using the Styles Editor, see “Working with text styles” on page 123.
  - The Display Last Level In Wrapped Format check box appears dimmed until two or more heading or subheading levels are specified in the Table Of Contents.
  - When you select Display Last Level In Wrapped Format, only the first three numbering formats are available for the last level. To conserve space, any last-level entries that fall under the same higher-level entry appear one after the other on the same line, rather than each appearing on its own line.
- 

## Creating an Index

An index gives the reader an efficient way to locate a specific topic by providing a list of the important words in a document and the location in which these words can be found. An index can include both headings and

subheadings and can help the reader find specific or related information in various parts of the document.

.....  
An index provides a  
list of the important  
words in your  
document.  
.....



If a single heading references more than two or three pages, use subheadings to help the reader find specific information. If there are more than ten to fifteen subheadings under a heading, consider making multiple headings, such as “bicycles, history of”, and “bicycles, manufacturing.”

Creating an index involves three steps:

- Defining the index by creating a list of words or phrases you want to include — for information, see “Creating a concordance file” on page 320.
- Marking the words to include in your index — for information, see “Marking index entries” on page 321.
- Updating your index and generating it regularly — for information, see “Generating and updating an index” on page 322.

## Creating a concordance file

A concordance file is a list of all the words or phrases you wish to use in an index. Using a concordance eliminates the task of searching for and marking entries throughout the document. WordPerfect searches the document being indexed for occurrences of the words or phrases in the concordance and includes them as entries in the index.

### To create and use a concordance file

- 1 Create a new document.
- 2 Type the words and phrases you want in the concordance file, then press ENTER after each one.

If you want to mark a particular entry for a subheading, mark and select the Heading and Subheading text boxes on the Index toolbar.

- 3 Click File, Save As.



- 4 Choose the drive where you want to save the file from the Save In list box.
- 5 Double-click the folder in which you want to save the file.
- 6 Type the filename in the File Name box, then click Save.
- 7 Position the cursor where you want the Index to appear, type a title for it, then press ENTER one or more times to add blank lines.
- 8 Click Tools, Reference, Index, then click the Define button.
- 9 Specify the concordance filename, click OK, then click the Generate button.



- The generated index uses the capitalization of the concordance file, not the capitalization in the document. For example, if you create a “butterfly” entry in the concordance file, generate the concordance with a document that also includes “Butterfly.” All occurrences of “butterfly” and “Butterfly” are then listed under the “butterfly” heading.



- You can mark some index entries within the document and use a concordance file for others. Entries from both files are included when you generate the index.
- You can mark a concordance entry twice for use as both a heading and a subheading.

---

### **To create a concordance entry as a heading and a subheading**

- 1 Click Tools, Reference, Index.
- 2 Select the word or phrase in your document that you want to add to the index.
- 3 Click in the following boxes to mark index entries:
  - Heading — marks the index entry as a heading
  - Subheading — marks the index entry as a subheading
- 4 Click the Mark button.

### **Marking index entries**

Before you can format and generate your index, you need to mark the text you want to include in your index. You can use levels when you mark words. Levels allow you to include subentries (subheadings) under a main entry

(headings). You can mark “horse” as a heading entry and “colt” as a subheading entry, so that “colt” is displayed under “horse.” “Horse” as a heading entry is displayed under the heading “H.” Marked index entries can also be seen in a document in the Reveal Codes window. For more information about Reveal Codes, see “Displaying Reveal Codes” on page 43.

### To mark words as index entries

- 1 Click Tools, Reference, Index.
- 2 Select the word or phrase in your document that you want to include as an index entry.
- 3 Click in the following boxes to mark index entries:
  - Heading — marks the index entry as a heading
  - Subheading — marks the index entry as a subheading
- 4 Click the Mark button.



- Index entries are case-sensitive. A separate entry for each word will be inserted into the index for each variation of the word you mark, resulting in multiple entries for the same word.
- After you have marked headings, you can choose them from the list boxes rather than retyping them.
- If you index text in footnotes or endnotes, there is no index mark to indicate that the entry refers to a note. Keep a separate list of each entry so that you can add the appropriate note number in the final generated index.
- Heading entries are mandatory; subheading entries are optional.



- You can edit the text for a heading and still reference the word you select. For example, if you select “cherries” in your document but want the index entry to be “fruit,” type “fruit” in the Heading text box.

---

## Generating and updating an index

You can generate an index only after you have marked the text to include in the index. It is a good idea to generate your index from time to time to check for errors — a heading that needs subheadings, subheadings that could be combined, and so on. You can edit the generated index, but if you generate again, you lose your corrections. A better solution is to delete incorrect index

codes than add corrected entries. A quick way to find words marked as index entries is to search in your document for index codes using Find And Replace. For more information about using Find And Replace, see “Finding and replacing words and text” on page 133.

### **To generate an index**

- 1 Click Tools, Reference, Index.
- 2 Click the Define button.
- 3 Position the cursor where you want the Index to appear, type a title for it, then press ENTER one or more times to add blank lines.
- 4 Click OK, then click Generate on the Index toolbar.
- 5 Enable one of the following check boxes:
  - Save Subdocuments — lets you save changes to subdocuments when the document is generated
  - Build Hyperlinks — lets you hyperlink the entries with related sections in the document when the document is generated

## **Working with index codes**

You can search for and edit index codes.

### **To find index codes in a document**

- 1 Right-click in the active Document Window, then click View, Reveal Codes.
- 2 Click Edit, Find And Replace.
- 3 Click Match, Codes.
- 4 Choose Index from the Find Codes list box, then click Insert and Close.
- 5 In the Find and Replace dialog box, click Action, Position Before.
- 6 Click the Find Next button.

### **To edit index codes in a document**

- 1 Click Tools, Reference, Index.
- 2 Select the word or phrase in your document that you want to include as an index entry.
- 3 Click in the following boxes to mark index entries:
  - Heading — marks the index entry as a heading

- Subheading — marks the index entry as a subheading
- 4 Click the Mark button.



- Changes made to the generated index are not saved if you generate the index again.

### **To edit the index by deleting the index codes from the document**

- Click View, Reveal Codes, then drag the [Index] entry out of the window.

## **Changing numbering format and index styles**

You can change numbering formats and index styles.

### **To change numbering format and index styles**

- 1 Click the Define button on the Index toolbar.
- 2 Click the Change button.
- 3 Choose an index style from the Styles list box or create your own.

## **Creating a table of authorities**

You can create a table of authorities to list where citations of specific cases and statutes appear in a legal brief. The table can be divided into one or more sections, such as cases, statutes, and regulations, and each section can have a different format. WordPerfect sorts the authorities within each section alphanumerically. Before you begin marking entries for the table of authorities, decide on the structure and content of the table.

The following categories are commonly used for tables of authorities:

- Cases
- Constitutional Provisions
- Statutory Provisions
- Regulatory Provisions
- Miscellaneous

Creating a table of authorities involves three steps:

- Defining the index by creating a list of words or phrases you want to include — for information, see “Creating a section definition” on page 325.

- Marking the words to include in your index — for information, see “Marking entries for a table of authorities” on page 326.
- Updating your index and generating it regularly — for information, see “Generating a table of authorities” on page 327.

## Creating a section definition

You can create a new chapter or section in a document. Once you have defined it, you can insert page numbers and edit it to include different styles, fonts, and symbols. You can then retrieve the section to include it in your table of authorities.

### To create a section definition

- 1 Click Tools, Reference, Table Of Authorities.
- 2 Click the Define button on the Table Of Authorities toolbar.
- 3 Click the Create button, then type a name for the section.
- 4 Choose any options you want to add.

### To insert page numbers in a section definition

- 1 In the Create Table Of Authorities dialog box, click Page Numbering.  
If the Create Table Of Authorities dialog box is not displayed, click the Define button on the Table Of Authorities toolbar, then click the Create button.
- 2 Enable the Custom Page Number Format box.
- 3 Click the Insert button, then choose from the following options:
  - Page Number — lets you insert a page number in your table of contents
  - Secondary Number — lets you insert a secondary page number in your table of contents
  - Chapter Number — lets you insert a chapter number in your table of contents
  - Volume Number — lets you insert a volume number in your table of contents
  - Total Pages — lets you insert an entry in your table of contents, for the total number of pages

You can type any text and punctuation you want to include with the numbers.

### **To change the current table of authorities style**

- When you edit the section definition, click Change in the Current style group box, and select, create, or edit a style.

### **Marking entries for a table of authorities**

After you have organized your table of authorities, you are ready to mark the entries you want to list in the table. The first time you mark an authority, you create the text of the authority as you want it to appear in the table. This is called the full form. As part of the full form, you also assign a short form or nickname, such as the first name in the case being cited. You will often cite the same authority several times in your document. The short form makes it easy to mark several occurrences of the same authority. When you mark each authority in your document, you can assign it to a specific section in the table (such as “Cases” or “Constitutional Provisions”). To do this, you need to create a heading and define the format for each section.

You can mark authorities in the body of the document as well as in footnotes, endnotes, graphics boxes, and captions. You can mark and create the full form and the short form. You can also create, edit, or retrieve a section definition to include in the table of authorities you generate.

### **To mark and create the full form of the authority**

- 1 Select the text of the authority.
- 2 Click Tools, Reference, Table Of Authorities.
- 3 Click the Create Full Form button.
- 4 Do one of the following:
  - In the Section Name box, type the name of the section where you want to include the authority
  - Choose the appropriate section from the list box
- 5 If necessary, edit the text in the Short Form box, then click OK.
- 6 Click the Edit Full Form button to edit the full form text so that it appears exactly as you want it in the table.
- 7 Click the Close button on the Table Of Authorities Full Form toolbar.

### **To mark with the short form of the authority**

- 1 Position the cursor where you want to mark the occurrence of an authority.
- 2 Click Tools, Reference, Table Of Authorities.

- 3 Do one of the following:
  - Type the short form name in the Short Form box
  - Choose the appropriate short form name from the list box
- 4 Click the Mark button.

## Generating a table of authorities

You can generate a table of authorities only after you have marked the text to include in the table.

### To generate a table of authorities

- 1 Position the cursor where you want the table to appear when it is generated.
- 2 Click Tools, Reference, Table Of Authorities.
- 3 Click the Define button on the Table Of Authorities toolbar.
- 4 Create, edit, or retrieve a definition for a section of the table.
- 5 Select the section, then click the Insert button in the Define Table Of Authorities dialog box.

Repeat steps 3-5 for each section you want in the table. Each section can have its own format.
- 6 Click the Generate button.
- 7 Enable one of the following check boxes:
  - Save Subdocuments — lets you save changes to subdocuments when the document is generated
  - Build Hypertext Links — lets you hyperlink the entries with related sections in the document when the document is generated

## Editing a table of authorities

After the table of authorities is generated, you can edit the full forms or the definition and then generate a final draft.

### To edit a section definition

- 1 Click Tools, Reference, Table Of Authorities.
- 2 Click the Define button on the Table Of Authorities toolbar.
- 3 Select the section you want to define, then click Edit.
- 4 Choose any options you want to add.

### To retrieve a section definition

- 1 Click Tools, Reference, Table Of Authorities.
- 2 Click the Define button, then click the Retrieve button.
- 3 In the Retrieve TOA Definitions dialog box, type the filename of a document that has one or more section definitions that you want.



- The page numbers in your table of authorities look like the page numbers in your document. If you have used special numbering, such as total, volume, chapter, and secondary page numbers, you can also customize the way the page numbers appear in the table. For more information, see “Customizing page numbering formats” on page 181.
- 

## Using lists

You can create lists of items in a document, such as figures, illustrations, and tables. A list is created in the same way as any other reference list, such as an index or a table of contents. You can generate a list only after you have marked text to include in the list.

Creating a list involves three steps:

- Defining the way you want the list to look (called a list definition) — for information, see “Defining a list” on page 328.
- Marking the text to include in the list — for information, see “Marking items for a list” on page 329.
- Generating the list — for information, see “Generating a list” on page 329.

You can also edit, delete, and retrieve lists.

### Defining a list

When you have marked the items in your document to include in the list, you can define how your list will appear. You can create multiple lists of items in your document, such as figures and tables.

#### To define a list

- 1 Click Tools, Reference, List.
- 2 Position the cursor where you want the list to appear, type a title for it, then press ENTER one or more times to add blank lines.
- 3 Click the Define button.



- 4 Click the Create button on the Define List dialog box.
- 5 Type a name in the List box.
- 6 Choose the location of the page number in the Position list box.
- 7 Click the Page Numbering button to choose page number formatting.
- 8 Enable the Custom Page Number Format button.
- 9 Click the Insert button, then choose from the following options:
  - Page Number — lets you insert a page number in your table of contents
  - Secondary Number — lets you insert a secondary page number in your table of contents
  - Chapter Number — lets you insert a chapter number in your table of contents
  - Volume Number — lets you insert a volume number in your table of contents
  - Total Pages — lets you insert an entry in your table of contents, for the total number of pages

### Marking items for a list

You need to go through your document and mark the items you want to include in the list.

#### To mark items for a list

- 1 Click Tools, Reference, List.
- 2 Type the name of the list in the List box.
- 3 Select a word or phrase in the document that you want to include in the list, such as the title of a table, then click the Mark button.
- 4 Repeat step 3 for each item you want to mark.

### Generating a list

When you have marked the text in your document and have defined the style of the list, you can generate your list. After you have generated a list, you can edit the marked text or the list definition, then generate the list again. If you edit the actual list, your changes are lost if you generate again.

#### To generate a list

- 1 Click Tools, Reference, List.

- 2 Position the cursor where you want the list to appear, then click the Define button.
- 3 Choose a list name from the Define List dialog box.
- 4 Click the Insert button.
- 5 Click the Generate button on the List toolbar.
- 6 Enable one of the following check boxes:
  - Save Subdocuments — lets you save changes to subdocuments when the document is generated
  - Build Hypertext Links — lets you hyperlink the entries with related sections in the document when the document is generated

### **To position the list on the first page of a document**

- 1 Position the cursor on the first page of your document.
- 2 Click Format, Page. Numbering.
- 3 Click the Set Value button.
- 4 Type “1” in the Set Page Number box.

## **Editing lists**

After you have generated a list, you can edit the marked text or the list definition, then generate the list again. If you edit the actual list, your changes are lost if you generate again.

### **To edit a list**

- 1 Click Tools, Reference, List.
- 2 Click the Define button.
- 3 Choose the list you wish to edit from the Define List dialog box, then click the Edit button.
- 4 Make any changes in the Edit List dialog box.
- 5 Click OK, then click Close.
- 6 Click the Generate button on the List toolbar.
- 7 Enable one of the following check boxes:
  - Save Subdocuments — lets you save changes to subdocuments when the document is generated
  - Build Hypertext Links — lets you hyperlink the entries with related sections in the document when the document is generated

## Deleting and retrieving lists

You can delete and retrieve lists.

### To delete a list

- 1 Click Tools, Reference, List.
- 2 Click the Define button.
- 3 Choose the list you wish to delete from the Define List dialog box, then click the Delete button.
- 4 Click Yes in the Confirm Deletion dialog box.

### To retrieve a list

- 1 Click Tools, Reference, List.
- 2 Position the cursor where you want the list to appear, then click the Define button.
- 3 Click the Retrieve button.
- 4 In the Retrieve List Definitions dialog box, type the filename of the list you wish to retrieve.
- 5 Enable the check box of the list(s) you want to retrieve.
- 6 Click OK.
- 7 Click the Insert button.
- 8 Click the Generate button.
- 9 Enable one of the following check boxes:
  - Save Subdocuments — lets you save changes to subdocuments when the document is generated
  - Build Hypertext Links — lets you hyperlink the entries with related sections in the document when the document is generated

## Changing the page numbering format for a list

You can change the page numbering format for a list.

### To change the page numbering format for a list

- 1 Click Tools, Reference, List.
- 2 Click the Define button.
- 3 Click the Create button.

- 4 In the Create List dialog box, click the Page Numbering button.
- 5 Enable the Custom Page Number Format check box.
- 6 In the Custom Page Number Format box, do one or both of the following:
  - Type the text you want to display in the page numbering
  - Insert number codes you want to display in page numbering



- To use the same type of numbers as you have in the document, enable the Document Page Number Format button.
- 

## Creating cross-references

A cross-reference refers a reader to other pages, figures, and notes. When page numbers, figure numbers, and endnote and footnote numbers change as you edit a document, the references are updated when you regenerate the document.

Cross-references are made up of two components: a target and a reference. The target is the item or text to which you refer; the reference is the item from which you refer. You can update cross-references after you make changes by regenerating the document. You can also cross-reference a single target with more than one reference type (for example, “See page 23, figure 2”) and cross-reference one or more targets with the same reference type (for example, “See pages 10, 24, 29”). Both the target and the reference have to be marked before they can be generated as cross-references.

Creating cross-references involves two steps:

- Mark the reference and target with the same target name — for information, see “Marking targets and references for a cross-reference” on page 332.
- When all the references and targets are marked, generate the cross-references — for information, see “Generating a cross-reference” on page 334.

### Marking targets and references for a cross-reference

You have to mark targets and references for a cross-reference.

#### To mark a target for a cross-reference

- 1 Position the cursor where you want the cross-reference text, then type any introductory text, such as “See page ” or “See figure.”

- 2 Click Tools, Reference, Cross-Reference.
- 3 Choose a reference type from the Reference list to indicate the document item you are referencing.  
  
For example, if you are referencing a graphics box, specify Caption Number.
- 4 Type an identifying name for the cross-reference in the Target box, then click the Mark Target button.
- 5 Position the cursor immediately after the target item, then click Mark Target.



- You do not always need to click to the immediate right of the target. For example, if you are sending readers to a certain page, click within the text on the page that you want them to find, so that the reference will be correct if the text moves to a different page. If your target is a counter that displays and increments automatically, click before the counter when you mark it.



- Once you have created target names, you can reuse them by selecting them from the Target list.
- You can generate your cross-references again whenever you edit your document.

---

### **To mark a reference**

- 1 Position the cursor after the introductory text typed in step 1 of the “To mark a target for a cross-reference” procedure.
- 2 Select the desired target from the Target box, then click Mark Reference.  
  
A question mark (?) appears where you have marked the reference.

### **To cross-reference a single target with more than one reference type**

- Mark a separate reference for each reference type, then mark only one reference for all the references.

### **To cross-reference one or more targets with the same reference type**

- Mark the reference once, then mark each target separately using the same name.

When you generate, each target is separated by a comma and a space.

## **Generating a cross-reference**

After you have marked targets and references, you can generate the cross-reference.

### **To generate a cross-reference**

- 1 Click the Generate button, after you have marked all the targets and references you want.
- 2 Enable one of the following check boxes:
  - Save Subdocuments — lets you save changes to subdocuments when the document is generated
  - Build Hypertext Links — lets you hyperlink the entries with related sections in the document when the document is generated



- If you build hypertext links when you generate cross-references, you can click the reference number to jump to the target.
- 

## **Cross-referencing targets**

You can cross-reference a single target with more than one reference type and one or more targets with the same reference type.

### **To cross-reference a single target with more than one reference type**

- 1 Mark a separate reference for each reference type, then mark only one target for all the references.
- 2 Click the Generate button.
- 3 Enable one of the following check boxes:
  - Save Subdocuments — lets you save changes to subdocuments when the document is generated
  - Build Hypertext Links — lets you hyperlink the entries with related sections in the document when the document is generated

## To cross-reference one or more targets with the same reference type

- 1 Mark the reference once, then mark each target separately using the same name.

When you generate, each target is separated by a comma and a space.

- 2 Click the Generate button.
- 3 Enable one of the following check boxes:
  - Save Subdocuments — lets you save changes to subdocuments when the document is generated
  - Build Hypertext Links — lets you hyperlink the entries with related sections in the document when the document is generated



- For information on marking references, see “Marking targets and references for a cross-reference” on page 332.
- 

## Using headers and footers

You can use headers and footers to display information, such as page numbering, a chapter heading, a title, a date, a person’s name, or a company name, at the top or bottom of each page or on alternating pages in a document.

- 
- 1) A header prints just below the top margin.
  - 2) A footer prints just below the bottom margin.
- 



Headers and footers can contain

- text
- page numbers
- date

- time
- filenames

You can suppress headers and footers on a specific page.

## Creating headers and footers

You can create headers and footers and change where they display in a document.

### To create a header or footer

- 1 Click Insert, Header/Footer.
- 2 Click one of the following buttons:
  - Header A
  - Header B
  - Footer A
  - Footer B
- 3 Click the Create button.
- 4 Type the header or footer text as you would in a document using any WordPerfect editing features.
- 5 Click outside the header or footer guidelines to return to your document.



- You can use two different headers and two different footers at any place in your document. You can have several headers in a document, but only two headers can be active on a page. To replace a header or footer, you must create a new Header A to replace the existing Header A. Similarly, only a Footer A can replace another Footer A, and so on.
- Headers and footers do not display in Draft view.

### To view the header or footer in the Document Window

- Click View, Page or View, Two Pages.

## Editing and discontinuing headers and footers

You can edit and discontinue headers and footers.



### To edit a header or footer

- 1 Click Insert, Header/Footer.
- 2 Click one of the following buttons:
  - Header A
  - Header B
  - Footer A
  - Footer B
- 3 Click the Edit button and edit the text using any WordPerfect editing features.



- If the Page or Two Pages view is selected, you can also click anywhere inside the header or footer to edit the text.

### To discontinue a header or footer

- 1 Position the cursor on the page where you want to discontinue the header or footer.
- 2 Click Insert, Header/Footer.
- 3 Select the header or footer you want to discontinue, then click the Discontinue button.



- You can click Insert, Header/Footer, choose the header or footer you want to delete, then click Edit and delete all the contents of the header or footer. This also removes the code from Reveal Codes.
- You can drag the associated code from the Reveal Codes window. For information about Reveal Codes, see “Displaying Reveal Codes” on page 43.
- Use Delay Codes or Suppress to keep headers or footers from appearing on a title page, a copyright page, or any other single page in your document. For more information about delay codes, see “Using delay codes” on page 348.



- If you delete a header or footer by mistake, you can restore it by clicking Edit, Undo.
-

## Adding graphic lines to headers and footers

You can add graphic lines to headers and footers.

### To add a graphics line to a header or footer

1 Position the cursor in the header or footer in which you want to insert a horizontal line.



2 Click the *Horizontal Line button* on the Property Bar.



- You can also add a graphics line by positioning the cursor where you want to insert the line, then clicking Insert, Line. Choose Horizontal Line or Vertical Line from the list.

## Adjusting the distance below a header or above a footer

You can adjust the distance below a header or above a footer

### To adjust the distance below a header or above a footer

1 Position the cursor in the header or footer in which you want to adjust the distance.



2 Click the *Header/Footer Distance button* on the Property Bar.

3 Choose the distance you want between document text and the header or footer.



- You can also drag the header or footer guidelines up or down.

## Inserting chapter and page numbers in headers and footers

You can insert chapter and page numbers in headers and footers.

### To add a chapter number to a header or footer

1 Position the cursor in the header or footer in which you want to insert a chapter number.

2 Click Format, Page, Insert Page Number.

3 Click Chapter.

4 Click the Insert button, then the Close button.

### To add a page number to a header or footer

- 1 Position the cursor in the header or footer in which you want to insert a page number.
- 2 Click Format, Page, Insert Page Number.
- 3 Choose one of the following:
  - Page — lets you insert a page number in your header or footer
  - Chapter — lets you insert a chapter number in your header or footer
  - Volume — lets you insert a volume number in your header or footer
  - Secondary — lets you insert a secondary page number in your header or footer
  - Total Pages — lets you insert an entry in your header or footer, for the total number of pages
- 4 Click the Insert button, then the Close button.



- You can also click the Page Numbering button on the Page toolbar.
  - You can add page, section, chapter, or volume numbers inside a header or footer.
- 

### Inserting date and time in headers and footers

You can insert a date and time in a header or footer.

#### To insert date and time in headers and footers

- 1 Position the cursor in the header or footer in which you want to insert the date or time.
- 2 Click Insert, Date/Time.
- 3 Choose the style of date and time from the Date/Time Formats list box.



- You can change the language when you insert the time and date. For information about changing the language, see “Changing the language for WordPerfect” on page 627.
-

## Inserting filenames in headers and footers

You can insert the filename (or the path and filename) of the current document into headers and footers.

If the document has never been saved, a code will be inserted, but the filename (or path and filename) will not be displayed until you save the document. For information about saving documents, see “Saving a document” on page 36.

### To insert filenames in headers and footers

- 1 Position the cursor where you want to insert the filename.
- 2 Click Insert, Other, Filename.



- To insert the path and filename, click Insert, Other, Path And Filename.
  - If you rename the document, the filename updates automatically.
- 

## Suppressing headers or footers on a page

You can suppress headers or footers so that they are not seen on a page and do not print.

### To suppress headers or footers

- 1 Position the cursor outside the header or footer area.
- 2 Click Format, Page, Suppress.
- 3 Enable one or more of the following check boxes:
  - Header A — lets you suppress Header A
  - Header B — lets you suppress Header B
  - Footer A — lets you suppress Footer A
  - Footer B — lets you suppress Footer B



- You can also use Delay Codes to keep headers or footers from appearing on a title page, a copyright page, or any other single page in your document. For more information about delay codes, see “Using delay codes” on page 348.
-

## Using footnotes and endnotes

Footnotes and endnotes allow you to provide more information about a topic discussed in your document. You can create footnotes, which display at the bottom of the page or endnotes, which display at the end of the document. To do this, you insert a reference number in the text and that number is linked to the corresponding text in the endnote or footnote. This means you can edit or add notes and WordPerfect updates the notes and reference numbers for you.

WordPerfect also formats footnotes on the page for you; you don't have to decide how much text to type on the page and still leave room for the footnote. You can change the format of footnotes and endnotes, convert footnotes to endnotes, move footnotes and endnotes, insert delay codes, force footnotes and endnotes to display where you want, format the page numbering in footnotes and endnotes, and adjust page number values and format page numbers.

### Creating footnotes

A footnote provides more information about your topic and is found at the bottom of the page. A footnote can use a number or symbol that can be edited.

#### To create a footnote

- 1 Position the cursor in the text where you want to insert the footnote.
- 2 Click Insert, Footnote/Endnote.
- 3 Click the Footnote Number button, select the footnote number you want to insert, then click the Create button.
- 4 Type the text of the footnote.
- 5 Position the cursor outside the footnote or click the *Close button* to return to the main text of your document.



- The superscript footnote number appears in the text of your document. The footnote appears at the bottom of the page.
- If you are in a Footnote/Endnote, you can not access all available WordPerfect functions until you return to the body of the text.



- You can paste information you have cut or copied, or you can insert a file into the footnote.
  - If you delete a footnote number, you can restore it by clicking the Note Number button on the Property Bar.
- 

## Editing footnotes

You can edit a footnote to make necessary changes.

### To edit a footnote

- 1 Click Insert, Footnote/Endnote.
- 2 Type the number of the footnote in the Footnote Number box, then click the Edit button.
- 3 Edit the text of the footnote.
- 4 Click the *Close button* to return to the main text of your document.



- If you are using Page view, you can also click in the text of the footnote to edit it.
  - To display the Footnote Property Bar, click inside the footnote.
  - If you delete a number, you can restore it by clicking the Note Number button.
- 

## Starting new numbers for footnotes

You can start new numbers for footnotes. This is useful when you want each chapter or section of your document to have its own footnotes.

### To start new numbers for footnotes

- 1 Click Insert, Footnote/Endnote.
- 2 Type the number of the footnote in the Footnote Number box.
- 3 Click the Options button, then choose Set Number.
- 4 Do one of the following:
  - Type a value for the new number in the New Number box
  - Enable the Increase By 1 button

- Enable the Decrease By 1 button
- 5 Click OK, then click the Create button.

## Converting notes

A macro ships with WordPerfect that lets you convert footnotes to endnotes and vice versa. The macros are typically installed to the default macros folder.

### To change footnotes to endnotes or endnotes to footnotes

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Toolbar tab.
- 4 Choose Shipping Macros from the Available Toolbars list, then click the Close button.
- 5 Click one of the following buttons on the Property Bar:



- *Convert End To Foot button*
- *Convert Foot To End button*



- These buttons play macros, called *footend.wcm* and *endfoot.wcm*, that are included with WordPerfect. You can also play the macros by clicking Tools, Macro, Play. For information on working with macros, see “Recordings, macros, and automation features” on page 551.

## Creating endnotes

An endnote refers to a reference at the end of your document. An endnote can use a number or symbol which can be edited. You can change the location of endnotes.

### To create an endnote

- 1 Position the cursor in the text where you want to insert the reference number for a new endnote.
- 2 Click Insert, Footnote/Endnote.
- 3 Click the Endnote Number button



- 4 Click the Create button, then type the text of the endnote.
- 5 Position the cursor outside the endnote or click the *Close button* on the toolbar to return to the main text of your document.



- The superscript endnote number appears in the text of your document. Endnotes appear at the end of the document or at the place you specify.



- You can paste information, which has been cut or copied from another source, in an endnote.
- If you delete a number, you can restore it by clicking the Note Number button.

### To change the location of endnotes

- 1 Position the cursor where you want to display the endnote.
- 2 Click Insert, Footnote/Endnote.
- 3 Enable the Endnote Number button, then click Endnote Placement.
- 4 Enable the Insert Endnotes At Insertion Point button.



- You can insert a page break before the endnotes so that they display on a separate page. For information about inserting page breaks, see “Forcing a new page” on page 185.



- Changing the location of endnotes is useful if you want to print endnotes on a separate page. For information about printing, see “Printing documents” on page 447

### To have subsequent endnote numbers to start over at 1

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Enable the Insert Endnotes At Insertion Point And Restart Numbering button.



- You can use the Restart Numbering option in more than one place in a document when you print the endnotes. For example, if you print



endnotes at the end of each chapter, you want the numbering to start over with each new chapter.

- When you insert the Endnote Placement code, it displays all endnotes up to that point in the document and then starts a new page after the notes. Note numbering starts over with 1 on the new page.

---

## Editing endnotes

You can edit an endnote to make necessary changes.

### To edit an endnote

- 1 Click Insert, Footnote/Endnote.
- 2 Type the number of the endnote in the Endnote Number box, then click Edit.
- 3 Edit the text of the endnote.
- 4 Click the *Close button* to return to the main text of your document.



- If you are using Page view, you can also click the text of the endnote to edit it.
- To display the Endnote Property Bar, position the cursor inside the endnote.
- If you delete a number, you can restore it by clicking the Note Number button.

---

## Changing the amount of space between endnotes

You can change the amount of space between endnotes.

### To change the amount of space between endnotes

- 1 Click Insert, Footnote/Endnote.
- 2 Click Endnote Number.
- 3 Click the Options button, then choose Advanced.
- 4 Do one of the following:

- Type a value in the Space Between Notes box to specify the amount of space between the endnotes at the end of a document
- Type a value in the Amount Of Endnote To Keep Together box to specify the minimum amount of space that must be available for an endnote at the bottom of a page

## Formatting notes

You can format footnotes and endnotes in your document. A footnote refers to a reference on the bottom of the page and appears on the same page as the reference. An endnote refers to a reference at the end of your document.

You can use the footnote/endnote options to change the format for footnotes and endnotes, change the amount of space between footnotes or endnotes and text, change the numbering method for footnotes and endnotes, print “continued...” messages for footnotes or endnotes that span a page break, or change where footnotes and endnotes are placed on a page.

### To change the format of a note

- 1 Click Insert, Footnote/Endnote.
- 2 Enable one of the following buttons:
  - Footnote Number button — lets you change a footnote setting
  - Endnote Number button — lets you change an endnote setting
- 3 Click the Options button, then choose Advanced.
- 4 In the Edit Numbering Style section choose one of the following buttons:
  - In Text — lets you specify a format for notes in the endnotes or footnotes section of the document
  - In Note — lets you specify a format for endnotes or footnotes in the document text

### To change the numbering method for notes

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the Numbering Method box, choose one of the following buttons to choose the numbering method you want to use:
  - Numbers
  - Lowercase Letters
  - Uppercase Letters
  - Lowercase Roman

- Uppercase Roman
  - Characters
- 3 Enable the Restart Numbering On Each Page check box to restart footnote numbering on every page.

### **To display “(continued...)” with notes that go onto another page**

- 1 Follow steps 1 to 3 from the “To change the format of a note” procedure.
- 2 In the Continued Footnotes section, type a value in the Amount Of Footnote To Keep Together box, then click Insert (Continued...) Message.

### **To change the placement of notes on a page**

- 1 Follow steps 1 to 3 from the “To change the format of a note” procedure.
- 2 In the Position section, enable one of the following buttons:
  - Place Notes Below Text — lets you specify whether the footnotes or endnotes print immediately below the last line of text
  - Place Notes At Bottom Of Page — lets you specify whether the footnotes or endnotes print at the bottom of the page

## **Moving notes**

You can change the location of footnotes and endnotes, specify where the footnotes and endnotes should display on a page, and change the separator line that appears between document text and footnotes or endnotes.

### **To specify where notes should display on a page**

- 1 Position the cursor where you want the change to start.
- 2 Click Insert, Footnote/Endnote.
- 3 Click the Options button, then choose Advanced.
- 4 In the Position section, enable one of the following buttons:
  - Place Notes Below Text — lets you specify whether the footnotes or endnotes print immediately below the last line of text
  - Place Notes At Bottom Of Page — lets you specify whether the footnotes or endnotes print at the bottom of the page

### **To change the separator line between document text and footnotes**

- 1 Follow steps 1 and 2 from the previous procedure.

- 2 Click the Footnote Number button.
- 3 Click Options, then choose Separator.
- 4 Do the following:
  - In the Add Space section, type a value in the Above Line box to specify the amount of white space between the line and the text above it
  - In the Add Space section, type a value in the Below Line box to specify the amount of white space between the line and the amount of footnote text below it
- 5 In the Line Format section, choose a position for the line from the Line Position box.
- 6 Choose the length of the line in the Length Of Line box.
- 7 Click the Line Style button, then choose a line style.

## Using delay codes

You can insert and edit codes that take effect after a specified number of pages. If on page 3, for example, you delay a code by two pages, the code takes effect on page 5. These are called delay codes. You can delay any open code. Open codes are codes used for Line Numbering, Fonts, Tab Setting, and Margins. You cannot delay paired codes. Paired codes are codes that have two codes — one at the start of the entry and one at the end of the entry. Codes for Bold, Italics, and Tables or indent and alignment codes, such as Indent and Center, are paired codes.

For example, if you use letterhead for the first page of your document and use normal paper for the rest of the document, you can set the page size for all pages at the beginning of your document. After you set up the first page size, you can place a second page size in delay codes.

### To insert a delay code

- 1 Position the cursor on the page where you want to delay codes.
- 2 Click Format, Page, Delay Codes.
- 3 In the Number Of Pages To Skip Before Applying Codes box, choose the number of pages for which you want to delay codes, then click OK.
- 4 Choose font and formatting options from the menu or the Delay Codes toolbar.
- 5 Click the Close button on the Delay Codes toolbar.



- You cannot delay paired codes and line format codes, such as Indent, Center, Flush Right, or Tab.
- 



- The delay code remains at the top of the document or follows a hard page break. A delay code appears as [Delay:#] where # is the number of pages the code is delayed.
  - After a delay code appears in a document, items, such as watermarks and headers and footers, continue on every page as normal.
- 

### To edit a delay code

- 1 Click View, Reveal Codes.
  - 2 Double-click the delay code you want to edit.
  - 3 In the Styles Editor dialog box, make any changes, then click OK.
  - 4 Click the Close button on the Delay Codes toolbar.
- 



- You can display properties for a delay code in the Reveal Codes window.
- 

## Using counters

WordPerfect uses several built-in counters to keep track of pages, paragraphs, lines, figures, and other numbered items in your document. Built-in system styles can be used to count equation boxes, figure boxes, table boxes, text boxes, and user boxes. When these predefined numbering styles do not meet your needs, you can use counters to define your own set of incrementing numbers.

Using counters involves creating a counter style, specifying where you want the numbers to increase or decrease, and specifying where to display counter numbers.

### Using counters

You can create your own counters to number items, such as chapter titles. You can also display counters in a document, set the initial value, and increase or decrease counter values as required.

### To create a counter to number items or chapters in a document

- 1 Click Insert, Other, Counter.

- 2 Click the Create button.
- 3 Type a name for the counter in the Counter Name box.
- 4 In the Number Of Levels box, choose the number of levels.



- If you change the order of your chapters, the counters will reflect the changes and display the correct numbers in order.
- 

### **To display a counter number in your document**

- 1 Position the cursor where you want to display the first counter number.
- 2 Click Insert, Other, Counter.
- 3 Choose from the following counters in the Counter box:
  - Equation Box
  - Figure Box
  - Text Box
  - User Box
- 4 Click the Display In Document button.

### **To set the initial counter value**

- 1 Position the cursor where you want to set the value of the counter, such as at the beginning of the document.
- 2 Click Insert, Other, Counter.
- 3 Choose from the following counters in the Counter box:
  - Equation Box
  - Figure Box
  - Text Box
  - User Box
- 4 Click the Value button, then type a new value in the Value box.



- 
- If you want the number to begin at 1, set the value to 0. When you click the Increase and Display button, the counter increases before it is displayed.
  - If you want to change the numbering method, choose a method from the Numbering Method list box in the Set Value/Number Method dialog box.
- 

### **To increase or decrease the value of a counter**

- 1 Position the cursor where you want to increase or decrease the counter number.
- 2 Click Insert, Other, Counter.
- 3 Choose from the following counters in the Counter box:

- Equation Box
- Figure Box
- Text Box
- User Box

Click one of the following buttons:

- Increase And Display — increases the counter by one and displays it in your document
- Decrease And Display — decreases the counter by one and displays it in your document







## MANAGING FILES

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# 10

WordPerfect lets you perform the following file management operations:

- opening, previewing, copying, moving, and renaming files
- copying, moving, and renaming folders
- creating folders and shortcuts

You can also choose default folders for saving, storing, and creating backups of WordPerfect files. In addition, WordPerfect allows you to map new network drives on to your computer through one of its file management dialog boxes.

You can use file management dialog boxes to see what is on your computer and network; view file contents; and save, rename or delete files and folders. You can also change network connections, change file or folder properties and locations, and create file or folder shortcuts. WordPerfect also lets you manage your files by opening and inserting files, saving and deleting files, and sending files by email and fax.

### Opening and inserting files

WordPerfect 9 lets you open files that were created in a previous session or in a previous version of WordPerfect. WordPerfect also provides faster ways for you to open recently used files. You can prevent WordPerfect from displaying recently used files.

WordPerfect also lets you open and work on files created in other applications. Although WordPerfect converts most file formats automatically,

you can specify how graphics files, ASCII Delimited Text files, and files from other some word processors are converted into WordPerfect. When you save or close a converted document, you can save it in its original format or as a WordPerfect file. WordPerfect documents are identified by a .WPD filename extension.

Before you open your document, you may want to preview it using the WordPerfect Previewer. The Previewer displays file contents, including text, graphics, and codes. You can either view the file contents so that text is readable or view the page layout. You can also either view a file in the file management dialog box you are using or in a separate window. Previewer provides various features depending on the type of file you are viewing, whether you have selected text in the file, or whether you have searched for text in the file. Previewer may allow you to use some or all of the following options: content, page view, draft, normal, font, find, find next or find previous, print, view as, about, and copy.

WordPerfect allows you to reproduce the contents of a separate file in your current file without cutting and pasting.

## Opening WordPerfect files and files in other formats

WordPerfect can open native files created in previous sessions or versions of WordPerfect, as well as foreign files created in other word processing applications. WordPerfect automatically converts files created in many other word processing packages. You can specify delimiters, characters, and Windows Metafile options. WordPerfect also allows you to view a file before opening it by using the Previewer.

### To open native or foreign files

- 1 Click File, Open.
- 2 Choose the drive where the file is stored from the Look In list box.
- 3 Double-click the folder in which the file is stored.
- 4 Choose the file format you want to open from the File Type list box.
- 5 Double-click the filename.



- If you try to open a network document that is already open, WordPerfect notifies you and allows you to open a separate copy of the document.
- If a file does not convert properly, it may not be in a format that WordPerfect supports. You might need to reopen the file in its original application and save it in a format that WordPerfect can convert. For more

information about file formats, see Import and export file formats for WordPerfect 9 in the Reference Information section of the online Help.

- If a Unicode file is not saved with a Unicode signature, it may not be detected as Unicode when opened in WordPerfect. If this happens, choose “UNICODE Text” from the file format list in the Convert File Format dialog box.



- If you know where a file is located, you can type the full path and filename in the File Name box.
- 
- 

### **To preview files using the Previewer**

- 1 Open a file management dialog box.

If the Menu Bar is not displayed, click the Toggle Menu On/Off button.

- 2 Click the file you want to preview.

- 3 Click View, Preview

If you want the Previewer to display your document in a separate window, enable Use Separate Window.

- 4 Click View, Preview, and enable No Preview.

### **To open multiple files**

- 1 Follow steps 1 to 4 from the “To open native or foreign files” procedure.

- 2 Hold down CTRL, click the filename of each file you want to open.

### **To specify how WordPerfect converts files from other formats**

- 1 Click Tools, Settings,

- 2 Click Convert.

- 3 Click the Convert tab.

- 4 In the Delimiters section, specify field and record options.

- 5 In the Characters section, specify Encapsulated and Strip options.

- 6 Enable one of the following buttons:

- Retain Metafile (.WMF) Format — retains Windows Metafile formatting
- Convert To WordPerfect (.WPG) — converts the file format to WordPerfect .WPG file format

- Retain In Both .WMF And .WPG Formats — retains the file format as both Windows Metafile and WordPerfect .WPG
- 7 Click Options to specify conversion options for other word-processing documents.



- If you use features that are available only in version 9, the document contains “unknown” codes if you open it in version 6, 7, or 8.
  - The ASCII Delimited Text file format contains delimiters or characters that mark the beginning and ending of each field or record. Depending on which application created the file, these delimiters may vary. You can specify which delimiters you want to use.
- 

## Opening recently used files

WordPerfect lets you open recently used files quickly.

### To open a recently used file

- Click File, then click a filename.

### To prevent the File Menu from listing last opened files

- 1 Click Tools, Settings, then click Environment.
- 2 Click the Interface tab to display the last open documents on the File menu.
- 3 Disable the Last Opened Documents On The File Menu checkbox.



- To open a recently used file, click File, then type the number to the left of the filename.
  - To open a recently used file, click File, Open, click the arrow at the end of the File Name box, then select one of the last files you have opened.
- 

## Inserting a copy of a file into a document or template

You can insert a copy of a file into an active document at the insertion point. WordPerfect also lets you insert a file into a template. When you insert a file into a template, the file includes all the associated template objects.

## To insert a file into an active document or a template

- 1 In the active document, click Insert, File.
- 2 Choose the drive where the file is stored from the Look In list box.
- 3 Double-click the folder in which the file is stored.
- 4 Choose a file format from the File Type list box.
- 5 Click the file you want to insert, then click Insert.



- Any paired codes in the inserted file (for example, Bold on and Bold off) affect only the inserted text. Any open code, such as a margin change, affects all text that follows it, including text in the active document. For more information, see “Displaying Reveal Codes” on page 43.

## Using conversion settings

You can use Convert Settings to specify how graphics files, ASCII delimited text files, and WordPerfect 4.2, DCA, and DisplayWrite documents are imported into WordPerfect.

### Text Delimiters and Characters

WordPerfect lets you use the Delimiters option to specify which delimiters (characters or codes) are used to separate fields and records in ASCII text files. You can use the Characters option to specify which characters should be stripped from the files during conversion.

### Windows Metafile options

WordPerfect lets you use Windows Metafile options to specify how to convert graphics in Windows Metafile (.WMF) format. You can keep the graphic in .WMF format or convert it to .WPG (WordPerfect graphics) format.

### Code page conversion

You can use Code Page Settings to choose character sets for importing and exporting files in different languages. A code page is a table in the DOS or Windows operating systems that defines which ASCII or ANSI character set is used in a document. Different ASCII or ANSI character sets are used for different languages. When you save a document, you can change the code page, and thus the character set, for the document.

## Font conversion options

When converting documents from other file formats, WordPerfect attempts to match the fonts in the original document as closely as possible. The name of the original font displays on the Property Bar. Both the original font code and the match WordPerfect provides are shown in Reveal Codes. You can provide conversion settings to specify conversion defaults for WordPerfect 4.2, DCA, and DisplayWrite fonts.

## Document conversion options

WordPerfect lets you use Conversion Settings to specify default options for converting text, graphics, and word processing files. You can insert a Windows graphic (metafile) into WordPerfect by pasting it from the Clipboard into a document or by inserting a .WMF file on disk into a figure box. When you do this, you can store the graphics image as a Windows .WMF file only, as a WordPerfect .WPG file only, or you can save the image in both formats. For information about converting a file from a different format, see “Opening WordPerfect files and files in other formats” on page 354.

## Converting code pages

Code page settings define what characters are used for documents in different languages.

### To specify code page settings

- 1 Click Tools, Settings.
- 2 Click Convert.
- 3 Click the Convert tab.
- 4 Click Options, Code Pages.
- 5 Choose a DOS code page setting from the DOS Code Page list box.
- 6 Choose a Windows code page setting from the Windows Code Page list box.
- 7 If you want to change code pages for files you convert, choose a code page from the Input File and Output File list boxes.

## Converting fonts

DCA/DisplayWrite Fonts list font conversion options for converting to or from DCA or DisplayWrite format.

### **To specify font conversion settings for WP 4.2 fonts**

- 1 Click Tools, Settings.
- 2 Click Convert.
- 3 Click the Convert tab.
- 4 Click Options, WP 4.2 Fonts.
- 5 Choose a font from the Fonts list.
- 6 Click Edit.
- 7 Choose a typeface from the typeface list box.
- 8 In the Pitch box, type a value to specify a pitch.

### **To specify font conversion settings for DCA/DisplayWrite fonts**

- 1 Click Tools, Settings.
- 2 Click Convert.
- 3 Click the Convert tab.
- 4 Click Options, DCA/DisplayWrite Fonts.
- 5 Choose a font from the Fonts list.
- 6 Click Edit.
- 7 Choose a typeface from the typeface list box.
- 8 In the Points box, type a value to specify points.
- 9 In the Pitch box, type a value to specify a pitch.

## **Converting documents**

Document settings define basic format elements for new documents that have been converted.

### **To specify document conversion settings**

- 1 Click Tools, Settings.
- 2 Click Convert.
- 3 Click the Convert tab.
- 4 Click Options, Document.
- 5 Change any of the following options:
  - Units of measurement — sets a default unit of measurement for files you convert

- Underline — sets a default for displaying underlined text
- Page Size — sets a default page width and height for converting documents
- Page Margins — sets default settings for converting text and WordPerfect files to WordPerfect documents
- Alignment Character — sets a default alignment character for decimal alignment

## **Saving, protecting, and deleting files**

You can save documents as files on a hard disk, diskette, network drive, or other medium. When you save a file for the first time, you assign it a name and choose a folder in which to store it. However, your changes are not made to the stored file until you save the document or WordPerfect automatically saves the document.

### **Working with a previous version of WordPerfect**

When you save a file in WordPerfect 9, the default format is 6/7/8/9. This ensures cross-platform compatibility for versions of WordPerfect 6.x and beyond. Other versions of WordPerfect cannot open files saved in WordPerfect 6/7/8/9 format. WordPerfect 9 lets you use the descriptive names given to files in previous versions of WordPerfect as system filenames.

### **Working with file formats, filenames, and filename extensions**

Filenames are no longer limited to eight characters and can include spaces. However, filenames can still have optional three-character extensions, with a period separating the filename from the extension. The length of a filename cannot exceed 255 characters, including the path. WordPerfect allows you to save your document in a different format so that it can be opened in a different application.

### **Backing up files**

WordPerfect lets you back up your files to protect them from power, hard disk, or network failures. You can set WordPerfect to save your files automatically when you want as you work on them. You can also set WordPerfect to keep a copy of the last saved version of your file in the same folder as the original file. Enabling this feature ensures that you always have the most recent and the second-most recent versions of your file available.



## Protecting files

WordPerfect allows you to open a file as a copy or a read-only copy to protect your original file from being accidentally changed. If you want to save any changes you make to a read-only file, you must save the file with a new name. You can assign a password to a WordPerfect document; only you and others who know the password can open the document. You can also remove the password from a file.

## Saving a file in the Compound file format

The Compound file format fully integrates WordPerfect files with the Windows 95 Shell. The WordPerfect Compound file format wraps Object Linking and Embedding (OLE) Compound document information around a typical WordPerfect file. You can use the .WPD extension to link WordPerfect documents with other applications using OLE and Dynamic Data Exchange (DDE). For more information about linking to other applications, see “Linking and embedding” on page 419.

When you save a file as a WordPerfect Compound file, opening an OLE object is faster. You might want to use the Compound File format if you are embedding many objects in a document because this format allows files to open faster. Also, Windows 95 recognizes the file as a WordPerfect file even when it is not saved with an associated extension such as .WPD.

## Deleting files

WordPerfect allows you to delete files and folders from inside the application.

WordPerfect uses several different components and standard file names. It is possible to free up hard drive space by removing nonessential components and files. Several of the common file types are listed below.

You can also free up hard drive space by removing Corel WordPerfect from your system, then running Setup and specifying a Compact install (which installs only those files required to run Corel WordPerfect). You can install additional files not included in a Compact install (such as Help files) by specifying a Custom install. You can also specify that you want to Run from CD-ROM.

However, WordPerfect installs certain essential files that you cannot delete. If you believe you deleted an essential file, you can restore it by running Setup and specifying a Compact install.

WordPerfect installs files with the following extensions: CV\*.DLL, .DLL, .EXE, .HLP, .NL, .UWL, .WCM, .WPD, .WPG, and .WPT.

## Saving files

When you are working on a file in WordPerfect, you can save your changes and specify the file's storage location. Once you have saved the document for the first time, you must save your file frequently to prevent losing changes and to update the file under its existing name. You can save all files simultaneously. For information about saving a file to diskette, see "Backing up files" on page 365.

### To save a file for the first time

- 1 Click File, Save, then click Entire File, OK.
- 2 Choose the drive where the file is stored from the Save In list box.
- 3 Double-click the folder in which the file is stored.
- 4 Choose the file format you want to open from the File Type list box.
- 5 Type the filename in the File Name box.

### To save all files

- Press CTRL + SHIFT + S.

### To save your changes and continue working on the document

- Click File, Save, then click Entire File, OK.



- If you cannot save the file and if it is stored on a network, another user probably has it open. Wait until the other user closes the file before you work on it and save your changes.
  - Unless you have specific reason for doing so, do not use filename extensions, such as .COM, .DLL, .EXE, that are registered for other applications. Use the WordPerfect, .WPD, extension.
  - Do not save a document in WordPerfect 6/7/8/9 format if you wish to open it with an older version of WordPerfect.
-



- If you cannot save the file, the owner of the file may have marked it as a read-only file. You can use the Save As command to save your own version of the file with a different filename.
  - If you get a message that your file is too large when you try to save, your computer has limited memory and it may be difficult to save a very large document. If this is the case, you can divide the document into smaller parts by cutting part of the document and pasting it into a new document. You can do this a number of times to create several files, then save each file individually.
- 

### **Saving your file with a new name or format**

You can save a file in a previous version of WordPerfect to use the document again with an older version of WordPerfect. You can also save your document in a different format so that you can open it in another application. WordPerfect 9 lets you use automatically convert descriptive names given to files in previous versions of WordPerfect as system filenames.

#### **To save a document as a previous version of WordPerfect**

- 1 Click File, Save As.
- 2 Choose a WordPerfect format from the File Type list box.

#### **To save a file with a new filename or format**

- 1 Click File, Save As.
- 2 Do one of the following:
  - To change the filename only, type a new filename in the File Name list box.
  - To change the file format, choose an application or file format from the File Type list box.

#### **To ensure that former descriptive names automatically become long filenames**

- 1 Click Tools, Settings.
- 2 Click Summary.
- 3 Enable the On Open, Use The Descriptive Name For The New Filename checkbox.



- Some of the features available in WordPerfect 9 do not convert to earlier versions of the product. For information, see Import and export file formats for WordPerfect 9 in the Reference Information section of the online Help.
- If you save a file with an extension other than the default, the new extension will be displayed as part of the filename. However, if the extension is not recognized or registered by an application, some options in file management dialog boxes, such as Print, will not be available for that file.
- If you can't find the format you need and you are saving a document for use in another application, consult the application's documentation to see if it suggests compatible file formats.
- Files saved in Corel WordPerfect 5.x format on any platform (DOS, Windows, or OS/2) are compatible with WordPerfect versions 5.x through 9 on any other platform.



- You can press F3 to save a document.
- You can also play a macro (Longname.wcm) that converts the names of selected documents from the DOS (8.3) filename to a long filename based on the Document Summary description. For information about playing macros, see "Playing macros" on page 556.

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### Saving selected text as a new file

- You can save sections of text in a new, separate file.

#### To save selected text as a new file

- 1 Select the text.
- 2 Click File, Save.
- 3 Enable the Selected Text button, then click OK.
- 4 Choose the drive where the file is stored from the Save In list box.
- 5 Double-click the folder in which the file is stored.
- 6 Choose the file format you want to open from the File Type list box.
- 7 Type the filename in the File Name box.



- You can also select a graphic image then save it as a new file.
- 

## Backing up files

You can back up files automatically or when you save to protect files from a power, hard disk, or network failure. For more protection, save your document to a diskette.

### To back up your files

- 1 Click Tools, Settings.
- 2 Click Files.
- 3 Click the Document tab, then enable the Choose File button in the Backup Folder box.
- 4 From the Look In list box, choose the drive where you want the backup file to be stored.
- 5 Double-click the folder in which you want the backup file to be stored.
- 6 Click Select.
- 7 Enable any of the following check boxes:
  - Timed Document Backup Every — lets you specify how often a backup copy of your file will be saved automatically
  - Save Original Document Backup At Each Save — lets you save a backup copy when you save your active document



- Before you click OK in the Files Settings dialog box, make sure the correct filename and location are shown in the Default Document Folder box.
  - Even with back up settings enabled, you still have to save files when you close them.
- 

### To save a copy of a file to a diskette

- 1 Insert a diskette.
- 2 Click File, Open.
- 3 Right-click a filename, then click Send To, 3 ½ Floppy.

### **To save a document to a diskette**

- In the document, click File, Send To, 3 ½ Floppy.

## **Protecting files**

You can protect a file from being accidentally changed by opening a read-only copy of the file or by assigning a password to the file. To open a password-protected file, you must enter a password. You can remove a password from a file. You must use the correct case when typing a case-sensitive password. For example, a password is in all capital letters, you must type the password in all capital letters to retrieve the document.

### **To open a copy of a file**

- 1 Click File, Open.
- 2 Choose the drive where the file is stored from the Look In list box.
- 3 Double-click the folder in which the file is stored.
- 4 From the File Type list box, choose the file format you want to open.
- 5 Click the file you want to open.
- 6 Click Open As Copy.

### **To add a password to your file**

- 1 Open the document, then click File, Save As.
- 2 Choose the drive where the file is stored from the Save In list box.
- 3 Double-click the folder in which the file is stored.
- 4 From the File Type list box, choose the file format you want to open.
- 5 Type the filename in the File Name box.
- 6 Enable the Password Protect checkbox, click Save.
- 7 In the Type Password For Document box, type a password.
- 8 In the Protection Options section, enable one of the following buttons:
  - Enhanced Password Protection — provides greater document security and case-sensitive passwords, but documents saved with this option enabled can't be read by previous version of WordPerfect
  - Original Password Protection — provides case-insensitive password protection used by WP Win 6.0 and WPDOS 6.0a
- 9 Click OK, type the password again, then click OK.



- Password protection is available only in WordPerfect 5 or later.
  - If you save your file as a WP 6.0/6.1 format with an enhanced password, DOS WP 6.2 can read it. If you save your file as a WP 7 format with an enhanced password, then WP DOS 6.2 reads it as an ASCII file but can't load it.
  - The message should be reworded. It could be based upon the file format (which is decided before you can type the password) as to how it would be worded. If they select the 6.0/6.1 format, give them one description and if they select the 7 format, then give them a different message.
  - Once you protect a document with a password, any associated backup or temporary files that WordPerfect creates are also protected.
- 

### **To open a password-protected file**

- 1 Click File, Open.
- 2 Choose the drive where the file is stored from the Look In list box.
- 3 Double-click the folder in which the file is stored.
- 4 from the File Type list box, choose the file format you want to open.
- 5 Double-click the filename.
- 6 Type the password for the file.

### **To remove a password**

- 1 Open the document.
  - 2 Click File, Save As.
  - 3 Disable Password Protect checkbox.
  - 4 Click Save.
  - 5 Click Yes when you receive an error message stating that the file you want to save already exists.
- 



- If you forget a password, you cannot open a password-protected file again in WordPerfect.
- You can remove password protection if you save a password-protected file in another file format.

- If you enable Enhanced Password Protection when you save a document in WordPerfect versions 7, 8, or 9, the password is case-sensitive.
  - The Enhanced Password Protection is available only in WordPerfect versions 7, 8, and 9. If you wish to have the document available to earlier versions of WordPerfect, you must resave the file and specify Original Password Protection.
- 

## Using the WordPerfect Compound File format

The Compound file format fully integrates WordPerfect files with the Windows 95 Shell. When you save a document in the WordPerfect Compound format, it wraps OLE Compound document information around a typical WordPerfect file. You might want to use the Compound File format if you are embedding many objects in a document because this format allows files to open faster.

### To save a document in the WordPerfect Compound File format

- 1 Click File, Save As.
  - 2 Type a new filename in the Filename list box.
  - 3 Choose the WordPerfect Compound File format from the File Type list box.
- 



- If a file is password protected, WordPerfect saves OLE object information in the WordPerfect prefix rather than in the compound document information. This prevents others from viewing embedded objects in a password-protected file using an OLE-enabled application.
  - WordPerfect 5.x and 6.x cannot open files saved in WordPerfect Compound format. Save to WordPerfect 6, 7, 8, or 9 instead.
  - Saving to the WordPerfect Compound File format slightly increases the file size and the time it takes to open or save a file.
- 

## Deleting files

You can delete individual or multiple files or folders from a file management dialog box in WordPerfect.

### To delete a file or folder

- 1 Open a file management dialog box.



If the Menu Bar is not displayed, click the Toggle Menu On/Off button.

- 2 Click the file or folder you want to delete.
- 3 Click File, Delete.

### **To delete multiple files or folders**

- 1 Open a file management dialog box.

If the Menu Bar is not displayed, click the Toggle Menu On/Off button.

- 2 Hold down CTRL, click each file or folder you want to delete.
- 3 Click File, Delete.

### **To delete multiple files in a range**

- 1 Open a file management dialog box.

If the Menu Bar is not displayed, click the Toggle Menu On/Off button.

- 2 Click an item at one end of the range, hold down SHIFT and click an item at the other end.
- 3 Click File, Delete.

### **To delete all files in a file list**

- 1 Open a file management dialog box.

If the Menu Bar is not displayed, click the Toggle Menu On/Off button.

- 2 Click anywhere in the file list.
- 3 Click Edit, Select All.
- 4 Click File, Delete.



- Deleting a folder also deletes all subfolders and files in that folder.
- Deleted items, such as folders, files, and shortcuts, are stored in the Windows 95 Recycle Bin. Unless you empty the Recycle Bin, you will have access to the deleted items. For more information on the Recycle Bin, see your Windows documentation.



- To delete a file or folder, you can also right-click it, then click Delete.
-

## Organizing files and folders

In order to organize your file and folders, you may need to find files; copy, move, and rename files and folders; and create folders and shortcuts. Copying a folder also copies any subfolders or files it contains. You can choose folders as the default saving and storage locations for your WordPerfect files. In addition, WordPerfect allows you to map new network drives to your computer.

You can use Corel QuickFinder, the Corel search tool, to search for a file by name or content. The path for a file includes a drive letter and usually at least one folder. For example, in C:\WORK\LETTERS\JONES.WPD, the path for the file JONES.WPD is C:\WORK\LETTERS. C: is the drive letter, and the WORK folder contains the LETTERS subfolder, which contains the file named JONES.WPD. A network path includes the server and volume name followed by a folder and subfolder or file. WordPerfect lets you use wildcards to search for a file when you only know part of the file name.

WordPerfect helps you avoid losing information due to changes in network drives. If a network drive notifies WordPerfect that it is being disconnected, WordPerfect checks the drive for open program files or documents. If there are any, you are prompted to close the programs and to save the documents to a different location before ending the connection.

If a network drive disconnects without letting WordPerfect accept or reject its removal, WordPerfect informs you that you are no longer connected to the drive and that you need to save your documents to a different location.

You can specify where to save certain types of files. You can specify folders for any type of file you can create with the WordPerfect 2000 suite. Once you specify the folder where a certain type of file is stored, you can save files of that type without typing a complete path name.

## Finding files

Corel QuickFinder lets you search for files by name or content from a file management dialog box. Search for a file by content if you do not know the name of the file. You can use wildcards to specify or find files with similar filenames. For more information about Corel QuickFinder, see the Corel QuickFinder online Help in a file management dialog box.

### To find a file by name

- 1 Open a file management dialog box.
- 2 In the Look In list box, specify a drive or folder.
- 3 Type a filename to search for in the File Name box.
- 4 Click Find.

### To find a file by content

- 1 Open a file management dialog box.
- 2 Specify a drive or folder to search in the Look In list box.
- 3 Type a word or phrase to search for in the File Name box.
- 4 Click Find.

### To find a file or a part of a filename using wildcards

- 1 Follow steps 1 and 2 from the “To find a file by name” procedure.
- 2 In the File Name box, specify a filename that includes one of the following wildcards:
  - Asterisk (\*) — represents one or more characters
  - Question mark (?) — represents only one character
- 3 Click Find.



- If you can't find a file you know is on a drive or in a folder, make sure the File type box displays the correct file format. The default file type changes depending on the application and feature you are using.
- If you can't find a file that you know is on a network drive, look in the Look In list box. For information mapping a network drive, see “Mapping a network drive” on page 375.
- If you can't find a file, the file you are looking for might be hidden. To show all files, including hidden files, open Windows Explorer, then click View, Options, Show All Files.



- You can narrow your title search by choosing a file type in the File type box and a date saved in the Last modified text box.
  - Corel QuickFinder will also search for and display files whose title contains the search criteria you specified.
- 

## Copying files or folders

You can copy multiple files or folders, a range of files, and all files in a file list from a file management dialog box.

### **To copy a file or folder**

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click the file or folder you want to copy.
- 3 Click File, Copy To Folder.
- 4 Locate the folder or drive to which you want to copy.
- 5 Click Copy.

### **To copy multiple files or folders**

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Hold down CTRL and click each file or folder you want to copy.
- 3 Click File, Copy To Folder.
- 4 Locate the folder or drive to which you want to copy.
- 5 Click Copy.

### **To copy multiple files in a range**

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click an item at one end of the range, hold down SHIFT and click an item at the other end of the range.
- 3 Click File, Copy To Folder.
- 4 Locate the folder or drive to which you want to copy.
- 5 Click Copy.

### **To copy all files in a file list**

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click in the file list.
- 3 Click Edit, Select All.
- 4 Click File, Copy To Folder.
- 5 Locate the folder or drive to which you want to copy.

- 6 Click Copy.

## Moving and renaming files or folders

You can move multiple files or folders, a range of files, and all files in a file list from a file management dialog box.

### To move a file or folder

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click the file or folder you want to move.
- 3 Click File, Move To Folder.
- 4 Locate the folder or drive to which you want to move the file or folder.
- 5 Click Move.

### To move multiple files or folders

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Hold down CTRL and click each file or folder you want to move.
- 3 Click File, Move To Folder.
- 4 Locate the folder or drive to which you want to move the file or folder.
- 5 Click Move.

### To move multiple files in a range

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click an item at one end of the range, hold down SHIFT and click an item at the other end.
- 3 Click File, Move To Folder.
- 4 Locate the folder or drive to which you want to move the file or folder.
- 5 Click Move.

### To move all files in a file list

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.

- 2 Click in the file list.
- 3 Click Edit, Select All.
- 4 Click File, Move To Folder.
- 5 Locate the folder or drive to which you want to move the file or folder.
- 6 Click Move.

### **To rename a file or folder**

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click the file or folder you want to rename.
- 3 Click File, Rename.
- 4 Type a new name in the name box.



- To rename a file or folder, you can also right-click the file or folder, click Rename, then type a new name.
- 

## **Creating folders**

WordPerfect lets you create folders and shortcuts to folders from a file management dialog box.

### **To create a new folder**

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click the drive or folder in which you want to create the new folder.
- 3 Click File, New Folder.
- 4 Type a name for the new folder in the name box.
- 5 Hold down Enter.

### **To create a file or folder shortcut**

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click the file or folder for which you want to create a shortcut.

- 3 Click File, Create Shortcut.



- To create a new folder, you can also right-click the file list or folder list, then click New Folder.
  - To create a shortcut, you can also right-click the file list or folder list, then click Create Shortcut.
- 

## Mapping a network drive

WordPerfect lets you map and disconnect network drives from a file management dialog box. Make sure you are connected to a network.

### To map a network drive

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click Tools, Map Network Drive.
- 3 Choose a drive, then choose a path.

### To disconnect a network drive

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click Tools, Disconnect Network Drive.
- 3 Choose a drive to disconnect from.



- If the drive will not map to the path you specify, you may not have rights to that location. See your system administrator.
- 



- To map a network drive, you can also right-click My Computer or Network Neighborhood on your desktop, then click Map Network Drive.
- 

## Choosing default locations for files

You can choose default locations for files, macros, and other files, such as templates and spreadsheets.

### To choose default locations for your files

- 1 Click Tools, Settings.
- 2 Click Files.
- 3 Click the Document tab.
- 4 Click the Choose File button on the Default Document Folder box.
- 5 From the Look In list box, choose the drive where the file is stored.
- 6 Double-click the folder in which the file is stored.
- 7 From the File Type list box, choose a file format.
- 8 Double-click the filename.



- Before you click OK in the Files Settings dialog box, make sure the correct filename and location are shown in the Default Document Folder box.
  - The folder you specify for templates is also used as the default styles folder. For information about templates, see “Using project templates” on page 527.
- 

### Printing files and file lists

WordPerfect lets you can print files and lists of files from a file management dialog box.

#### To print a file

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click the file you want to print.
- 3 Click File, Print.

#### To print multiple files

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Hold down CTRL and click each file you want to print.
- 3 Click File, Print.



### To print multiple files in a range

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click an item at one end of the range, hold down SHIFT and click an item at the other end.
- 3 Click File, Print.

### To print all files in a file list

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click anywhere in the file list.
- 3 Click Edit, Select All.
- 4 Click File, Print.



- You cannot print files that contain a filename extension that is not recognized or registered by an application.
- 

### To print file lists

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click the file or files you want to print.
- 3 Click File, Print File List.
- 4 In the Print Options section, enable one of the following buttons:
  - Send To Printer — sends the file list to a selected printer
  - Display in WordPad — displays the file list in Microsoft WordPad, a text editor for short documents.
  - Copy To Clipboard (RTF Format) — copies the file list to the Clipboard
- 5 In the Listing Options section, enable one of the following buttons:
  - Print List Of Selected Entries — prints only the files you have selected
  - Print Entire List — prints all files

- 6 Enable the Include Folders In List button to include the folders in the file list (if you do not enable this option, only the files in the display list of the file management dialog box are printed).

### **To print file lists of selected files**

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Hold down CTRL and click the items you want in the display list.
- 3 Click File, Print File List.

## **Emailing and faxing files**

WordPerfect lets you send email if you have an email program installed. You can send selected text or an entire document as an attachment to the email message.

The WordPerfect Suite 9 setup program creates a Corel Settings Profile for the CorelCENTRAL Address Book, but it does not specify a mail client. If you are not using Novell GroupWise 4.1 as a mail client, you must add your mail client to the Corel Settings Profile. WordPerfect supports WordPerfect Office 4.0, Novell GroupWise 4.1, and Digital Teamlinks, as well as any mail system that use MAPI or CMC standards. Products that display a Designed for Windows 95 logo should support CMC mail enabling.

WordPerfect also lets you fax files if you have a fax modem, fax program, and fax driver that are Windows compatible.

### **Emailing files**

WordPerfect lets you send files by email. If you are not using Novell GroupWise 4.1 or later as a mail client, you must configure your email application to send mail.

#### **To configure your email application**

- 1 Click Start, Settings, then click Control Panel.
- 2 Double-click Mail and Fax.
- 3 Click Show Profiles.
- 4 Click Corel Settings.
- 5 Click Properties.
- 6 Click Add.
- 7 Select and configure your mail service.

- 8 Click Add.
- 9 Click Personal Folder to select or create a personal folder (usually mailbox.PST).

### **To add a personal address book to the Corel Settings Profile**

- Click Add, then click Personal Address Book, and specify the filename.

### **To send an active document by email**

- 1 Click File, Send To, Mail.
- 2 Choose a profile from the Profile Name list box.
- 3 Click OK.

### **To send a text selection by email**

- 1 Select the document text.
- 2 Click File, Send To, Mail.
- 3 Choose a profile.
- 4 Click OK.



- If Novell GroupWise 4.1 or later is installed on your computer, WordPerfect automatically starts Novell GroupWise and attaches a file to a new email message.
- 

## **Sending a fax**

You can fax documents from WordPerfect if you have a fax modem, fax program, and fax driver that are Windows compatible. You can also set WordPerfect to fax documents automatically when you use the print command. For information about printing and faxing options, see “Printing” on page 437.

### **To send a fax**

- 1 Click File, Print.
- 2 In the print section, enable one of the following buttons:
  - Full Document — prints the entire document
  - Current Page — prints the page where the insertion point is located

- Multiple Pages — prints specific pages, labels, secondary pages, chapters, or volumes
  - Print Pages — prints the range of pages you specify in the print boxes
  - Selected Text — prints the selected text in the document
  - Document Summary — prints only the document summary
- 3 Type the number of copies you want to fax in the Number Of Copies box.
  - 4 Choose a fax driver from the Current Printer list box.
  - 5 Specify any other fax/print options.
  - 6 Click Print.



- Previous versions of WordPerfect include printer drivers that are separate from the Windows drivers. WordPerfect 9 cannot use these drivers.
- 

### **To set the fax driver as the default printer for WordPerfect**

- 1 Click File, Print.
- 2 Choose a fax driver from the Current Printer list box.
- 3 Click Settings, Application Default, Replace.

### **To send an active document by fax**

- 1 Click File, Send To, Mail.

The first time you use this command WordPerfect prompts you to choose a fax driver.

- 2 Click Fax.

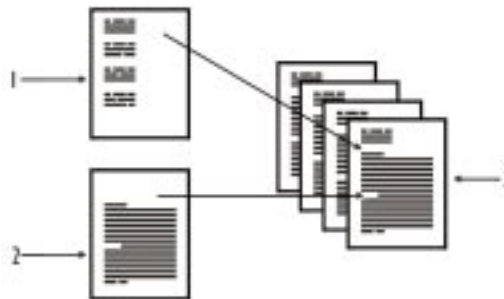


## MERGING DOCUMENTS

# 11

You can use merge to mass-produce letters, envelopes, mailing labels, contracts, phone lists, memos, or other documents. When you perform a merge, you combine a form document and a data source to form a new series of documents. The merge reproduces copies of the form document with each copy containing specific information from a record in the data source.

.....  
The illustration shows 1) a data source document, 2) a form document, and 3) merged documents.  
.....



You can start your merge by creating a form document and then merging it with a data source, such as a data file or an address book. For example, to send the same letter to a number of people, you can create a form document (letter) and merge it with a data file or an address book, such as the CorelCENTRAL Address Book. The result is a letter for each person on your mailing list. The text of the letter is the same on each copy, but the names and addresses are different. For information about using the CorelCENTRAL

Address Book, see Using CorelCENTRAL Address Book in the CorelCENTRAL online Help.

You can also customize and automate a merge by adding merge commands which are also known as merge codes. For example, you can add the KEYBOARD code which prompts the user to enter information at the keyboard or the POSTNET code which adds a postal bar code for addresses in the United States. For more information about using merge programming commands, see Merge programming commands, variables, and expressions in the online Help Reference Information section and “Using merge commands” on page 385.

To combine a form document with a data source, you must associate the form document with a data source. You can create the data for a merge or convert it from other sources, such as an address book, a database file, a spreadsheet file, an ODBC data source, or an ASCII delimited text file. If the data changes, you can change the association or edit the data source. If you are entering data from the keyboard only, you do not need to create a data association.

After the form document is created and the data is associated, you can perform the merge.

## **Working with form documents**

When you perform a merge, you create a form document. The form document contains the layout and common information for the merged documents. It can consist of text, formatting, graphics, and merge codes. At the top of the Document Window, WordPerfect inserts the Merge toolbar to give you greater control over a merge. For more information about the Merge toolbar, see “Using the Merge toolbar” on page 383.

You create form documents the same way you create regular documents, but instead of placing specific information in certain places, you insert a code which can be replaced by information from the data source when you perform the merge.

The illustration shows a form document containing

- 1) FIELD codes
- 2) text for a letter



As you create a merge data file or a form document, you can insert different merge commands to customize the merge. These merge codes, or programming commands, can be as simple as a FIELD name or DATE code. You can also use a variety of other merge programming commands. For more information about using merge programming commands, see Merge programming commands, variables, and expressions in the online Help Reference Information section and “Using merge commands” on page 385.

WordPerfect also lets you format your merged documents and convert a form document into a regular WordPerfect document.

## Using the Merge toolbar

When you create a form document or a data file for a merge, the Merge toolbar is displayed at the top of the Document Window.



The Merge toolbar allows you to control a merge by using buttons to perform specific merge functions. The Merge toolbar is context-sensitive which means that the buttons available on the Merge toolbar change according to the task you are performing. For example, you would see different buttons for performing a keyboard merge and editing a data table file.

You cannot hide the Merge toolbar for a merge form document or merge data file. If it is not visible, then the active file is not a form document or a merge data file.

## Creating form documents

A form document provides the pattern and layout for a merged document. It can contain text, graphics, and page formatting for each merged document, as

well as merge codes that indicate where each field in a record appears. For information about merge codes, see “Using merge commands” on page 385 and Merge programming commands, variables, and expressions.

### **To create a form document for a merge**

- 1 Click Tools, Merge, Create Document.
- 2 Enable one of the following buttons:
  - Use File In Active Window — allows you to use the active document as a merge file
  - New Document Window — allows you to use a new document as a merge file
- 3 Click OK, then enable one of the following buttons:
  - Associate A Data File — allows you to specify the path and filename for the file
  - Associate An Address Book — allows you to specify an address book to use
  - Associate An ODBC Data Source — allows you to specify the ODBC source to use
  - No Association — allows you to associate no data file at this time
- 4 Create your form document.
- 5 Click the Insert Field button on the Merge toolbar.
- 6 Position the cursor in your document where you want data to be filled in from your data source.
- 7 In the Field box, specify the field you want, then click the Insert button.
- 8 Repeat steps 6 and 7 for each field you want to insert.

### **Converting a merge document into a regular document**

When you create a form document or a data file for a merge, the Merge toolbar is displayed. You can remove the Merge toolbar to convert the file back into a regular WordPerfect document. When the Merge toolbar is removed, the file is no longer recognized as a form document or a data file for a merge.

### **To convert a form document or data file into a regular document**

- 1 Open a data file or a form document.



- 2 On the Merge toolbar, click the Options button, then choose Remove Merge Bar.

One of the following dialog boxes will appear:

- The File Will Not Be Recognized As A Merge File — indicates that the active file will not be recognized as a merge form document or merge data file
- Data File Association Will Be Lost — indicates that the active file will not be recognized as a merge form document and will not be associated with any data file



- After the Merge toolbar has been removed, you cannot use Undo to display it again. You need to recreate the merge file.
- 

## Using merge commands

Merge commands (or merge codes) help you customize and automate a merge. Merge commands instruct WordPerfect how to combine data sources and form documents. Like macro commands, they resemble programming languages in the use of a language (syntax), variables, and logical operations.

---

Merge codes are displayed in red and the text you type is displayed in black.

---

```
FIELD(dolor)
blandit praesent luptatum wisi
azril. Delenit augue duis.
CODES(
IF(FIELD(veniam) !=0)
    NESTDATA(aliqui.vel)
    NESTFORM(tation.sed)
ELSE
    NESTFORM(accumsan.eum)
ENDIF
}
Iriure,
```

Some merge commands, such as the POSTNET code, can be easily inserted into a form document. A POSTNET bar code is a postal symbol used for addresses in the United States. Some codes are accessible as buttons on the Merge toolbar. Other merge commands require careful placement and the correct use of parameters and other commands.

You can combine commands to form routines or use macros in your commands. You can also nest and chain commands or macros, and substitute a form document or data file.

For more information about merge programming commands, see Merge programming commands, variables, and expressions in the online Help Reference Information section.

## Inserting or deleting merge codes

A form document is the pattern for merged documents. The form document may contain text, graphics, and merge codes which instruct WordPerfect how to perform the merge. You can insert and delete merge codes. For more information about working with merge codes, see Merge programming commands, variables, and expressions in the online Help Reference Information section.

### To insert merge codes

- 1 Click the Merge Codes button on the Merge toolbar.
- 2 Position the cursor where you want to insert a merge code.
- 3 Choose a merge code from the Merge Codes box, then click the Insert button.  
If prompted, enter parameters, then click OK.
- 4 Repeat steps 2 and 3 for each code you want to insert.



- You can click the Keyboard button on the Merge toolbar to insert the Keyboard merge code into your document.
- 

### To delete merge codes

- 1 Position your cursor within the merge code.
- 2 Press DELETE.



- When you delete merge codes, WordPerfect will remove the code and parentheses leaving the text you type.
- 

## Displaying or hiding merge codes

When you create a merge data file or a form document, you can customize the merge by inserting merge commands. These merge commands are also called merge codes. You can hide or display merge codes, or you can display merge codes as markers in your document.

### To display or hide merge codes

- 1 Click Tools, Settings.
- 2 Double-click Display.
- 3 Click the Merge tab.
- 4 Click one of the following buttons:
  - Display Merge Codes — displays the merge codes
  - Display Merge Codes As Markers — keeps the codes and displays code markers only
  - Hide Merge Codes — keeps the codes but does not display them



- You can also click the Options button on the Merge toolbar to display or hide merge codes.
- 

### Merging POSTNET bar codes

A POSTNET bar code is a postal symbol used for addresses in the United States. WordPerfect inserts the POSTNET bar code for the specified ZIP code. You can insert the same POSTNET bar code for all of the records in a merge, or you can insert a different code for each record in a data file.

#### To merge a single POSTNET bar code in a form document

- 1 Click the Merge Codes button on the Merge toolbar.
- 2 Position the cursor where you want to insert the POSTNET bar code.
- 3 Choose POSTNET(string) from the Merge Codes list box.
- 4 Click the Insert button.
- 5 Type the ZIP code between the parentheses of the POSTNET command.
- 6 Click Close.



- You can also click the Bar Code button on the Envelopes Property Bar.
- 

#### To insert a merge field for a POSTNET bar code

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Click between the parentheses of the POSTNET command.

- 3 Click the Insert Field button.
- 4 Specify the field containing the ZIP code in the Field box.
- 5 Click the Insert And Close button.



- To select a field in the Insert Field dialog box, you must have associated a data source with the form document. If not, you can type the name of the field, making sure that it matches the field name in the data source. For information about data sources, see “Creating and associating data for a merge” on page 391. For information about form documents, see “Working with form documents” on page 382.

## Prompting for user input and message display

Several commands are used to display a message for, or request information from, the person running the merge. You can use a message to inform the user of the progress of the merge or you can use a prompt to remind the user of the kind of information needed in a fill-in form.

The following table lists commands displaying a message or prompt and shows how they differ from each other:

Command	Action and User Input
PROMPT (followed by WAIT)	Displays message for the duration of the WAIT command; no user input is required.
STATUSPROMPT	Displays message until another message is displayed; no user input is required.
KEYBOARD	Displays message and asks for keyboard input; text is inserted in the document. The user types information and clicks the Continue button on the Merge toolbar (or presses ALT + ENTER).
GETSTRING	Displays message and asks for keyboard input; text is assigned to a variable. The user types information and presses ENTER.
CHAR	Displays message and asks for one-character input; the character is assigned to a variable. The user types one character.
LOOK	No message; checks whether a key has been pressed. If a key has been pressed, the key is assigned to a variable; otherwise, the variable is deleted. The user types one character or nothing (merge does not pause for input).

## Reusing commands with subroutines

You can create a subroutine to call a set of commands which are repeated several times in a merge. You do not need to add them each time. You can add them once, label them as a subroutine, then return to them (or call them) each time you want them to run.

The three commands used to define and call a subroutine are described below.

<code>CALL(label)</code>	Stops the merge and directs it to execute the subroutine. The label parameter must match the name of the label.
<code>LABEL(labelname)</code>	Marks the beginning of the subroutine. The labelname parameter is a unique name that identifies the subroutine.
<code>RETURN</code>	Marks the end of the subroutine and returns the merge to the <code>CALL</code> command. If you do not add the <code>RETURN</code> command, the merge will continue in an infinite loop or will not continue correctly.

## Using multiple files and macros in a merge

A merge can consist of more than one data file or form file, and it can include multiple macros. This may be useful if you want to merge different documents with the same data or if you have multiple data sources to merge. There are three ways to connect merge files: nesting, chaining, and substituting.

### Nesting

Nesting a file or macro is like calling a subroutine. The merge pauses while the nested file or macro runs, then continues after the nested file has finished. This is useful if you use certain procedures frequently in your merges because you can save them in smaller files.

You can have multiple levels of nesting — a merge file can nest a second file or macro, which in turn nests another file, and so on. The three nest commands are described below.

<code>NESTDATA(filename)</code>	Changes to another data source. After that data has been merged with the form file, the merge returns to the first data source. Include a full path with the filename.
<code>NESTFORM(filename)</code>	Pauses the merge and changes to another form file. After that file has merged completely, the original merge continues. Include a full path with the filename.
<code>NESTMACRO(macroname)</code>	Pauses the merge, plays the macro, then continues the merge after the macro ends. You do not need to add a full path or the <code>.WCM</code> filename extension to the name of the macro.

## Chaining

Chaining another file or macro starts that file or macro when the original merge is finished. This is one way to run multiple merges one after the other instead of starting each one manually. Only one chain command is used in a merge file; if there are more than one, the last one is used. The three chain commands are described below.

CHAINDATA(filename)	Merges records from the second file when all records from the first data source have been merged. Include a full path with the filename.
CHAINFORM(filename)	Merges the new form file when the original form file has finished. Include a full path with the filename.
CHAINMACRO(macroname)	Plays the macro after the merge has finished. You do not need to add a full path or the .WCM filename extension to the name of the macro.

## Substituting

Substituting a form or data file is another way to change from one merge file to another. However, a substitute command moves the merge immediately to the second file without finishing the original merge file. When this happens, the new merge does not return to the original merge. The two substitute commands are described below.

SUBSTDATA(filename)	Changes to the new data file and begins merging its records. Include a full path with the filename.
SUBSTFORM(filename)	Changes to the new form file and begins executing the merge commands in the file. Include a full path with the filename.

## Understanding merge code parameters

Most merge programming codes use parameters (also called arguments). In the following table, parameters are enclosed in parentheses and optional parameters are enclosed in square brackets. When there are two or more parameters, they are separated with a semicolon.

### Merge code parameters

You need to enter the correct parameters and arguments as required for the merge code. For more information about each command, see Merge programming commands in the online Help Reference Information section.

Parameter	What you do
(expr);(subexpr)	Enter a number, string, variable, command, expression, or combination of these
(label)	Enter a unique name

(var)	Enter a unique variable name
(field)	Enter a unique name or field number
(filename)	Enter a filename, including the full path
(macroname)	Enter a unique macro name; the full path is optional and no .WCM extension is needed.
(title)	Enter the title of the dialog box
(prompt);(message)	Enter information you want to display on the screen
(comment)	Enter a description of what the merge does; this does not display on screen.

## Creating and associating data for a merge

When you perform a merge, you combine a form document with information from an associated data source, such as a data file, an address book, or keyboard input.

When you use a WordPerfect data file as your data source, you can create either a data text file or a data table file. Regardless of which one you choose, information in a data file is organized into records and fields. For example, a record may include a name, address, and related information. Each item within that record, for example, name and address, is a field. WordPerfect automatically inserts a Merge toolbar into your merge data file. For more information about the Merge toolbar, see “Using the Merge toolbar” on page 383.

The illustration shows a data text file containing  
1) ENDFIELD codes  
and 2) ENDRECORD codes.



When you create a data text file, each field is marked by the ENDFIELD code and each record by the ENDRECORD code.

When you create a data table file, fields and records are arranged in columns and rows. Each column contains a field. Each row contains a record.

The illustration shows a data table file containing

- 1) records
- 2) fields
- 3) field names

Name	Address	City/State	Country
Wesley Adams Houston	2011 Avenida B	Houston, Texas 77055	Canada
Robert Brown	1234 Main St Dallas, Texas	Dallas TX 75201	Indonesia
David Chang	55 Woodland Bl.	San Jose CA	Hong Kong
Kevin Cooper	10101 1st	10001 Proger S	France

You can also retrieve data from other file formats and use them as data files in WordPerfect. For example, you can retrieve and convert a database file, a spreadsheet file, an ODBC data source, or an ASCII delimited text file.

You can also sort the records in a data source. If you do not want to merge all of the records in a data source, you can select records to merge. If your data source changes, you can associate a different data file or delete the current association.

## Creating a data file for a merge

When you merge documents, you produce copies of the form document. Each copy contains specific information from a record in the data source. WordPerfect recognizes data files as merge data sources. You can create data files in either a text or table format. You can also number the fields in a data file instead of naming them.

You can also convert a file to a merge data file. For information, see “Converting and sorting data sources” on page 395.

You can also create a data file using the data from an address book. For information, see “Using address books as merge data sources” on page 402.

### To create a data text file

- 1 Click Tools, Merge, Create Data.
- 2 Click one of the following buttons:
  - Use File In The Active Window — bases the data file you are creating on the document in the active window
  - New Document Window — opens a new Document Window for the data file you are creating
- 3 Click OK.
- 4 Type the name of a field in the Name A Field box, then click the Add button to add a new field in your data file.



- 5 Click any of the following buttons to organize your fields:
  - Replace — replaces the name of the selected field
  - Delete — deletes the selected field
  - Move Up — moves the selected field up in the Fields Used In Merge list
  - Move Down — moves the selected field down in the Fields Used In Merge list
- 6 Repeat steps 4 and 5 for each field you want to add. When you have added all the fields, click OK.
- 7 Type the data for each record in the Create Or Edit Data In Record box.
- 8 Click any of the following buttons to organize your records and fields:
  - Next Field — moves the cursor to the next field
  - Previous Field — moves the cursor to the previous field
  - New Record — creates a new records
  - Delete Record — deletes the current record
  - Find — finds text in a record
  - Fields Names — allows you to edit field names
- 9 Click Close when you have finished entering the records you want, then click Yes to save the data file.



- To add a line to a field, press CTRL + ENTER.
  - Press TAB to move to the next field.
  - Using many fields gives you more flexibility. For example, having a Greeting field separate from the Name field lets you personalize merged documents with a familiar name.
- 

### **To create a data table file**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Format Records In A Table button.
- 3 Follow steps 4 to 9 from the previous procedure.

### **To number the fields in a data file**

- 1 Follow steps 1 to 3 from the “To create a data text file” procedure.

- 2 Click OK in the Create Data File dialog box.
- 3 Specify the number of fields in the Number Of Fields In Each Record box.
- 4 Follow steps 7 to 9 from the “To create a data text file” procedure.

## Associating merge files

When you merge documents, you need to link the name of a data source to a form document. This is called associating a data source. You can associate a data source from a form document or a data file. You can change an association later if you choose. You can also go to an associated form document from its data file or to an associated data file from its form document.

### To associate a data source with a form document

- 1 Open the form document.
- 2 Click the Go To Data button on the Merge toolbar.
- 3 Click one of the following buttons:
  - Select — allows you to choose a data file to associate
  - Create — allows you to create and name a new data file
  - Address Book — allows you to associate an address book
  - ODBC — allows you to associate an ODBC data source

### To associate a form document with a data file

- 1 Open the data file.
- 2 Click the Go To Form button on the Merge toolbar.
- 3 Click one of the following buttons:
  - Select — allows you to associate an existing form document
  - Create — allows you to create a new form document

### To change the associated data file

- 1 From your form document, click the Insert Field button on the Merge toolbar.
- 2 Click the Data Source button, then select the data file.

### To go to the associated data file or form document

- 1 Open a form document or data file.

- 2 On the Merge toolbar, click one of the following buttons:
  - Go To Data — opens the associated data file
  - Go To Form — opens the associated form document



- If there is no associated data source, you can select an existing data source or create a new one. For information about creating a data file, see “Creating and associating data for a merge” on page 391.
  - If there is no associated form document, you can create an association by selecting an existing form document or creating a new one. For information about creating a form document, see “Working with form documents” on page 382.
- 

## Converting and sorting data sources

When you use a data file that is not formatted for a merge, WordPerfect imports and converts it for the merge. You can use the file one time and not save it as a merge file, or you can save the file in WordPerfect format so that you can use it again. You can also sort your data file alphabetically or numerically in ascending order.

### To convert a table to a data text file for a merge

- 1 Select the entire table.
- 2 Press DELETE or BACKSPACE.
- 3 **Click one of the following buttons:**
  - Convert Contents To Merge Data File — converts each row to a record
  - Convert Contents To Merge Data File (Use Text In First Row As Field Names) — converts the cells in the first row to field names and converts each of the following rows to a record

### To convert data files to WordPerfect format

- 1 Click File, Open.
- 2 Choose the drive where the file is stored from the Look In list box.
- 3 Double-click the folder in which the file is stored.
- 4 Double-click the filename.
- 5 Specify the type of data in the Data Type list box.
- 6 In the Import As list box, choose one of the following formats:

- Table — opens the file as a table
  - Text — opens the file as text
  - Merge Data File — opens the file as a merge data text file
- 7** Click any of the following:
- The fields you want to import in the Fields box
  - The Query button to specify field and record delimiters (characters that mark encapsulated data, and characters to ignore in the conversion)
  - The Use Field Names As Headings button to use field names as column headings
  - The Size Table Columns To Fit Data After Import button to size columns when importing data into a table

### **To sort a data file**

- 1** On the Merge toolbar, click Options, Sort.
- 2** Choose an option from the Sort By box, then click Sort.

The table is sorted alphabetically or numerically in ascending order based on the first cell in each row.

## **Selecting records for a merge**

When you merge documents, you produce copies of the form document. Each copy contains specific information from a record in the data source. You can limit a merge to certain records in the data file by marking a range of records that you want to merge or by specifying conditions for records.

### **To mark records for a merge**

- 1** Click Tools, Merge.
- 2** Click the Perform Merge button.
- 3** Click the Form Document button, then specify the location of the form file.
- 4** Click the Data Source button, then specify the location of the data file.
- 5** Click the Select Records button, then click the Mark Records button.
- 6** Do any of the following:
  - Specify the range of records you want to display in the Display Records From boxes.

- Specify the first field to display in the First Field To Display box.
  - Click Mark All Records in List to select all records in the Record List box.
  - Click Unmark All Records In List to deselect all records in the Record List box.
  - Click the records you want to mark in the Record List box.
- 7 Click the Update Record List button to reflect your selections.
  - 8 Click the Output button, then choose the location for the merged file.
  - 9 Click OK, then click the Merge button.

### **To specify conditions for merge records**

- 1 Follow steps 1 to 4 from the previous procedure.
  - 2 Click the Output button, then select the location for the merged file.
  - 3 Click the Select Records button, then click the Specify Conditions button.
  - 4 Do any of the following:
    - Click Record Number Range to specify a range of records, then specify the beginning and end of the range.
    - Select a field from the Field drop-down list to specify conditions, then type the selection criteria in the Condition text boxes.
- If you want to see examples of selection criteria, click the Example button. For more examples, click the More button.
- 5 Click OK, then click the Merge button to perform the merge.

## **Editing merge data**

There are different ways to edit a data file depending on how the data file is formatted. A data file can be formatted as either a data text file or a data table file. In a data table file, you can manually edit information in the cells of the table. In a data text file, you can edit the text manually, but you must be careful not to delete ENDFIELD and ENDRECORD codes.

With either type of data file, you can use Quick Data Entry to add, edit, or delete data if you have many records to edit. Using Quick Data Entry, you can also view and find records, and replace a field name.

### **Editing a data text file for a merge**

A data text file organizes the data for a merge into fields and records. WordPerfect lets you add a new field name to a data text file. You can also add

and delete fields or records from a data text file using the Merge toolbar. For information about using the Merge toolbar, see “Using the Merge toolbar” on page 383.

### **To add a field name to a data text file**

- 1 Position the cursor within the parentheses of the Fieldnames command where you want to add the new field name.
- 2 Type the new field name.
- 3 Type a colon after the new field name.



- There should be a colon and no spaces separating each field name.
- 

### **To add a field to a data text file**

- 1 Type the text you want.
- 2 Click the End Field button on the Merge toolbar.

### **To delete a field from a data text file**

- 1 Select the text and the ENDFIELD merge code.
- 2 Press DELETE.

### **To add a record to a data text file**

- 1 Type the text you want in the field.
- 2 Click the End Field button on the Merge toolbar.
- 3 Repeat steps 1 and 2 for each field you want to add to the record.
- 4 Position the cursor after the last ENDFIELD merge code of the record.
- 5 Click the End Record button on the Merge toolbar.

### **To delete a record from a data text file**

- 1 Select the record.  
Include the ENDFIELD and ENDRECORD merge codes and the hard page break at the end of the record.
- 2 Press DELETE.

## Adding and deleting columns and rows from a data table

A data table file organizes the data for a merge into rows and columns. Each column of the table contains a field. Each row contains a record. You can add and delete columns and rows from a data table.

### To add a column to a data table

- 1 Position the cursor in a column next to where you want to add a new column.
- 2 On the Merge toolbar, click the Column button, then choose Insert.
- 3 Type the name of the new field in the Field Name box.
- 4 Click one of the following buttons:
  - Before Current Field — inserts the new field before the selected column
  - After Current Field — inserts the new field after the selected column
  - After Last Field — inserts the new field as the last column in the table

### To delete a column from a data table

- 1 Position the cursor in the column to be deleted.
- 2 On the Merge toolbar, click the Column button, then choose Delete.

### To add a row to a data table

- 1 Position the cursor in a row next to where you want to add a new row.
- 2 On the Merge toolbar, click the Row button, then click Insert.
- 3 Click one of the following buttons:
  - Add Row Above Current Row — inserts the new row above the selected row
  - Add Row Below Current Row — inserts the new row below the selected row
  - Add Row To End Of Table — adds the new row to the end of the table

### To delete a row from a data table

- 1 Position the cursor in the row to be deleted.
- 2 On the Merge toolbar, click the Row button, then click Delete.

## Editing a data file using Quick Data Entry

A data text file organizes the data for a merge into fields and records. Using Quick Data Entry, you can add new records and fields to a data file. You can also replace a field name or delete a field.

### To add a new record to a data file

- 1 Click the Quick Data Entry button on the Merge toolbar.
- 2 Click the New Record button.
- 3 Type the data for a field.
- 4 Press ENTER to move to the next field.
- 5 Repeat steps 3 and 4 for additional fields.

### To add a new field to a data file

- 1 Click the Quick Data Entry button on the Merge toolbar.
- 2 Click the Field Names button.
- 3 Type the field name in the Field Name box.
- 4 Choose a field from the Fields Used In Merge list box.
- 5 Click one of the following buttons:
  - Add — adds the new field after the selected field
  - Add Before — adds the new field before the selected field

### To replace a field name in a data file

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Choose the field to be replaced from the Fields Used In Merge list box.
- 3 Click the Replace button.



- If you replace a field name, information in that field will be deleted from each record in the data file. For example, if you replace “Address” with “Street Address,” all data in the “Address” field in all records will be deleted.
- 

### To delete a field from a data file

- 1 Follow steps 1 and 2 from the “To add a new field to a data file” procedure.



- 3 Choose the field to be replaced from the Fields Used In Merge list box.
- 4 Click the Delete button.



- If you delete a field name, information in that field will be deleted from each record in the data file.

## Viewing and finding records using Quick Data Entry

A data file organizes data for a merge into fields and records. Using Quick Data Entry, you can view and find specific data records. For more information about finding text, see “Finding and replacing text” on page 34.

### To view records in a data file using Quick Data Entry

- 1 Click the Quick Data Entry button on the Merge toolbar.
- 2 Click one of the following buttons:
  - First — displays the first record in the data file
  - Previous — displays the previous record in the data file
  - Next — displays the next record in the data file
  - Last — displays the last record in the data file
- 3 Click Close.



- Depending on which record is displayed, the First, Previous, Next, or Last buttons may be disabled.

### To find a record in a data file using Quick Data Entry

- 1 Click the Quick Data Entry button on the Merge toolbar.
- 2 Click the Find button, then specify the text to match in the Find box.
- 3 Click one of the following buttons:
  - Find Next — moves to the next record containing that text
  - Find Previous — moves to the previous record containing that text



- Depending on which record is displayed, the Find Next or Find Previous buttons may be disabled.
  - If no record is found, Quick Data Entry displays the first record in the data file.
- 

## Merging with address books

When you use an address book as the data source for a merge, you do not have to create a data file. You can use all or selected records from an address book and merge them directly to letters, envelopes, labels, or form documents you create. WordPerfect lets you access CorelCENTRAL, Directory Server, MAPI, and Windows address books through the CorelCENTRAL Address Book. For information about using the CorelCENTRAL Address Book, see Using CorelCENTRAL Address Book in the CorelCENTRAL online Help.

You can quickly print envelopes with a return address, recipient's address, and a postal bar code. You can also print address labels and make a form letter that you personalize by adding text.

When you merge information from an address book, the records are interpreted as a merge data file at the time of the merge. If you want to save address book information as a merge data file, you can use the `ADRS2MRG.WCM` macro included with WordPerfect. For more information about macros, see "Recordings, macros, and automation features" on page 551.

### Using address books as merge data sources

When you merge files, you combine a form document with a data source. You can merge all or selected records from an address book.

You can also create a data file using the records in an address book. For information, see "Creating data files using address books" on page 403.

#### To merge using an address book

- 1 Open a form document.
- 2 Click Tools, Merge.
- 3 Click the Perform Merge button.
- 4 Click the Data Source button, then choose Address Book.
- 5 Choose an address book from the enabled list box.

- 6 Click the Output button, then choose a format for the merged file.
- 7 Click the Merge button to complete the merge.



- If you have selected records in an address book before starting the merge, those are the records that will merge unless you specify others.
- 

### **To merge selected records from an address book**

- 1 Click Tools, Merge, Perform Merge.
- 2 Click the Form Document button, then specify the location of the form document.
- 3 Click the Data Source button, then choose Address Book.
- 4 Choose an address book from the enabled list box.
- 5 Click the Select Records button.
- 6 Hold down CTRL and click each entry you want to use, then click OK.
- 7 In the Format Address dialog box, click OK.
- 8 Click Output, then choose a format for the merged file.
- 9 Click the Merge button.

## **Creating data files using address books**

When you merge files, you combine a form document with a data source. WordPerfect lets you create a data file using all or selected addresses from an address book. For information about merging with an address book without creating a data file, see “Using address books as merge data sources” on page 402.

### **To create a merge data file using an address book**

- 1 Click Tools, Macro, Play.
- 2 Choose ADRS2MRG.WCM, then click the Play button.
- 3 Enable the All Records From Address Book button.
- 4 Choose an address book from the Select Address Book list box.
- 5 Click OK.
- 6 Save the merge data file.

### **To create a merge data file using selected records from an address book**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable the Selected Records button.
- 3 Click the Select Records button, then click OK.
- 4 Double-click the type of address book in the left pane.
- 5 Click the address book you want to use.
- 6 Hold down CTRL and click each entry you want to use.
- 7 Click the Insert button.
- 8 In the Format Address dialog box, click OK.
- 9 Click OK in the Address Book To Merge dialog box.



- If the ADRS2MRG.WCM macro is not listed, you need to install it.
- 

### **Merging envelopes using address books**

WordPerfect lets you merge envelopes using an address book as your data source. You can merge only envelopes or merge envelopes with a form document. You can also print envelopes using an address book.

#### **To merge only envelopes using an address book**

- 1 Open a new document.
- 2 Click Tools, Merge, then click the Perform Merge button.
- 3 Click the Form Document button, then click Current Document.
- 4 Follow steps 3 to 9 from the previous procedure.



- The merged envelopes are placed after the initial blank page.
- 

#### **To merge envelopes and a form document using an address book**

- 1 Click Tools, Merge, then click the Perform Merge button.
- 2 Click the Data Source button, then choose Address Book.  
Choose an address book from the enabled list box.

- 3 Click the Envelopes button.
- 4 Position the cursor where you want to insert a field.
- 5 Click the Insert Field button on the Merge toolbar, specify the field you want, then click the Insert button.
- 6 Repeat steps 4 and 5 for each field you want to insert, then click Close.
- 7 Click the Continue Merge button on the Merge toolbar.
- 8 Click the Form Document button, then specify the location of the form file.
- 9 Click the Output button, choose the location for the merged file.  
Click the Merge button.

### **To print envelopes using an address book**

- 1 Follow steps 1 to 8 from the previous procedure.
- 2 Click the Output button, choose Printer.
- 3 Click the Merge button.



- When you merge envelopes with an address book, you cannot add graphics to the envelope. Only the return address, the recipient's address, and a bar code can be used. You can add extra text, such as "Air Mail," below the return address or above the recipient's address. The extra text prints in the same font as the addresses
  - The merged envelopes are placed at the end of the merged file.
  - After you create an envelope format, you can click the Reset button in the Perform Merge dialog box to clear envelope, form, and data options.
  - You can merge selected records from an address book. For information, see "Using address books as merge data sources" on page 402.
- 

### **Merging labels with address books**

WordPerfect lets you merge labels using an address book as your data source. First, you need to create a form document that defines the layout for the labels and contains the fields you want to merge. Then, you perform the merge by merging the form document with an address book.

#### **To define a list of labels**

- 1 In a new Document Window, click Tools, Merge.

- 2 Click the Create Document button.

If you have typed or clicked anywhere in the document, click Use File In Active Window in the Create Merge File dialog box.

- 3 Click the Associate An Address Book button in the Associate Form And Data dialog box, then choose an address book from the enabled list box.
- 4 Click Format, Labels.
- 5 In the List Labels For section, choose the label options you want display:
  - Laser Printed — displays laser label options
  - Tractor-fed — displays tractor-fed label options
  - Both — displays both laser and tractor-fed label options
- 6 Choose a label format from the Labels list, then click the Select button.
- 7 Position the cursor where you want to insert a field.
- 8 Click the Insert Field button on the Merge toolbar, specify the field you want, then click the Insert button.
- 9 Repeat steps 7 and 8 for each field you want to merge.

### **To merge labels with an address book**

- 1 Open a label form document.
- 2 Click Tools, Merge.
- 3 Click the Perform Merge button.
- 4 Click the Form Document button, then choose Current Document.
- 5 Click the Data Source button, then choose Address Book.
- 6 Choose an address book from the enabled list box.
- 7 Click the Output button, then specify an output format.
- 8 Click the Merge button.



- You can merge selected records from an address book. For information, see “Using address books as merge data sources” on page 402.
- 

### **Inserting labels using address books**

Using an address book, you can quickly print a list of addresses on labels without creating a form document. WordPerfect automatically formats the labels for the address records you select.

### To insert an address book record as a label

- 1 In a new Document Window, click Tools, Merge.
- 2 Click the Create Document button.

If you have typed or clicked anywhere in the document, click Use File In Active Window in the Create Merge File dialog box.
- 3 Click the Associate An Address Book button in the Associate Form And Data dialog box, then choose an Address Book from the enabled list box.
- 4 Click Format, Labels.
- 5 In the List Labels For section, choose the label options you want display:
  - Laser Printed — displays laser label options
  - Tractor-fed — displays tractor-fed label options
  - Both — displays both laser and tractor-fed label options
- 6 Click a label format from the Labels list, then click the Select button.
- 7 Position the cursor where you want to insert the address label.
- 8 Click Tools, Address Book.
- 9 Select the address to be inserted, then click the Insert button.

Repeat steps 7 and 8 for each label you want to insert.



- This method inserts only the Name, Address, City, State/Province, and postal code fields on the labels.
- 

## Performing a merge

When you perform a merge, you combine a form document and a data source to create a new series of documents. WordPerfect provides a variety of output options for the new documents. You can send each merged document as email to the appropriate recipient. You can also create labels or envelopes with the merged output. If you want to rotate a merge field, you can merge a field as sideways text in a form document.

You can create a keyboard merge and add information at the time of the merge. When you perform the keyboard merge, WordPerfect pauses the merge as specified in the form document and waits for you to enter information from the keyboard.

If you do not want to create a new series of merged documents, you can send all of your merged data to a table. After you perform the merge, all of your

merged output will be formatted into a single table with each column representing a field.

In addition to creating different layouts for merged output, you can select the location for the merged output, such as merged to a new document, added to the active documents, saved as a file to disk, sent to the printer, or saved to a selected folder.

You can also select formatting options for merged output. For example, you can change default file extensions and specify how many copies of each merged record you want.

WordPerfect also lets you stop a merge in progress.

## Performing and stopping a merge

When you perform a merge, you combine a form document with a data source to form a new document set. WordPerfect also lets you stop a merge which is in progress.

### To perform a merge

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click the Form Document button, then specify the location of the form file to merge.
- 4 Click the Data Source button, then specify the location of the data file to merge.
- 5 Click the Output button, then choose the location for the merged file.
- 6 Click the Merge button.



- You can also click the Merge button on the Merge toolbar to perform a merge. For more information about using the Merge toolbar, see “Using the Merge toolbar” on page 383.
- 

### To stop a merge

- Press ESC to stop a merge in progress.

## Merging to email

When you perform a merge, you combine a form document with a data source to form a new document set. You can have WordPerfect email each



merged document. For more information about merged output options, see “Selecting merge output” on page 415.

### **To merge to email**

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click the Form Document button, then specify the location of the form file to merge.
- 4 Click the Data Source button, then specify the location of the data file to merge.
- 5 Click the Output button, Email.
- 6 Specify the field containing the email address in the Select Field Name Of Email Address list box.
- 7 Type the subject line you want to appear in each merged email message in the Subject Line box.
- 8 Click OK, then click the Merge button.
- 9 Choose an option from the Profile Name list box.

## **Merging to labels**

To merge a data source to labels, you must first create a form document containing the label paper size information. You can then perform the merge.

### **To create labels to merge**

- 1 In a new Document Window, click Tools, Merge.
- 2 Click the Create Document button.  
If you have typed or clicked anywhere in the document, click Use File In Active Window in the Create Merge File dialog box.
- 3 Click the Associate An Address Book button in the Associate Form And Data dialog box, then choose an address book from the enabled list box.
- 4 Click Format, Labels.
- 5 In the List Labels For section, choose the label options you want display:
  - Laser printed — displays laser label options
  - Tractor-fed — displays tractor-fed label options
  - Both — displays both laser and tractor-fed label options
- 6 Click a label style from the Labels list, then click the Select button.

- 7 Position the cursor where you want to insert a field.
- 8 Click the Insert Field button on the Merge toolbar, specify the field you want, then click the Insert button.
- 9 Repeat steps 7 and 8 for each field you want to merge, then click Close.



- Before you insert fields, you can make or change the data source association. For information, see “Associating merge files” on page 394.
  - You can also create labels using an address book. For information, see “Merging labels with address books” on page 405 and “Inserting labels using address books” on page 406.
- 

### **To perform a merge**

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click the Form Document button, then specify the location of the form file.
- 4 Click the Data Source button, then specify the location of the data file.
- 5 Click the Output button, then choose the location for the merged file.
- 6 Click the Merge button.

### **Merging to envelopes**

You can create envelopes as you merge another form document (such as a letter), or you can create merged envelopes from a blank Document Window. An envelope is created for each record you have selected in the data source.

For more information about working with envelopes, see “Creating envelopes” on page 194.

### **To merge to envelopes**

- 1 Click Tools, Merge, Perform Merge.
- 2 Click the Form Document button, then specify the location of the form file.
- 3 Click the Data Source button, then specify the location of the data file.
- 4 Click the Output button, then choose the location for the merged file
- 5 Click the Envelopes button.

- 6 Position the cursor where you want to insert a field.
- 7 Click the Insert Field button on the Merge toolbar, specify the field you want, then click the Insert button.  
Repeat steps 6 and 7 for each field you want to insert
- 8 Click Close.
- 9 Click the Continue Merge button on the Merge toolbar. Repeat steps 2 to 4, then click the Merge button.



- If you are merging envelopes only, click Current Document for the form file location. The active document should be a blank Document Window.
- The merged envelopes are placed after the current blank page. Delete the blank page if needed.
- If you are merging another document, such as a letter, the envelopes are placed at the end of the merged file.
- After you create an envelope format, you can click the Reset button in the Perform Merge dialog box to clear envelope, form, and data options.

## Creating and performing a keyboard merge

Using merge, WordPerfect lets you create a form document which you can personalize. By using the KEYBOARD command in your form document, you can enter information into the form document each time you need to send it. First, you create a form document containing the KEYBOARD command; then, you perform the merge. For more information about the KEYBOARD command, see Merge programming commands in the online Help Reference Information section.

### To create a form for a keyboard merge

- 1 Click Tools, Merge, then click the Create Document button.
- 2 Click one of the following buttons:
  - Use File In Active Window — uses the active document as the merge form
  - New Document Window — creates a new document for the merge form
- 3 Click OK.
- 4 Click one of the following buttons:

- Associate A Data File — allows you to specify the path and filename for the file
  - Associate An Address Book — allows you to specify an address book to use
  - Associate An ODBC Data Source — allows you to specify the ODBC source to use
  - No Association — allows you to associate no data file at this time.
- 5 Click OK.
  - 6 Position the cursor where you want to insert a keyboard prompt.
  - 7 On the Merge toolbar, click the Keyboard button.
  - 8 Type a prompt for the information to be entered.
  - 9 Repeat steps 6 to 8 for each Keyboard prompt you want to insert.

### To perform a keyboard merge

- 1 Open a form or data file containing the KEYBOARD merge command.
- 2 Click Tools, Merge, Perform Merge.
- 3 Click any of the following buttons:
  - Form Document — allows you to specify the location of the form file
  - Data Source — allows you to specify the location of the data file
  - Output — allows you to choose the location for the merged file
- 4 Click the Merge button.
- 5 When the merge pauses at the KEYBOARD command, type the information as described by the prompt.
- 6 Click the Continue button on the Merge toolbar.
- 7 Repeat steps 5 and 6 until the merge is finished.



- When you click the Quit button on the Merge toolbar, the merge continues to the end of the active record but ignores all merge commands. When you click the Stop button, the merge stops at the current position.
- 

### Merging text sideways

WordPerfect lets you merge a form document with a data source to form a new set of documents. When you want a merged field to be printed sideways,

you first create a text box and rotate the contents. Then, you perform the merge.

### To create sideways text to merge

- 1 Click Tools, Merge, Create Document.
- 2 Click the Create Document button in the Create Merge File dialog box, then click one of the following buttons:
  - Use File In The Active Window
  - New Document Window — opens a new Document Window for the form file you are creating

If you are working in a new document, the Create Merge File dialog box does not display.

- 3 Click OK, then click one of the following buttons:
  - Associate A Data File — allows you to specify the path and filename for the file
  - Associate An Address Book — allows you to specify an address book to use
  - Associate An ODBC Data Source — allows you to specify the ODBC source to use
  - No Association — allows you to associate no data file at this time.
- 4 Click OK, then click Insert, Text Box.
- 5 Position the cursor where you want to insert a field.
- 6 Click the Insert Field button on the Merge toolbar, specify a field name, then click the Insert button.
- 7 Repeat steps 5 and 6 to insert additional fields, then click Close.
- 8 Right-click the text box, then click Content.
- 9 Choose a rotation in the Rotate Text Counterclockwise section, then click OK.



- When you merge into a text box, you must first identify the document as a merge form file as directed in steps 3 to 5. Otherwise, merge options are not available when you type in the text box.
-

### **To perform a merge**

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click any of the following buttons:
  - Form Document — allows you to specify the location of the form file
  - Data Source — allows you to specify the location of the data file
  - Output — allows you to select the location of the merged file
- 4 Click the Merge button.

### **Merging to a table**

You can merge a form document and a data source to a table by completing three sets of procedures: first, associate a data file with a form file; second, create a table and insert fields and merge codes in it; and third, perform a merge.

#### **To associate a data file with a form file**

- 1 Open the file where you want to insert the table.
- 2 Click Tools, Merge.
- 3 Click the Create Document button.

If you have typed or clicked anywhere in the document, click Use File In Active Window in the Create Merge File dialog box.
- 4 Click one of the following buttons:
  - Associate A Data File — allows you to specify the path and filename for the file
  - Associate An Address Book — allows you to specify an address book to use
  - Associate An ODBC Data Source — allows you to specify the ODBC source to use
  - No Association — allows you to associate no data file at this time

#### **To create a table to merge**

- 1 Click Insert, Table, then click Table.
- 2 In the Columns box, type the number of columns you want, then type 2 in the Rows box.
- 3 Click the Create button, then type a heading in each cell of the first row.

- 4 Right-click the table, click Format, then click the Table tab.
- 5 Enable the Insert New Rows Automatically button, then click OK.
- 6 Position the cursor in the first cell of the second row, then click the Insert Field button on the Merge toolbar.
- 7 In the Field list box, specify the field name for that column, then click Insert.  
Press TAB to move to the next cell.
- 8 Repeat step 7 to insert additional fields, then click Close.
- 9 Position the cursor at the end of the last cell in the second row, then click the Merge Codes button on the Merge toolbar.  
Choose REPEATROW from the Merge codes list, click the Insert button, then click Close.

### **To merge to a table**

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click any of the following buttons:
  - Form Document — allows you to specify the location of the form file
  - Data Source — allows you to specify the location of the data file
  - Output — allows you to select the location of the merged file
- 4 Click the Merge button.  
After merging, the table expands one row for each record in the associated data file.

### **Selecting merge output**

When you perform a merge, you combine a form document with a data source to form a new document set. The new document set can be printed, saved to disk, sent to a new WordPerfect document, or added to the active document. You can also change the default document folder for merged documents. You can also change the default file extensions for merge forms and data files.

### **To send each merged document to the printer**

- 1 Click Tools, Merge.

- 2 Click the Perform Merge button.
- 3 Click the Output button, then choose Printer.

### **To save the merged file to disk**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Output button, then choose File On Disk.
- 3 Choose a folder from the Save In list box.
- 4 Specify a file name in the File Name list box.
- 5 Click the Select button.

### **To send the merged file to a new document**

- 1 Follow steps 1 and 2 from the “To send each merged document to the printer” procedure.
- 2 Click the Output button, then choose New Document.

### **To add the merged file to the active document**

- 1 Follow steps 1 and 2 from the “To send each merged document to the printer” procedure.
- 2 Click the Output button, then choose Current Document.

### **To change the default document folder**

- 1 Click Tools, Settings.
- 2 Double-click the Files icon, then click the Document tab.
- 3 Specify the path and folder in the Default Document Folder list box.

### **To specify extensions for merge filenames**

- 1 Click Tools, Settings.
- 2 Double-click Files, then click the Merge/Macro tab.
- 3 Click either of the following buttons:
  - Use Default Form File Extension On Open And Save — specifies the file extension for form files. The default is .FRM.
  - Use Default Data File Extension On Open And Save — specifies the file extension for data files. The default is .DAT.



## Formatting merged output

WordPerfect lets you format the merged documents. You can choose the font style and size as well as the paper size. You can specify the number of copies to produce for each merged record. You can also specify the number of copies you want for each merged record. WordPerfect lets you separate each merged record with a page break or insert a blank line for an empty field. You can also reset all of the options to the default. For more information about formatting documents, see “Page layout and design” on page 169.

### **To define font attributes for all merged documents**

- 1 From a form document, click File, Document, Current Document Style.
- 2 Do any of the following:
  - Choose a font style from the list box below the File menu.
  - Choose a font size from the list box below the Tools menu.

### **To define the paper size for all merged documents**

- 1 From a form document, click File, Document, Current Document Style.
- 2 Click Format, Page, Page Setup.
- 3 Click the Size tab.
- 4 Choose a format from the Page Definition list.

### **To specify the number of copies for each merged record**

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button
- 3 Click the Options button.
- 4 Specify the value in the Number Of Copies For Each Record box.

### **To separate each merged document with a page break**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Enable the Separate Each Merged Document With A Page Break button.

### **To insert a blank line for an empty field**

- 1 Follow steps 1 to 3 from the “To specify the number of copies for each merged record” procedure.
- 2 Choose Leave Blank Line In The If Field Is Empty In Data Source list box.

### **To reset options to the default**

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click the Reset button.



- If Reset is disabled in the Perform Merge dialog box, all options (envelope, form, and data) are set to the default.
-



## LINKING AND EMBEDDING

---

# 12

Object linking and embedding (OLE) is the process of inserting an object in one application (client) that was created in another application (server). Dynamic Data Exchange (DDE) enables the sharing of information with Windows applications created before Windows 95. An object can be text, graphics, charts, spreadsheets, sound clips, video clips, or any file created by an OLE or DDE-compliant application in your WordPerfect documents. The server application is used to create and edit OLE objects.

When you link information, the information resides in the source file and appears in your document in a graphic frame or as an icon. When you change the information in the source application, it can be updated automatically in the WordPerfect document.

An embedded OLE object is completely contained in the client application file. When you embed an object, the information is copied to WordPerfect but retains all the properties of the source application. The embedded information is not updated when the source file changes. WordPerfect also lets you link or embed certain spreadsheet and database files as regular WordPerfect text. The information appears without a frame as a seamless part of your document.

WordPerfect lets you link and embed sound and video as objects. You can also use the sound feature to include sound in your documents without inserting the file as an object. If you want to play sound in your document, you must have a sound device and application installed on your computer.

You can change the source of links if the path or file name has changed. If the information in your embedded object has changed, you can edit it in WordPerfect.

## Working with linking and embedding

WordPerfect lets you link and embed objects from an application registered with Windows as being OLE or DDE-compliant.

When you link or embed spreadsheets or databases in your document, WordPerfect can insert the information as an object or as regular WordPerfect text. You can also select fields or records from a spreadsheet or a database to include in your document. WordPerfect can copy formulas used in spreadsheets.

You can link and embed images on disk, TextArt, and HTML documents. You can link and embed a local document formatted for the World Wide Web or link a document on an Internet server.

### Linking objects

When you link a file, changes you make to the source file can appear in the WordPerfect document. WordPerfect lets you link a file or an object. You can also link to a spreadsheet or a database, and you can have the linked text appear as regular typed text in your document.

#### To link an object that is a file

- 1 Click Insert, Object.
- 2 Click Create From File.
- 3 Specify a path and filename in the File box.
- 4 Enable the Link check box.



- If the Display Object As Icon In Document check box is disabled, a DDE link will be created.
- 

#### To link an object that is a part of a file

- 1 Save the source file in the source application.
- 2 Select the object you want to link.
- 3 Click Edit, Copy.
- 4 Open the document you want to place the link into.

- 5 Position the cursor where you want to insert the linked object.
- 6 Click Edit, Paste Special.
- 7 Click Paste Link to link the object between the two documents.
- 8 Click the format for the linked information in the As box.

### **To link a spreadsheet or database as regular text**

- 1 Position the cursor where you want the spreadsheet or database information inserted.
- 2 Click Insert, Spreadsheet/Database, Create Link.
- 3 From the Data Type list box, choose a format for the type of information you want to link to.
- 4 From the Link As list box, choose a format for how you want the data to appear.
- 5 In the Filename box, specify the path and filename of the file you want to link to.



- If you are linking to an SQL database, you must log on to the database server.
  - You must remove any passwords before you can link a file to any other password-protected spreadsheet or database file.
  - You can link a selected range of a spreadsheet or specific records of a database. For more information, see “Selecting specific information to link and embed” on page 423.
- 

## **Embedding objects**

When you embed an object, you make a copy of the object and insert it in your document. Changes made in the source file are not reflected in your document. You can also embed an object by dragging it into your document. If you need to embed more than one copy of an object, you can create a Windows scrap file which you place on your desktop. WordPerfect also lets you embed a spreadsheet or database so that it appears as regular text.

### **To embed an object that is a part of a file**

- 1 Select the object.
- 2 Click Edit, Copy.
- 3 Open the document you want to link to.

- 4 Position the cursor where you want to insert the object.
- 5 Click Edit, Paste Special.
- 6 Click Paste.
- 7 Choose the format for the object in the As list box.

### **To embed a object that is a file**

- 1 Click Insert, Object.
- 2 Click Create From File, then specify a path and filename.

### **To embed an object by dragging**

- 1 Open the WordPerfect document into which you want to drag the object.
- 2 Select an object in a Windows application.
- 3 Hold down CTRL, then drag the object to the WordPerfect icon on the Windows taskbar without releasing the mouse button.  
WordPerfect opens as the active window.
- 4 Drag the object into the document, releasing the mouse button and CTRL when you have positioned the cursor.



- If you can see WordPerfect and the other application at the same time, the object may be dragged directly into your document.
- 

### **To create and embed a scrap file**

- 1 Select text or an object.
- 2 Resize the Application Window so that you can see part of the Windows desktop.
- 3 Drag the object to the Windows desktop or to any folder in Windows Explorer.  
The dragged object becomes a file with the word Scrap in its filename.
- 4 Drag the scrap file into any open document.



- If you drag a scrap into WordPerfect or other applications that support the .RTF file format, the scrap is inserted as text. Otherwise, it is inserted as an embedded OLE object. For information about objects, see “Linking and embedding” on page 419.
- 

### **To embed a new object**

- 1 Click Insert, Object.
- 2 Click Create New.
- 3 Choose an object type from the Object Type box.
- 4 Create a new object.
- 5 Click outside the OLE box to return to the Document Window.

### **To embed a spreadsheet or database as regular text**

- 1 Position the cursor where you want to insert the spreadsheet or database.
- 2 Click Insert, Spreadsheet/Database, Import.
- 3 From the Data Type list box, choose a format for the type of information you want to embed.
- 4 From the Import As list box, choose a format for how you want the data to appear.
- 5 In the Filename box, specify the path and filename of the file you want to embed.



- If you are importing from an SQL database, you must log on to the database server.
  - You must remove any passwords before you can import the file to any other password-protected file.
- 

## **Selecting specific information to link and embed**

WordPerfect lets you link or embed selected information as an object in your document. You can also select a spreadsheet range or specific database records to link to or embed as regular WordPerfect text.

### **To link or embed selected information as an object**

- 1 Select the information you want to appear in the WordPerfect document.

- 2 Click Edit, Copy.
- 3 In your WordPerfect document, position the cursor where you want to insert the information.
- 4 Click Edit, Paste Special, then click one of the following:
  - Paste — embeds the information
  - Paste Link — links the information to your document
- 5 Choose the format for the linked or embedded information in the As list box.



- If Paste Link is disabled, the source application does not support linking, or the application is not registered properly with Windows. In this case, you can only insert a copy of the information.
  - Check the Result box to make sure the Paste format you selected will embed rather than copy the information. If the information will be embedded, the Result box will indicate that the information can be activated by the source application.
- 

### **To select spreadsheet ranges to link to or embed as regular text**

- 1 Click Insert, Spreadsheet/Database.
- 2 Click one of the following:
  - Import — allows you to embed spreadsheet information
  - Create Link — allows you to link spreadsheet information
- 3 Choose a spreadsheet format from the Data Type list box.
- 4 Choose a format for the imported information from the Import As list or the Link As list box.
- 5 Specify the filename of the spreadsheet you want to link or embed in the Filename box.
- 6 Click in the Named Ranges list box.
- 7 Specify the information to link or embed in one of the following list boxes:
  - Named Ranges — allows you to select a page in the spreadsheet and named groups of cells
  - Range — allows you to specify a range to link or embed



### **To select specific database records to link to or embed as regular text**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Choose a database format from the Data Type list box.
- 3 Choose a format for the imported information from the Import As list or the Link As list box.
- 4 Specify the filename of the database file you want to link or embed in the Filename box.
- 5 Click in the Fields list box, then click Query.
- 6 Click a field, then type the search condition.  
Click Example or More for more help with specifying conditions.

### **Linking and embedding HTML documents**

WordPerfect lets you link and embed HTML documents which use a standard filename (also known as the Universal Naming Convention or UNC). The Microsoft Windows dialog box used to insert objects does not currently recognize Universal Resource Locators (URLs), such as <http://www.mysite.com>, as valid filenames. To specify an HTML document using a URL, you must insert a new object, then browse to the desired HTML document.

#### **To link local HTML documents**

- 1 Click Insert, Object, Create From File.
- 2 Specify the path and filename in the File box.
- 3 Click Link.

#### **To embed local HTML documents**

- 1 Click Insert, Object, Create From File.
- 2 Specify the path and filename in the File box.

#### **To embed Internet documents**

- 1 Click Insert, Object, Create New.
- 2 Choose an object type for your OLE-enabled browser in the Object Type list box.
- 3 Click OK.

- 4 Specify the URL in the Location box.
- 5 Click outside the Internet object to return to the Document Window.



- To retrieve an updated view, double-click the linked Internet document.



- You can also use browser bookmarks to browse to a Web site. For more information, see the documentation for your browser.

---

## Linking and embedding TextArt objects

An image created with TextArt is an OLE object which you can insert in your document. You can link TextArt to keep it up to date with the source file. You can also embed or create TextArt within your document. For more information about working with TextArt, see About TextArt in the WordPerfect online Help.

### To link TextArt

- 1 Select the TextArt object, then click Edit, Copy.
- 2 In your WordPerfect document, position the cursor where you want to insert the TextArt.
- 3 Click Edit, Paste Special.
- 4 Click Paste Link.
- 5 Choose the format for the embedded image from the As list box.

### To embed TextArt

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click Paste.
- 3 Choose the format for the embedded image from the As list box.



- An embedded object increases the file size of your WordPerfect document.

---

### To embed a new TextArt Object

- 1 Position the cursor where you want to insert the TextArt.
- 2 Click Insert, Object.

- 3 Click Create New.
- 4 From the Object Type list box, choose Corel TextArt 9 Document.
- 5 Create a new TextArt object.
- 6 Click outside the OLE box to return to the Document Window.

## Linking and embedding an image on disk

When you link to an image on disk, you can keep the image up to date with changes made to your source file. When you embed an image on disk, a copy is inserted in your document. For more information about working with graphic objects, see “Creating and inserting graphics” on page 258.

### To link an image on disk

- 1 Click Insert, Object.
- 2 Click Create From File.
- 3 Specify the path and filename in the File box.
- 4 Click Link.



- To link to an image copied from the Scrapbook, you must first save the image to your hard drive.
- Make sure that you have access to the folder where the image file is stored. For example, if the image is stored on a CD-ROM, the CD must be in the drive and accessible.

---

### To embed an image on disk

- 1 Click Insert, Graphics, From File.
- 2 Browse to the image you want to embed in your document.
- 3 Click Insert.



- The image is stored as part of the document which makes the document size larger.

---

## Linking and embedding multimedia

You can link or embed video and sound to create dynamic WordPerfect documents.

Video clips can be linked and embedded as OLE objects. The type of video formats available depends on what is registered in the Windows Registry as being OLE-compliant. This includes Video for Windows (.AVI) and may also include QuickTime Movie and Active Movie types. For more information, see the documentation for Windows and the video application.

Using the WordPerfect sound feature, you can enhance a document with digital (.WAV) and MIDI (.MID or .RMI) sound files, which can include sound effects, music, and voice recordings. This sound capability lets you create multimedia documents for presentations, educational materials, or product tutorials.

To use sound in your WordPerfect documents, you must have a sound device (usually a sound card) installed in your computer. If you want to create your own sound files, you will also need a microphone or another input device.

Depending on your hardware configuration, you can use two types of sound files with WordPerfect: MIDI (Musical Instrument Digital Interface) or digital audio. With the proper hardware, you can create your own sound files. You can also purchase sound files. Before you purchase either MIDI or digital files, you need to make sure that the files are compatible with your sound device.

## Linking and embedding video

WordPerfect lets you link or embed a video clip into your WordPerfect document. When you link the file, you can keep the video clip up to date with the source file. When you embed the file, you only copy it to your document.

### To link a video clip

- 1 Click Insert, Object.
- 2 Click Create From File, then specify a file.
- 3 Click Link in the Insert Object dialog box.



- WordPerfect represents the video clip in your document by displaying the first frame of the video clip. If you want to display the video clip as an icon, you can click the Display As Icon check box.
  - For more information about using link icons, see “Displaying, changing, and hiding link icons” on page 433.
-

### To embed a video clip

- 1 Click Insert, Object.
- 2 Click Create From File, then specify a file.



- Double-clicking a video clip plays the clip. The control bar appears across the bottom of the file.

## Linking, embedding, and using sound

WordPerfect lets you add sound to your document. You can link or embed a sound clip to your document. You can also play or record a new sound clip within your document. If you want to add the sound file as an object, see “Working with linking and embedding” on page 420.

### To link a sound clip

- 1 Click Insert, Sound, Insert.
- 2 Type a name or brief description of the sound clip in the Name box.
- 3 Specify the filename of the sound file in the File box.
- 4 Click Link To File On Disk.

### To embed a sound clip

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click Store In Document.



- The sound file is saved as a part of the document, making the document size larger.

### To play a sound clip

- 1 Click Insert, Sound.
- 2 Choose a sound clip from the Sound Clips In Document list.
- 3 Click Play.



- You can also click the *Sound button* in the left margin of the document to play the sound clip.



- You can also double-click the sound clip to play it.
- 

### To record a sound clip

- 1 Click Insert, Sound, Record.
- 2 Record the sound using a microphone or other input device.
- 3 Save the sound clip by clicking File, Save As.
- 4 Type a name for the clip in the File Name box.
- 5 Close the Sound Recorder.



- Sound is recorded by using the Windows Sound Recorder. For more information, see your Windows documentation.
- 

## Changing, updating, and editing links

When you link an object, whether it is a whole file or a part of a file, your WordPerfect document and the source application use the same file. Changes to the file made in the source application are reflected in your WordPerfect document, and changes in the file made with WordPerfect are reflected in the source application. By default, WordPerfect automatically updates the link when you open the document. You can also update the links manually.

If a linked file has been moved, replaced, or renamed, WordPerfect lets you change the link to a corresponding object to keep your document up to date. You can also modify the appearance of your document by selecting your own link icons and labels or by hiding them.

An embedded object is a copy of the source information. Although there is no link between the object embedded in your WordPerfect document and the source file, the embedded object retains the properties of its source application. This allows you to edit an embedded object using the controls of the source application from WordPerfect.

### Changing links

You can keep your links updated when a source file is moved, renamed, or replaced. WordPerfect lets you change the source of a linked object or file or the source of a linked spreadsheet or database inserted as regular text. You

can also break a link, keeping a copy of the information in your document, or you can delete a link and the information from your document.

### **To change the source of a linked object**

- 1 Deselect objects in your document.
- 2 Click Edit, Links.
- 3 Choose the object you want to change from the Links list box, then click Change Source.
- 4 Do one of the following:
  - For an OLE link, choose the filename you want to link to from the Links list box.
  - For a DDE link, change the Link Name, Application, Topic/Filename, or Item from the Links list box.



- Most objects are inserted as OLE links. Whether an object is inserted as an OLE or DDE link depends on the source application and the format you selected when you inserted the object.

### **To change the source of a spreadsheet or database linked as regular text**

- 1 Click between the link markers in your WordPerfect document.
- 2 Click Insert, Spreadsheet/Database, Edit Link.
- 3 Choose a format from the Data Type list box.
- 4 Choose a format for the linked information in the Import As list box.
- 5 Specify a path and file to be linked in the Filename box.



- When you change or update a link, you lose formatting made to the data in WordPerfect.

### **To break a link and keep the information in your document**

- 1 Click Edit, Links.
- 2 Choose the link from the Links list box.
- 3 Click Break Link.



- You can break a DDE link by deleting the DDE Link codes in the Reveal Codes window.
- 

### **To delete a link and the linked information**

- 1 Click the link you want to remove.
  - 2 Click Edit, Cut.
- 



- You can also delete the [Box:Linked Object] code in the Reveal Codes window to remove the information and the link.
- 

## **Updating links and editing OLE objects**

WordPerfect lets you update links to keep your information current with the source file. You can update a linked object, spreadsheet, or database manually, or have WordPerfect update it when you open the document. You can also update a linked or embedded OLE object within your WordPerfect document.

### **To manually update a spreadsheet or database linked as regular text**

- 1 Save any changes made to the source document.
- 2 Click Insert, Spreadsheet/Database, Update.
- 3 Click Yes.

### **To update a spreadsheet or database linked as regular text when you open the document**

- 1 Save any changes made to the source document.
- 2 Click Insert, Spreadsheet/Database, Options.
- 3 Click Update When Document Opens.

### **To update the information in a linked object manually**

- 1 Click Edit, Links.
- 2 Select the link you want to update from the Links list box.
- 3 Click Manual.
- 4 Click Update Now.





- To update a DDE link, the source file must be open in the source application.
- 

### **To update the information in a linked object when you open the document**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click Automatic.

### **To edit a linked or embedded OLE object**

- 1 Select the embedded object.
- 2 Click Edit, [object name], Edit.
- 3 Make any changes, then click outside the object box to return to the Document Window.



- You can edit most embedded objects by double-clicking them. However, if you double-click a sound or video clip, the clip plays.
  - You can also edit an embedded object by right-clicking, then clicking [object name], Edit.
  - You can resize an embedded object by selecting it, then dragging its borders.
  - You can also use the Property Bar to specify how document text wraps around the object, to change the border, or to add a caption.
- 

## **Displaying, changing, and hiding link icons**

When you display your linked or embedded object as an icon, WordPerfect provides a default icon and label depending on the type of object you created. You can select your own label and specify an icon from a file saved in .ICO, .EXE, or .PLL format. For a spreadsheet or database linked as regular text, you can hide the link markers shown in the margin.

### **To display a linked file as an icon**

- 1 Click Insert, Object.
- 2 Click Create From File, then specify a path and filename.

- 3 Click Link.
- 4 Click Display As Icon.

### **To display an embedded file as an icon**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click Display As Icon.

### **To change the icon or label displayed for a linked object**

- 1 Follow steps 1 to 3 from the “To display a linked file as an icon” procedure.
- 2 Click Display As Icon.
- 3 Click Change Icon.
- 4 Click From File and then specify the path and filename containing the new icon in the From File box.
- 5 Press TAB to view the icons in the file, then click on the icon you want to use.
- 6 Click in the Label box, then type the name you want to use for the icon.

### **To change the icon or label displayed for an embedded object**

- 1 Follow steps 1 and 2 from the “To display a linked file as an icon” procedure.
- 2 Click Display As Icon.
- 3 Click Change Icon.
- 4 Click From File and then specify the path and filename containing the new icon in the From File box.
- 5 Press TAB to view the icons in the file, then click on the icon you want to use.
- 6 Click in the Label box, then type the name you want to use for the icon.

### **To hide link icons for a spreadsheet or database linked as regular text**

- 1 Click Insert, Spreadsheet/Database, Options.
- 2 Deselect Show Link Icons.



- The link icons will not appear when you print, even if they display in the Document Windows.
-





## PRINTING

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# 13

When you print a WordPerfect document, you can:

- set up a printer
- save custom print settings for use in other print jobs
- print the entire document or only print specific pages
- set printing options, such as the number of copies
- print envelopes and labels
- preview a print job
- change the print quality and omit graphics to allow faster printing
- do booklet printing, print only odd or even pages, and print pages in reverse order
- use printing commands and print pages in reverse order
- print documents to disk and PostScript documents

Before you print, you can preview a print job to see how your document will look when you print it. Most of the printing features that are provided are not required to print simple documents on a desktop printing device.

Before you print a document, you must add and select a printer. This was probably done when Windows was installed on your computer. WordPerfect automatically uses the printer you chose in Windows. Because WordPerfect uses printer metrics to determine line endings, the printer you use affects the way WordPerfect prints and displays text on the screen. For more

information about printer metrics, see “Disabling printer metrics” on page 444.

If you are looking for basic printing instructions, see “Setting up a print job” on page 447. If you are using a PostScript printing device and are having trouble printing, see “Printing files to disk” on page 473. You can also fix certain problems by changing settings, as explained in “Using print settings” on page 445. You should not change these settings unless you are having trouble printing.

## Setting up a printer

Before you can print a WordPerfect document, you must have a printer installed on your computer. This involves installing the necessary printer driver using Microsoft Windows, and was probably done when your computer was installed. If it wasn't, refer to your Microsoft Windows documentation for instructions. Sometimes, however, you may need to select a different printer — for example, if you want to switch from a monochrome printer to a color printer.

Once one or more printers are installed on your computer, you can configure them in a number of ways. You can

- select the printer you want used as the default printer
- change printers
- change printer properties, such as print resolution and paper feed
- reformat documents for the default printer, since some document formatting characteristics depend on the printer that was selected when they were created
- set document default fonts for a printer
- control font substitution and mapping used when not all the fonts used in a document are installed on your computer
- set printer resolution
- disable printer metrics

If you open a file that contains a font that is not installed on your computer, you will be prompted with suggestions for font substitutions. Rather than substituting fonts each time you open a document that contains missing fonts, you can set up a list of matches for uninstalled fonts. This list is saved for all subsequent documents when you exit WordPerfect. You can change the font substitutions for specific font attributes, styles, character sets, and print orientations, or restore the default settings. You can also set WordPerfect to switch fonts automatically when you change font settings. For example, if the current font is Courier 10-point and you select Bold, the Courier Bold

10-point font is substituted. If necessary, you can restore default font mapping settings.



- Earlier versions of WordPerfect used WordPerfect printer drivers (.PRS files). WordPerfect no longer uses these drivers. When you retrieve documents created with old printer drivers, they are reformatted for the printer you have selected in Windows.

## Choosing and configuring a printing device

Once you have installed the correct Windows printer driver, you can select the printer you want to use from within WordPerfect. WordPerfect also allows you to set a printer as the default printer for WordPerfect.

### To add a printer

- 1 Click File, Print.
- 2 Click the Details tab.
- 3 Click the Add Printer button.

This opens the Add Printer Wizard.



- For more information about adding a printer, refer to your Windows documentation.

### To select a printer

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.

### To set a printer as the default printer for WordPerfect

- 1 Click File, Print.

Make sure the printer you want to use as your default printer is listed in the Current Printer list box.

- 2 Click Settings, Application Default, then click Replace.



- Previous versions of WordPerfect included printer drivers that were separate from the Windows drivers. These drivers cannot be used in this version of WordPerfect. However, you can customize the Windows drivers for specific uses.
- 

## Changing printer properties

WordPerfect allows you to display the Windows Properties dialog box for the printer you have selected. For more information on specifying printer properties, refer to your Windows documentation or your printer manual.

### To change printer properties

- 1 Click File, Print.
- 2 Click the Details tab.
- 3 Click the System Printers button.
- 4 Click the printer for which you want to change the properties.
- 5 Click File, Properties.
- 6 Change the printer properties.



- WordPerfect no longer uses WordPerfect printer drivers (.PRS files). When you retrieve documents created with old printer drivers they are reformatted for the Windows printer you have selected.
- 

## Reformatting documents for the default printer

When you open a document that was formatted with another printer, some format elements can change when the document is reformatted. WordPerfect allows you to reformat documents to match the settings of the current printer.

### To reformat documents for the default printer

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 In the General Tab, enable the Reformat Documents For The WordPerfect Default Printer On Open check box.





- When you disable the Reformat Documents For The WordPerfect Default Printer On Open check box, WordPerfect looks for the printer with which the document was formatted. If that printer is not available, WordPerfect reformats the document for the current printer if necessary.

---

## Setting document default fonts for a printer

WordPerfect allows you to specify a default font for all new documents created with a specific printer. For information about creating a default font for an active document, see “Changing the default font face and font size” on page 77.

### To specify a default font for all new documents

- 1 Click File, Print.
- 2 Click the Details tab.
- 3 Click the Default Font button.
- 4 Choose a typeface from the Face list.
- 5 Choose a language script from the Language Script list box.



- The font settings you select in the Printer Default Font dialog box affect all documents created when that printer is selected. However, if you change font settings in a document, those changes take precedence over the Printer Default Font.

---

## Controlling font substitutions and mapping fonts

WordPerfect allows you to control font substitutions. You can change the font substitutions for specific font attributes, styles, character sets, and print orientations, or restore the default settings. With WordPerfect, you can display font mapping settings and restore default font mapping settings. You can also set WordPerfect to switch fonts automatically when you change font settings. WordPerfect also allows you to code your printer to use different alphabet fonts.

### To prevent font substitutions when opening a document

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the General tab.

- 4 Disable the Reformat Documents For The WordPerfect Default Printer On Open checkbox.
- 5 Click OK.

### **To change document font substitutions**

- 1 Click Format, Font.
- 2 Click Settings, Edit Font Mapping.
- 3 Click the Document tab.
- 4 From the Face list box in the Document Font section, choose the font face for which you want to specify a substitute.
- 5 From the Size list box in the Document Font section, choose the font size for which you want to specify a substitute.
- 6 From the Face list box in the Printer Font section, choose the font substitute.
- 7 From the Style list box in the Printer Font section, choose the style substitute.
- 8 From the Size list box in the Printer Font section, choose the size substitute.

### **To restore default document font mapping settings**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Enable the Automatic Selection check box.

### **To change display font mapping settings**

- 1 Follow steps 1 to 2 from the “To change document font substitutions” procedure.
- 2 Click the Display tab.
- 3 From the Face list box in the Printer Font section, choose the font for which you want to specify a substitute.
- 4 From the Face list box in the Display Font section, choose the font substitute.

The display font appears onscreen when the printer font is used.



- If you want to map specific font styles and sizes for your display font, enable the Map Individual Styles check box. Otherwise, WordPerfect will select the styles and sizes for you based on the existing text.
  - If the current font is a printer font, you can replace it with a graphics font (ATM, TrueType, etc.), which might produce a sharper display resolution.
- 

### **To use a non-Roman alphabet font**

- 1 Follow steps 1 to 2 from the “To change document font substitutions” procedure.
  - 2 Click the Code Pages tab.
  - 3 In the Printer Font section, choose a typeface from the Face list box.
  - 4 In the Code Pages section, choose an alphabet font from the Code Page list box.
- 



- Edit the Code Pages mapping table only if you are using a font that does not match your computer’s code page.
- 

### **To change replacement font settings**

- 1 Follow steps 1 to 2 from the “To change document font substitutions” procedure.
- 2 Click the Automatic Font Change tab.
- 3 In the Printer Font section, choose a typeface from the Face list box.
- 4 In the Extra Large Printer Font section, choose a typeface from the Face list box.
- 5 Do one of the following:
  - To change settings for font sizes and styles, enable the Map Individual Styles check box.
  - To change relative sizes, appearance attributes, character sets, or print orientations, choose an option in the Automatic Font Change list.
- 6 Choose the replacement font settings from the corresponding Face list box.



- When substituting fonts, WordPerfect changes the [Font...] code (visible in Reveal Codes) to reflect both font names. The font name that WordPerfect used to replace the original font appears first, followed by the original font in square brackets.
- 



- To restore the default settings, enable the Automatic Selection check box.
- 

## Setting printer resolution

Printer resolution, which is typically measured in Dots Per Inch, affects both text and graphics. Some printers may not support all print resolutions. WordPerfect allows you to change the printer resolution from within the application.

### To set printer resolution

- 1 Click File, Print.
- 2 Click the Details tab.
- 3 Choose a printing resolution from the Resolution list box.
- 4 Click Close.

## Disabling printer metrics

By default, WordPerfect determines line endings through printer metrics. If you will be moving a document between different printers often, you may wish to prevent the document from reformatting every time you change printers. You can do this by disabling printer metrics. When you disable printer metrics, WordPerfect determines line endings by display metrics.

### To disable printer metrics

- 1 Click Tools, Settings.
- 2 Click Convert.
- 3 Click the Compatibility tab.
- 4 In the Options section, enable the Don't Use Printer Metrics To Format Document check box.



- If you disable printer metrics, printer fonts will not be visible in your list of fonts.
- 

## Using print settings

The print settings you specify remain in effect until you exit the application or until you change them. These settings include all options on the five tabs of the Print dialog box.

The settings that come with WordPerfect are known as default print settings; these are the default settings for WordPerfect or for your printer. You can change these settings if you want to use other print settings. If there are print settings you want to use again, you can save them with a name. Then you can select them for other print jobs or when you do not want to use the printer's default setting. WordPerfect allows you to add, view, edit, retrieve, and delete named print settings.

### Using default print settings

WordPerfect allows you to use other print settings by changing the default settings. The settings you specify in the Print dialog box remain in effect until you exit the application or until you change them. If there are print settings you want to use again, you can save them with a name. For information about named settings, see “Naming, editing, and saving print settings” on page 446. If you change print settings, you can restore the print settings assigned to the current printer.

#### To change the application's default print settings

- 1 Click File, Print.
- 2 Change any print settings you want.
- 3 Click Settings, Application Default, Replace.
- 4 When the Save As Default dialog box appears, click OK.

#### To use the print settings assigned to the currently selected printer

- 1 Click File, Print.
- 2 Click Settings, Retrieve Properties.

## Naming, editing, and saving print settings

WordPerfect allows you to add, view, edit, retrieve, and delete print settings to customize your printing options. By naming a print setting, you can retrieve it when you do not want to use the printer's default setting. In addition to selecting print settings you have saved, you can also select the default settings for WordPerfect or the default print settings for your printer. For more information about selecting default print settings, see "Using default print settings" on page 445.

### To add and save print settings

- 1 Click File, Print.
- 2 Click Settings, Named Settings.
- 3 In the Name For Current Settings list box, type a name for the current settings.
- 4 Click Add to add the settings to the list of named settings.
- 5 To use the settings again, click File, Print, then choose your named setting from the Settings list box.

Once a named setting has been added, it becomes available from the Settings to save list box.

### To view print settings

- 1 Click File, Print.
- 2 Click the Print tab.
- 3 Click the Properties button.

### To edit a named print setting

- 1 Click File, Print.
- 2 Click Settings, Named Settings.
- 3 Choose the setting from the Name For Current Settings list box.
- 4 Click Retrieve.
- 5 Modify any options in the Print dialog box.
- 6 Click Settings, Named Settings.
- 7 Choose the named setting you just edited from the Name For Current Settings list box.
- 8 Click Replace to incorporate your changes.

### **To retrieve a named print setting**

- Follow steps 1 to 4 from the previous procedure.

### **To delete a named print setting**

- 1 Follow steps 1 to 3 from the “To edit a named print setting” procedure.
- 2 Click Delete.

## **Setting up a print job**

Before you print your document, you must choose and properly configure the appropriate printing device driver. To find out how best to set up the printing device driver, consult the manufacturer’s documentation for the printing device, the Windows documentation, or the service bureau that will print the work.

When setting up a print job, you can choose what parts of a document to print, the number of copies to print, and whether to collate copies. If collating is enabled, a complete copy of each document is printed before the next copy is printed. If collating is disabled, all the copies of the first page are printed before copies of the second page are printed, and so on.

Basic printing functions you can perform include

- printing hidden text
- printing a document on disk or from a network drive
- printing single and double-sided documents
- printing sideways
- enlarging and reducing print jobs
- printing pages in reverse order
- printing data files
- specifying paper feed
- specifying paper feed
- controlling a print job

## **Printing documents**

WordPerfect allows you to print documents from within the active file. If the document you wish to print contains hidden text, you will need to reveal the hidden text to print it. Hidden text can be used to conceal portions of your document. The hidden text appears only in Reveal Codes until you display it. For information about revealing codes, see “Displaying Reveal Codes” on

page 43. When text is hidden, it does not print as part of the document. Hidden text prints only when it is displayed in the Document Window. For more information about hidden text, see “Using hidden text” on page 80. For more information about printing, see “Printing single-sided and double-sided documents” on page 449.

### **To print documents**

- 1 Click File Print.
- 2 Choose the printer you want to use from the Current printer box.
- 3 In the Print section, choose the portion of the document you want to print.
- 4 Specify any other print options.
- 5 Click Print.

### **To print hidden text**

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Enable the Hidden Text check box.
- 4 Click OK.
- 5 Click File, Print.

## **Printing multiple copies of documents**

You can print multiple copies of the same document. If you are printing a document with multiple pages, you might want to collate the copies. Collating allows you to print one full set of the selected pages before printing the second full set (for example, a set of pages 1 to 10 prints before a second set of pages 1 to 10 prints, and so on).

### **To print multiple copies**

- 1 Click File, Print.
- 2 Type the number of copies you want to print in the Number Of Copies box.
- 3 Enable one of the following buttons:
  - Collate Copies — assembles multiple copies of a document in the correct order
  - Group Copies — groups multiple copies of pages together





- When you enable the Group Copies button, the grouping of pages is done by your printer so enabling this option may allow you to print faster than if you enable the Collate option.

## Printing a document on disk or from a network drive

WordPerfect allows you to print a document from a floppy disk or on a network drive that is not currently open. The document on disk option allows you to specify options for printing a document saved on a disk or on a network drive.

### To print a document saved on disk

- 1 Click File, Print.
- 2 In the Document On Disk list box, click the Browse button.
- 3 Choose the disk drive where the document is stored from the Look In list box.
- 4 Double-click the folder in which the document is stored.
- 5 Double-click the document name.
- 6 Click Print.

### To print a document from a network drive

- 1 Follow steps 1 to 2 from the previous procedure.
- 2 Choose the drive where the document is stored from the Look In list box.
- 3 Double-click the folder in which the document is stored.
- 4 Double-click the document name.
- 5 Click Print.

## Printing single-sided and double-sided documents

If your printer allows you to print on both sides, you can automatically print a double-sided document. If your printer does not print on both sides at once, you can still print double-sided documents manually by inserting the same page into the printer twice. Note that some printer manufacturers discourage reinserting a page into the printer if it has already been printed on.

### To print a single-sided document

- 1 Click File, Print.

- 2 Make sure that the printer you want to use is displayed in the Current Printer list box. If it is not, choose the correct printer.
- 3 In the Print section, enable one of the following buttons:
  - Full Document — prints the entire document
  - Current Page — prints the page where the insertion point is located
  - Multiple Pages — prints specific pages, labels, secondary pages, chapters, or volumes
  - Print Pages — prints the range of pages specified in the text boxes
  - Selected Text — prints the selected text in the document (only available if text is selected)
  - Document Summary — prints only the document summary (only available if there is a document summary)
- 4 In the Number Of Copies box, type the number of copies you want to print.
- 5 Click Print.

### **To print a double-sided document manually**

- 1 Follow steps 1 to 2 from the previous procedure.
- 2 Click the Two-Sided Printing tab.
- 3 Enable the Step 1: Print Odd Pages button.
- 4 Click Print.
- 5 When printing is complete, turn the odd-numbered pages over and reload them in the paper tray.
- 6 Repeat steps 1 to 3.
- 7 Enable the Step 2: Print Even Pages button.
- 8 Click Print.

### **To print a double-sided document automatically**

- 1 Click File, Print.
- 2 Make sure that the printer you want to use is displayed in the Current Printer list box. If it is not, choose the correct printer.
- 3 Click the Two-Sided Printing tab.
- 4 Enable one of the following buttons:

- Book (Side To Side) — prints the document for binding the long edge of the page (like a book)
- Tablet (Top To Bottom) — prints the document for binding the short edge of the page (like a flip chart or tablet)

5 Click Print.

### **To override two-sided printing codes**

- 1 Click File, Print.
- 2 Click the Two-Sided Printing tab.
- 3 Disable the Use Document Settings check box.

## **Printing sideways (landscape orientation)**

If you want all the text on a page to print sideways or print in a different orientation, you can change the page size definition to control whether you print in portrait or landscape orientation. In order for WordPerfect to print landscape pages, you must set the page orientation in page setup. WordPerfect uses the page orientation in page set up, not the orientation set in the printer properties, to determine printing orientation. For more information about page setup definitions, see “Setting page size definitions and orientation” on page 169.

### **To set landscape or portrait orientation**

- 1 Click File, Page Setup.
- 2 Click the Size tab.
- 3 Click the Options button, then click Edit.
- 4 Choose one of the following:
  - Portrait — prints text and graphics on a page whose height is greater than the width
  - Landscape — prints text and graphics in the landscape orientation on the page, that is, the long edge of the page is horizontal
  - Both — prints text and graphics on the page whose width is greater than the height

## **Enlarging and reducing print jobs**

The enlarging and reducing options of WordPerfect allow you to print your page as a poster, specify scaling percentages for your printed documents, scale your print job to fit the page you have selected, or print a document in thumbnail format.

WordPerfect allows you to enlarge a page created using a standard page size, such as 8 1/2 x 11, to a poster size which WordPerfect prints on multiple pieces of paper. You can also scale an output page to adjust your printed document to fit the currently selected page size. WordPerfect allows you to view or modify the currently selected page size.

### **To print a document as a poster**

- 1 Click File, Print.
- 2 Click the Customize tab.
- 3 Enable the Poster button.
- 4 Choose the size you want (2x2, 3x3, or 4x4) from the Poster list box.
- 5 Click Print.



- Each printed page in your document will be adjusted (scaled) to fit on the poster size you selected in step 2 above. The equivalent scaling will appear in the Enlarge/Reduce text box.

### **To enlarge or reduce the printing size of a document**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Type a value to specify the scaling percentage you want to use.
- 3 Click Print.



- If you enlarge a document over 100%, the document will be printed in poster format on multiple pages. The Poster text box will automatically show the number of pages that will be used when you print the document.

### **To adjust a print job to fit the selected page**

- 1 Follow steps 1 and 2 from the “To print a document as a poster” procedure.
- 2 Enable the Scale To Fit Output Page button.  
If you want to view or modify the currently selected page definition, click the Output Page button.
- 3 Click Print.

### **To print a document in thumbnail format**

- 1 Follow steps 1 and 2 from the “To print a document as a poster” procedure.
- 2 Enable the Thumbnails button.
- 3 Choose a size (up to 8X8) from the Thumbnail Size list box.
- 4 Choose an option from the Page Ordering list box.
- 5 Enable any of the following check boxes:
  - Show Page Borders — shows page border when you print your thumbnails
  - Show Page Numbers — shows page numbers when you print your thumbnails
- 6 Click Print.

### **Printing pages in reverse order**

WordPerfect allows you to print document pages in reverse order. Printing in reverse order means that the last page of the document is printed first.

### **To print document pages in reverse order**

- 1 Click File, Print.
- 2 Enable the Print In Reverse Order check box.

### **Specifying printing adjustments**

Printing adjustments allow you to move the text and graphics on a page up or down and left or right without adjusting the page margins. For instance, in a document that has 1" left and right margins, you can use printing adjustments to tell the printer to print 1/2" higher (up) without actually adjusting the margins. In order to specify printing adjustments, you must edit the page definition. For more information about page definitions, see “Page layout and design” on page 169.

### **To edit a page definition**

- 1 Click File, Page Setup.
- 2 Click the Size tab.
- 3 Click the Options button, then click Edit.
- 4 Choose one of the following:

- Portrait — prints text and graphics on a page whose height is greater than the width
  - Landscape — prints text and graphics in the landscape orientation on the page, that is, the long edge of the page is horizontal
  - Both — prints text and graphics on the page whose width is greater than the height
- 5 In the Source box, choose a selection to specify how paper gets loaded into the printer you are using.
  - 6 In the Printing Adjustments section, choose one of the following to adjust where text will print on the page:
    - Choose Up or Down from the Vertical box, then type a value to specify how much to move text up or down
    - Choose Left or Right from the Horizontal box, then type a value to specify how much to move text left or right
  - 7 Choose one of the following in the Show Page Size For section:
    - All Printers — reflects adjustments made on all printers
    - Current Printer Only — reflects adjustments made on current printer only



- The default paper source is the source specified in the Windows Printer Properties for the selected printer. Choose Manual Feed from the Source list in the Edit Page Definition dialog box only if you want to manually insert the paper in the printer one sheet at a time.
- 

## Specifying paper feed

WordPerfect allows you to specify how paper will be fed into the printer. You can specify paper size to align the printed text correctly on a nonstandard paper size.

### To specify where paper is fed into the printer

- 1 Click File, Print.
- 2 Click the Details tab.
- 3 Click the Paper Feed button.
- 4 Enable one of the following paper feed buttons:

- Left — specifies that the paper is being inserted at the left of the printer
- Center — specifies that the paper is being inserted at the center of the printer
- Right — specifies that the paper is being inserted at the right of the printer

## Controlling print jobs

WordPerfect allows you to monitor the progress of the current print job and to view a list of print jobs sent during your current session in this application. Print jobs appear in the order they were sent, with the most recent print job at the top of the list. You can pause or cancel a print job in the Print Status And History dialog box. When you pause a print job, any other print jobs in the list continue to print. Make sure you cancel the correct print job because you cannot undo the cancellation.

The Print Status and History dialog box displays the last ten completed jobs printed from the current application, along with a variety of print job information, including the name of the document currently being printed, its printing status, where it was printed from, the name of the printer it was sent to, the time the job was submitted to the printer, when it actually began to print, and when printing was completed.

Print jobs appear in the order they were sent, with the document currently being printed listed first. You can hide or remove completed print jobs.

### To view the history of your print jobs

- 1 Click File, Print.
- 2 Click the Status button.
- 3 Make sure the Hide Completed Jobs command under the Display menu is not enabled.

### To view the status of your print job

- 1 Click File, Print.
- 2 Click the Status button.

### To pause a print job

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Choose the print job you want to pause.
- 3 Click Document, Pause Printing.

### To resume printing a print job

- 1 Follow steps 1 and 2 from the “To view the status of your print job” procedure.
- 2 Choose the print job you want to resume printing.
- 3 Click Document, Pause Printing.

### To cancel a print job

- 1 Follow steps 1 and 2 from the “To view the status of your print job” procedure.
- 2 Choose the print job you want to cancel.
- 3 Click Document, Cancel Printing.



- You can pause or delete only your own print jobs on a network printer.
  - You can also cancel the job in the Windows print queue, in your network print queue, or at your printer. For more information on each of these options, see the respective product documentation.
- 

## Specifying items to print

WordPerfect allows you to print the current page on which you are working, specific pages, a range of pages, or selected text. You can also specify which pages (physical pages) or labels (logical pages) to print in your document.

In larger WordPerfect documents, such as books or theses, you may want to divide your document into sections. WordPerfect allows you to print individual sections. For more information about creating sections, see “Managing long documents” on page 311.

WordPerfect allows you to print document summaries and comments. Document summaries provide a summary of document information. For more information about creating document summaries, see “Using document summaries” on page 49. WordPerfect allows you to add comments or annotations to document text, footnotes, endnotes, and outlines. Comments can contain text, clipart, bitmaps, and some formatting codes, such as codes for fonts, justification, margins, and tabs. You can display, hide, and print comments. By default, comments do not print with the document; however, they can be quickly converted to text in the document and then printed. For more information about comments, see “Adding and deleting comments” on page 159.



## Specifying the secondary pages, chapters, and volumes to print

WordPerfect allows you to specify which chapters, volumes, and secondary pages you want to print. If no section number is specified (that is, the Volumes, Chapters, and Secondary pages text boxes are left blank), the first page of the document matching the page number (Roman or Arabic) is printed.

### To print secondary pages

- 1 Click File, Print.
- 2 Click the Multiple Pages tab.
- 3 In the Secondary Pages list box, type a value to represent the secondary pages you want to print.
- 4 Click Print.

### To print specific chapters

- 1 Click File, Print.
- 2 Enable the Multiple Pages button.
- 3 In the Chapters list box, type a value to represent the chapters you want to print.
- 4 Click Print.

### To print volumes

- 1 Follow steps 1 to 2 from the previous procedure.
- 2 In the Volumes list box, type a value to represent the volumes you want to print.
- 3 Click Print.



- You can click in the Volumes list box to see a list of range patterns. Click the pattern you want, then delete the supplied page numbers and type the pages you want. You can also type a page range yourself if you are familiar with the patterns.
  - You can also click the Examples button in the Multiple Pages tab for examples of range patterns.
-

## Printing sections

In larger WordPerfect documents, such as books or theses, you may divide your document into sections. For example, you may have a document numbered in the following way:

Section	Pages
Preface	i-vii
Chapter 1	1-12
Chapter 2	1-20
Chapter 3	1-10
Index	i-iii

When you specify pages to be printed, you can indicate a section by typing the appropriate section number in the Multiple Pages list box. For example, type 2 in the Chapters box and 4-7 in the Pages(s)/label(s) text box to print pages 4 through 7 of Chapter 2.

### To specify pages in a section

- 1 Click File, Print.
- 2 Click the Multiple Pages tab.
- 3 Type the appropriate number in the following text boxes (as applicable):
  - Page(s)/Label(s) — type the range of pages for the section you want to print
  - Secondary Pages — type the range of secondary pages for the section you want to print
  - Chapters — type the chapter number of the section you want to print
  - Volumes — type the volume number of the section you want to print
- 4 Click Print.



- The Volumes setting has precedence over all other settings, followed by Chapters, Secondary Pages, then Page(s)/label(s). For example, if you type 2 in the Volumes box, only pages and chapters within volume 2 will print, even if you have specified pages and chapters that are located in other parts of your document.



- To view examples of possible page combinations, click the Examples button in the Multiple Pages tab.
- 

## Printing specific pages or text

WordPerfect allows you to print the current page on which you are working. You can also print specific pages, a range of pages, and selected text.

### To print only the current page

- 1 Click File, Print.
- 2 Enable the Current Page button.
- 3 Click Print.

### To print specific pages

- 1 Click File, Print.
- 2 Enable the Multiple Pages button.
- 3 In the Multiple Pages list box, type the pages you want to print.
  - A hyphen (-) between numbers defines a range of sequential pages (for example, 1-5 prints pages 1 to 5).
  - A comma (,) between numbers defines a series of nonsequential pages (for example, 1, 5 prints pages 1 and 5 only).
  - Any combination of hyphens and commas is supported (for example, 1-3, 5, 7, 10-12 prints the following pages: 1, 2, 3, 5, 7, 10, 11, and 12).
- 4 Click Print.

### To print a range of pages

- 1 Click File, Print.
- 2 Enable the Print Pages button.
- 3 Type a value to represent the first page in the range in the first text box.
- 4 Type a value to represent the last page in the range in the second text box.
- 5 Click Print.



- Leaving the “To:” box empty prints from the “From:” box to the end of the document.
- 

### **To print selected text**

- 1 Select the text you want to print.
- 2 Click File, Print.  
The Selected Text button is automatically enabled.
- 3 Click Print.

## **Printing document summaries and comments**

Document summaries provide a summary of document information. You can print these summaries from WordPerfect. For more information about summaries, see “Using document summaries” on page 49.

WordPerfect allows you to add comments or annotations to document text, footnotes, endnotes, and outlines. Comments contain text and some formatting codes, such as fonts, justification, margins, and tabs. By default, comments do not print with the document; however, they can be quickly converted to text in the document and then printed. For more information about comments, see “Using comments in documents” on page 159.

### **To print the document summary**

- 1 Click File, Print.
- 2 Enable the Document Summary button.
- 3 Click Print.



- If there is no document summary created for the document you are using, the Document Summary button will be grayed out. For information about creating document summaries, see “Using document summaries” on page 49.
- 

### **To print a comment**

- 1 Click immediately after the comment.
- 2 Click Insert, Comment, Edit.
- 3 Click File, Print.



- Any comments that have been converted to document text will print when the document is printed.

## Printing multiple pages or logical pages (labels)

You can specify which pages (physical pages) or labels (logical pages) to print in your document. If you want to print a noncontinuous range of pages, select Multiple Pages and specify the page range, in numerical order, on the Multiple Pages tab. Some examples are listed below.

Type	To print
3,5,8	Pages 3, 5, and 8
3 8	Pages 3 and 8
3-	Page 3 through the end of the document
-3	The beginning of the document through page 3
1-3 8	Pages 1 through 3 and 8
3,5,9-15	Pages 3, 5, and 9 through 15



- You must type the page numbers in numerical order. For example, if you type 10, 1, 2 only page 10 will print.



- You can also print pages in reverse order, see “Printing pages in reverse order” on page 453.

## Printing on different sizes of paper

To print on different sizes of paper, including envelopes, you need to select a page size definition to tell the printer how to format and print a document. The term page size refers to more than the physical dimensions of the paper. It also includes printing orientation (whether page content prints normally or sideways). Page size definitions are matched to the printer you have selected. A definition might not be available when you change to another printer or a different computer. If the same definition is not available, WordPerfect finds the best match for your page definition, selecting from those that are available with the other printer. If the match does not work, you might need to edit the new definition or recreate the definition with the other printer selected. For information about creating page size definitions, see “Creating and selecting page size definitions” on page 170.

Labels are set up in WordPerfect so that you can print to portions of a page. Essentially, label printing is set up in the same way as divided pages. The sheet or roll of labels is called the physical page; each individual label is called a logical page. Small folded cards, slips of paper for your filing folders, even business cards are printed with label definitions. WordPerfect includes many label definitions that are commonly used or that match commercially available labels. When you want to print labels or similar kinds of projects, browse the list to see if there is one that meets your needs. The default labels file is WP\_WP\_XX.LAB, where XX is the two-letter language code (such as en for English). You can print the document with the label definition on another computer, but you cannot edit the definition itself. Because the printer information is in the printer driver, the same document on a different computer will not necessarily have the same printer information. This could affect where information prints at the margin.

You can print your page as a poster, scale a print job by percentages or to fit the page you have selected, or print a document in thumbnail format. WordPerfect allows you to enlarge a page created using a standard page size, such as 8 1/2 x 11, to a poster size which WordPerfect prints on multiple pieces of paper. You can also scale an output page to adjust your printed document to fit the currently selected page size. WordPerfect allows you to view or modify the currently selected page size. Thumbnail format lets you print miniature pictures of the individual pages of your document on one piece of paper.

WordPerfect allows you to print different sizes of envelopes. However, before you can print an envelope you must create a page size definition. For information about creating envelopes, see “Creating and selecting page size definitions” on page 170.

## Printing labels

WordPerfect allows you to print labels by selecting a label definition created from divided pages. For information about divided pages, see “Choosing a document layout for binding” on page 174. WordPerfect also allows you to print individual labels. Labels are numbered from left to right, top to bottom. For example, if you use labels with 3 columns, label 4 is the first label on the second row.

When you print tractor-fed labels, position the labels in the printer so that the first line of text will print on the first line of each label. To position the labels, make sure label margins (not page margins) are set to 0", 0". Then print a test label and reposition the labels until the information prints correctly.

### To select a label definition

- 1 Click the page where you want labels to begin.

- 2 Click Format, Labels.
- 3 Click one of the following type of labels to display:
  - Laser Printed — select if you are using a laser printer
  - Tractor Fed — select if you are using a tractor-fed printer
  - Both — use if you are using a tractor-fed laser printer
- 4 Choose a label definition from the Labels list.
- 5 Click the Select button.

### To print labels

- 1 Click File, Print.
- 2 Click the Multiple Pages tab.
- 3 In the Page(s)/Label(s) list box, type the number of each label or a range of labels.
  - To print label 3, type 3. To print labels 3 and 8, type 3 8. To print label 3 through the end of the document, type 3-.
- 4 Click Print.



- The screen changes so that the first label is displayed and the rest of the Document Window is shaded. As you fill the labels with text, more label “pages” appear in the window.
  - Labels that go to the edge of the sheet may not print correctly on printers with a wide unprintable zone. Also, printing the same label on different printers may give different results. You need to adjust the label definition to account for the printer’s unprintable zone.
- 

## Printing envelopes

WordPerfect allows you to print different sizes of envelopes. However, before you can print an envelope you must create it. For information about creating envelopes, see “Creating and selecting page size definitions” on page 170.

### To print envelopes

- 1 Position the cursor on the page of your document that contains the envelope.
- 2 Click File, Print.

- 3 Specify settings for paper source, printing adjustments, font orientation, and paper feed.
- 4 Click Print.

## Previewing a print job

WordPerfect allows you to view your document the way it would print by using Print Preview. Print Preview allows you to see a whole page at a time. While in the Print Preview mode, you can print, adjust margins, and edit text.

Documents sometimes print differently than they appear onscreen. One reason for this difference comes from the type of fonts used to create the document. If you create a document that does not use TrueType fonts, you need to use a screen font that matches your printer font. WordPerfect will substitute a similar screen font if you do not have a screen font that matches your printer font. For information about font substitutions, see “Controlling font substitutions and mapping fonts” on page 441.

### Using Print Preview

You can view your document the way it would print using Print Preview. Print Preview allows you to see a whole page at a time. While in the Print Preview mode, you can print, adjust margins, and edit text.

#### To preview a print job

- Click File, Print Preview.

#### To print from Print Preview

- 1 In Print Preview, click File, Print.
- 2 Click Print.

#### To close Print Preview

- Click File, Print Preview.

#### To edit text in Print Preview

- 1 In print preview, click the beginning of the text you want to edit.
- 2 Click View, Zoom.
- 3 Enable the 150% button.
- 4 Edit the text.



## To adjust margins in Print Preview

- 1 Click in the paragraph or page where you want the margin changes to start, or select the text where you want to change the margins.
- 2 Click Format, Margins, then click the Margins/Layout tab.
- 3 Type new values for the Left, Right, Top, or Bottom margins in the Margins boxes.



- Most printers have an area around the edge of the page that they cannot print to. In most cases, WordPerfect doesn't allow smaller margins than your printer can accommodate.

## Printing graphics

When you print graphics with WordPerfect, you can

- specify the type and source of the dithering used to determine the graphics' appearance on the printed page
- print in color if you have a color printer
- choose to print fonts as graphics to avoid having to download fonts to the printer or if you are having trouble printing reversed text (white text on a black background)

### Specifying the dither method and source

The appearance of the graphics you print is determined partly by a process called dithering, which combines several differently colored pixels to create a new color or shade. There are several methods of dithering, and they can be applied by the program you are using or by the printer, although your options in choosing a dithering method and source depend on the type of printer you are using.

With WordPerfect, you can control both the dithering method and the dithering source. Provided your printer supports these options, you can

- choose one of three color or gray-scale blending methods (Error Diffusion, Ordered Dither, or Halftone)
- have dithering applied by WordPerfect or by your printer

The Halftone option is especially useful if you are making photocopies, since it can give your original sharper image detail. If you choose Halftone dithering, you can further refine your selection, increasing the lines per inch (lpi) setting to increase image sharpness and reduce gray shading. You can use Dither Source to specify where the bitmap or vector image is converted

into the final format for printing. The image can be converted by WordPerfect or the printer. If you are using a PostScript printer, you can also specify the angle of line screening.

## Changing the dither method and the dither source for printing graphics

WordPerfect allows you to change the dither method, the dither source, and halftone options for printing graphics.

### To change the dither method used for printing graphics

- 1 Right-click a graphic.
- 2 Click Image Tools.
- 3 Click the Edit Attributes button.
- 4 Click the Print Parameters button.
- 5 In the Dither Method section, enable one of the following buttons:
  - Error Diffusion — prints using a random pattern of dots which provide superior blending and image detail in bitmap images
  - Ordered Dither — prints using an ordered pattern of dots which works well with both bitmap and vector images
  - Halftoning — prints using evenly spaced dots of variable diameter which provides sharper image detail with bitmap images



- Some Dither Method options are only available from certain printers.
- 

### To change the dither source used for printing graphics

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 In the Dither Source section, enable one of the following buttons:
  - WordPerfect
  - Printer



- You should probably use the printer's settings as the dither source, which are enabled by default, unless these settings provide poor printing results.
-

### To change a graphic's halftone options

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Print Parameters button.
- 3 Select Halftoning Dither Method.
- 4 To specify Halftone options, change any of the following:
  - Angle — changes the angle of the line screening
  - Lines Per Inch — changes the number of the lines per inch in the halftone option



- Either option may be unavailable, depending on the printer driver selected.
  - Halftone options are only available for PostScript printers.
- 

### Printing in color

WordPerfect allows you to print color graphics provided you have a color printer installed.

#### To print in color

- 1 Click File, Print.
- 2 Select the pages you want to print.
- 3 Click the Details tab.
- 4 Choose a color printer from the Current Printer list box.
- 5 Enable the Print In Color check box.
- 6 Click Print.



- The Print In Color check box may be enabled by default if you choose a color printer from the Current Printer list box.
  - If you have a color printer selected, but the Print In Color option is grayed out, click Properties on the Print tab and make sure that the color settings are correct for your printer.
-

## Printing fonts as graphics

You may want to print fonts as graphics if you do not want to download the font to the printer. This option is also useful if you are having trouble printing reversed text (white text on a black background).

### To print fonts as graphics

- 1 Click File, Print.
- 2 Click the Details tab.
- 3 Enable the Print Text As Graphics check box.
- 4 Click Print.

## Printing booklets and defining binding offsets

When you divide pages to print in a booklet style (with pages folded in half), you can print with the pages numbered and ordered automatically. For information about dividing pages, see “Choosing a document layout for binding” on page 174. For example, if you have two sheets of paper folded in half the short way, the resulting booklet has eight logical pages. To fold the two sheets together (one inside the other), logical pages are printed in a different order. Pages 1 and 8 print on one side of a sheet, and when folded they make the cover of the booklet. With booklet printing, logical pages are arranged and numbered so the paper can be folded into a booklet.

You can use binding and two-sided printing options to prepare a document to be bound. These print options help you create a document that can be bound on the long edge of the page like a book or on the short edge of the page like a flip chart. Binding and two-sided printing options work with margin settings. WordPerfect allows you to “shift” or move the image over from the document margin to allow for binding.

## Printing booklets

WordPerfect allows you to print booklets manually or automatically.

### To print a booklet using manual printing

- 1 Click File, Print.
- 2 Click the Two-Sided Printing tab.
- 3 Enable the Print As Booklet check box.
- 4 Enable one of the following buttons:

- **Step 1: Print Odd Pages** — prints the odd pages of your document. After the odd pages are printed, turn the pages over, reload them into the printer, and print the even pages.
  - **Step 2: Print Even Pages** — prints the even pages of your document. Enable this button after you have printed the odd pages, have turned the pages over, and have reloaded them into the printer.
- 5 Click Print.

### **To print a booklet using automatic printing**

- 1 Follow steps 1 to 2 from the previous procedure.
- 2 Enable one of the following buttons:
  - **Book (Side To Side)** — prints the document for binding the long edge of the page (like a book)
  - **Tablet (Top To Bottom)** — prints the document for binding the short edge of the page (like a flip chart or tablet)
- 3 Enable the Print As Booklet check box.
- 4 Click Print.

## **Defining binding offsets**

WordPerfect allows you to use binding and two-sided printing options to prepare a document to be bound. Binding and two-sided printing options work with margin settings. WordPerfect allows you to “shift” or move the image over from the document margin to allow for binding. If your printer supports two-sided printing, you can use one of the Automatic (printer supports two-sided printing) options. If your printer does not support two-sided printing, use the Manual (two steps) options.

### **To set the binding offset for a one-sided document**

- 1 Click File, Print.
- 2 Click the Two-Sided Printing tab.
- 3 Type a value in the Binding Edge box.
- 4 In the Binding Edge section, enable one of the following buttons to indicate which side of the page will be bound:
  - **Left** — places the binding on the left edge of the page
  - **Right** — places the binding on the right edge of the page
  - **Top** — places the binding on the top edge of the page

- Bottom — places the binding on the bottom edge of the page

5 Click Print.

### **To set the binding offset for a manually printed two-sided document**

1 Follow steps 1 and 2 from the previous procedure.

2 Enable the Step 1: Print Odd Pages button.

3 Type a value in the Binding Edge box.

The value you specify for the binding edge should be in addition to the current margin.

4 Enable the Alternating check box if you want to alternate what side of the document is bound.

5 In the Binding Edge section, enable one of the following buttons to indicate which side of the page will be bound:

- Left — places the binding on the left edge of the page
- Right — places the binding on the right edge of the page
- Top — places the binding on the top edge of the page
- Bottom — places the binding on the bottom edge of the page

6 Click Print to print the odd pages in your document.

7 When printing is complete, turn the odd-numbered pages over and reload them in the paper tray.

8 Repeat steps 1 to 5.

9 Enable the Step 2: Print Even Pages button, then click Print to print the even pages in your document.

### **To set the binding offset for a automatically printed two-sided document**

1 Follow steps 1 to 2 from the “To set the binding offset for a one-sided document” procedure.

2 Enable one of the following buttons:

- Book (Side To Side) — prints the document for binding the long edge of the page (like a book)
- Tablet (Top To Bottom) — prints the document for binding the short edge of the page (like a flip chart or tablet)

3 Type a value in the Binding Edge box.

The amount you specify for the binding edge should be in addition to the current margin.

- 4 In the Binding Edge section, enable one of the following buttons to indicate which side of the page will be bound:
  - Inside — places the binding on the left edge of the page
  - Outside — places the binding on the right edge of the page
- 5 Click Print.



- The binding measurement you specify in the Shift image for binding box on the Two-Sided Printing tab is added to the corresponding margin. For example, if your document margins are all 1 inch (2.5 cm) and you need to allow 1.5 inches (3.3 cm) on the left side for binding, click Left Edge and specify .500 inches (1.25 cm) in the Shift image for binding box.
- 

## Using printer commands

Your printer documentation might contain information about printer commands to let you use the special functions of your printer. You can insert printer commands into a document. Printer commands do not affect the formatting of a document on the screen. If you use printer commands, be sure to type the exact syntax and codes that are specified in your printer documentation.

Note that using printer commands can sometimes leave the printer in an unpredictable state.

If you want to send several printer commands to the printer, you can create a file that contains the commands. You can then send that file to the printer instead of inserting each command into your document. WordPerfect allows you to perform the following functions with printer commands:

- insert printer commands into a document
- send a printer command file to a printer
- restore printer settings after adding a printer command

## Inserting printer commands

WordPerfect allows you to control your printer using printer commands. Printer commands vary according to the printer installed. Type printer commands using the syntax documented in your printer manual. To include a decimal value for a control code or character, enclose that value in angle brackets (such as <27> for ESC). WordPerfect does not check that printer

commands are valid. You will know a command in the document or printer command file is invalid or incorrect only if the document fails to print correctly. If the text within a printer command is printed, this means that the printer does not recognize it as a printer command. Check your printer manual to be sure you have entered the command correctly.

### **To insert printer commands into a document from a printer command file**

- 1 Click where you want to insert the printer command.
- 2 Click Format, Typesetting, Printer Command.
- 3 In the Printer Command dialog box, enable the Printer Command Filename button.
- 4 Click the Browse button.
- 5 Choose the drive where the printer command file is stored from the Look In list box.
- 6 Double-click the folder in which the printer command file is stored.
- 7 Double-click the printer command filename.

### **Pausing the printer at an insertion point**

WordPerfect allows you to insert a code that pauses the printer at an insertion point.

#### **To pause the printer at the current insertion point**

- 1 Click where you want to pause the printer.
- 2 Click Format, Typesetting, Printer Command.
- 3 Enable the Pause Printer check box.

### **Restoring printer settings after adding a printer command**

After you send a printer command to the printer, you might need to reset the printer (using another printer command) to the printer's default values to restore normal printer functions. For further information about the printer's default values, see your printer manual.

#### **To reset the printer**

- 1 Click where you want to insert the printer command.
- 2 Click Format, Typesetting, Printer Command.



- 3 In the Printer Command dialog box, enable the Command button.
- 4 In the Command box, type the printer's default values to insert in the document.

## Printing files to disk

You can print a WordPerfect document to a file instead of a printer. This is useful if you don't have a printer attached to your computer, or if you want to print the document on a printer other than the one attached to your computer. For example, if your document will be printed by a service bureau, you can print it to a file, then deliver the file to the service bureau on a disk or as an email attachment. The file can then be printed from another computer, whether or not that computer has a copy of WordPerfect installed.

When you print a document to a file, the document can be printed directly from DOS to the printer it was formatted for. For example, if the file you printed to is named LETTER, saved to C:\, and the computer you are using is printing to LPT1, type `copy/b c:\letter lpt1` at a DOS prompt, then press ENTER. You can also print the file using the DOS Print command. See your DOS reference manual for more information.

When you print a document to a file, the document and all the printing instructions are included in the file. The instructions included are based on the settings selected in the Print dialog box when you print to the file, including the printer driver setting. If you specify a PostScript printer driver, then the file created is a PostScript file; it uses the PostScript page description language to describe the elements of the document to print. PostScript isn't the only format to use, and some printing devices are incompatible with PostScript, but several functions, including color separation and halftone screen printing, are only available with PostScript.

To prevent overwriting the original document when you print a document to a file, be sure the new file has a different name than the current document.

Printing files to disk creates a PostScript file when you have a PostScript printer installed. PostScript is a page description language used to send instructions to a PostScript device about how to print each page. All the elements in a print job (for example, curves and text) are represented by lines of PostScript code that the printing device uses to produce the document.

PostScript is not the only method for sending a printing device instructions, and some printing devices are not compatible with PostScript. However, there are several functions that are unavailable if you are not using the PostScript printing device language. For example, without PostScript, you cannot adjust color separations and halftone screens.

## Printing files to disk

Printing to a file on disk saves the document with all printing instructions necessary to send it to a printer. When you print to a disk file, give the file a different name than the original document. Otherwise, the original document will be overwritten.

### To print a document to a file on disk

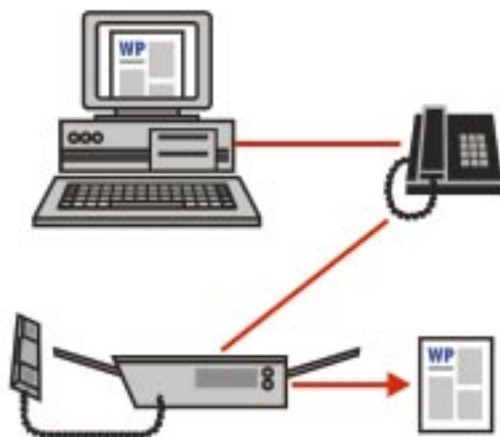
- 1 Make sure the selected printer is the one you will send the document to.
- 2 Click File, Print.
- 3 Click the Details tab.
- 4 Enable the Print To File button.
- 5 Type the location and filename for the printed document.



- You can send a file that is printed on disk to a printer. Use the DOS Copy command to send a printer-ready file to a printer. To send a file named C:\Letter1 to a printer connected to your LPT1 port, type `copy /b c:\letter1 lpt1`. This command must be entered from a DOS prompt window.
- 

## Faxing documents

WordPerfect allows you to send a fax as easily as you would print a document. However, to fax documents from WordPerfect, you must have a fax modem, a Windows fax program (such as Microsoft Fax for Windows) and a fax driver. A fax driver is a software file that translates text characters into codes that the modem can send across phone lines. The name of the installed fax driver is included in the list of printers on the Print tab of the Print dialog box. Consult the documentation included with your fax program or with Windows for instructions on how to install and set up the fax program.



If you have no modem but you are connected to a local network, it is possible that you can still send a fax from your computer. Check with your system administrator to find out how to send a fax through your network. If you have an Internet connection, you can sign up with a Internet fax service provider.

WordPerfect allows you to install and select a fax driver, preview and fax a document, check the status of a fax job currently in progress, cancel or pause a fax, and restart a fax after it has been paused. WordPerfect also allows you to create a fax cover sheet to accompany your fax. For information about creating a fax cover sheet, see “Using project templates to create documents” on page 529.

WordPerfect allows you to use the Print Status and History to monitor the progress of your faxes and to view a list of faxes sent during your current session in this application. Faxes appear in the order they were sent, with the most recent fax at the top of the list. You can pause or cancel a fax in the Print Status And History dialog box. When you pause a fax, any other faxes in the list continue to send. When you restart a paused fax, WordPerfect restarts the fax job where it left off. You can cancel a fax if you realize you don't want to send a document. Make sure you select the correct fax because you cannot undo the cancellation.

The Print Status and History dialog box displays the last ten completed documents faxed from the current application, along with a variety of fax information, including the name of the document currently being faxed, its status, where it was faxed from, the name of the fax machine it was faxed to, the time the fax was sent, when it actually began to send, and when faxing was completed.

Faxes appear in the order they were sent, with the document currently being faxed first. You can hide or remove faxes that have been sent.

## Sending faxes

WordPerfect allows you to fax a document from inside the application. When you fax a document, you have the same options as when you print it. For instance, you can fax your current page or multiple pages.

### To send a fax file

- 1 Click File, Print.
- 2 Choose the fax driver from the Current Printer list box.
- 3 In the Print section, enable one of the following buttons:
  - Full Document — prints the entire document
  - Current Page — prints the page where the insertion point is located
  - Multiple Pages — prints specific pages, labels, secondary pages, chapters, or volumes
  - Print Pages — prints the range of pages specified in the text boxes
  - Selected Text — prints the selected text in the document (only available if text is selected)
  - Document Summary — prints only the document summary (only available if a summary is created)
- 4 Click Fax.

The Fax Wizard will guide you through the faxing process.

## Selecting fax drivers

WordPerfect allows you to fax documents if the fax drivers that came with your modem are installed. WordPerfect lists all printer and fax drivers installed with Windows 95 in the print dialog box. Before you can send a fax, you must select a fax driver in the print dialog box.

### To select a fax driver

- 1 Click File, Print.
- 2 Click the Details tab.
- 3 Choose the fax driver from the Current Printer list box.



- If you installed a fax driver, but you still receive an error message, one of the files needed to fax might be missing or damaged. Reinstall the fax driver.

## Controlling faxes

WordPerfect allows you to monitor the progress of your faxes and to view a list of faxes sent during your current session in this application. Faxes appear in the order they were sent, with the most recent fax at the top of the list. You can pause or cancel a fax in the Print Status And History dialog box. When you pause a fax, any other faxes in the list continue to send. When you restart a paused fax, WordPerfect restarts the fax job where it left off. You can cancel a fax if you realize you don't want to send a document. Make sure you select the correct fax because you cannot undo the cancellation. Faxes appear in the order they were sent, with the document currently being faxed first. You can hide or remove faxes that have been sent.

### To view the status of a fax

- 1 Click File, Print.
- 2 Click the Status button.

### To pause a fax

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Choose the fax you want to pause.
- 3 Click Document, disable Pause Printing.

### To resume sending a fax

- 1 Follow steps 1 and 2 from the "To view the status of a fax" procedure.
- 2 Choose the fax you want to resume sending.
- 3 Click Document, Pause Printing.

### To cancel a fax

- 1 Follow steps 1 and 2 from the "To view the status of a fax" procedure.
- 2 Choose the fax you want to cancel.
- 3 Click Document, Cancel Printing.



- Fax and print jobs appear in the order they were sent, with the current job at the top of the list.
-



## INTERNET AND ELECTRONIC PUBLISHING

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# 14

You can publish your documents to HyperText Markup Language (HTML) using WordPerfect or Trellix. With WordPerfect, you can also publish your documents to Portable Document Format (PDF) or use SGML and XML.

You can use HTML to create Internet-ready documents. By publishing your WordPerfect document to HTML, you are assured that anyone with an HTML browser, such as Netscape Navigator or Microsoft Internet Explorer, can read your document. WordPerfect HTML documents support the HTML 3.2 standard.

The WordPerfect Web Editor automatically converts WordPerfect formatting to HTML, so you don't need to know HTML to create documents for a local intranet or for the Internet. You can create a new document or format an existing document as a Web document. WordPerfect codes that have no HTML equivalents are modified or deleted from the document.

You can publish WordPerfect documents to Trellix. Using the graphical user interface in Trellix, you can visually organize and link documents. Trellix lets you choose from several page layouts when you create new documents, or edit and convert documents to HTML. You can share your Trellix publication by posting it on an intranet or an Internet site, or you can send a Trellix document (Trelligram) as an attached file. For more information, see the Trellix online Help.

You can publish WordPerfect documents to PDF to transform them into an electronic book. PDF files are compact and portable, and maintain the

content, layout, and formatting of the original file. PDF files can be viewed and printed using the Adobe Acrobat Reader or a Web browser with the Adobe Acrobat Reader plug-in. You can install the Adobe Acrobat Reader from your WordPerfect Office 2000 CD.

You can also use the SGML and XML features of WordPerfect to customize documents which are platform- and application-independent. For information about XML and SGML, see Working with SGML and XML in the WordPerfect online Help.

## **Publishing to HTML**

When you publish to Hypertext Markup Language (HTML), you place documents formatted in HTML on a Web-enabled server for viewing. You can restrict the access of these Web documents by placing them on a protected network, such as a corporate intranet, or you can place them on the Web for broad distribution.

You can use WordPerfect or the Web Editor in WordPerfect to create and edit a Web document. You can also convert existing WordPerfect documents to Web documents.

The Web Editor is similar to the regular WordPerfect environment. However, the menus, dialog boxes, toolbar, and Property Bar of the Web Editor contain formatting options that have HTML 3.2 equivalents. When you save the document in HTML format, WordPerfect codes are converted to HTML tags. Browsers then interpret the HTML tags to display formatted text in the browser window. WordPerfect features that have no HTML 3.2 equivalent are disabled in the interface.

The Web Editor also supports some browser-specific tags, such as Netscape Navigator blinking text `<BLINK>` and columns `<MULTICOL>` tags. You can also insert HTML tags defined for later versions of HTML or defined for a specific browser.

WordPerfect lets you create hyperlinks to dynamically link to information within your document and to other HTML files located on a Web-enabled file server. You can click on a link to activate it, then WordPerfect or a Web browser will jump to a destination which you define.

You can also add graphics and multimedia to your document. Using the Web Editor, you can also add Java and JavaScript to your Web document.





- You need access to an Web-enabled server to make your document available on an intranet or the Internet. Contact the system administrator or your Internet service provider for assistance.
  - WordPerfect recognizes text beginning with “www” as a URL, but not all browsers do. You need to specify the protocol for URLs in documents which are posted on a server.
- 

## Creating and publishing Web documents

When you use WordPerfect to create Web documents, you do not need to know HTML. WordPerfect provides you with many tools to create dynamic Web documents. You can also convert an existing document to a Web document and convert a Web document to a regular WordPerfect document.

You can create and edit a Web document using the Web Editor, a development environment with a graphical and menu-based interface. Using the Web Editor, you can select a text or paragraph style from many preformatted styles. You can also change the background color of your Web document or insert an image to use as wallpaper. The Web Editor also allows you to create bulleted, numbered, and definition lists in your Web document.

WordPerfect supports HTML 3.2. In the Web Editor, only features that have HTML 3.2 equivalents are available. WordPerfect features that do not have an HTML 3.2 equivalent are disabled in the interface. When you format an existing WordPerfect document for publishing to the Web, WordPerfect codes that have no HTML 3.2 equivalents are deleted from the document or modified to an HTML 3.2 equivalent. If you need to add HTML tags which the Web Editor does not automatically format or for a later version of HTML, you can insert the codes directly into your Web document for a browser to interpret. For a list of HTML tags supported in the Web Editor, see “HTML tags supported in the Web Editor” on page 482.

The following features are among those which are not supported in the Web Editor:

- drop caps
- fill (shading)
- headers and footers
- margins (left or right)
- page numbering
- tabs and indents

- vertical lines
- watermarks

The following features are modified to convert to HTML:

- bulleted and numbered lists
- fonts
- hyperlinks
- images and sound clips
- paragraph styles
- tables of contents

Footnotes are converted to endnotes for use in HTML.

The Web Editor can help you manage your Web documents. You can add HEAD tags, such as META and Base URL, to help users and browsers identify and locate your document on an intranet or the Internet. The Web Editor automatically inserts the <TITLE> tag when you publish a document to HTML. If you do not specify a title, the first occurrence of the highest heading level in the document is used.

When you are ready to publish to HTML, you can preview your document in a browser before it is posted to a server. When you publish to HTML, a copy of the active document is recreated in HTML format. WordPerfect automatically converts WordPerfect formatting into HTML tags. The default name of the new HTML document is the name of the active WordPerfect document with a .HTM extension.

A copy of the graphics images is saved in the folder you specify. You can also specify the folder on the server so that graphics are available when you place the document on a Web server. The Web Editor automatically converts the images to GIF or JPEG file formats for the Web. You can also specify the format, .GIF or .JPG, to which you want to convert graphics.

WordPerfect includes the HTML 3.2 (Document Type Definition) DTD on the Suite CD. Using these DTDs, you can also create HTML documents using the SGML Editor so that you can have more control over document markup. For information about SGML, see Creating and saving XML documents in the WordPerfect online Help.

## HTML tags supported in the Web Editor

The Web Editor supports the following HTML tags:

HTML tag	Exports as
a	a
address	address
b*	strong
base**	base**
big*	font size=" + l"
blink	blink
blockquote	blockquote
body	body
br	br
center	align = "center"
cite*	emp
code*	tt
dd	dd
dir*	ul
dl	dl
dt	dt
em	em
font	font
h1	h1
h2	h2
h3	h3
h4	h4
h5	h5
h6	h6
head	head
hr	hr
html	html
htmlplus*	html
l*	em

img	img
ins	ins
isindex**	isindex**
kbd*	tt
li	li
link**	link**
listing	listing
menu*	ul
meta**	meta**
nextid**	nextid**
ol	ol
p	p
pre	pre
samp*	tt
small	font size="1"
strike	strike
strong	strong
sub	sub
sup	sup
table	table
td	td
th	th
tr	tr
title	title
tt	tt
u	u
ul	ul
var*	em
xmp*	pre

## Table Key

\* Only imported

\*\* Imported into the <HEAD> tag

\*\* Exported if added to the <HEAD> tag

For information about adding information to the <HEAD> tag, see “Managing Web documents” on page 493.



- If you open an HTML document in the Web Editor, edit it, then publish the document to HTML, some tags are converted to an equivalent tag. For example, if your document contains <B>, it will be exported as <STRONG>.
- If you want to import or export unsupported tags, such as Frame and JavaScript, you can include them as Custom HTML tags. For information, see “Adding HTML tags” on page 492.
- Tags containing syntax errors are imported and exported as Custom HTML.

## Creating Web documents

You can create Web documents for viewing on an intranet or the Internet. WordPerfect lets you create a new Web document in the Web Editor, or you can format an existing document as a Web document.

### To create a new Web document

- 1 Click File, Internet Publisher.
- 2 Click the New Web Document button.
- 3 Choose a template from the Select Template list box.
- 4 Click the Select button.



- The Web Editor opens when you retrieve an HTML document or a WordPerfect document formatted for the Web.
- For information about using WordPerfect templates, see “Using project templates” on page 527.



- You can also create a Web document by clicking File, New, then clicking View, Web Page.
- 

### **To convert the active document to a Web document**

- 1 Click File, Internet Publisher.
  - 2 Click the Format As Web Document button.
  - 3 Click OK in the Web View warning dialog box.
- 



- You can enable the Do Not Show Me This Message Next Time I Choose Web View check box to disable the Web View warning dialog box.
- 



- You can also click the Change View button, then click OK in the Web View warning dialog box to convert the active document to a Web document.
  - You can also click File, Internet Publisher, Publish to HTML to directly publish to HTML.
- 

## **Converting Web documents to WordPerfect documents**

WordPerfect lets you open a Web document and convert it to a WordPerfect document.

### **To convert a Web document to a WordPerfect document**

- 1 Open a .HTM file in the Web Editor.
  - 2 Click File, Internet Publisher.
  - 3 Click the Format As WP Document button.
- 



- HTML formatting is converted to its nearest WordPerfect equivalent. Some HTML-specific codes, such as Java applets, are not visible but the codes are not lost. You can still see the codes using Reveal Codes. For information about Reveal Codes, see “Displaying Reveal Codes” on page 43.
-



- You can also convert a Web document by clicking the Change View button on the WordPerfect 9 toolbar. For more information about using toolbars, see “Using toolbars” on page 15.
- 

## Working with text styles

You can use a variety of text styles and effects in the Web Editor. You can create Normal text or choose a heading level. WordPerfect lets you choose from six heading styles in your Web documents. The main heading is Heading 1. You can use Headings 2 through 6 for major headings and subheadings. When you create Preformatted or Monospaced text, the Web Editor uses a uniformly spaced font, such as Courier, so that spaces and line breaks are displayed in the browser exactly as you have typed. You can also create blinking text and choose the text color for your Web document.

### To create normal text

- 1 Click Format, Font.
- 2 Click the Paragraph tab.
- 3 Choose Normal from the HTML Style list box.

### To create a heading in a Web document

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Choose a heading level in the HTML Style list box.

### To create preformatted text for an HTML document

- 1 Follow steps 1 and 2 from the “To create normal text” procedure.
- 2 Choose Preformatted from the HTML Style list box.



- For all of the previous procedures, you can also click the Font/Size button, then choose a text style.
- 

### To create blinking text in a Web document

- 1 Click Format, Font.
- 2 Click the Font tab.
- 3 Enable the Blink check box.



- Blinking text is displayed as shadow text until you view the document in a browser.
- 



- For all of the previous procedures, you can also select existing text, press F9, then follow steps 2 and 3 from that procedure.
- 

### **To create monospaced text in a Web document**

- Click Format, Monospaced.
- 



- To create monospaced text in a Web document, you can also select the text, then follow the previous procedure.
  - To create monospaced text in a Web document, you can also click the Monospaced button.
- 

### **To change the text color in a Web document**

- 1 Click Format, Text Colors/Wallpaper.
  - 2 Click the Text Colors tab.
  - 3 Click on Normal Text.
  - 4 Click a color on the Color Palette.
- 



- You can enter text using the Shadow Cursor. However, the Shadow Cursor is only available as a line marker for unvisited text.
- 

## **Using paragraph styles**

You can use a variety of predefined text layouts, called paragraph styles, in the Web Editor. You can use the default style of normal for regular body text in your Web document. You can create an italicized section using the Address style, or indent a block of text using the Indented Quotation style. You can also choose a different paragraph style to end a style or separate sections of text with less space by using a line break.

### **To create a normal paragraph**

- 1 Click Format, Font.



- 2 Click the Paragraph tab.
- 3 Choose Normal from the HTML Style list box.



- You can also select existing text, press F9, then continue with steps 2 and 3 from the previous procedure.
- 

### **To create an address paragraph**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Choose Address from the HTML Style list box.

### **To create an indented quotation**

- 1 Follow steps 1 and 2 from the “To create a normal paragraph” procedure.
- 2 Choose Indented Quotation from the HTML Style list box.
- 3 Type the indented quotation in your document.
- 4 Press RIGHT ARROW to end the indented quotation.

### **To end a paragraph style**

- 1 Press ENTER.
- 2 Click Format, Font.
- 3 Choose a new paragraph style from the HTML Style list box.



- For all of the previous procedures, you can also click the *Font/Size button*, then choose the paragraph style.
- 

### **To insert a line break in a Web document**

- Click Insert, Line Break.



- You can also press CTRL + SHIFT + L to insert a line break in a Web document.
-

## Changing the background of Web documents

When you create a Web document, the Web Editor provides a default gray background. You can change the color of the background or choose an image to use as wallpaper for your document. You can also remove the wallpaper or reset the background color to the default.

The Web Editor displays the wallpaper you have chosen except in Draft view or behind boxes. When you change the magnification of the Document Window using the Zoom feature, the wallpaper does not scale. Wallpaper images using 256 or fewer colors are converted to GIF file format. Images using more than 256 colors are converted to .JPG file format.

### To specify the background color of a Web document

- 1 Click Format, Text Colors/Wallpaper.
- 2 Click the Text Colors tab.
- 3 Click anywhere on the background.
- 4 Click a color on the Color Palette.

### To specify wallpaper for a Web document

- 1 Click Format, Text Colors/Wallpaper.
- 2 Click the Wallpaper tab.
- 3 Double-click the drive where the file is stored.

The Web Editor displays the available files in the frame on the right.

- 4 Double-click the folder in which the file is stored.

The Web Editor displays the available files in the frame on the right.

- 5 Click the wallpaper you want to use in the frame on the right.



- You can use .BMP, .GIF, and .JPG files as wallpaper.
  - You cannot use a .WPG file as Web document wallpaper.
  - A watermark in a WordPerfect document is similar to Web document wallpaper in that it appears behind the document content. However, watermarks are not converted to wallpaper if you convert a WordPerfect document to a Web document.
-

### To remove wallpaper

1 Follow steps 1 and 2 from the previous procedure.



2 Click the *Remove Wallpaper* button.

### To reset the background and text colors to the default

1 Click Format, Text Colors/Wallpaper.

2 Click the Text Colors tab.



3 Click the *Reset To Original Colors* button.

## Creating lists in Web documents

You can create lists in Web documents using three predefined list styles:

- bulleted — begins list items with a bullet
- numbered — begins list items with a number
- definition — consists of a series of text lines or paragraphs followed by indented text lines or paragraphs

For all list styles, you can use up to nine indent levels.

### To create a bulleted or numbered list in a Web document

1 In the Web Editor, click Insert, Outline/Bullets & Numbering.

2 Enable one of the following check boxes:

- Bulleted — creates a bulleted list
- Numbered — creates a numbered list



- WordPerfect provides three predefined bullet styles. The browser determines the default shape and size of the bullets and the appearance of the list in the browser.

### To create a definition list in a Web document

1 In the Web Editor, click Insert, Outline/Bullets & Numbering.

2 Enable the Definition List button in the Type Of List section.

3 Click OK.

4 Type the name of the list item, then press ENTER.

5 Press TAB, then type the paragraphs that follow the list item name.

- 6 Press ENTER.
- 7 To create the next list item name, press SHIFT + TAB, then type the name of the item.

### To end a list

- To end the list, press ENTER, then press BACKSPACE.



- You can also choose a new paragraph style to end a list. For information see, “Using paragraph styles” on page 488.



- Lists created with the QuickBullets feature are reformatted as an HTML unordered list and do not keep the numbers or special bullets you specified. For information about QuickBullets, see “Creating bulleted lists, numbered lists, and outlines” on page 111.

---

## Adding HTML tags

When you create Web documents in the Web Editor and save as HTML, WordPress formats your documents in HTML. You can also insert HTML tags for features not supported by WordPress using Custom HTML. WordPress displays the code as red, double-underlined text in your Web document and inserts the code without conversion when you publish to HTML. For information about publishing to HTML, see “Publishing documents to HTML” on page 494.

### To add custom HTML tags to a Web document

- 1 In the Web Editor, click Format, Custom HTML.
- 2 Type the HTML tag.  
In your Web document, WordPress will display the code as red, double-underlined text.
- 3 Click Format, Custom HTML to disable Custom HTML.



- You can also press RIGHT ARROW to disable Custom HTML.
-

## Managing Web documents

WordPerfect helps you manage your Web site and make your page identifiable and accessible. You can create a base URL for your document so that a browser can locate images and other resources to display with the document if the document is ever moved. You can specify a meaningful title to display with your Web document. If you want to provide information for search engines to use to categorize your document, you can insert META tags for keywords, a description of your page, and more. WordPerfect adds the text that you type to the <HEAD> section of the Web document.

### To specify a base URL

- 1 Click File, Properties.
- 2 Click the Advanced tab.
- 3 Type the full path for the URL in the Base URL box.

### To specify a title

- 1 Click File, Properties.
- 2 Click the Title tab.
- 3 Enable one of the following buttons:
  - Custom Title — allows you to type a title in the Custom Title box
  - First Heading — allows you to use the first heading in your Web document as the title

### To insert META tags

- 1 Click File, Properties.
- 2 Click the Advanced tab.
- 3 Type the tags in the Meta Info box.



- WordPerfect does not accept a line break between META tags.
- 

## Viewing Web documents

You can view Web documents in WordPerfect or a browser. If you view Web documents in a browser, WordPerfect launches your default browser. If you are creating or editing a .HTM file, you can preview the file in a browser window.

### To view a Web document in WordPerfect

- 1 Click File, Open.
- 2 In the file Name box, type the file name or a the full path for a URL.
- 3 Click Open.

### To browse the Web from WordPerfect

- 1 Click File, Internet Publisher.
- 2 Click the *Browse The Web* button.



WordPerfect launches your default browser in a separate window.



- You can click a hyperlink to launch your default browser. For information about using hyperlinks, see “Using hyperlinks” on page 512.
- You can also click the Browse The Web button on the Internet Publisher toolbar.

### To preview a Web document

- In the Web Editor, click View, View In Web Browser.  
WordPerfect launches your default browser in a separate window.



- For information about using toolbars, see “Using toolbars” on page 15.



- To preview a Web document in a browser, you can also click the View In Web Browser button on the Internet Publisher toolbar.

## Publishing documents to HTML

When you publish a document to HTML, WordPerfect saves it as a .HTM file and places it on a server for viewing on an intranet or the Internet. If you have entered Custom HTML tags and other parameters into a Web document, WordPerfect sends that text to HTML without conversion.

When you publish graphics to HTML, the Web Editor can automatically convert the files to a format commonly used on the Web or you can specify a file format. For more information, see “Publishing graphics to HTML” on page 495.

## To publish to HTML

- 1 Click File, Send To, HTML.
- 2 Specify a path and filename in the HTML Source File Name box.
- 3 Specify a server in the Publish to Server list box.
- 4 Click any of the following buttons:
  - Add — adds the information for an additional server
  - Edit — edits the information for a listed server
  - Delete — deletes the selected server from the list
- 5 Choose any multimedia files to be published in the Graphic And Sound Files To Be Published list box.



- When the Server Information dialog box appears in step 4, you must type a name for the server in the Label box.
- You can enable the Publish Footnotes/Endnotes To A Separate Frame check box so that footnotes or endnotes are viewed in a separate frame.



- You can also click the Publish To HTML button on the Internet Publisher toolbar, then follow steps 3 to 6 from the previous procedure.
  - You can also click File, Send To, HTML.
- 

## Publishing graphics to HTML

You can specify the location of each graphic on a server. You can also choose the format, .GIF or .JPG, to which you want to convert the graphic. If a graphic consists of few colors or sharp edges, such as a line drawing, you may want to convert the graphic to .GIF. If a graphic consists of broad tonal ranges, such as photographs or scanned images, you may want to convert the graphic to .JPG.

### To choose the folder on a server for a graphic

- 1 Right-click the graphic, then click HTML Properties.
- 2 Click the Publish tab.
- 3 In the Location Of Graphic On Web Server box, specify the folder where you want to store the graphic on the server.

### **To convert a graphic to GIF**

- 1 Right-click the graphic, then click HTML Properties.
- 2 Click the Publish tab.
- 3 Enable the GIF button.
- 4 Enable any of the following check boxes:

- Interlaced — lets the image appear interlaced
- Transparency — lets you choose a transparency color

Click the Color button and click a transparency color on the color palette.

### **To convert a graphic to JPEG**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable the JPEG button.

## **Using tables, columns, and forms in Web documents**

You can organize and present information using tables, columns, and forms using the Web Editor in WordPerfect.

When you include a table in your Web documents, most likely your document layout will be preserved when viewed in a browser. Except for some older browsers, such as early versions of Mosaic or America Online browsers, most browsers support tables. You can also insert or delete rows or columns, or change table settings, such as border styles, background color, and alignment of information within a cell.

You can add columns to your Web documents. As you type, WordPerfect automatically wraps your text into columns. You can also format existing text into columns.

If you want to gather information from visitors to your Web site, you can create an online form. Using the Web Editor, you can add check boxes, selection lists, password fields, and more. However, the Web Editor does not provide a server-side gateway program to process the information gathered from the form. In order for a form to function, you need the proper application on the Web server to receive and process the form data. Typically, this is a CGI script. Many Web server products provide the necessary Common Gateway Interface (CGI) scripts to make a form work. You need to contact your Internet Service Provider or system administrator for information about enabling a form on your Web site.



## Creating tables and inserting rows or columns

You can create tables for your Web document using the Web Editor. You can also insert additional columns and rows in a table before or after the cursor. The Web Editor formats new columns and rows in the same way as the column or row in which the cursor is positioned.

### To create a table

- 1 Click Insert, Table.
- 2 In the Table Size section, type a value in the following boxes:
  - Columns — specifies the number of columns in the table
  - Rows — specifies the number of rows in the table



- You can also click and drag the Table QuickCreate button.
- 

### To insert columns or rows

- 1 Right-click in the table where you want to insert the columns or rows, then click Insert.
- 2 Click one of the following buttons:
  - Columns — lets you specify the number of columns you want to insert
  - Rows — lets you specify the number of rows you want to insert
- 3 Enable one of the following buttons:
  - Before — inserts new columns or rows before the row in which the cursor is positioned
  - After — inserts new columns or rows after the row in which the cursor is positioned



- If you insert a column, you can enable the Keep Column Widths The Same check box to reformat all columns to the same width.
  - You can delete rows or columns. For information, see “Deleting Web tables and table components” on page 498.
  - You can change the appearance of your table. For information, see “Changing table settings” on page 499.
-

## Deleting Web tables and table components

You can delete a cell, row, column, or an entire table in your Web document. When you delete a table cell, you can delete the contents only or formulas only. When you delete a row or column, you can delete the data or only the formulas. When you delete an entire table, you can delete the data, the structure, or only the formulas. For information about table formulas, see “Calculating with tables” on page 243.

You can also convert table data to a merge data file. For information about merge data files, see “Creating and associating data for a merge” on page 391.

### To delete a table cell

- 1 Right-click in the cell, then click DELETE.
- 2 Enable one of the following buttons:
  - Cell Contents Only — deletes the contents of the cell
  - Formulas Only — deletes formulas without deleting cell contents

### To delete a row

- 1 Right-click in a row to be deleted, then click DELETE.
- 2 Enable the Rows button.
- 3 Specify a value in the Rows box.
- 4 Enable any of the following check boxes:
  - Cell Contents Only — deletes the contents of the cell
  - Formulas Only — deletes formulas without deleting cell contents



- WordPerfect deletes the row where your cursor is placed and if specified, the following row or rows.
- 

### To delete a column

- 1 Right-click in a column to be deleted, then press DELETE.
- 2 Enable the Columns check box.
- 3 Type a value in the Columns box.
- 4 Enable any of the following check boxes:

- Cell Contents Only — deletes the contents of the cell
- Formulas Only — deletes formulas without deleting cell contents



- WordPerfect deletes the column where your cursor is placed and if specified, the following column or columns.

### To delete a table

- 1 Position the cursor in the table to be deleted.
- 2 Click Edit, Select, Select Table.
- 3 Press DELETE or BACKSPACE.
- 4 Enable one of the following buttons:
  - Entire Table — deletes the contents and structure of the table
  - Table Contents Only — deletes the contents of the table
  - Formulas Only — deletes the formulas in the table
  - Table Structure — deletes the structure of the table but leaves the text



- If you delete the table structure, you may need to insert new tab stops to align columns if you want to keep the text in tabular columns.
- You can use the Delete Table dialog box to convert a table into a data text file for use in a merge. If you want the first row to be converted to a merge record, click Convert Contents To Merge Data File. If you want the first row to be converted to field names, click Convert Contents To Merge Data File (use text in first row as field names).



- You can also select a table, right-click, then press DELETE to delete the contents or structure of a table.

### Changing table settings

The Web Editor lets you change the appearance, size, and position of a table in your Web document. You can change the width of a table border or hide table borders. You can adjust the alignment of cell contents and the spacing between cells. You can manually set the width and height of a table, change its horizontal position on the page, and change the background color. When

you change values, the Web Editor lets you preview setting changes in the lower right-hand corner of the HTML Table Properties dialog box.

When you publish to HTML, customized table border lines are converted to standard borders. For information about publishing to HTML, see “Publishing documents to HTML” on page 494.

### **To change table borders, cell spacing, or cell margins**

- 1 Right-click the table, then click Format.
- 2 Click the Table Tab.
- 3 In the Table Appearance section, type a value in any of the following boxes:
  - Table Borders — sets the width for the border around the table
  - Cell Spacing — sets the spacing between cells
  - Inside Cell Margins — sets the margins within cells

You can preview setting changes in the lower right corner of the HTML Table Properties dialog box.

### **To change the alignment of cell contents**

- 1 Right-click the table, then click Format.
- 2 Click the Cell Tab.
- 3 Choose an option from the Horizontal list box.
- 4 Choose an option from the Vertical list box.

### **To hide table borders**

- 1 Right-click on the table, then click Format.
- 2 Click the Table tab.
- 3 Type 0 in the Table Borders box.

### **To change the width or height of a table**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable any of the following buttons:
  - Table Width — lets you change the default table width
  - Table Height — lets you change the default table height

- 3 From the Table Width or Table Height list boxes, choose one of the following:
  - Percent — expresses the measurement as a percentage of the page dimension
  - Pixels — expresses the measurement in pixels
- 4 Type a value in the number box.

### **To change the position of a table on a page**

- 1 Follow steps 1 and 2 from the “To hide table borders” procedure.
- 2 Choose an option from the Table Position On Page list box.

### **To change the background color of a table**

- 1 Follow steps 1 and 2 from the “To hide table borders” procedure.
- 2 Enable the Background Color button.
- 3 Click the *Color button*.
- 4 Click a color on the Color Palette.



## **Creating columns in Web documents**

You can create columns in your Web document. You can also change the width and spacing between columns. When you have entered all the information, you can discontinue the columns feature.

The Web Editor converts columns to the <MULTICOL> element to format text in multiple columns. Microsoft Internet Explorer through version 3.01 does not recognize the <MULTICOL> element. If you want these users to see text formatted in columns, you can use a borderless table to separate text vertically. For information about creating tables, see “Creating tables and inserting rows or columns” on page 497 and “Changing table settings” on page 499.

### **To create columns**

- 1 Click Format, Columns, Format.
- 2 Type a value in the Columns box to specify the number of columns.



- To create columns, you can also click the Columns button, then select the number of columns you want.

### To change column width

- 1 Click Format, Columns, Format.
- 2 Enable the Total Width In check box.
- 3 Choose one of the following list items from the Total Width In box:
  - Percent — formats the width of all columns as a percentage of the page width
  - Pixels — formats the width of all columns in pixels
- 4 Type a value in the Total Width In number box.

### To change column spacing

- 1 Click Format, Columns, Format.
- 2 In the Spacing Between Columns number box, specify a value in pixels for the space you want between columns.



- You can preview column settings in the preview section of the Web Columns dialog box.
- WordPerfect automatically justifies column lengths.

### To discontinue columns

- Click Format, Columns, Discontinue.



- You can also change the paragraph style. For information, see “Using paragraph styles” on page 488.

## Creating forms in Web documents

You can use a form in your Web document to gather information and feedback from viewers. In the Web Editor, you can create and edit a form by inserting form fields in your Web document. You can include the following form fields:

Form Field	Description
Radio button	A radio button is a circle with text next to it. Radio buttons give you one choice from a fixed group of items. When you make a choice, the radio button circle is filled.

Check box	A check box is a square box with text next to it. Check boxes give you multiple choices from a fixed group of items. When you make a choice, the check box has an X in it.
Selection list	A selection list displays a list of items which you can scroll through to make one choice.
Text box and text line	Text boxes and text lines let you type information in a form. A text line takes up a one line on the form, while a text box takes up a block of space. You can adjust the height and width of a text box.
Password field	A password field lets the user type information in a form without displaying the text or by displaying the text as asterisks.
Submit button and image	Clicking a submit button sends all the form information to the server-side gateway application for processing. A submit image field works like a submit button. However, instead of clicking a button to send form information, you click an image.
Reset button	Clicking a reset button clears all the data in the form fields.
Hidden field	A hidden field provides form information without direct user input.

### To add a form field in a Web document

- 1 Click Insert, Form Items.
- 2 Choose a form field from drop-down list.
- 3 Right-click the form field.
- 4 Click Properties to specify properties and information for the field.



- For information about the Property Bar, see “Using the Property Bar” on page 16.



- You can also click the New Form button on the Internet Publisher toolbar. To add a form field, you can then click a button on the Internet Publisher Forms Property Bar.
- You can also double-click the form field to specify properties and information.

## Working with hyperlinks

Hyperlinks allow you to cross-reference an online document dynamically. If you want to cross-reference to a section within your active document, you

can add a hyperlink so that users can jump automatically to that bookmark rather than scroll to it. You can also create hyperlinks that jump to documents located on an intranet or the Internet.

You create and edit hyperlinks in Web documents the same way you do in other WordPerfect documents. Publishing to HTML converts bookmarks to named HTML bookmarks that identify link destinations and image locations. WordPerfect also lets you use a button or a graphic as a hyperlink.

Hyperlinks that are text are also called hypertext. You can change the colors of hypertext to emphasize the different states of a hyperlink, unvisited, active, and visited. When an unvisited or visited link is clicked, it becomes an active hyperlink for a brief time and the text changes to a different color. When the hyperlink destination has been found, the link becomes a visited hyperlink and the text changes color again. Browser settings determine whether the visited color is permanent or returns to the unvisited hyperlink color after a specified period of time.

Using SpeedLinks, you can automatically convert text beginning with “www,” “ftp,” “http,” or “mailto” to a hyperlink. You can also add your own SpeedLinks entries so that when you type certain text, WordPerfect converts that text to a hyperlink. For example, when you type “@Corel,” SpeedLinks can replace the visible text with “Corel” and create a link to the Corel home page at the URL of <http://www.corel.com>.

You can also navigate between hyperlinks to find the one which is relevant. WordPerfect also makes it easy to change, delete, or edit a hyperlink.

## Creating hyperlinks

In WordPerfect, you can create hyperlinks that allow readers to jump to another document or a bookmark within the same document. You can also create a hyperlink which plays a macro or open the link in a separate frame.

You can use SpeedLinks to set up frequently used links. For more information about SpeedLinks, see “Using SpeedLinks” on page 510.

You can display a hyperlink as a button. For information, see “Displaying hyperlinks as buttons” on page 507.

You can display a hyperlink as a graphic. For information, see “Displaying hyperlinks as graphics” on page 506.

For more information about using bookmarks, see “Using bookmarks and QuickMarks” on page 47.

### To create a hyperlink

- 1 Select the text or graphic to use as a link.
- 2 Click Tools, Hyperlink.



**3** Do one of the following:

- In the Document/Macro box, specify the URL or path and filename to which you want to link.
- Click the *Browse The Web* button on the Internet Publisher toolbar. The default browser launches. When you browse to a URL and press ENTER, the URL of the last document you viewed is placed in the Document/Macro box. Close or minimize the Web browser to return to the Hyperlink Properties dialog box in WordPerfect.



- When you specify the URL in the Document/Macro box, you can click the Browse The Web button to locate the document in a browser.
- For information about using toolbars, see “Using toolbars” on page 15.

**To create a hyperlink to a bookmark**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Specify the destination in the Document/Macro box.
- 3 Type the bookmark name in the Bookmark box.

Bookmark names are case sensitive.

**To create a hyperlink that plays a macro**

- 1 Select the text or graphic you want to use for the link.
- 2 Click Tools, Hyperlink.
- 3 Specify the macro in the Document/Macro box.

Include the full path if it is not in your default macros folder.



- Browsers usually cannot play WordPerfect macros; therefore, hyperlinks to macros are not recommended in Web documents.

**To create a hyperlink that opens in a separate frame**

- 1 Follow steps 1 to 3 from the “To create a hyperlink” procedure.
- 2 Type the name of the frame in the Target Frame box.



- You cannot name frames in WordPerfect, but you can use a named frame as a target.
- If you publish a Web document to a server, you need to enter the protocol for the hyperlink. For more information, see “Publishing documents to HTML” on page 494.

## Displaying hyperlinks as graphics

Hyperlinks let readers jump to another document or a bookmark within the same document. In WordPerfect, you can use an image as a hyperlink. You can also use an image map to specify multiple hyperlinks.

For information about using graphics in Web documents, see “Adding graphics to Web documents” on page 515.

### To create a hyperlink that displays as a graphic

- 1 Select the graphic to use as a link.
- 2 Click Tools, Hyperlink.
- 3 Do one of the following:
  - Specify the URL or path and filename to which you want to link in the Document/Macro box.
  - Click the *Browse The Web button* on the Internet Publisher toolbar. The default browser launches. When you browse to a URL and press ENTER, the URL of the last document you viewed is placed in the Document/Macro box. Close or minimize the Web browser to return to the Hyperlink Properties dialog box in WordPerfect.



- When you specify the URL in the Document/Macro box, you can click the Browse The Web button on the Internet Publisher toolbar to locate the document in a browser.
- For information about using toolbars, see “Using toolbars” on page 15.

### To create a graphic hyperlink to a bookmark

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Specify the URL in the Document/Macro box.
- 3 Type the bookmark name in the Bookmark box.  
Bookmark names are case sensitive.

### To insert an image map

- 1 Insert a .GIF or .JPEG image by following steps 1 to 3 from the “To insert a graphic in a Web document” procedure.
- 2 Right-click the image.
- 3 Click HTML Properties.
- 4 Enable the Map Link button in the Define Mouse Click Action section.
- 5 Click the Map Link tab.
- 6 Do one of the following:
  - In the CGI Script box, specify the full path and file name for the file containing the CGI script.
  - In the File box, specify the full path and file name for the file containing the .MAP file, then specify which image map to use in the Name box.



- If you want to use the same image map in several documents, you can specify the map description in one document, such as a home page, then link the same image map to related files. When you make changes to the image map, you will then need to make the changes once instead of making the changes in every file.
- You can create an image file for a .GIF or .JPG image using Corel Presentations and the Image Map macro, IMGEMAP.WCM.
- If you publish a Web document to a server, you need to enter the protocol for the hyperlink. For more information, see “Publishing documents to HTML” on page 494.

---

### Displaying hyperlinks as buttons

Hyperlinks allow readers to jump to another document or a bookmark within the same document. In WordPerfect, you can create a hyperlink that appears as text or a graphic on a button.

#### To create a hypertext button

- 1 Select the text to use as a link.
- 2 Click Tools, Hyperlink.
- 3 Do one of the following:
  - Specify the URL or path and filename to which you want to link in the Document/Macro box.



- Click the *Browse The Web button* on the Internet Publisher toolbar. The default browser launches. When you browse to a URL and press ENTER, the URL of the last document you viewed is placed in the Document/Macro box. Close or minimize the Web browser to return to the Hyperlink Properties dialog box in WordPerfect.
- 4 Enable the Make Text Appear As Button check box.



- When you specify the URL in the Document/Macro box, you can click the Browse The Web button on the Internet Publisher toolbar to locate the document in a browser.
- For information about using toolbars, see “Using toolbars” on page 15.

### **To create a graphic hyperlink to a bookmark**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Specify the URL in the Document/Macro box.
- 3 Type the bookmark name in the Bookmark box.  
Bookmark names are case sensitive.

### **To display a hyperlink as a graphic on a button**

- 1 Follow steps 1 and 2 from the “To create a hypertext button” procedure.
- 2 Do one of the following:
  - Specify the URL or path and filename to which you want to link in the Document/Macro box.
  - Specify the bookmark name in the Bookmark box.



- Click the *Browse The Web button* on the Internet Publisher toolbar to launch a Web browser. When you enter a URL and browse to it, the URL of the last document you view is placed in the Document/Macro box. Close or minimize the Web browser to return to the Hyperlink Properties dialog box in WordPerfect.
- 3 Right-click the graphic, then click Style.
  - 4 Choose Button from the Select Box Style list box.



- For information about working with graphics, see “Working with graphics” on page 257.

- If you publish a Web document, you need to enter the protocol for the hyperlink. For more information, see “Publishing documents to HTML” on page 494.
  - For information about using toolbars, see “Using toolbars” on page 15.
- 

## Changing hypertext color

WordPerfect lets you change the colors of each state of hypertext (unvisited, active, and visited) and reset the colors to the default. Browser settings determine whether the visited color is permanent or returns to the normal hyperlink color after a specified period of time.

You can also change other attributes of the hypertext style. For information, see “Working with text styles” on page 123.

### To change the colors of hypertext in a Web document

- 1 In the Web Editor, click Format, Text Colors/Wallpaper.
- 2 Click the Text Colors tab.
- 3 Click on the text for the type of link you want to change.
- 4 Click a color on the Color Palette.



- In the Web Editor, you can also click File, Properties, then click the Text/Background Colors tab.
  - Some browsers do not support color or active and visited link colors.
- 

### To reset hypertext colors to default settings in a Web document

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Reset Colors button.

### To change the colors of hypertext in a WordPerfect document

- 1 Click Format, Styles.
- 2 Click Hypertext from the Available Styles list box.

You must have a hypertext link in your document for the Hypertext option to display.
- 3 Click the Edit button.
- 4 In the Styles Editor dialog box, click Format, Font.



- 5 Click the Font tab, then click the *Font Color button*.
- 6 Click a color on the Color Palette.
- 7 Click OK in the Font Properties dialog box.
- 8 Click OK in the Styles Editor dialog box.
- 9 Click Insert in the Styles dialog box.



- For information about working with text, see “Setting text attributes” on page 71.
- For information about using the Color Palette, see “Working with color” on page 308.

### **To reset hypertext colors to default settings in a WordPerfect document**

- 1 Click Format, Styles.
- 2 Click Hypertext from the Available Styles list box.  
You must have a hypertext link in your document for the Hypertext option to display.
- 3 Click the Options button, then click Reset.



- All hypertext in the same document has the same style.
- Changing the hypertext style, does not affect the appearance of hypertext buttons.

## **Using SpeedLinks**

You can use SpeedLinks to create hyperlinks in your document automatically. When you type text that begins with “www,” “ftp,” “http,” or “mailto,” WordPerfect marks that text as hypertext. You can also create and edit your own SpeedLinks entries and destinations.

A SpeedLinks entry in your WordPerfect document behaves like any other hyperlink. When you click on the hypertext, WordPerfect jumps to its destination. Hyperlinks must also be activated within your document. For information, see “Using Hyperlinks” on page 512.

### **To turn on SpeedLinks**

- 1 Click Tools, QuickCorrect.
- 2 Click the SpeedLinks tab.
- 3 Enable the Format Words As Hyperlinks When You Type Them check box.

### **To disable SpeedLinks**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Disable the Format Words As Hyperlinks When You Type Them check box.

### **To use automatically created links in your document**

- 1 Follow all of the steps from the previous procedure.
- 2 Type text that begins with “www,” “ftp,” “http,” or “mailto.”  
WordPerfect marks in blue and underlines the SpeedLinks text.

### **To create new SpeedLinks entries in WordPerfect**

- 1 Click Tools, QuickCorrect.
- 2 Click the SpeedLinks tab.
- 3 Type the entry that you want to be linked in the Link Word box.
- 4 Type the destination for the SpeedLinks in the Location To Link To list box.
- 5 Click the Add Entry button.  
WordPerfect will add @ in front of your SpeedLinks entry.



- If you want to use quotation marks in your entry, click Tools, QuickCorrect, then click the SmartQuotes tab. Disable the Use Double Quotation Marks As You Type check box.
- 

### **To add hyperlinks using SpeedLinks**

- 1 Follow steps 1 to 3 from the “To turn on SpeedLinks” procedure.
- 2 Click Tools, QuickCorrect.
- 3 Click the SpeedLinks tab.

- 4 Choose a link from the list of registered links.
- 5 Click the Insert Entry button.



- In your document, you can also type @ followed by a SpeedLinks entry you have created.
- 

### **To replace a SpeedLinks entry**

- 1 Follow steps 2 and 3 from the previous procedure.
- 2 Select the entry which you want to replace from the list of registered links.
- 3 Position the cursor in the Link Word box or the Location To Link To box.
- 4 Click the Replace Entry button.
- 5 Type a new entry in the Link Word box or a new destination in the Location To Link To box.
- 6 Click the Add Entry button.

### **To delete a SpeedLinks entry**

- 1 Follow steps 2 and 3 from the “To add hyperlinks using SpeedLinks” procedure.
- 2 Choose a link from the list of registered links.
- 3 Click the Delete Entry button.
- 4 Click Yes in the Delete Selected SpeedLinks Entry dialog box.



- You need to type a space or a hard return before and after the text in order for WordPerfect to recognize it as a SpeedLinks entry.
  - If you publish a document to the Web, you need to add the protocol to the SpeedLinks text or destination for a browser to activate the hyperlink.
- 

## **Using hyperlinks**

Hyperlinks let you dynamically cross-reference information within a document and between documents. WordPerfect allows you to activate these links within a document so that you can jump from one location to another. You can also navigate between hyperlinks to find the link you need.



### To activate hyperlinks in a document

- 1 Click Tools, Hyperlinks.
- 2 Enable the Activate Hyperlinks check box.

### To jump from a hyperlink

- Click the text, graphic, or button specified as the link.

### To navigate between hyperlinks

- 1 Click Tools, Hyperlinks.
- 2 Disable the Activate Hyperlinks check box.
- 3 Click OK.
- 4 Click on a hyperlink.
- 5 Click any of the following buttons in the Hyperlink Property Bar:



- *Hyperlink Previous* — moves the cursor to the previous hyperlink
- *Hyperlink Next* — moves the cursor to the next hyperlink



- If you enable the Activate Hyperlinks On Open check box in Tools, Settings, Environment, WordPerfect will override these settings with those made within your document.
- For information about the Property Bar, see “Using the Property Bar” on page 16.



- If you want to navigate between hyperlinks, you can also right-click on a toolbar, then choose Hyperlink Tools and follow step 5 from the previous procedure. For information about using toolbars, see “Using toolbars” on page 15.

## Changing hyperlinks

When a URL, a bookmark, or the name of a document has changed, WordPerfect allows you to edit the destination for hyperlinks. You can also edit the text used for a hyperlink and delete a hyperlink which is not needed. When you edit or delete a hyperlink, you need to deactivate the link. When you have edited the link, you can reactivate it.

### To deactivate hyperlinks in your document

- 1 Click Tools, Hyperlinks.
- 2 Disable the Activate Hyperlinks check box.

### To change a hyperlink

- 1 Right-click the link.
- 2 Click Edit, Hyperlink.
- 3 Do one of the following:
  - Specify the URL or path and filename to which you want to link in the Document/Macro box.
  - Click the *Browse The Web* button on the Internet Publisher toolbar. The default browser launches. When you browse to a URL and press ENTER, the URL of the last document you viewed is placed in the Document/Macro box. Close or minimize the Web browser to return to the Hyperlink Properties dialog box in WordPerfect.



- When you specify the URL in the Document/Macro box, you can click the Browse The Web button on the Internet Publisher toolbar to locate the document in a browser.
- For information about using toolbars, see “Using toolbars” on page 15.

### To edit hyperlink text

- 1 Follow steps 1 and 2 from the “To deactivate hyperlinks in your document” procedure.
- 2 Click OK.
- 3 Make any editing changes in your Web document.

### To delete a hyperlink

- 1 Follow steps 1 and 2 from the “To deactivate hyperlinks in your document” procedure.
- 2 Select the button, graphic, or underlined hypertext you want to delete.
- 3 Press DELETE.



- If you select an activated hyperlink using the mouse, you will jump to the linked destination.
- 

### **To reactivate hyperlinks in your document**

- 1 Click Tools, Hyperlinks.
- 2 Enable the Activate Hyperlinks check box.

## **Adding graphics, multimedia, and Java**

Using the Web Editor, you can insert graphics in your Web documents and specify alternate text for browsers with the graphics display disabled. You can also insert and customize horizontal lines in a Web document. Vertical or colored lines must be created as .JPG or .GIF files and imported as images.

You can use a graphic to represent a hyperlink. In the Web Editor, you can also use an image map, a graphic in which defined parts of the image represent hyperlinks to different URLs. You can create an image map in Corel Presentations (using the macro IMGEMAP.WCM) or another application, such as Corel Web Designer, and then insert it into a WordPerfect document while in the Web Editor.

The Web Editor supports both server-side and client-side image maps. You can specify mapping options, image properties, and the alternate text that appears when graphics display is disabled in a browser.

If you want to use the same image map in several documents, you can specify the map description in one document, such as a home page, then link that image map to related files. When you make changes to the image map, you need to make the changes only once instead of making the changes in every file.

You can add audio and video clips to your documents. Popular formats include .WAV, MIDI, .AVI, MPEG, and .MOV. You need to install the related software and hardware on your computer and in your browser to play the clips.

WordPerfect also lets you add Java to your Web document. The Java applet is stored on a server. The Web document references the Java applet, which is downloaded and runs locally within a Java-enabled browser. While a Java application is stored in a separate file and referenced by the HTML page, you can add JavaScript to your Web document. JavaScript is stored in the HTML coding and is interpreted by a browser that is JavaScript-aware.

## **Adding graphics to Web documents**

Using the Web Editor, you can insert an image in any format that WordPerfect supports. You can specify properties for the image, such as

alternate text and an alternate low resolution graphic. You can also use a graphic as a hyperlink. When you publish to HTML, the graphics are converted to .GIF or .JPG files. You can also choose the format to which you want to convert graphics. For information about publishing graphics to HTML, see “Publishing graphics to HTML” on page 495.

For information about graphic import file formats, see Graphic file import formats in the Reference Information section of the WordPerfect online Help. For information about graphic export file formats, see Graphic file export formats in the Reference Information section of the WordPerfect online Help.

### To insert a graphic

- 1 Click Insert, Graphics, then click the source of the image.
- 2 Locate or create the graphic.
- 3 Right-click the graphic, then click HTML Properties.
- 4 Click the Image tab.
- 5 In the Alternate Text box, type text for users who have disabled graphics display in their browser.
- 6 In the Low Resolution Graphic box, specify a small or low resolution graphic if you want users to be able to load an alternate graphic for faster display.
- 7 Type any additional properties you would normally insert as an attribute to the image tag in the Other Properties box.



- Specify the graphics path relative to the directory in which you will store the finished Web document. For example, if the Web document is in \myfiles and the graphics are stored in \myfiles\graphics, specify the graphics path as graphics.
  - For information about working with graphics, see “Creating and inserting graphics” on page 258.
- 

### To use a graphic as a hyperlink

- 1 Follow steps 1 to 7 from the previous procedure.
- 2 Enable the Link check box.
- 3 Click the Link tab.
- 4 Do one of the following:



- Specify the URL or path and filename to which you want to link in the Document/URL box.
- Specify the bookmark name in the Bookmark box.
- Click the *Browse The Web* button to launch a Web browser. When you enter and browse to a URL, the URL of the last document you viewed is placed in the Document/URL box. Close or minimize the Web browser to return to the Hyperlink Properties dialog box in WordPerfect.

## Using horizontal lines in Web documents

Using the Web Editor, you can insert a horizontal line to your Web document. You can change its width, length, and position on the page. You can also cut, copy, and delete the horizontal line.

### To insert a horizontal line

- Click Insert, Horizontal Line.



- If you want to insert vertical or colored lines, you need to create them as .JPG or .GIF files, then insert them as images.



- You can also click the Horizontal Line button on the Internet Publisher toolbar to add a horizontal line to your document.

### To edit a horizontal line

- 1 Select the line.
- 2 Right-click on the line.
- 3 Click Edit Horizontal Line.
- 4 Do any of the following:
  - In the Horizontal box, choose the position of the line on the page.
  - In the Length box, type a value in inches for the length of the line.
  - Click the Thickness button, then click on a width for the line.
  - Enable the Use Line Style Thickness check box to use the default line width.

### **To cut a horizontal line**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click Cut.

### **To copy a horizontal line**

- 1 Follow steps 1 and 2 from the “To edit a horizontal line” procedure.
- 2 Click Copy.

### **To delete a horizontal line**

- 1 Follow steps 1 and 2 from the “To edit a horizontal line” procedure.
- 2 Click Delete.

## **Adding multimedia to Web documents**

You can add digital (.WAV) and MIDI sound files to enhance a Web document with sound effects, music, or voice recordings. You can also add video clips which can include sound and video or video only. Popular formats include the standard Windows Movie (.AVI), MPEG, and QuickTime (.MOV).

### **To add sound to a document**

- 1 Click Insert, Sound.
- 2 Click the Insert button.
- 3 Type a brief description of the sound clip in the Name box.
- 4 In the Sound Clips In Document box, type the filename of the sound file you want to add to your document.
- 5 Enable one of the following buttons:
  - Link To File To Disk — links to an existing sound file
  - Store In Document — embeds an existing sound file



- When you embed a sound file, you increase the size of the WordPerfect document.
  - If you move your document to a different drive or server, verify the path to a linked sound file.
  - For more information about linking, embedding, and recording sound, see “Linking and embedding multimedia” on page 427.
-



### To play sound

- Click the *Sound button* on the left side of the page to play the sound in the document.

### To embed a video clip to a document

- 1 Click Insert, Object.
- 2 Enable the Create from File button.
- 3 Choose a format from the Object Type list box.
- 4 Do one of the following:
  - In the File box, type in the path and file name for the video clip.
  - Click the Browse button to locate the video clip.



- You can enable the Link check box in the Insert Object dialog box to link the video clip.
- WordPerfect represents the video clip in your document by displaying the first frame of the video clip. If you want to display the video clip as an icon, you can click the Display As Icon check box. For information about using link icons, see “Displaying, changing, and hiding link icons” on page 433.

## Using Java in a Web Document

You can use the Web Editor to insert a Java applet. You can also insert JavaScript into a Web document. With the Java components of WordPerfect installed, you can also view the Java applet running in your document in the Web Editor.

### To insert a Java applet

- 1 Click Insert, Java, Create Applet.
- 2 In the Class box, type the name of the applet.

If the class file and supporting libraries are not located in the same folder as the Web document, specify the path relative to the location of the Web document.
- 3 In the Code Base box, specify the folder where the applet will be stored on the server.
- 4 In the Width box, specify a width in pixels for the applet bounding box.
- 5 In the Height box, specify a height in pixels for the applet bounding box.

- 6 Do any of the following:
  - In the Horizontal Space box, type a value for the amount of space above and below the applet within the bounding box.
  - In the Vertical Space box, type a value for the amount of space to the left and right of the applet within the bounding box.
  - In the Alignment box, choose an alignment for the bounding box for the Web page
  - In the Name box, type a reference name for the applet.
  - In the Alternate Text box, type a description for those using Web browsers that are not Java-enabled.
  - Click the Parameters button and specify any necessary parameters for the applet.

### To add JavaScript to a Web document

- 1 In the Web Editor, click Format, Custom HTML.
- 2 Type the <Script> tag with the appropriate attributes, such as the following:

```
<SCRIPT LANGUAGE="JavaScript">  
<!-- ...type your JavaScript code here... //-->  
</SCRIPT>
```

In your Web document, WordPerfect will display the code as red, double-underlined text.

- 3 Click Format, Custom HTML to disable Custom HTML.



- You can also press RIGHT ARROW to disable Custom HTML.
- 

### To view a Java applet

- To view the applet in the Web Editor, click View, Java Applets.
- 



- You need to install Java applet support on your computer to view applets in the Web Editor. You can install it by running a Custom setup of the WordPerfect Suite 2000 and enabling the Java Applet Support check box in the WordPerfect group.



- You can check the documentation for the applet or check with the applet's programmer to find out minimum width and height requirements, and parameters for the applet. Otherwise, the applet might run without displaying in the browser.
  - You must publish your document to HTML to see the document with the applet running in the browser. When you preview the Web document in a browser, WordPerfect creates a temporary copy of the document. This temporary document does not include the correct path to the applet, so the applet will not run.
  - When you place a Web document that contains Java applets on a Web-enabled file server, you must copy the contents of the Java applet folder to the server in addition to other files associated with your document.
  - You need access to a Web-enabled file server to make your document available on an intranet or the Web. You need to contact the system administrator or your Internet service provider for assistance.
- 

## **Publishing to Trellix**

When you publish to Trellix, WordPerfect saves the active document and creates a new document for export to Trellix. Using Trellix, you can then use a combination of word-processing and presentation features to create and organize Web-style documents or sites. Trellix maps the documents in your publication which you can easily modify. You can then format your document to HTML so that it can be viewed on a browser, or you can publish a Trellix document to an intranet or an Internet site. You can also save and distribute the document as a Trellix file for viewing in Trellix or the Trellix Viewer. For more information about Trellix, see the Trellix online Help.

### **Publishing documents to Trellix**

When you publish to Trellix from WordPerfect, you specify how to divide a document. You can divide a document based on page breaks, styles, or font size. You can publish a document to one Trellix page or to multiple pages. For more information about using Trellix, see the Trellix online Help.

#### **To publish a WordPerfect document to one Trellix page**

- 1 Save your document.
- 2 Click File, Publish To Trellix.
- 3 Enable the Put All Of The Text Into A Single Trellix Page button.
- 4 Enable one of the following buttons:

- Preserve The Exact Appearance Of Text — preserves the appearance of the text you publish to Trellix
  - Apply Trellix Styles That Match Document Style Names — applies Trellix styles that match document style names
- 5 Click OK.

This starts Trellix and transforms your document to a .TXL file. You can now publish your document to HTML.

### To publish a WordPerfect document to multiple Trellix pages

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable the Create A New Trellix Page When Trellix Finds button.
- 3 Enable any of the following check boxes:
  - Page Breaks — divides a document based on page breaks
  - Style — divides a document based on styles you define
  - Font Size — divides a document based on a font size you define
- 4 Follow steps 4 and 5 from the previous procedure.



- Using WordPerfect, you can export .WPD, .DOC, .RTF, .TXT, .HTM, and .HTML files to Trellix.
- 

## Building XML documents

You can use WordPerfect to create, edit, retrieve, validate, and save documents created with the Standard Generalized Markup Language (SGML) or the eXtensible Markup Language (XML). Both SGML and XML allow you to create your own Document Type Definition (DTD) or use existing DTDs to define a document architecture and markup. Both SGML and XML are open international standards and are platform- and application-independent.

Although the user interface is now XML oriented, all the SGML functionality that was available in Corel WordPerfect 8 is available in WordPerfect 9. For information about working with SGML and XML documents, see Working with SGML and XML in the WordPerfect online Help.

## Working with PDF files

You can publish WordPerfect documents to electronic documents in Portable Document Format (PDF). When you publish to PDF, you preserve the

typography, images, graphics, color, and formatting of the original publication. PDF files are platform-independent and can be viewed, shared, and printed by PC, UNIX, and Macintosh users. Using WordPerfect, you do not need to have the Adobe Acrobat Distiller or the Adobe PDF Writer installed on your computer to create PDF files.

You can also create PDF files with the Adobe Acrobat Distiller. First you print your publication to a PostScript file which you then process with the Adobe Acrobat Distiller. Using the Adobe Acrobat Writer, you can edit your PDF file. Adobe Acrobat Distiller and Acrobat Writer are not included with WordPerfect Office 2000.

You can view and print PDF files, whether they are created with WordPerfect or Adobe Acrobat Distiller, using the Adobe Acrobat Reader or a Web Browser which has the Adobe Acrobat Reader plug-in. The Adobe Acrobat Reader is included with WordPerfect 9 and can be installed from the WordPerfect Office 2000 CD.

When you publish to PDF using WordPerfect, you can choose how to export images and text. For example, you can compress images to produce a PDF with a smaller file size for the Web. If you go to prepress, you can choose the CMYK color model for a full color range and embed fonts in your PDF. You can choose the combination of text and image options to optimize your file for your purpose.

## Installing Adobe Acrobat Reader

Adobe Acrobat Reader allows you to print, view, and share PDF files. You can install Adobe Acrobat Reader from the WordPerfect Office 2000 CD.

### To install Adobe Acrobat Reader


- 1 Insert the WordPerfect Office 2000 CD into the CD-ROM drive.  
If the Setup wizard does not start automatically, proceed to step 2; otherwise, proceed to step 4.
- 2 On the Windows taskbar, click the Start button, and click Run.
- 3 Type D:\SETUP, where D is the letter that corresponds to the CD-ROM Drive.
- 4 Click Adobe Acrobat Reader Setup.
- 5 Follow the instructions in the Adobe Acrobat Reader setup program.

## Publishing documents to PDF

You can publish documents to PDF using WordPerfect. You can publish the active document or a document to which you have access. You can also

include a document summary in your PDF file. For information about using document summaries, see “Using document summaries” on page 49.


### **To publish the active document to PDF**

- 1 Click File, Publish to PDF.
- 2 Click the Document tab.
-  3 In the Publish To File box, click the *Browse button*.
- 4 Choose the drive where you want to save the file from the Save In list box.
- 5 Double-click the folder in which you want to save the file.
- 6 Type the file name in the File Name box.
- 7 Choose a file type from the File Type box.
- 8 Click Select.
- 9 In the Publish section, enable one of the following buttons:
  - Full Document — publishes your entire file
  - Current Page — publishes the active page only
  - Print Pages — publishes a portion of the file

Then type the numbers for the first and last pages which you want to publish in the Publish Pages number boxes.

- Selected Text — publishes highlighted text
- Document Summary — includes a document summary in the PDF

### **To publish a file to PDF**

- 1 Click File, Publish to PDF.
- 2 Click the Document tab.
- 3 Enable the Document On Disk button.
-  4 Click the *Browse button* in the Document On Disk section.
- 5 Choose the drive where the file located in the Look In list box.
- 6 Double-click the folder in which the file is located.
- 7 Double-click the file name.
- 8 Click Select.

### **To include a document summary**

- 1 Click File, Publish to PDF.
- 2 Click the Details tab.
- 3 Enable the Include Document Summary check box.

## **Publishing images**

You can reduce the size of a PDF file by compressing bitmaps. WordPerfect lets you choose from Joint Photographic Experts Group (JPEG) or Lempel-Ziv-Welch (LZW) compressions. JPEG is a lossy compression technique where some of the original data is lost, but depending on your requirements, this loss may not affect the final result of your work. Lossy compression can compress your original files to a great extent and may be desired when a small file size is needed. You can choose a compression factor between 2 and 255. A higher quality resolution is available at a lower compression factor. LZW is a lossless compression technique which produces compressed files with no loss of data.

When you publish to PDF, you can choose the color model to apply to your file. WordPerfect lets you publish your PDF file with no color (grayscale) or use the RGB or CMYK color models. If you go to prepress, you may want to maximize color processing by selecting CMYK. If you post your PDF file to the Web, you may want to optimize your file size for the medium and choose RGB. Selecting grayscale produces the smallest PDF file of the three methods.

### **To compress bitmaps**

- 1 Click File, Publish to PDF.
- 2 Click the Details tab.
- 3 In the Compress Bitmaps box, choose one of the following:

- JPEG — compresses bitmaps using JPEG

Then move the Quality Factor slider. You can see the selected quality factor in the number box to the right of the slider.

- LZW — compresses bitmaps using LZW
- None — does not compress bitmaps

### **To choose a color model**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 In the Output All Objects As box, choose one of the following:

- CMYK — uses the CMYK color model
- Gray — uses a grayscale
- RGB — uses the RGB color model

## Publishing text

When you publish to PDF from WordPerfect, you can control how to include text. WordPerfect can publish text and no images to PDF. If you are using an unusual font and want reduce the possibility of font variances on printers or different computer systems, you can export the text as a graphic. This increases the complexity of the file and may increase the size of the PDF file. You can also embed up to fourteen base Windows fonts used in your original document and convert True Type fonts to Type 1 fonts when you publish to PDF. If you want to reduce file size, you can compress text streams.

### To publish text to PDF

- 1 Click File, Publish to PDF.
- 2 Click the Details tab.
- 3 In the Text And Fonts Section, enable one of the following check boxes:
  - Publish Text Only — ignores graphics
  - Publish Text As Graphics — converts text to a graphic
  - Compress Text Streams — decreases file size
  - Include Fonts In The Document — embeds fonts used in your document
  - Include Base 14 Fonts — embeds up Base 14 Windows system fonts
  - Convert Truetype To Type 1 — converts Truetype fonts in your document to Type 1 fonts



## USING PROJECT TEMPLATES **15**

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Every document created in WordPerfect is based on a preformatted document called a template or a project template. When you open WordPerfect, the blank document you see is based on the default template.

WordPerfect also provides a number of project templates, including fax cover sheets, memos, invoices, greeting cards, business cards, resumes, flyers, and budgets. For further information about specific templates, see the PerfectExpert online Help. Templates allow similar documents to have the same look and format while allowing you to alter the key pieces of information within the document. They can contain anything found in a standard WordPerfect document, including text, graphics, styles, abbreviations, toolbars, menu bars, and keyboards.



Project templates are organized into a variety of categories, making it easy to locate the type of project template you are looking for. You can access, edit, save, and even convert project templates or PerfectExpert project templates from previous versions of WordPerfect.

You can use a WordPerfect template when you want to build a specialized document for your particular needs. Templates are most effective when you customize them with prompts, macros, or special toolbars or menus to help you automate your work. WordPerfect also allows you to insert copies of a file in templates. For information about inserting files into templates, see “Inserting a copy of a file into a document or template” on page 356.

Any document can be saved as a project template. PerfectExpert helps you by giving you quick access to project templates you have recently worked on. Templates from earlier versions of WordPerfect can be listed with your projects. You can create, edit, and use these templates without updating them. You can also group them in the categories for the PerfectExpert projects list.

## Managing your project templates

WordPerfect lets you create documents using precreated or custom project templates. When you open a project template file, you are using the project template to create a new document. Any changes you make to the document affect the document file and not the project template. To make changes to the original project template, you must edit the project template file.

You can specify a project template description and category when you save a project template. You can edit this project template description at a later time



if necessary. WordPerfect also allows you to change the default location and names for project templates.

WordPerfect allows you to manage your project templates by using project categories. Under these groups of project templates, a list of project templates appears which is known as the project list. WordPerfect lets you can create, rename, and delete project categories. You can add, copy, move, and remove project templates projects from project categories. WordPerfect project templates are organized in categories such as Business Correspondence, Legal, and Education. WordPerfect helps you organize the project templates you create by allowing you to place them in these project categories.

## Creating and editing project templates

WordPerfect lets you create documents using precreated or custom project templates. Template projects include custom templates that you create yourself from a document or from scratch and the precreated templates included with WordPerfect. Examples of precreated project templates include templates for fax cover sheets, shopping lists, and resumes. WordPerfect also allows you to use project templates created in previous versions of WordPerfect. You can convert templates created in WordPerfect 6.1 for use with WordPerfect 9.

You can also make changes to the original project template. Before you can edit any WordPerfect project template, you must copy it from the WordPerfect CD-ROM onto your computer if it is not already there.

WordPerfect allows you to format project templates using styles. Styles are predefined design elements that are repeated in a document or project template. These design elements can include text, fonts, graphics, justification, margins, and so on. WordPerfect lets you edit styles associated with a template. You can also copy these styles to other templates.

## Using project templates to create documents

WordPerfect provides precreated project templates that you can use to create documents, such as fax cover sheets and business card forms. WordPerfect project templates are organized in categories, such as Business Correspondence, Legal, and Education. If the WordPerfect 9 project category does not appear in the category list box, you may need to refresh the project list. When you are creating a document from a project template, you may be prompted to insert personal information. For this purpose, you can use the use the CorelCENTRAL Address Book. For more information about the CorelCENTRAL Address Book and CorelCENTRAL, see the CorelCENTRAL online Help.

### **To create a new document using a precreated project template**

- 1 Click File, New From Project.
- 2 Click the Create New tab.
- 3 Choose WordPerfect 9 from the first list box.

If WordPerfect 9 does not appear in the list box, you may need to refresh your project list. For information about refreshing a project list, see the procedure below.
- 4 Choose the type of project you want to create from the second list box.
- 5 Click the Create button.

If you are prompted to enter personal information, see the procedure below “To refresh the project list.”
- 6 Enter your text, data, graphics, and other items for your project, using the PerfectExpert panel.
- 7 Edit and save the document.

### **To add personal information from the CorelCENTRAL Address Book**

- 1 Follow steps 1 to 5 from the previous procedure.
- 2 When you are prompted to enter personal information, click OK.

The CorelCENTRAL Address Book will open.
- 3 Double-click the CorelCENTRAL Address Book entry you wish to add.

### **To refresh the project list**

- 1 Follow steps 1 to 2 from the “To create a new document using a precreated project template” procedure.
- 2 Click the Create New tab.
- 3 Click Options, Refresh Projects.



- In a project template that prompts you for information, you can change the information by editing the text. For information about using prompts, see “Using template prompts” on page 540.
  - When you select an CorelCENTRAL Address Book entry for personal information, that information becomes the default for all templates until you select a new personal information entry.
-

## Creating project templates

WordPerfect allows you to create your own project templates if one of its predefined project templates does not meet your needs. You can create your own project template by either creating a custom project template or by inserting an existing document or project template into a project template file and saving it as a project template. When you create a template you might want to save it. For information about saving templates, see “Saving, storing, and running project templates” on page 534.

### To create a project template from scratch

- 1 Click File, New From Project.
- 2 Click the Create New tab.
- 3 Click Options, Create WP Template.
- 4 Create the basic part of the document that you want to be the same every time you use the project template.

### To create a project template from an existing document or project template

- 1 Click File, New From Project.
- 2 Click Options, Create WP Template.
- 3 Click Insert, File.
- 4 Choose the drive where the file is stored from the Look In list box.
- 5 Double-click the folder in which the file is stored.
- 6 Choose the file format you want to open from the File Type list box.
- 7 Click the file you want to insert and click the Insert button.

You may be prompted as to whether you want to overwrite styles. If you want WordPerfect to update the default template with the styles in the document you are inserting, click Yes.

- 8 Make any necessary changes to the template.

## Editing project templates

When you open a project template file, you are using the project template to start a new document. Any editing changes you make will be made to the document, not the project template. For information about editing documents, see “Editing documents” on page 131. To make changes to the original project template, you must edit the project templates file. Before you can edit any of the predefined project templates which come with

WordPerfect, you must copy the template from the WordPerfect Office 2000 CD-ROM onto your computer. When you edit a template you might want to save it. For information about saving templates, see “Saving, storing, and running project templates” on page 534.

### **To edit a precreated project templates**

- 1 Click File, New From Project.
- 2 Choose a category from the first list box.
- 3 Choose a project template from the second list box.
- 4 Click Options, Edit WP Template.
- 5 Make any changes to the project templates.

## **Using styles with project templates**

Styles are predefined design elements that are repeated in a document or project template. These design elements can include text, fonts, graphics, justification, margins, and more. WordPerfect lets you edit styles associated with a project template or an additional objects template. You can also copy these styles to other project templates. However, before you do these tasks, you may need to check to see if the project template you are working on contains any custom styles. For more information about styles, see “Working with text styles” on page 123.

### **To view styles in a project template**

- Click Format, Styles.

### **To edit styles in a project template**

- 1 Click Format, Styles.
- 2 Choose a style from the Available Styles list.
- 3 Click the Edit button.
- 4 In the Contents section, drag off the codes for the style properties you want to remove.
- 5 Using the Styles Editor toolbar and the menu, choose the style properties you want to add.
- 6 Click OK.
- 7 Click Close.



- The codes for the new style properties you choose appear in the Contents box.
- 

### **To copy styles to the current document, default template, or additional objects template**

- 1 Click Format, Styles.
- 2 Click Options, Settings.
- 3 In the Available Styles List section, enable styles you want to display:
  - Styles In Current Document — displays the styles in the current document
  - Styles in Default Template — displays the styles in the default template
  - WordPerfect System Styles — displays the styles shipped with WordPerfect
  - Styles From Additional Objects Template — displays styles from the additional objects template
- 4 Click OK to return to the Styles dialog box.
- 5 Choose a style from the Available Styles list.
- 6 Click Options, Copy.
- 7 Enable one of the following buttons to indicate where you want to store the style:
  - Current Document — copies the style to the current document
  - Default Template — copies the style to the default template
  - Additional Objects Template — copies the style to the additional objects template
- 8 Click OK, then respond to any prompts that appear.
- 9 In the Styles Duplicate dialog box, type a new style name in the Style Name box.



- Options for the additional objects template may be grayed out if the additional objects template is not available.
-

## Using WordPerfect 6.1 templates in WordPerfect 9

You can convert templates created in WordPerfect 6.1 for use with WordPerfect 9 by playing a macro designed for this purpose. For more information about playing macros, see “Playing macros” on page 556.

### To convert a WordPerfect 6.1 templates in WordPerfect 9

- 1 Make sure that you have the TCONVERT.WCM macro in your default macros directory.

You might need to copy the TCONVERT.WCM macro from the \PROGRAM FILES\COREL\WORDPERFECT OFFICE 2000\MACROS\WPWIN folder on your CD-ROM into your default macros folder.

- 2 Copy the WordPerfect 6.1 template you want to convert into the Custom WP Directory (usually \PROGRAM FILES\COREL\WORDPERFECT OFFICE 2000\TEMPLATE\CUSTOM WP TEMPLATES).
- 3 Click File, New From Project.
- 4 Choose Custom WP Templates from the first list box.
- 5 Choose the WordPerfect 6.1 template you want to convert from the second list box.
- 6 Click Options, Edit WP Template.
- 7 Click Yes to convert the template.
- 8 Click Yes to overwrite the template unless you need a copy of the template in WordPerfect 6.1.
- 9 On the Template Property bar, click Close.

### To display previously created templates

- Copy your template files into the \PROGRAM FILES\COREL\WORDPERFECT OFFICE 2000\TEMPLATE\CUSTOM WP TEMPLATES folder.

## Saving, storing, and running project templates

WordPerfect allows you to specify a project template description and category when you save a project template. You can edit this project template description at a later time if necessary. WordPerfect also allows you to change the default location and names for project templates. WordPerfect fills in any triggers, prompts, and macros you have inserted into the template when you “run” the project template.

## Saving project templates

WordPerfect allows you to specify a project template description and category when you save a project template. You can edit the project template description at a later time if necessary. The Template toolbar gives you access to various template functions, such as copying and removing objects, building prompts.

### To save a WordPerfect project template

- 1 Click File, Save As.
- 2 In the Description box, type a description.  
The project template description displays in the list of project templates.
- 3 In the Template New box, type a filename name for the project template.
- 4 From the Template Category list box, choose a project template category.  
If WordPerfect prompts you to overwrite the original, click Yes.



- If you forget to save your project template to a project category, WordPerfect automatically places it in the first project category in the project list.
- 

### To edit a project template description

- 1 On the Template toolbar, click the Description button on the Template toolbar in the project template whose description you want to edit.  
If the Template toolbar is not showing, click View, Toolbars, then click the Template toolbar.
- 2 In the Description box, type a description.  
The project template description displays in the list of project templates.

## Storing project templates

You can change the default location and names for project templates.

### To change the default location and names for project templates and additional objects templates

- 1 Click Tools, Settings.
- 2 Click Files.
- 3 Click the Template tab.

- 4 Click the Browse button to change the default item for any of the following:
  - Default Template Folder
  - Default Template
  - Additional Template Folder
  - Additional Object Template
- 5 Click OK.
- 6 Click the Close button to return to the main Document Window.



- If you want WordPerfect to overwrite your default template whenever the additional objects template changes, enable the Update Default Template From Additional Objects Template check box in the Template tab section of the Files Settings dialog box.
- 

## Running project templates

After you have created and saved a template, close the project template and save any changes that were made. Then, you can run the template to see if it has been set up correctly. When you run the project template, WordPerfect automatically fills in any triggers, prompts, and macros you have inserted into the project template. For more information about template triggers, see “Triggering macros from templates” on page 566.

### To run a template

- 1 Click File, New From Project.
- 2 Choose Custom WP Templates from the list box.
- 3 Choose the template you want to run, then click the Create button.

If you defined prompts for your template, you will be prompted to fill in information in the Template Information dialog box.

- 4 Add the appropriate text and graphics to your document.

## Using project lists and categories

You can use project categories, which are groups of project templates, to store your projects together under a common name. Under these categories, a list of project templates appears which is known as the project list. WordPerfect lets you create, rename, and delete project categories. You can add, copy, move, and remove project templates from project categories.



WordPerfect also lets you add frequently used project templates to a category specifically designed for frequently used project templates: the Favorites category.

## Using templates in project categories

You can use project categories to group your project templates together under a common name. WordPerfect allows you to add project templates to a project category from a file management dialog box. You can copy, move, and remove templates and projects from project categories. You can also add frequently used projects to a category specifically designed for frequently used projects: the Favorites category.

### To add a project template to a project category

- 1 Open a file management dialog box.  
If the Menu Bar is not displayed, click the Toggle Menu On/Off button.
- 2 Click the project template you want to add to a project category.
- 3 Click File, Copy To Folder.
- 4 Choose the drive where \PROGRAM FILES\COREL\WORDPERFECT OFFICE 2000\TEMPLATE\CUSTOM WP TEMPLATES is stored from the Look In list box.
- 5 Double-click the Custom WP Templates folder in which the file is stored.
- 6 Click the Copy button.

### To copy a project template to a different project category

- 1 Click File, New From Project.
- 2 Click the Create New tab.
- 3 Choose the category where the project template is stored from the first list box.
- 4 Choose the project template from the second list box.
- 5 Click Options, Copy Project, then click the project category to which you want to copy the project template.

### To move a project template to a different category

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Click Options, Move Project, then click the project category to which you want to move the project template.

### To remove a project template from a project category

- 1 Follow steps 1 to 4 from “To copy a project template to a different project category.”
- 2 Click Options, Remove Project, then click the project category from which you want to remove the project template.
- 3 In the Remove This Project From The Current Category dialog box, ensure the Display Name and Project Filename boxes display the project template you want to remove.

### To add frequently used project templates or projects to the Favorites category

- 1 Follow steps 1 to 4 from “To copy a project template to a different project category.”
- 2 Choose the project template you want to add to the favorites category from the second list box.
- 3 Click the Copy To Favorites button.



- When you remove a project template from a project category, you are not deleting the actual project template file.
  - If you create a folder in the \PROGRAM FILES\COREL\WORDPERFECT OFFICE 2000\TEMPLATE\CUSTOM WP TEMPLATES folder, it appears as a category. Any template files you move to that folder are listed in the category.
- 

## Creating, renaming, and deleting project categories

WordPerfect allows you to manage your project templates by using project categories. Project categories are groups of project templates that allow you to group your project templates together under a common name. WordPerfect lets you create, rename, and delete project categories.

### To create a project category

- 1 Click File, New From Project.
- 2 Click the Create New tab.
- 3 Click Options, Create Category.
- 4 In the Display Name box, type the name of the project category.



- If you create a folder in the \PROGRAM FILES\COREL\WORDPERFECT OFFICE 2000\TEMPLATE\CUSTOM WP TEMPLATES folder, it appears as a category. Any template files you move to that folder are listed in the project category.
- After you create a category, you can copy projects and templates to it.

### **To rename a project category**

- 1 Follow steps 1 to 2 from the previous procedure.
- 2 Choose the category you want to rename from the first list box.
- 3 Click Options, Rename Category.
- 4 In the Display Name box, type the name of the project category.

### **To delete a project category**

- 1 Follow steps 1 to 2 from “To create a project category.”
- 2 Choose the category you want to rename from the first list box.
- 3 Click Options, Remove Category.
- 4 In the Display Name box, ensure the name of the project category you want to delete appears.



- When you delete a project category, the projects and templates in it are not deleted. They are saved in the [Deleted Projects] category and can then be moved to other project categories.

## **Automating templates**

Templates automate the process of creating documents. There are a variety of automation features that can be included in a template, such as QuickCorrect, QuickWords, QuickMarks, prompts, and macros.

Many WordPerfect templates automatically prompt for and fill in information by replacing the prompts (that is, the text between brackets). After you create the prompts that you want, you must paste them into their respective locations in the template. You can also modify prompts, change the order of prompts, and delete prompts. In addition to standard prompts, WordPerfect can create prompts for personal information and CorelCENTRAL Address Book information. For more information about the CorelCENTRAL Address Book, see the online Help for CorelCENTRAL.

In order for WordPerfect to fill in any triggers, prompts, and macros you have inserted into the template, you must “run” the template. For information about running project templates, see “Saving, storing, and running project templates” on page 534. To save you from unnecessarily scrolling through documents, WordPerfect allows you to determine where the insertion point appears after you run a template by setting a QuickMark. For more information about QuickMarks and bookmarks, see “Using bookmarks and QuickMarks” on page 47.

## Using template prompts

Many WordPerfect templates automatically prompt for and fill in information by replacing the prompts (that is, the text between brackets).

The Prompt Builder allows you to create a dialog box that requests information for template prompts. The Prompt Builder defines the prompts that will appear in the Template Information dialog box when you open the templates. Template prompts can be linked to fields in the CorelCENTRAL Address Book which lets you easily extract Personal Information. You can enter up to 159 characters for any prompt. Template prompts can be based on any of the following:

- Personal information — WordPerfect automatically inserts personal information from your CorelCENTRAL Address Book’s personal listing. Personal Information prompts are linked to fields in the current personal information entry. Personal Information prompts appear in <angle> brackets. These prompts do not appear in the Template Information dialog box.
- Prompted information — WordPerfect uses these types of prompts for information that you will change every time you use the template. When you use Prompted Information prompts, you must enter information into text boxes when you use the template. Once you enter the information for these prompts, they are automatically inserted in the correct locations in the template. These prompts appear in [square] brackets.
- Address Book — WordPerfect uses these prompts to automatically retrieve address book information from another listing in the CorelCENTRAL Address Book and to insert this information into the Template Information dialog box and then into the template. Address book prompts work just like standard prompts. For more information about CorelCENTRAL Address Books, see the CorelCENTRAL online Help.

## Creating and pasting template prompts

Many WordPerfect templates automatically prompt for and fill in information by replacing the prompts (that is, the text between brackets). After you create the prompts that you want, you must paste them into their respective

locations in the template. For information about modifying prompts, changing the order of prompts, and deleting prompts, see “Modifying, rearranging, and deleting template prompts” on page 542. The Template toolbar gives you access to various template functions. For example, you can create, add, and paste prompts using the template toolbar.

### **To create template prompts**

- 1 Click Build Prompts on the Template toolbar.  
If the Template toolbar is not displayed, click the View, Toolbars, then click Template.
- 2 Click the Add button.
- 3 In the Prompt box, type a name for the prompt.

### **To add a prompt that inserts Core!CENTRAL Address Book information**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click Link To Address Book Field.
- 3 Click the item you want to insert.
- 4 Choose a category from the Link To Address Book Field list box.

### **To add personal information prompts**

- 1 Click the Build Prompts button on the Template toolbar.
- 2 Position the cursor where you want the prompt to be located in the template.
- 3 Click the Personal button.
- 4 Choose the field you want to insert from the Personal Fields dialog box.
- 5 Click Paste, then Close.
- 6 Click OK to close the Prompt Builder dialog box.

### **To paste prompts**

- 1 Follow steps 1 to 2 from the previous procedure.
- 2 Choose a prompt from the Template Prompts list box.
- 3 Click the Paste button.



- For the Prompt Builder to work, you must have the Prompts.WCM macro in your macros folder.
- 

## Modifying, rearranging, and deleting template prompts

You can modify prompts, change the order of prompts, and delete prompts.

### To modify template prompts

- 1 Click the Build Prompts button on the Template toolbar.  
If the Template toolbar is not displayed, click View, Toolbars, then click Template.
- 2 Choose a prompt from the Template Prompts list box.
- 3 Click the Edit button.
- 4 In the Prompt box, type a name for the prompt.

### To change prompt order

- 1 Click the Build Prompts button on the Template toolbar.  
If the Template Property Bar is not displayed, click View, Toolbars, then click Template.
- 2 Click one of the following buttons:
  - Move Up — moves the prompt up
  - Move Down — moves the prompt down

### To delete prompts

- 1 Follow steps 1 to 2 from “To modify template prompts.”
- 2 Click the Delete button.



- When you delete a prompt, it is deleted from the Template Prompts list and the location it was inserted in the template.
- 

## Setting and finding QuickMarks in a project template

You can determine where the insertion point appears after the project template prompts have been filled in by setting a QuickMark in a project template. For instance, if you don't want to scroll through a long document or project template before you start working, you can insert a QuickMark.

WordPerfect also allows you to set a QuickMark automatically each time you save. Each document or project template can have only one QuickMark. If you want to mark multiple locations in a document or project template, you should use bookmarks. For information about QuickMarks and bookmarks, see “Using bookmarks and QuickMarks” on page 47.

### To set a QuickMark in a project template

- 1 Position the insertion point where you want the QuickMark to appear when you open or run the project template.
- 2 Click Tools, Bookmark.
- 3 Click the Set QuickMark button.



- You can also set a QuickMark by pressing CTRL + SHIFT + Q.
- 

### To automatically insert a QuickMark each time you save a project template

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable the Set QuickMark On File Save check box.



- The QuickMark always appears at the insertion point location before the project template was saved.
- 

### To find a QuickMark in a project template

- 1 Click Tools, Bookmark.
- 2 Click the Find QuickMark button.

## Using template objects

You can add the following objects to project template you create: menus, toolbars, macros, QuickWords, styles, and keyboards. For information about QuickWords, see “Creating QuickWords” on page 151. WordPerfect allows you to remove objects and copy them from other templates to the template you are creating. You can have WordPerfect store these template objects with the active template or an additional objects template.

The additional objects template is a second default template that stores objects, such as keyboards, menus, template macros, toolbars, and styles.

You can use these objects in addition to or in place of those in your default template. The additional objects are made available, but they do not overwrite the default template. However, you can choose to update the default template from the additional objects template. A system administrator enables this option, then use a network template as an additional objects template and have it overwrite users' default templates.

Also, you can associate template objects, such as toolbars, menus, and keyboards, with a feature so that they appear only when you use that feature. For example, in the standard template the Merge toolbar is associated with the Merge feature. It appears only when you work with a data or form file for a merge. You can only associate macros with macro triggers, which play the macro as you use the template. For more information about triggering macros, see “Triggering macros from templates” on page 566.

## Copying and removing project template objects

When you create a project template, you can add the following objects to the project template: menus, toolbars, macros, QuickWords, styles, and keyboards. WordPerfect lets you copy these objects from one project template to another and lets you remove them from templates by using the Template toolbar. The Template toolbar gives you access to various template functions, such as copying and removing objects, and building prompts.

### To copy objects to a project templates

- 1 On the Template toolbar, click the Copy/Remove Object button.  
If the Template Property Bar is not displayed, click View, Toolbars, then click Template.
- 2 Choose the template from which you want to copy from the Template To Copy From list box.
- 3 Choose an object type from which you want to copy from the Object Type list box.
- 4 Choose the objects from which you want to copy from the Source list box.
- 5 Click one of the following buttons:
  - Copy — copies only selected items in the Source list box
  - Copy All — copies all items in the Source list box
- 6 Click Close.





- Unless you specify a different template, the toolbars, macros, keyboards, styles, and menus are copied from the standard template.
- Only template macros that you have created in that template or copied to the template appear in the macros list.

### To remove objects from a project template

- 1 On the Template toolbar, click the Copy/Remove Object button.  
If the Template Property Bar is not displayed, click View, Toolbars, then click Template.
- 2 Choose the template from which you want to remove the object from the Template To Copy From list box.
- 3 Choose an object type from which you want to remove the object from the Object Type list box.
- 4 Choose the objects that you want to remove from the Destination list box.
- 5 Click one of the following buttons:
  - Remove — removes only selected items in the Destination list box
  - Remove All — removes all items in the Destination list box
- 6 Click Close.



- You cannot remove objects associated with the main Document Window.

### Associating toolbars, menus, and keyboards with your template

When you create a template, you can add the following objects to the template: menus, toolbars, macros, QuickWords, styles, and keyboards. You can associate objects, such as toolbars, menus, and keyboards, in your project template with a WordPerfect feature so that they appear only when you use that feature. You can also associate features with toolbars, menus, and keyboard. WordPerfect allows you to copy toolbars, menus, and keyboards from one project template to another.

### To associate a project template with toolbars, menus, and keyboards

- 1 Click Tools, Settings.
- 2 Click Customize.

- 3 Click one of the following tabs:
  - Toolbars
  - Menus
  - Keyboards
- 4 Click the Copy button.
- 5 Choose the template from which you want to copy from the Template To Copy From list box.
- 6 Choose the toolbar, menu, or keyboard you want to copy from the Select Toolbars To Copy list box.
- 7 Choose the template to which you want to copy from the Template To Copy To list box.
- 8 Click the Copy button.



- Unless you specify a template, the current template is associated with the item.
- 

### **To associate features with toolbars, menus, and keyboards**

- 1 On the Template toolbar, click the Associate button.  
If the Template Property Bar is not displayed, click View, Toolbars, then click Template.
- 2 Choose a feature from the Items To Associate list.
- 3 Choose an item to associate with a feature from one of the following list boxes:
  - Macros
  - Menus
  - Keyboards



- Only objects that you have created in your template or copied to your template appear in the Items to Associate list.
- 

### **To copy a toolbar, menu, or keyboard to another project template**

- 1 Click Tools, Settings.

- 2 Click the Customize button.
- 3 Click one of the following tabs:
  - Toolbars
  - Menus
  - Keyboards
- 4 Click Copy.
- 5 Choose the template from which you want to copy from the Template To Copy From list box.
- 6 Choose the toolbars, menu, or keyboard you want to copy from the Select Toolbars To Copy list box.
- 7 Choose the template to which you want to copy from the Template To Copy To list box.
- 8 Click Copy.



- Click and drag to select several items that are together, or press CTRL as you click to select individual items.
- 

## Working with an additional objects template

The additional objects template is a second default template that stores objects, such as keyboards, menus, template macros, toolbars, and styles. You can set the additional objects template to overwrite the Default template continually. You can also set a default folder for the additional objects template.

### To select an additional objects template

- 1 Click Tools, Settings.
- 2 Click Files.
- 3 Click the Template tab.
- 4 Choose the drive where the additional objects template is stored from the Additional Template Folder browse box.
- 5 In the additional objects template list box, double-click the name of the file you want to set as the additional objects template.
- 6 Enable the Update Default Template From additional objects template check box if you want to replace the default template.

### To use the additional template folder

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the Additional Template Folder, click the Browse button.
- 3 Choose the drive where the template is stored from the Look In list box.
- 4 Double-click the folder in which the template is stored.
- 5 Double-click the template name.
- 6 Click OK, then click Close to return to the main Document Window.



- The additional objects template does not normally replace the default template. One example of replacing the default template is when there are many users on a network that use the same template objects. The system administrator can select this option and create a network additional objects template that replaces every user's default template.

### Using QuickWords in project templates

WordPerfect lets you create QuickWords in project templates. You can use QuickWords to type a few characters, or one or two words, to represent other information, such as an address or a company logo. QuickWords are not case-sensitive. For example, typing “dkb” and “DKB” will insert the same QuickWord entry. You can use QuickWords for abbreviations that include formatting, such as columns, borders, graphic boxes, or various font attributes. For more information about QuickWords, see “Creating QuickWords” on page 151.

### To create QuickWords in project templates

- 1 Create the formatted text or graphic you want to make into a QuickWord.
- 2 Select the text or graphic.
- 3 Click Tools, QuickWords.
- 4 In the Abbreviated Form section, type the keystrokes you wish to use to summon your text or graphics.
- 5 Make sure that you have the Expand QuickWords When You Type Them check box enabled.
- 6 Click the Add Entry button.



- QuickWords replaces the Abbreviations feature from previous versions of WordPerfect.
  - QuickWords cannot be created for use only in a specific template. When you create QuickWords, they are available across all templates.
- 

## Using the PerfectExpert

WordPerfect 9 comes with its own built-in expert, which is ready to help you with many tasks. The PerfectExpert includes the best features of QuickTasks, templates, and Coaches, combined with information from online Help and the power of a natural language interface to assist you with everyday tasks. The PerfectExpert allows you to create complex documents quickly, using professionally designed templates.

The PerfectExpert can guide you through a detailed project, such as creating a résumé (even if you want to use other suite applications to create parts of the document), or it can guide you through a smaller task, such as inserting a clipart image.

The PerfectExpert even provides you with galleries of professionally designed documents to choose from, and you can change the layout and content in any number of ways to match your needs.

The following section provides information on opening and closing the PerfectExpert panel. For further information about PerfectExpert, see the online Help included with the PerfectExpert.

### Opening and closing the PerfectExpert

The PerfectExpert can guide you through a detailed project and smaller tasks. By using the PerfectExpert, you can create complex documents quickly, using professionally designed templates. You can open and close the PerfectExpert from inside the WordPerfect application.

#### To display the PerfectExpert panel

- Click Help, PerfectExpert.

A check mark next to the PerfectExpert menu command indicates that the PerfectExpert is enabled.

**To close the PerfectExpert panel**

- Click Help, PerfectExpert.

No check mark next to the PerfectExpert menu command indicates that the PerfectExpert is disabled.



## RECORDINGS, MACROS, AND AUTOMATION FEATURES

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# 16

You can use macros to perform repetitive or complex tasks automatically. A macro performs a series of instructions in WordPerfect. For example, you can create a macro that retrieves a file, gives it a new name, and saves it to another format. Then, you can play the macro to repeat the action. You can record mouse selections and keystrokes, type text, or insert macro commands.

A macro can consist of keystrokes, programming commands, product commands, and comments. The simplest way to create a macro is to “record” the keystrokes in WordPerfect. You can also write a macro if you want to include non-recordable tasks. (For example, you can define a macro to play until a certain event happens.)



- The WordPerfect macro command guide is available in the Reference information section of the WordPerfect online Help. For information about the list of product commands, see WordPerfect Macros Help. For information about the list of programming commands, see PerfectScript Macros Help.
- The WordPerfect Office 2000 Software Developer’s Kit (SDK) is a set of tools that lets software developers customize WordPerfect Office 2000 applications for commercial or business use. The SDK is located on the WordPerfect Office 2000 installation CD in the D:\SDK folder (where “D” is the letter that corresponds to the CD-ROM drive).

The SDK includes the online Help for the SDK, OLE automation samples, PerfectScript tools, code generation wizards for third-party add-ons, utilities to monitor events, and a file format parsing tool.

- The *PerfectScript & Macros User Guide* in the WordPerfect Office 2000 Reference Center contains more information about macros and programming. For more information about the Reference Center, see “Using the Corel Reference Center” on page 6.
- 

### Three types of macros

You can create three types of macros:

- A WordPerfect macro — is stored in the document it applies to or in a macro library file. Create this macro when your task is contained within WordPerfect.
- A PerfectScript macro — is stored with a .WCM file extension. This macro is useful if you want to interact with other WordPerfect Office 2000 applications, such as Quattro Pro and Corel Presentations.
- Visual Basic for Applications (VBA) — lets you develop scripts that are saved in specific projects that use a robust version of the Visual Basic programming language. You can access the VBA editor from WordPerfect.

PerfectScript macros are written using PerfectScript, the common macro language for all applications in WordPerfect Office 2000. PerfectScript is a command-based language. When you record a macro, you record the results of keystrokes or mouse selections instead of recording the keystrokes themselves. For example, instead of recording each keystroke required to change the top margin of a page to 2" (5.1 cm), the macro records the following command:

```
MarginTop (MarginWidth:2.0")
```

PerfectScript also includes programming commands that direct the function of the macro. These commands let you prompt for user input, make decisions based on conditions in a document, access system variables, and so on. Using programming commands with product commands can automate complex, long tasks.

WordPerfect lets you include the functionality of other applications in WordPerfect Office 2000 with the PerfectScript language. A macro written in one application can open another application and perform tasks, giving you tools to use Quattro Pro, Corel Presentations, and WordPerfect together. For more information about PerfectScript, see “Working from the PerfectScript utility” on page 594.



## QuickMacros and macros

QuickMacros and macros automate application tasks. For example, WordPerfect macros automate tasks, such as setting margins, selecting a font, or creating a merge file. Macro tasks consist of instructions called statements. There are several kinds of statements: assignments, conditions, loops, comments, and commands. For example,

```
MarginLeft (1.0")
```

```
MarginRight (1.0")
```

are WordPerfect commands that set one-inch left and right margins. Each command represents one instruction or statement. The simplest macro consists of only one statement. Complex macros have hundreds of statements. The sequence of statements determines how a macro performs its tasks.

An easy way to create a macro is to record a task in WordPerfect. When you record a macro, you convert actions into macro commands. These are stored until you need them. Use the shortest steps possible to perform your task.

To include programming commands, or non-recordable actions, you must edit the macro after you record it. If you record a macro and want to make changes to it, you can edit the macro, record the macro again, or use the Undo function in the Edit menu. For more information about editing macros, see “Editing and deleting macros” on page 597.

You can instruct WordPerfect to pause while playing a macro if you want the macro to stop playing. This can be useful if you want to allow users time to type in text when they run the macro. When you play the macro, it runs until it reaches the PauseKey command. After you have finished entering text, you can press ENTER to resume playing the macro. For information about recording macros, see “Recording macros” on page 554.

### Recording QuickMacros

A QuickMacro is a temporary macro that you can record, but you don’t need to save. WordPerfect stores a QuickMacro in your computer’s memory for a current WordPerfect session only.

#### To record a QuickMacro

- 1 Click Tools, Template Macro, Record.
- 2 Click the Record button without entering a macro name in the Name box.
- 3 Perform the task you are recording.

### To stop recording a QuickMacro

- Click Tools, Template Macro, Record.

## Playing QuickMacros

When you record a new QuickMacro, an existing QuickMacro is replaced. You can't edit a QuickMacro or save it to a template.

### To play a QuickMacro

- 1 Click Tools, Template Macro, Play.
- 2 Click the Play button without entering a macro name in the Name box.



- WordPerfect records both the keyboard and mouse actions you make. However, you must use the keyboard instead of the mouse to position the insertion point in the Document Window.
- 

## Recording macros

When you record a macro, you convert actions into macro commands. WordPerfect records both the keyboard and mouse actions you make. However, you must use the keyboard instead of the mouse to position the insertion point in the Document Window. To include programming commands, or non-recordable actions, you must edit the macro after you record it. For information about editing macros, see “Editing and deleting macros” on page 597.

### To record a macro

- 1 Click Tools, Macro, Record.
- 2 Type a name for the macro in the File Name box.
- 3 Click the Record button.
- 4 Perform the actions you want to record.

### To pause recording a macro

- Click Tools, Macro, Pause.

A check mark beside the Pause command indicates that the command is enabled.

### To resume recording a macro

- Click Tools, Macro, Pause.

No check mark beside the Pause command indicates that the command is disabled.

### To stop recording a macro

- Click Tools, Macro, Record.

A check mark beside the Record command indicates that the command is enabled.



- A macro is saved with a .WCM extension.
  - If you are recording a brand new macro, clicking Undo will not have the desired effect (the macro will retain the step that you tried to undo).
- 

## Saving and storing macros

WordPerfect allows you to store macros in any folder, including the default and supplemental macros folders. The default macros folder contains the macros with which WordPerfect was shipped. By default, WordPerfect's shipping macros are stored in C:\Program Files\Corel\WordPerfect Office 2000\Macros\wpwin where C represents the drive letter. You can use the supplemental macros folder as an additional folder to store macros.

### To change the default macros folder

- 1 Click Tools, Settings.
- 2 Click Files.
- 3 Click the Merge/Macro tab.
- 4 In the Default Macro Folder, click the Browse button.
- 5 Choose the drive where you want to store the macros from the Look In list box.
- 6 Double-click the folder in which you want to store the macros.

### To change the supplemental macros folder

- 1 Click Tools, Settings.
- 2 Click Files.
- 3 Click the Merge/Macro tab.

- 4 In the Supplemental Macro Folder, click the Browse button.
- 5 Choose the drive where you want to store the supplemental macros from the Look In list box.
- 6 Double-click the folder in which you want to store the macros.

## Playing macros

WordPerfect allows you to play and pause the play of macros. You can play a macro to repeat the sequence of steps for a task you want to perform. Before you can play a macro, however, it must be compiled with a compiler. For information about compiling macros, see “Compiling macros” on page 591.

### To play a macro

- 1 Click Tools, Macro, Play.
- 2 Choose the folder where the file is stored from the Look In list box.
- 3 Double-click the filename of the macro you want to play.



- The Macro submenu displays the last four macros you have played.
  - A macro you record may not play properly in every situation. Some macros depend on certain options or settings. When a macro cannot play, a message may appear, indicating the reason and the line number(s) in the macro you can check.
- 

### To pause playing a macro

- Click Tools, Macro, Pause.

### To resume playing a macro

- Click Tools, Macro, Pause.

### To play a macro multiple times

- 1 Click Edit, Repeat Next Action.
- 2 In the Number Of Times To Repeat Next Action box, type a value.  
If you want WordPerfect to use this value as a default, click the Use As Default button.

## Creating a pause in a macro

You can instruct WordPerfect to pause while playing a macro. This can be useful if you want to allow users time to type in text when they run the macro. When you play the macro, it runs until it reaches the PauseKey command. After you have finished entering text, you can press ENTER to resume playing the macro. For information about recording macros, see “Recording macros” on page 554.

### To make WordPerfect pause while running a macro

- 1 Record a macro.
- 2 When you arrive at the place where you want WordPerfect to pause the macro, click Tools, Macro, Pause.

The Macro Record message on the Application Bar changes to Record Pause.

- 3 When you want to resume recording, click Tools, Macro, Pause.

## Using macros included with WordPerfect

WordPerfect 9 comes with many predefined macros. The following list describes some macros included with WordPerfect. Many of the macros can be played by clicking buttons on the Shipping Macros toolbar. For information about using the various macros toolbars, see “Using toolbars for macros” on page 559. For more information about playing macros, see “Playing macros” on page 556.

Macro	Description
ADRS2MRG.WCM	Copies the address book (for automated templates) into a merge data file.
ALLFONTS.WCM	Creates a document that lists every font available to the current printer and shows sample text in each font.
CHECKBOX.WCM	Inserts a check box in the document that you can click to add or remove a check mark.
CLOSEALL.WCM	Closes all open documents and prompts you to save the modified ones.
CTRLM.WCM	Activates the Macro Command Browser.
CVTDOCS9.WCM	Lets you convert multiple documents from another document type to WordPerfect 9 format.
ENDFOOT.WCM	Converts endnotes to footnotes in the document or selected text. To run this macro, your cursor must be outside of the footnote or endnote box (that is, your cursor must be in the main body of the page).

EXPNDALL.WCM	Expands all abbreviations in the document at one time.
FILESTMP.WCM	Places the filename and path of the current document in a header or footer.
FLIPENV.WCM	Create an envelope rotated 180 degrees (text is upside down). On printers with a large trailing margin, this lets you print the return address 0.25" from the edge.
FONTDN.WCM	Decreases the font size of the selected text by 2 points.
FONTUP.WCM	Increases the font size of the selected text by 2 points.
FOOTEND.WCM	Converts footnotes to endnotes in the document or in selected text.
LONGNAME.WCM	Changes the name of selected documents from the DOS (8.3) filename to a long filename based on the Document Summary description.
PARABRK.WCM	Inserts symbols or small graphics as paragraph breaks. The graphics are centered on the blank line between paragraphs.
PLEADING.WCM	Creates lines and numbers for pleading documents.
PROMPTS.WCM	Helps you create prompts for automated templates.
REVERSE.WCM	Creates white text on black background (or uses other color combinations) in selected text or table cells.
SAVEALL.WCM	Prompts you to save open documents.
SAVETOA.WCM	Saves the current document and makes a copy of it on the diskette in drive A.
TCONVERT.WCM	Converts Corel WordPerfect 6.0 for Windows templates that used the _AUTOFIL.WCM macro.
UAWP9EN.WCM	Used by the PerfectExpert. DO NOT delete this macro from the macros folder.
WP_ORG.WCM	Creates an organization chart in WordPerfect.
WP_PR.WCM	Sends a WordPerfect outline to Corel Presentations.



- The macros included with WordPerfect Office 2000 can be used as a basis for writing your own macro. For information about creating your own macros, see “Writing and editing macros using PerfectScript” on page 579.
- In order to run the Footend or Endfoot macros (see Shipping Macros Toolbar), your cursor must be outside of the footnote or endnote box (that is, your cursor must be in the main body of the page).

## Using toolbars for macros

WordPerfect has three toolbars associated with macros: the Macro Toolbar, the Shipping Macros Toolbar, and the Macro Tools Toolbar. You can use the Macro Toolbar to stop, record, play, and pause macros. The Macro Toolbar also lets you insert system variables, product commands, and programming commands; save and compile the macro; insert merge and find and replace codes; change how the macro is saved; close the macro; or hide the Macro Toolbar. For more information, see “Recording macros” on page 554, “Playing macros” on page 556, and “Writing and editing macros using PerfectScript” on page 579.

### To view the Shipping Macros Toolbar

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Toolbars tab.
- 4 In the Available Toolbars list, enable the Shipping Macros check box.

### To view the Macro Tools Toolbar

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the Available Toolbars list, enable the Macro Tools check box.

### To view the Macro Toolbar

- Click Tools, Macro, Macro Toolbar.

A check mark beside the Macro Toolbar command indicates that the command is enabled.

### To hide the Macro Toolbar

- Click Tools, Macro, Macro Toolbar.

No check mark beside the Macro Toolbar command indicates that the command is disabled.



- If you want to access commands on the Macro Toolbar or the Template Macro Toolbar, you must press ALT + SHIFT and the letter on the desired button. For instance, to access the Codes button command, you must press ALT + SHIFT + O.
-

### To view the Template Macro Toolbar

- Click Tools, Template Macro, Template Macro Toolbar.





A check mark beside the Template Macro Toolbar command indicates that the command is enabled.

### To hide the Template Macro Toolbar

- Click Tools, Template Macro, Template Macro Toolbar.

No check mark beside the Template Macro Toolbar command indicates that the command is disabled.

### To use the Macro Toolbar

Click...	To...
	Stop recording or playing a macro
	Begin recording in the current document
	Play the current macro
	Pause while recording or playing a macro
Dialog Editor	Display the editor for customizing dialog boxes
Commands	Insert system variables, product commands, and programming commands at the insertion point
Save & Compile	Save and compile the macro
Codes	Insert merge and Find & Replace codes
Options	Change how the macro is saved, close the macro, or hide the Macro Toolbar

## Using template macros

You can record a macro as a file on disk or in a template. Template macros are macros attached to a template and are saved as part of that template file. They can be played only from that template and are not listed with standard macros.

You can record, play, or edit a template macro. You can assign template macros to keystrokes, toolbars, menus, or property bars. For more information customizing WordPerfect's keystrokes, toolbars, menus, and property bars with macros, see "Customizing WordPerfect macros" on page 569.

You can instruct WordPerfect to pause while playing a template macro if you want the template macro to stop playing. This can be useful if you want to



allow users time to type in text when they run the template macro. When you play the macro, it runs until it reaches the `PauseKey` command. After you finish entering text, you can press `ENTER` to resume playing the macro. For information about recording template macros, see “Recording and storing template macros” on page 562.

The `TemplateFill()` macro command displays a dialog box that lets you enter template data. This dialog box varies depending on the fields required for the current template. If personal information is not specified, this command first prompts you to specify personal information regardless of what data the current template requires. If the current template does not require data other than personal information, and the personal information has been set, this command updates the personal information in the document without displaying the dialog box. If the current document is not based on an automated template, and the personal information has been set, this command does nothing.

Only macros that have been added to the template can be used with triggers. A trigger specifies when a macro plays in a template (for example, before you close a document).

Macros on disk cannot be associated with a trigger. Running the Prompt Builder associates the Post New trigger with `<dofiller>`, the feature that runs the Prompts dialog box. If the Post New trigger is associated with a template macro, use the `TemplateFill()` macro command in that template macro to activate the DoFiller feature.

If you want DoFiller to run when you are using a template macro, you need to add the `TemplateFill` macro command. The position of this command is important because macro execution is generally sequential. For example, if you want to insert a macro in a template that adds a date code to your document, you need to let the macro place the date code prior to your filling out the template prompts.

## Adding macros to a template

There are three ways to add a macro to a template. You can add a template macro from another template, you can add a macro from a macro file stored on disk, or you can record a template macro from scratch. For information about adding macros from a disk, see “Using macros included with WordPerfect” on page 557. For information about recording macros, see “Recording and storing template macros” on page 562.

### To add a template macro from another template

- 1 Click File, New From Project.
- 2 Choose a category from the first list box, then choose a template from the second list box.

- 3 Click Options, Edit WP Template.
- 4 On the Template toolbar, click the Copy/Remove Object button.  
If the Template toolbar is not displayed, click View, Toolbars, then enable the Template check box.
- 5 Choose the template that contains the macro from the Template To Copy From list box.
- 6 Choose Macros from the Object Type list box.
- 7 Choose the macro you want to copy from the Source list box.
- 8 Click one of the following buttons:
  - Copy — copies only selected items in the Source list box
  - Copy All — copies all items in the Source list box
- 9 Click Close.

#### **To add a macro from a disk**

- 1 Follow steps 1 to 5 from the previous procedure.
- 2 Choose Macros On Disk from the Object Type list box.
- 3 In the Macros On Disk section, click the Browse button.
- 4 Choose the drive where the macro is stored from the Look In list box.
- 5 Double-click the folder in which the macro is stored.
- 6 Click Select.
- 7 Click one of the following buttons:
  - Copy — copies only selected items in the Source list box
  - Copy All — copies all items in the Source list box
- 8 Click Close.

### **Recording and storing template macros**

WordPerfect allows you to record macros for specific templates and select specific templates as the default location to which you can record macros. You can only view the macros saved with the current template.

#### **To record a template macro**

- 1 Click Tools, Template Macro, Record.
- 2 Type the name of the macro in the Name box.

- 3 Click the Location button.
- 4 Enable one of the following buttons:
  - Current Template — specifies the current template to record a template macro to
  - Default Template — specifies the default template to record a template macro to
- 5 Enable the Use As Default check box if you want to record a template macro to the enabled location by default.
- 6 Click OK.
- 7 Click the Record button.
- 8 Perform the task you want to record.

### **To pause a template macro you are recording**

- Click Tools, Template Macro, Pause.

A check mark beside the Pause command indicates that the command is enabled.

### **To resume playing a template macro**

- Click Tools, Template Macro, Pause.

No check mark beside the Pause command indicates that the command is disabled.

### **To stop recording a template macro**

- Click Tools, Template Macro, Record.

No check mark beside the Record command indicates that the command is disabled.

### **To view the macros that are saved with the current template**

- Click Tools, Template Macro, Play.

The macros saved with the current template are listed in the Macros In Template box.



- If you are recording a brand new macro, clicking Undo will not have the desired effect (the macro will retain the step that you tried to undo).
-

## Playing template macros

WordPerfect includes several templates with macros that are ready to use. You can pause a template macro if you need to interrupt the macro you are playing. You cannot play a template macro until you save and exit the template to which it is attached.



- The following procedure provides instructions for playing a template macro from a document created from a template.

### To play a template macro

- 1 Click File, New From Project.
- 2 Choose a category from the first list box.
- 3 Choose a template from the second list box.
- 4 Click Create.
- 5 Click Tools, Template Macro, Play.
- 6 Choose a macro from Macros In Template list.  
The macro name appears in the Name box.
- 7 Click the Play button.

### To pause a template macro

- Click Tools, Template Macro, Pause.  
A check mark beside the Pause command indicates that the command is enabled.

### To resume playing a template macro

- Click Tools, Template Macro, Pause.]  
No check mark beside the Pause command indicates that the command is disabled.

### To play a template macro multiple times

- 1 Click Edit, Repeat Next Action.
- 2 In the Number Of Times To Repeat Next Action box, type a value.  
If you want WordPerfect to use this value as a default, click the Use As Default button.

## Creating a pause in a template macro

You can instruct WordPerfect to pause while playing a template macro. This can be useful if you want to allow users time to type in text when they run the template macro. When you play the macro, it runs until it reaches the `PauseKey` command. After you have finished entering text, you can press `ENTER` to resume playing the macro. For information about recording template macros, see “Recording and storing template macros” on page 562.

### To make WordPerfect pause while running a template macro

- 1 Record a template macro.
- 2 When you arrive at the place where you want WordPerfect to pause the template macro, click **Tools, Template Macro, Pause**.  
  
The Macro Record message in the Application Bar changes to Record Pause.
- 3 When you want to resume recording, click **Tools, Template Macro, Pause**.

## Editing and deleting template macros

By editing template macros, you can add, edit, or delete macro commands. The same rules of syntax and conventions that apply to macros apply to template macros. For information about writing macros, see “Writing and editing macros using PerfectScript” on page 579. For information about compiling macros, see “Compiling macros” on page 591. For information about editing macros, see “Editing and deleting macros” on page 597.

### To edit a template macro

- 1 Click **File, New From Project**.
- 2 Select the template, then click **Options, Edit WP Template**.
- 3 Click **Tools, Template Macro, Edit**.
- 4 Choose the template macro you want to edit from the **Macros In Template** box.
- 5 Click the **Edit** button.
- 6 Add, edit, or delete macro commands.
- 7 Click the **Save & Compile** button on the **Template Macro Toolbar** to save your changes.  
  
To display the **Template Macro Toolbar**, click **Tools, Template Macro, Template Macro Toolbar**.
- 8 Click **Options, Close Macro** on the **Template Macro Toolbar**.

## To delete a template macro

- 1 Click Tools, Template Macro, Edit.
- 2 Choose the template macro you want to delete from the Macros In Template box.
- 3 Press DELETE.
- 4 Click the Yes button.



- You cannot delete template macros that are assigned to a toolbar, keyboard, or menu. WordPerfect deletes template macros from a template when you remove them from a toolbar, keyboard, or menu.

## Triggering macros from templates

You can play a macro as you use a template. To do this, record a template macro, then associate the macro with a trigger to start the macro.

For example, if you use a template to create letters, you can set a PRE PRINT trigger in the template that runs a spell-check macro. The macro then lets you spell-check your letters just before they print.

You can use the following macro triggers:

Trigger	Description...
POST CLOSE	Runs in the active window after you close a window.
POST NEW	Runs after you open a window by clicking File, New.
POST OPEN	Runs after you open a window by clicking File, Open.
POST PRINT	Runs after you send a print job to the printer.
POST STARTUP	Runs when you start WordPerfect. The macro must be associated with the default template.
POST SWITCH DOC	Runs in the active window after you switch from another window.
POST TABLES	Runs after you create a table structure in a document, but before you enter data in the table.
PRE CLOSE	Runs before you close the active window by clicking File, Close.
PRE NEW	Runs in the active window before you open another window by clicking File, New.
PRE OPEN	Runs in the active window before you open another window by clicking File, Open.

PRE PRINT	Runs after you click File, Print, but before the print job is generated.
PRE SWITCH DOC	Runs in the active window before you switch to another window.
PRE TABLES	Runs after you insert a table by clicking Insert, Table, but before the table structure is created in the current window.

### To insert a macro trigger in a template

- 1 Click File, New From Project.
- 2 Select the template, then click Options, Edit WP Template.
- 3 Click the Associate button on the Template toolbar.
- 4 Enable the Triggers button.
- 5 Choose one of the following triggers from the Items To Associate list box:

POST CLOSE	Runs in the active window after you close a window.
POST NEW	Runs after you open a window by clicking File, New.
POST OPEN	Runs after you open a window by clicking File, Open.
POST PRINT	Runs after you send a print job to the printer.
POST STARTUP	Runs when you start WordPerfect. The macro must be associated with the default template.
POST SWITCH DOC	Runs in the active window after you switch from another window.
POST TABLES	Runs after you create a table structure in a document, but before you enter data in the table.
PRE CLOSE	Runs before you close the active window by clicking File, Close.
PRE NEW	Runs in the active window before you open another window by clicking File, New.
PRE OPEN	Runs in the active window before you open another window by clicking File, Open.
PRE PRINT	Runs after you click File, Print, but before the print job is generated.
PRE SWITCH DOC	Runs in the active window before you switch to another window.
PRE TABLES	Runs after you insert a table by clicking Insert, Table, but before the table structure is created in the current window.

- 6 Choose the macro you want to associate with the trigger from the Macros list box.



- Only template macros that you have created in that template or copied to that template appear in the Macros list box.

## Adding the TemplateFill macro command

The `TemplateFill()` macro command displays a dialog box that lets you enter template data. This dialog box varies depending on the fields required for the current template. If personal information is not specified, this command first prompts you to specify personal information regardless of what data the current template requires. If the current template does not require data other than personal information, and the personal information has been set, this command updates the personal information in the document without displaying the dialog box. If the current document is not based on an automated template, and the personal information has been set, this command does nothing.

Only macros that have been added to the template can be used with triggers. A trigger specifies when a macro plays in a template (for example, before you close a document).

Macros on disk cannot be associated with a trigger. Running the Prompt Builder associates the Post New trigger with `<dofiller>`, the feature that runs the Prompts dialog box. If the Post New trigger is associated with a template macro, use the `TemplateFill()` macro command in that template macro to activate the DoFiller feature.

If you want DoFiller to run when you are using a template macro, you need to add the `TemplateFill` macro command. The position of this command is important because macro execution is generally sequential. For example, if you want to insert a macro in a template that adds a date code to your document, you need to let the macro place the date code prior to your filling out the template prompts.

### To add the TemplateFill macro command

- 1 Press CTRL + END to place the insertion point at the end of the macro document.
- 2 Press ENTER.
- 3 Type `TemplateFill()`.
- 4 Click the Save & Compile button on the Template Macro Toolbar.
- 5 Choose the drive where you want to save the macro from the list box.
- 6 Double-click the folder in which you want to save the macro.



- 7 Type the filename in the File Name box.
- 8 Click Options, Close Macro on the Template Macro Toolbar.

## Customizing WordPerfect macros

You can assign macros to keystrokes, menus, toolbars, and the Property Bar. You can also create hyperlinks that are attached to macros for easy access to and circulation of your documents.

You can use the Associate button on the Template toolbar if you want a specific toolbar to display when you are working with a specific macro or feature. Toolbars, menus, and keyboards can be associated with a predefined list of features. These associated items can be activated when the particular feature is used in a document. The Associate Features list has an option called Main. “Main” represents the toolbar, keyboard, and menu that will appear on the document screen when the template is first selected.

In the Associate dialog box, you can also associate macros with various triggers that execute when a particular event occurs inside WordPerfect. There are 13 predefined triggers that you can associate with macros (for example, Pre New, Post New, Pre Print, and Post Print). For a list of macro triggers, see “Triggering macros from templates” on page 566.

### Assigning macros to keystrokes

You can assign two types of macros to a keystroke: macros saved to a file and template macros. These types of macros can be macros that you have created and macros that are included with WordPerfect. WordPerfect also allows you to create keyboards based on the settings of an existing keyboard.

#### To assign a macro to a keystroke

- 1 Click Tools, Settings, then click Customize.
- 2 Click the Keyboards tab.
- 3 From the Available Keyboards list, choose a keyboard, then click the Edit button.
- 4 In the Choose A Shortcut Key list box, choose a key to which you want to assign the template macro.
- 5 Click the Macros tab, then click the Assign Macro To Key button.
- 6 Type the filename and path in the File Name box.
- 7 Click Select.
- 8 Click one of the following buttons:

- Yes — saves the macro without its full path
- No — saves the macro without its full path



- If you save a macro file without its full path, WordPerfect searches for the macro in the default folder, as specified in Files, Settings.

### **To create a keyboard with the same initial settings as an existing keyboard**

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Choose the keyboard from which you want to copy the settings from the Available Keyboards list.  
  
WordPerfect uses the settings from this keyboard in the new keyboard you create.
- 3 Click the Create button.
- 4 Type a name in the New Keyboard Name box.
- 5 Click OK.

### **Assigning macros to a menu**

You can assign two types of macros to a menu: macros saved to a file and template macros. These types of macros can be macros that you have created and macros that are included with WordPerfect. WordPerfect also allows you to create menus based on the settings of an existing menu.

#### **To assign a macro to a menu**

- 1 Click Tools, Settings, then click Customize.
- 2 Click the Menus tab, then choose a menu from Available Menus list.
- 3 Click the Edit button.
- 4 Click the Macros tab.
- 5 Click the Add Macro button.
- 6 Type the macro path name, then click the Select button.
- 7 Click one of the following:
  - Yes — saves the macro with its full path

- No — saves the macro without its full path
- 8 If you want the macro to appear under a menu, drag the new macro menu item over the menu of your choice. The blue line represents the macro. Drop the macro menu item where you want it to appear.

### **To create a menu with the same initial settings as an existing menu**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Menus tab.
- 3 Choose a menu from the Available Menus list.
- 4 Click the Create button.
- 5 Type a name for the new menu in the New Menu Name box.
- 6 Click OK.

### **Assigning macros to a toolbar button**

You can assign two types of macros to a toolbar button: macros saved to a file and template macros. These types of macros can be macros that you have created and macros that are included with WordPerfect. WordPerfect also allows you to edit the name and QuickTip of a button with text in it and with a drop-down menu, edit button images, and change the macro triggered by a button.

### **To assign a macro to a toolbar button**

- 1 Click Tools, Settings, then click Customize.
- 2 Choose a toolbar from the Available Toolbars list box.
- 3 Click the Edit button.
- 4 Click the Macros tab.
- 5 Click the Add Macro button.
- 6 In the File Name box, type the macro path and filename.
- 7 Click the Select button.
- 8 Click one of the following buttons:
  - Yes — saves the macro without its full path

- No — saves the macro without its full path
- 9 If you want the macro to appear under a menu, drag the new macro menu item over the menu of your choice. The blue line represents the macro. Drop the macro menu item where you want it to appear.

### **To edit the name and QuickTip of a button**

- 1 Right-click a button, then click Edit.  
The Toolbar Editor dialog box appears and allows you to customize a button.
- 2 Right-click the button you want to edit, then click Customize.
- 3 Type text in any of the following boxes:
  - Button Text — edits the text of the button
  - QuickTip — edits the QuickTip text of the button

### **To edit the image of a button**

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Edit button.  
The Image Editor dialog box appears.
- 3 Make changes in any of the following sections:
  - Colors — allows you to change the color of the button
  - Drawing Mode — allows you to choose between changing the image a single pixel at a time or filling the whole area
  - Zoomed Image — allows you to recreate the image

### **To change the macro triggered by a button**

- 1 Follow steps 1 and 2 from the “To edit the name and QuickTip of a button” procedure.
- 2 Click the Properties button.
- 3 Type the path and filename in the Macro Path box.



- If you save a macro file without its full path, WordPerfect searches for the macro in the default folder (specified in Files, Settings).
-

## Assigning macros to the Property Bar

You can assign two types of macros to the Property Bar: macros saved to a file and template macros. These types of macros can be macros that you have created and macros that are included with WordPerfect. WordPerfect also allows you to edit the Property Bar.

### To assign a macro to the Property Bar

- 1 Click Tools, Settings, then click Customize.
- 2 Click the Property Bars tab.
- 3 Choose a property bar from the Available Property Bars list box.
- 4 Click the Edit button.
- 5 Click the Macros tab, then click the Add Macro button.
- 6 Type the macro filename and path in the File Name box.
- 7 Click the Select button.
- 8 Click one of the following buttons:
  - Yes — saves the macro without its full path
  - No — saves the macro without its full path
- 9 Drag the button that represents the macro to position it on the Property Bar.

## Playing macros using hyperlinks

By creating a hyperlink that plays a macro, you can easily access, manage, and circulate internal documents. You can also edit the appearance of a hyperlink button.

### To create a hyperlink that plays a macro

- 1 Select the text or graphic you want to use as a hyperlink.
- 2 Click Tools, Hyperlink.
- 3 If you want the hyperlink to appear as a button, enable the Make Text Appear As A Button check box.
- 4 In the Document/Macro section, click the Browse button.
- 5 Choose the drive where the macro is stored from the Look In list box.
- 6 Double-click the folder in which you want to store the macro.
- 7 Click the Select button.



- The link appears as blue, underlined text if you do not make it look like a button. If you use a graphic, the text appearance does not change; you can click anywhere in the graphics box to play the macro.

### **To edit the appearance of a hyperlink button**

- 1 Right-click a hyperlink button.
- 2 Click one of the following:
  - Select Box — selects the button
  - Delete Box — deletes the button
  - Create Caption — creates a text box around the button
  - QuickFormat — changes the cursor to a paint brush
  - Caption — provides editing capabilities, such as caption position, width, and rotation, for the caption
  - Content — provides editing capabilities for the content of the button
  - Position — provides editing capabilities for the alignment of the button
  - Size — provides editing capabilities for the width and height of the button
  - Border/Fill — provides border, shadow, advanced, and fill editing features
  - Wrap — provides editing capabilities for text wrapping
  - Style — provides editing capabilities for the style of the button

### **Assigning template macros to keystrokes**

You can assign template macros to a keystroke. When you click the assigned button on the keyboard, the macro is launched. You can assign template macros to keystrokes using macros that you have created or macros that are included with WordPerfect.

#### **To assign a template macro to a keystroke**

- 1 Click File, New From Project.
- 2 Select the template, then click Options, Edit WP Template.
- 3 Click Tools, Settings, then click Customize.
- 4 Click the Keyboards tab.

- 5 From the Available Keyboards list, choose a keyboard, then click the Edit button.
- 6 In the Choose A Shortcut Key list box, choose a key to which you want to assign the template macro.
- 7 Click the Macros tab, then click the Assign Macro To Key button.
- 8 Type the filename and path in the File Name box.
- 9 Click one of the following buttons:
  - Yes — saves the macro without its full path
  - No — saves the macro without its full path

### **To remove a template macro from a keystroke**

- 1 Follow steps 1 to 5 from the previous procedure.
- 2 Choose a key to remove from the template macro from the Choose A Shortcut Key list box.
- 3 Click the Remove Assignment button.

### **To create a keyboard with the same initial settings as an existing keyboard**

- 1 Follow steps 1 to 4 from the “To assign a template macro to a keystroke” procedure.
- 2 Choose a keyboard from the Available Keyboards list.
- 3 Click the Create button.
- 4 Type a name for the new keyboard in the New Keyboard Name box.
- 5 Click the Location button, then enable one of the following buttons:
  - Current Template — saves the keyboard in the current template
  - Default Template — saves the keyboard in the default template

## **Assigning template macros to a menu**

You can assign template macros to a menu. When you click the macro in the menu, the macro is launched. You can assign template macros to menus using macros that you have created or macros that are included with WordPerfect. You can also edit the current menu and create a menu with the same initial settings as an existing menu.

### **To assign a template macro to a menu**

- 1 Click File, New From Project.
- 2 Select the WP template to which you want to assign a macro, then click Options, Edit WP Template.
- 3 Click Tools, Settings, then click Customize.
- 4 Click the Menus tab.
- 5 From the Available Menus list, choose a menu, then click the Edit button.
- 6 Click the Macros button, then click the Add Template Macro button.
- 7 Choose the template macro from the Macros In Template list, then click the Select button.
- 8 Click OK.
- 9 Drag the button that represents the template macro to the menu.

### **To edit the current menu**

- 1 Right-click the menu.
- 2 Click Settings.
- 3 Click the Edit button.

### **To create a menu with the same initial settings as an existing menu**

- 1 Click File, New From Project.
- 2 Choose a category from the first list box.
- 3 Choose a template from the second list box.
- 4 Click Options, Edit WP Template.
- 5 Click Tools, Settings, Customize.
- 6 Click Menus, then choose a menu from the Available Menus list.
- 7 Click the Create button.
- 8 Type a name for the new menu in the New Menu Name box.
- 9 Click the Template button and enable one of the following:
  - Current Template — saves the menu in the current template
  - Default Template — saves the menu in the default template



## Assigning template macros to a toolbar

You can assign template macros to a toolbar button. When you click the assigned button on the toolbar button, the macro is launched. You can assign template macros to toolbars using macros that you have created or macros that are included with WordPerfect. You can also edit the current menu and create a menu with the same initial settings as an existing menu.

### To assign a template macro to a toolbar button

- 1 Click File, New From Project.
- 2 Select the template, then click Options, Edit WP Template.
- 3 Click Tools, Settings, then click Customize.
- 4 In the Available Toolbars list box, enable the toolbar you want to edit, then click the Edit button.
- 5 Click the Add Macro button.
- 6 In the File Name box, type the macro path and filename.
- 7 Click the Select button.
- 8 Click one of the following buttons:
  - Yes — saves the macro without its full path
  - No — saves the macro without its full path
- 9 If you want the macro to appear under a menu, drag the new macro menu item over the menu of your choice. The blue line represents the macro. Drop the macro menu item where you want it to appear.

### To edit the name and QuickTip of a button

- 1 Right-click a button, then click Edit.  
The Toolbar Editor dialog box appears and allows you to customize a button.
- 2 Right-click the button the button you want to edit, then click Customize.
- 3 Type text in any of the following boxes:
  - Button Text — edits the text of the button
  - QuickTip — edits the QuickTip text of the button

### To edit the image of a button

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Edit button.

The Image Editor dialog box appears.

- 3 Make changes in any of the following sections:
  - Colors — allows you to change the color of a button
  - Drawing Mode — allows you to choose between changing the image a single pixel at a time or filling the whole area
  - Zoomed Image — allows you to recreate an image

### **To change the macro triggered by a button**

- 1 Follow steps 1 and 2 from the “To edit the name and QuickTip of a button” procedure.
- 2 Click the Properties button.
- 3 Type the path and filename in the Macro Path box.



- If you save a macro file without its full path, WordPerfect searches for the macro in the default folder (specified in Files, Settings).
- 

## **Using the Associate feature to associate toolbars with template features**

You can use the Associate button on the Template toolbar if you want a specific toolbar to display when you are working with specific features and macros. Toolbars, menus, and keyboards can be associated with a predefined list of features, which can be activated when the particular feature is used in a document. When you enable the Features button, the Items To Associate list has an option called Main. This option represents the toolbar, keyboard, and menu that will appear on the document screen when the template is first selected.

In the Associate dialog box, you can also associate macros with various triggers that execute when a particular event occurs inside WordPerfect. There are 13 predefined triggers that you can associate with macros (for example, Pre New, Post New, Pre Print, and Post Print). For a list of macro triggers, see “Triggering macros from templates” on page 566.

### **To use the Associate button with a template macro**

- 1 Click File, New From Project.
- 2 Choose a category from the first list box.
- 3 Choose a template from the second list box.

- 4 Click Options, Edit WP Template.
- 5 Click the Associate button on the Template toolbar.
- 6 Enable the Triggers button.
- 7 Choose a trigger from the Items To Associate list box.
- 8 Choose the macro you want to associate with that trigger from the Macros list box.



- Only template macros that you have created in that template or copied to that template appear in the Template Macros list box.
- 

## Writing and editing macros using PerfectScript

Recording and playing macros can speed up routine tasks, but the real power of macros is tapped when product commands are used together with PerfectScript programming commands. By using product commands and programming commands, the functionality of WordPerfect Office 2000 features is combined with the customizing, decision making, and iterative capabilities of a programming language. Using programming commands also makes it possible to include the functionality of other applications.

A written macro can include non-recordable statements, which cannot be included in recorded macros, that specify how a macro performs a task. You specify conditions for playing assignments, loops, and programming commands. Writing a macro provides greater flexibility to determine function than recording a macro. You can create a macro in WordPerfect and play it in the application for which it was written.

With PerfectScript, the command-based macro language of WordPerfect Office 2000, you can combine statements to automate routine tasks and simplify large ones. You write the macro using statements, compile the macro, and play the macro.

The PerfectScript programming language consists of WordPerfect application commands and functions, and programming statements and functions. PerfectScript can do more than perform your recorded WordPerfect commands — it can extend the functionality of WordPerfect in a number of ways, such as prompting you for input, displaying messages, controlling other Corel and Windows-based applications, and performing and repeating commands. You can also build complete applications or Wizards so that, if you have limited experience using WordPerfect, you can still use some of the more complex actions.

In PerfectScript, you can record, play, compile, and convert macros for all WordPerfect Office 2000 applications. PerfectScript starts automatically

when you record or play a macro. If you play a macro for an application that is not running, PerfectScript automatically starts the application.

### **Installing the Software Developer's Kit**

The WordPerfect Office 2000 Software Developer's Kit (SDK) is a set of tools that lets you customize WordPerfect Office 2000 applications for commercial or business use. The SDK is located on the WordPerfect Office 2000 installation CD in the D:\SDK folder (where "D" is the letter that corresponds to the CD-ROM drive). The SDK includes the following components:

- online help for the SDK
- OLE automation samples
- PerfectScript tools
- tools and utilities, including code generation wizards for third-party add-ons to WordPerfect, Quattro Pro, and Corel Presentations; utilities to monitor events in WordPerfect and Corel Presentations; and a file format parsing tool

## **Understanding macro commands and syntax**

To edit and write macros, you must understand PerfectScript the programming language and the principles of computer programming. For most users, recording macro commands is more efficient than typing commands into the macro. WordPerfect opens a new blank window with another macro bar. After you have recorded keystrokes or commands, WordPerfect returns to the macro you are editing and inserts the newly recorded commands.

When you create macros using the Macro Command Browser, the macro commands appear in a separate document, numbered, along with the Macro Toolbar. The first line of the macro identifies the program and default language that it uses. The remainder of the macro performs the reported instructions.

For more information about using macro commands, see "Using macro conventions and formatting macros" on page 582.

### **Understanding components of macro commands**

Macro commands consist of four parts: a command name, parameters, enumerations, and separators. The example and the table below display and describe these elements of syntax.

<b>Command name</b>	Indicates which feature the command activates. Some commands consist only of a command name, such as <code>FileOpenDlg()</code> .
<b>Parameters</b>	Provides more information about the command, such as which options of a feature are active. Parameters are always enclosed in parentheses; for example, <code>Backup (State:On!)</code> .
<b>Enumerations</b>	Sets the value of a parameter (i.e., <code>State: On!</code> or <code>State: Off!</code> ). Enumerations always end with an exclamation point.
<b>Separators</b>	Marks the parameters in a command. Semicolons separate individual parameters; parentheses enclose a series of parameters; and braces enclose a series of repeating parameters.

For example:

```
MakeItFit (TargetPage: 1; Adjust:FitRightMargin!;  
Adjust:FitFontSize!;)
```

The command in the example above has two parameters: `TargetPage` and `Adjust`. They are separated by a semicolon. `Adjust` is a repeating parameter with two enumerations specified: `FitRightMargin` and `FitFontSize`. All the `Adjust` parameters are enclosed in braces to group them.

When you create macros using the Macro Command Browser, the commands are inserted in the correct format. If you type a macro without the Macro Command Browser, you must arrange macro commands and their elements in a precise order or syntax. Each macro command must be spelled correctly and must include all the required parameters and separators.

### Using types of macro commands

There are three types of macro commands: product commands, OLE object commands, and programming commands. Product commands are specific to a product, such as `WordPerfect` or `Quattro Pro`. OLE object commands perform tasks on an OLE object. Programming commands work across applications; they are `PerfectScript` commands.

Command names often describe an action, such as `Font`, `MarginLeft`, `Advance`, and `FootnoteOption`, in `WordPerfect`; `AlignObjectsLeft`, `BitmapBlur`, `SelectAllObjects`, and `ToolbarCopy` in `Corel Presentations`; or `Range` in `Microsoft Excel`. Command names are not case sensitive and usually do not contain spaces. Exceptions include programming commands that call a subroutine, such as `Case Call` or `OnCancel Call`.

A macro can use more than one application product and OLE object. Commands to the non-default application or OLE object require a prefix, which is specified in an `Application` or `Object` statement. In this example,

```
Al.AboutDlg ()
```

A1 (followed by a period) is the prefix. It tells the compiler to use the application or Object assigned A1 in a PerfectScript application or Object statement.

### **Understanding syntax**

Syntax refers to the grammatical rules that govern the form of macro statements and expressions. For example, the syntax of the following statement, which types “John Doe,” is correct:

```
Type (Text : “John Doe”)
```

The syntax of the next example is incorrect and produces an error message because the statement lacks a closing parenthesis:

```
Type (Text : “John Doe“
```

If you find it difficult to distinguish different parts of a macro, remember that you can add extra line spaces, tabs, and even font changes to make the macro more readable. As long as the commands are written correctly, the macro compiler ignores extra spaces and lines.

## **Accessing macro commands**

WordPerfect allows you to view macro commands by using the Macro Command browser.

### **To access macro commands**

- 1 Click Tools, Macro, Macro Toolbar.
- 2 Click the Commands button on the Macro Toolbar.

The PerfectScript Commands dialog box appears.

## **Using macro conventions and formatting macros**

When you create macros in WordPerfect, you must follow macro conventions for the macro to compile properly. However, you do not need to observe macro formatting conventions for a macro to compile correctly. These conventions are designed to improve the readability of your macro.

### **Macro conventions**

Macro command syntax must be correct for a macro to compile. Understanding the following conventions used in WordPerfect macros will help you avoid common syntax errors:

You can enter programming commands in uppercase, lowercase, or mixed case. The compiler is not case sensitive. Product commands, such as

AboutDlg or AddSlide, are shown in mixed case. WordPerfect system variables begin with ?, such as ?TextColorRed or ?FontUnderline. They are shown in mixed case, and they return information about the application environment.

Line wrapping does not affect macro execution. You should not insert spaces in a command name unless the space is part of the syntax. Do not use hard returns, tabs, or indents in a character expression (a character string enclosed in double quotation marks). You can use spaces, tabs, indents, and hard returns before and after commands, or between parameters, to make a macro easier to read. Smart quotes in a macro create a compile-time syntax error. For information about SmartQuotes, see “Using SmartQuotes” on page 158.

### Formatting macros

You can type commands into a macro that is saved in a file or in a template. If you want to improve the readability of a macro, you can format it so that it includes tabs, spaces, and even font or text appearance changes. Formatting the macro does not affect how it works. For example, WordPerfect records the following macro in this format:

```
PosDocBottom ()
Type (Text: "Sincerely")
HardReturn ()
HardReturn ()
HardReturn ()
HardReturn ()
Type (text: "Ms. Hannah Black")
HardReturn ()
Type (Text: "Vice President, Marketing")
```

However, if you type the commands yourself or edit an existing macro, you can format the macro the way you want. For example, you can format it as follows:

```
PosDocBottom ()
Type (Text: "Sincerely")
HardReturn ()
HardReturn ()
HardReturn ()
```

```
HardReturn ()
Type (text: "Ms. Hannah Black")
HardReturn ()
Type (Text: "Vice President, Marketing")
```

## Recording macro commands into a macro

WordPerfect allows you to record macro commands into a macro.

### To record macro commands into a macro

- 1 Position the cursor where you want to insert the macro command.
- 2 Click Tools, Macro, Record.
- 3 Type a name for the macro in the File Name box.
- 4 Click the Record button.

A blank document appears.

- 5 Perform the actions you want to record.



- 6 Click the *Stop button* on the Macro Toolbar.

WordPerfect returns you to the macro document with the new macro command you recorded inserted.

## Inserting codes in a macro

When you insert a code in a macro, you must use straight double quotation marks around the code so that WordPerfect recognizes the code in the macro.

### To insert a code in a macro

- 1 Click Tools, Macro, Macro Toolbar.
- 2 Click the Codes button on the Macro Toolbar.
- 3 Click one of the following tabs:
  - Search — allows you to select search find codes
  - Merge — allows you to select merge find codes
  - Date — allows you to select date find codes
  - Other — allows you to select chapter, page, section page, total page, and volume number find codes
- 4 Choose a code from the Find Codes list.



- 5 Click the Insert button.
- 6 Click Close.

## Using macros from previous versions of WordPerfect

The structure of the macro language has not changed for WordPerfect versions 6 through 9. While later versions of the macro language include access to new WordPerfect features and some new commands for accessing existing features, most of the older product commands have been retained to maintain macro compatibility. Because some older product commands have changed, macros from versions 6, 7, and 8 might need minor corrections when you compile them for the first time.

### To update macros from previous versions of WordPerfect

- 1 Click Tools, Macro, Edit.
- 2 Choose the macro you want to edit.
- 3 Click the Edit button.
- 4 Make any changes.
- 5 Click the Save & Compile button on the Macro Toolbar.
- 6 Note any errors listed by the macro compiler and make changes as needed.

## Using programming commands

Programming commands work across WordPerfect Office 2000 applications. They control macro functions by:

- Specifying conditions under which other macro commands or statements operate (Case, IfElse, Endif, Switch, EndSwitch)

For example,

```
If (x = "A")  
LineHeightDlg  
Else  
LineSpacingDlg  
Endif
```

displays the Line Height dialog box in WordPerfect if x equals the value "A". If x has another value, the subroutine displays the Line Spacing dialog box. The If, Else, and Endif commands are programming commands. LineHeightDlg and LineSpacingDlg are product commands.

- Repeating macro commands or statements a specified number of times or until certain conditions are met (`For`, `Endfor`, `Repeat`, `Until`, `While`, `EndWhile`)
- Invoking or jumping to a specified subroutine with `Call` or `Go`

Programming commands and product commands are not case sensitive.



- You can add blank lines to separate programming commands and subroutines.
- You can indent lines to show levels of nested commands.
- Some macro commands cannot be recorded. You must type or insert them using the Macro Command Browser. For information about the macro command browser, see “Using the Macro Command Browser” on page 589.

## Using parameters

Commands often require parameters, which are constant values (data). Parameters are passed to the compiler (which translates the macro so that it can be played in the application) or passed between subroutines. In this WordPerfect command,

```
Advance (Where: AdvanceDown!; Amount: 1.0")
```

`Advance` is the command name, `Where` and `Amount` are parameters, and `Advance Down!` and `1.0"` are parameter data. This command advances the insertion point down one inch. Parameter names, such as `Where` and `Amount`, are optional.

### Data Types

A data type represents information that is needed by a parameter or returned by a command (return value).

In the command syntax, data types are displayed in italics. For example, the enumerations for the `Rotation` parameter of `BoxCaption` are `Degrees90!`, `Degrees180!`, `Degrees270!`, and `None!`. Only these enumerations can replace the data type in the command syntax. Enumerations are identified by a trailing exclamation point. The most common data types in product commands are string, enumeration, and numeric. Programming commands frequently use variables.

### Parameter names

Using parameter names is optional. For example, `InhibitInput (State: Off!)` works just like `InhibitInput (Off!)`. Some product commands have no parameters. Their syntax is usually written with empty parameters, such as `PosScreenUp ()`. Some programming commands and all system variables have no parameters. Their syntax is the command name alone, such as `Pause` and `?FeatureBar`.

### Italics

Italics in macros syntax indicate parameter names or types to be replaced with data. For example, the syntax of `GraphicsLineLength` is:

```
GraphicsLineLength (Length: measurement)
```

After you replace *measurement* with a number, the command might be:

```
GraphicsLineLength (Length: 21)
```

or

```
GraphicsLineLength (21)
```

### Punctuation

You must enclose parameters in parentheses. A missing parenthesis is a common error that prevents macros from compiling. Parentheses are optional for commands with no parameters but must be used with user-defined functions and procedures.

Spaces between command names and the opening parenthesis of the parameter section, and after semicolons in parameters, are optional.

You must separate multiple parameters with semicolons (;). If you omit an optional parameter, include the semicolon in the syntax to keep following parameters in their correct positions. For example,

```
AbbreviationExpand (AbbreviationName;; Template: PersonalLibrary!)
```

```
or AbbreviationExpand (; PersonalLibrary!)
```

Repeating parameters are enclosed in braces and are separated by semicolons. For example,

```
CASE (<test>: any ; {<Case>: any; <Label>: label;  
<Case>: and; <Label>: label... )
```

When data is supplied, the command could be

```
CASE (vChoice; {1; Exclaim; 2; Info; 3; Question; 4;  
Stop; 5; QuitMacro ; QuitMacro)
```

Product commands perform product tasks in a specific application. For example,

ShowSlide(Slide: 4)

displays the fourth slide in the current slide show in Corel Presentations.

Product commands are specific for each application. They perform various functions in that application, such as:

- displaying a dialog box, InitialCodesStyleDlg
- specifying settings, such as styles, BorderBottomLine; user settings, PrefZoom; or attributes, Font
- enabling and disabling features, InhibitInput or TableCellIgnoreCalculation
- performing actions, such as inserting a file, FileInsert or code, PrinterCommand; renaming a bookmark BookmarkRename; converting comments to text CommentConvert; or moving the insertion point PosColBottom
- playing macros that are included with the application AddressMergeShippingMacro

Product commands that report information (return value) about the state of an application or feature are sometimes called system variables. In WordPerfect, system variables begin with a leading question mark, ?ColumnWidth. In Corel Presentations, they begin with a leading ENV (EnvPaths). Some system variables in Corel Presentations have parameters as well as return values.

Product commands and programming commands are not case sensitive.

## Using variables

You can use variables in macros as place holders to represent a value. This value can be text, numbers, or measurements that you can use repeatedly in a macro. WordPerfect allows you to use the commands, such as Constant, Declare, Global, Indirect, Local, and Persist, to create variables with different functions and actions.

### Using variables in PerfectScript

A variables acts as a place holder that represents a value, which can be text, numbers, or measurements, that you can use repeatedly in a macro. You can change or manipulate this value in your macro. Variables are typically preceded by the letter “v”.

### To assign a variable

- Type the Assign macro command where you want to define the variable.  
If you want to assign the text “Sarah” to the variable “vName”, type Assign (vName;"Sarah").



- You can type a colon followed by the equals sign (:=) as a shortcut to assigning a variable. For example, you could type vName:= "Sarah" for the above procedure.
- 

## Using the Macro Command Browser

The Macro Command Browser helps you insert macro product and programming commands in WordPerfect Office 2000 macros.

Product commands perform tasks that let you use WordPerfect Office 2000 features in macros. Many product commands require you to specify parameters and enumerations which give the applications information about which options to use in dialog boxes and whether to hide or display certain features (such as the Ruler). You can use the Macro Command Browser to specify the commands quickly.

You can access online Help for each command in the Macro Command Browser. For information about accessing help in the macro command browser, see “Getting Help in the Macro Command Browser” on page 620.

## Inserting commands with the WordPerfect Macro Command Browser

The Macro Command Browser lets you insert product or programming commands in a macro you are editing. If the macro you choose has enumerations or parameters, you must choose these before you insert the macro.

### To insert commands with the Macro Command Browser

- 1 If the Macro Toolbar is not already displayed, click Tools, Macro, Macro Toolbar.
- 2 Click the Commands button on the Macro Toolbar.
- 3 Choose a product from the Command Type list box.
- 4 Choose a command from the Commands list box.  
If the Parameters list box does not appear, proceed to step 7.
- 5 If the command you choose has parameters, choose the parameters from the Parameters list box.

If the parameter has enumerations, proceed to step 6.

If the Enumeration list box does not appear, proceed to step 7.

- 6 Choose an enumeration from the Enumeration list box.
- 7 Type any additional parameters you need in the Command Edit box.
- 8 Click the Insert button.
- 9 Click Close to return to the document window.



- You can also insert system variables with the Macro Command Browser. System variables contain current system information, such as the current chart type or the default directory. In WordPerfect, system variables begin with a question mark. For information about variables, see “Using variables” on page 588.
  - A parameter that is displayed in bold is a required parameter. The macro will not compile or run without it.
- 

## Using macro commands to retrieve information

WordPerfect allows you to create commands, such as `MessageBox` or `GetString`, that gather information for macros. You can use these types of commands, for example, to prompt the user to type in information. For information about the `MessageBox` command, see the PerfectScript Programming Macros Help in the PerfectScript Macro Command Browser.

### Using `GetString`, `Get Units`, and `GetNumber`

You can use the `GetString` command to retrieve information, such as text or numbers, as text. The `GetString` command uses the following format:

```
GetString (Var; Prompt Text; Title; MaxLength)
```

The prompt text, title, and maximum parameter length are optional. You can use the `GetUnits` command if you want to provide WordPerfect with measurement information that can be used to move the insertion point and set margins. If you want WordPerfect to use the information entered in a numeric expression (such as addition or subtraction), you can use the `GetNumber` command. Both the `GetUnits` and `GetNumber` commands are similar to the `GetString` command; however, they do not use maximum parameter length. The user can use any of the following abbreviations to represent units of measurement:

Unit of measurement	Abbreviation
WP Units (1200 per inch)	w
Points (72 per inch)	p
Millimeters	m
Centimeters	c
Inches	i or “



- If the user doesn't type a unit of measurement with the number when prompted, WordPerfect uses WP Units as a default unit of measurement.

## Using OLE object commands

Commands for OLE objects are called methods, and they perform tasks on an OLE object in a specific OLE Automation server.

OLE object methods are specific for each object, such as “Excel.Application” or “Excel.Workbooks.”

OLE object methods that return information about an object are called properties. Many properties have parameters as well as return values. In addition, many properties can be assigned a value, like the name of a variable, by placing them on the left-hand side of the assignment symbol “:=”.

## Compiling macros

You must compile a macro before you can play it. The programs that compile macros are called compilers. A macro compiler is used to compile or “translate” macros so that WordPerfect Office 2000 applications can play them. Macros in WordPerfect are compiled when you record, play, or save them, when you click Save & Compile, or when you click Options, Close Macro on the Macro Toolbar.

Macros are written with an editor or word processor and saved as a source file. The macro compiler creates an object, which it saves in a hidden area of the source file (the macro compiler does not create a separate object file). When you edit the source file, the object is destroyed. The object is recreated each time the source file is compiled. A compiled source file (macro) contains instructions that are executed when you play the macro.

If you receive an error message while the macro is compiling, you must correct all the errors before the macro will play. You can edit the macro to fix the errors.

## Compiling macros using the macro compiler

WordPerfect compiles a macro every time you save it. When you compile a macro, you might receive error messages which can indicate misspelled commands, missing parentheses or semi-colons, and other syntax errors. For more information about fixing compile errors, see “Fixing compile errors” on page 592.

### To compile a macro

- Click the Save & Compile button on the Macro Toolbar.

To display the Macro Toolbar, click Tools, Macro, Macro Toolbar.



- If a macro you compile has error messages, WordPerfect still saves it even if you do not fix the compile errors.
- 

## Fixing compile errors

WordPerfect macros have three types of errors: syntax errors, run-time errors, and logic errors.

### Identifying syntax errors

Syntax errors appear when you are compiling a macro. The PerfectScript compiler flags unrecognizable commands, such as missing parentheses or semi-colons and incorrectly spelled command names. For example, if you type Centr (WordPerfect command) instead of Center, when you click the Save & Compile button on the Macro Toolbar, a compile-time syntax error is displayed in a syntax error message box.

The compiler identifies syntax errors and suggests solutions. The error message displays information about the error and its location. The compiler makes a best guess and may not always be accurate. You must correct all



errors before a macro can compile correctly. If you continue the compilation after an error is displayed, subsequent errors may be inaccurate.

Common syntax errors include

- missing semicolons between parameters
- missing parentheses
- missing double quotation marks
- missing command in a conditional or loop statement
- misspelled macro command names
- undefined calling statements
- using commas between parameters instead of semicolons

### **Identifying run-time errors**

Run-time is the same as execution time. Run-time errors occur while the macro is playing. Referencing a variable that has not been assigned a value causes a run-time error. Run-time error messages identify errors that occur while the macro plays and show where errors occur.

### **Identifying logic errors**

When a macro does not produce the expected result, you may have a logic error. When a macro has a logic error, it plays without producing any error messages because WordPerfect accepts all of the macro commands.

### **Troubleshooting macro problems**

The compiler can help you troubleshoot macro problems. If the compiler locates an error, a dialog box displays information about the problem. The compiler only directs you to the problem; it does not identify it.

The PerfectScript application has debugging features. For more information about PerfectScript, see the PerfectScript application online Help.

## **Using the macro compiler to find errors**

If you are writing or editing a macro, when you compile you change what is on screen to a language that PerfectScript can play. If you want PerfectScript to be able to read errors in the file, you must create a listing or log file. When you generate a listing file, PerfectScript saves it with a .wcl extension. If you want to debug PerfectScript macros using the PerfectScript debugger to tell you where the problems are located, you must set PerfectScript to produce a listing file every time you save and compile the macro. For more information about the PerfectScript debugger, see the PerfectScript online Help.

### To set PerfectScript to generate a listing file when you compile a macro

- 1 On the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Utilities, PerfectScript.
- 2 Click Tools, Settings.
- 3 Click the Compile tab.
- 4 Enable the Generate Listing File check box.

### Using the PerfectScript debugger to find errors

- 1 Click Tools, Macro, Edit.
- 2 Choose the macro you want to debug.
- 3 Click the Edit button.
- 4 Position the cursor where you want WordPerfect to begin debugging the macro.
- 5 Type `Step (On!)`.  
If you want to display a debug window, type `Display (On!)`.
- 6 Click the Save & Compile button on the Macro Toolbar.
- 7 In the Listing File Name box, type a filename and path.



- By default, listing files, which have a .WCL extension, are saved to the same location as the macro you are compiling.
- 

## Working from the PerfectScript utility

You can use PerfectScript either inside WordPerfect or from the PerfectScript utility, which is included with the WordPerfect Office 2000 utilities. You can also set the default macro folder and the PerfectScript editor. You must set the PerfectScript macro editor before you can edit a macro.

WordPerfect lets you to test for errors from inside the PerfectScript utility. WordPerfect allows you several options for debugging macros. You can debug macros step-by-step so that the macro executes the current commands and stops at the next command. You can also debug macros with a breakpoint so that the macro executes all the commands in the macro until it reaches the breakpoint. Macro breakpoints are set by default to be the beginning of the macro, the end of the macro, and at any errors. WordPerfect also lets you debug a macro by briefly displaying or “animating” each command before it is executed.

Animation allows you to step through macros line by line, automatically bringing up the debugging dialog box at each step so you can check the variables and other calls. You can specify how long the debugger will pause before moving to the next step.

## Starting PerfectScript and setting the default macro folder

PerfectScript starts automatically when you record or play a macro from a Windows application that supports macros. If you play a macro for an application that is not running, PerfectScript automatically starts the application. WordPerfect allows you to set the PerfectScript default macro folder.

### To start PerfectScript from the Windows Start menu

- On the Windows taskbar, click Start, WordPerfect Office 2000, Utilities, PerfectScript.

### To set PerfectScript the default macro folder

- 1 In PerfectScript, click Tools, Settings.
- 2 Click the General tab.
- 3 In the Macro Folder section, click the Browse button.
- 4 Choose the drive where you want to store the macro from the Look In list box.
- 5 Double-click the folder in which you want to store the macro.
- 6 Click the Select button.

## Setting the PerfectScript macro editor

You must set the PerfectScript macro editor before you can edit a macro.

### To set PerfectScript editor

- 1 In PerfectScript, click Tools, Settings.
- 2 Click the Edit tab.
- 3 In the Editor Path/Filename section, click the Browse button.
- 4 Choose the drive where the editor is stored from the Look In list box.
- 5 Double-click the folder in which the editor is stored.
- 6 Click Open.



- You can also edit macros by selecting a macro file name in the Explorer, then click edit from the QuickMenu.
- 

## Testing for errors from PerfectScript

WordPerfect lets you debug macros step-by-step, with a breakpoint. You can also debug macros by briefly displaying or “animating” each command before it is executed.

### To debug a macro step-by-step from PerfectScript

- 1 In PerfectScript, click File, Debug, Play.
- 2 Choose the macro you want to debug.
- 3 Type a filename and path in the Listing File Name box.
- 4 Click OK.
- 5 Click Debug, Step Into.
- 6 Repeat steps 1 to 5 until your macro is debugged.

### To set macro breakpoints

- 1 Choose the line of the macro at which you want to insert a breakpoint.
- 2 Click Debug, Breakpoint, Add.

The Breakpoint symbol appears beside the line to which you added the breakpoint.

### To debug a macro with a breakpoint

- 1 Follow steps 1 to 2 from the previous procedure.
- 2 Click Debug, Continue.

### To animate a macro

- 1 Click Edit, Settings.
- 2 Click the Debug tab.
- 3 In the Animate Settings Section, enable one of the following buttons:
  - RunTo Does ‘Step Into’ — executes the next single statement
  - RunTo Does ‘Step Over’ — executes the call of the label or routine without stopping until it has completed

- 4 Type a value in the Delay (Seconds) box to specify the number of seconds the macro should display after executing each step.
- 5 Click OK.
- 6 Click Debug, Animate.



- When correcting compilation errors, start at the beginning and first correct the errors that are obvious, leaving the others until later, as some of these errors may have been caused by an earlier error.
- 

### **To view the meaning of commands from the PerfectScript Debugger**

- Position the cursor over a command line.

When you pause on a line of code, the command or variable name and definition is displayed.

## **Editing and deleting macros**

You can edit a macro by adding new commands and modifying existing ones. The Macro Edit and Template Macro Edit toolbars provide on-screen access to the required macro functions. For information about displaying the Macro Toolbar, see “Using toolbars for macros” on page 559. For information about editing template macros, see “Editing and deleting template macros” on page 565.

### **Editing and deleting macros**

WordPerfect allows you to edit and delete macros.

#### **To edit a macro**

- 1 Click Tools, Macro, Edit.
- 2 Choose the drive where the macro is stored from the Look In list box.
- 3 Click the folder in which the macro is stored.
- 4 Click the Edit button.
- 5 Do one of the following:
  - type new commands
  - edit existing commands
  - click the Commands button to insert a macro command

- 6 Click the Save & Compile button on the Macro Toolbar.
- 7 Click Options, Close Macro on the Macro Toolbar.

### **To delete a macro**

- 1 Click Tools, Macro, Edit.
- 2 Choose the macro you want to delete.
- 3 Press DELETE.
- 4 Click the Yes button.

### **Searching in a macro**

WordPerfect allows you to provide a macro with searching capabilities by recording a search in a macro. WordPerfect lets you use all of its Find And Replace functionality when you are searching in a macro. For more information about Find and Replace features in WordPerfect, see “Editing WordPerfect documents” on page 30.

### **To record a search in a macro**

- 1 In the edit view of the macro, position the insertion point where you want the search to begin.
- 2 Click Tools, Macro, Record.
- 3 Choose Edit, Find And Replace.
- 4 In the Find box, type the text for which you want to search.  
If you want to search for codes, click Match, Codes, then insert the codes for which you want to search from the Codes dialog.
- 5 In the Replace box, type the text with which you want to replace the found item.  
If you want to replace codes, click Replace, Codes, then insert the codes for which you want to replace from the Codes dialog.
- 6 Repeat steps 3 to 5 for each search you want to perform.
- 7 Click Tools, Macro, Record.

## **Integrating with Microsoft Visual Basic for Applications**

You can use Microsoft Visual Basic for Applications (VBA) with WordPerfect Office 2000. VBA is an object oriented programming language that lets you

create VBA macros to automate tasks. You can, for example, create a macro in WordPerfect that changes the color of the headings.

### **Event driven programming**

Visual Basic for Applications is an event-driven programming language. Most of the code you create is written to respond to an event. An event is an action that is recognized by VBA; for example, clicking a button or choosing an option from a list box. Unlike traditional procedural programming, in which the program starts at line 1 and executes line by line, event-driven programming executes code in response to events.

### **The difference between PerfectScript and VBA**

Previously, you could only use the PerfectScript language to automate specific tasks. Both product commands and programming commands are used in conjunction with the PerfectScript language. The PerfectScript language is useful for developing simple macros. VBA offers more flexibility and power. When you use VBA to create macros, you are assisted by the Visual Basic compiler. The compiler helps you by providing context-sensitive help when you are coding a VBA macro. You can combine the power of VBA with the PerfectScript product commands to create powerful macros. You have to use the Visual Basic Editor to create VBA macros; however, PerfectScript macros are developed from the WordPerfect Editor. You can access the Visual Basic Editor only when you are working in an active document.

### **The PerfectScript class**

All product commands used in WordPerfect, Quattro Pro, and Corel Presentations can be used in VBA macros. You must call the PerfectScript object to access a product command. An object is an instance of a class. All objects have properties; for example, the name of a document is a property that belongs to the document object. You can set or change an object's properties by calling certain methods. A method performs a specific action, such as inserting a table into a document. You can, for example, close a document by calling the **Close** method, or you can save a document by calling the **Save** method. The term class is a VBA programming term and means a collection of related methods, which are referred to as class members. The product commands are the class members that belong to the PerfectScript class. WordPerfect, Quattro Pro, and Corel Presentations have their own PerfectScript class because the class members, which are the product commands, are different depending on the application.

All members of the **PerfectScript** class will perform a specific action. For more information about product commands, see the macros manual.



- The syntax for the product commands and the PerfectScript members is usually the same; however, there may be some differences.

### Working in the VBA Editor

You can create a new object, such as a dialog box, which is known as a form. You can add controls, such as a check box or a text box. You can set the object's properties in the Property dialog box located in the Visual Basic Editor. You can also set the object's properties at run time by programming a method. For example, you can color a form red when you click on it. For more information about setting an object's properties, see the Microsoft Visual Basic Help in the Visual Basic Editor.

An experienced programmer can work directly with the Windows API (Application Programming Interface) and, for example, be able to determine how much disk space is free or gain access to the system's time and date values. Most VBA users will want to automate specific and repetitive tasks.

### Accessing an Application from another Application's macro

You can access and change an application from another application's macro. For example, you could create and use a Quattro Pro object from a WordPerfect VBA macro. This allows you to change and save a Quattro Pro document from a WordPerfect VBA macro.

### Creating VBA macros

You can create two kinds of VBA macros: a global and a project macro. You can play a global macro from more than one document; however, a project macro can be played only in the document which was used to create it.

You can create a project VBA macro by creating a public method for the **ThisDocument** object. The term public refers to the access level. If a method is public, it can be accessed from outside the class. This means that you can call it from the host application. If a method is private, then only methods in the same class can access it. Every public method that belongs to the **ThisDocument** class is a project macro. You can create a VBA macro called **ShowMessage** and code one line as follows: **MsgBox "Hello"**. This VBA macro calls a Message Box that displays the string "Hello."

### Using VBA macros

You can store a VBA macro in the document by saving the document. Once you have saved the document, you can close and reopen the document and access the macro. After you have developed the macro, you should debug it. You can step through each macro line by line. This is a useful exercise to



ensure that the macro will have the desired outcome. A project macro is not available if the document is closed. After you have debugged the macro, you can play the macro.

### **Assigning security**

When you open WordPerfect Office 2000 documents created by other users, be aware that a document could contain a macro virus. As a screening measure, VBA includes a security mechanism to help manage document security. You determine the security level used when opening or loading documents and add-ins containing embedded VBA macros. The Security dialog box lets you review the assigned security level and your collection of trusted certificates. You can trust a certificate you know as coming from a reputable source. A VBA developer can attach his digital signature to a macro which creates a certificate when the document is opened. The fact that a document has a digital signature does not automatically ensure the document to be free of viruses, so that the onus is on you to find out if the developer scans for viruses before adding his certificate to your trusted sources.

There are three security level settings available: High, Medium, and Low. With the High setting, you can open a signed VBA project from a trusted source with the macros enabled. Otherwise, the document is opened with the macros disabled. The default security setting is Medium. A Medium setting indicates that a warning displays if you try to load a VBA document that is not on your trusted source list. You can then choose to open the document with the macros enabled or disabled. The Low setting allows you to open all VBA projects without applying any security (which disables all virus protection).

If you want to create your own certificate (in situations where you do not have formal certification), you can run the SELFCERT.EXE that installs with Visual Basic for Applications. For more information about Visual Basic for Applications security, open the Security dialog box (click Tools, Visual Basic, Security) and click the What's This Help.

## **Starting VBA from WordPerfect**

You can start Visual Basic for Applications from WordPerfect. The members of the **PerfectScript** class are applicable only to WordPerfect.

### **To start VBA from WordPerfect**

- Click Tools, Visual Basic, Visual Basic Editor.



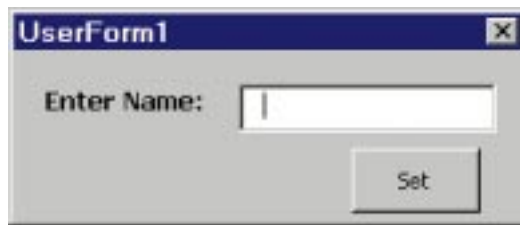
- For more information about VBA, see the Microsoft Visual Basic Help in the Visual Basic Editor.
- 

## Creating a VBA macro in WordPerfect

You can program a project or a global VBA macro in WordPerfect. A new macro, called **ShowForm**, is developed. In the following example, the macro will produce a dialog box that asks you for your name. After you type your name in the dialog box, a Message Box appears with your name displayed in it. This example illustrates how to use VBA forms.

### To create a VBA project macro in WordPerfect

- 1 Click Tools, Visual Basic, Visual Basic Editor.
- 2 Double-click on Project (Document1) in the Project view.
- 3 Click Insert, User Form.
- 4 Change the form so that it resembles the following diagram:



- 5 Change the name of the TextBox control to NameBox, as illustrated in the following list:

**Command Button - CommandButton1**

**TextBox - NameBox**

You can change all of the control's attributes, including the name of the control, in the Property dialog box located in the Visual Basic Editor.

- 6 Double-click the CommandButton1 control to create a new method for the UserForm1 class, then type the following lines of code in the CommandButton1\_Click method:

```
Private Sub CommandButton1_Click()
```

```
Dim myname, Msg As String
```

```
myname = NameBox
```

```
Msg = "Hello " & myname
```

**MsgBox Msg**

**End**

End Sub

This code responds to the event that occurs when the command button is clicked.

- 7 Double-click the WordPerfect Objects folder in the Project view.
- 8 Double-click **ThisDocument**, then type the following lines of code in the Editor window:

**Public Sub ShowForm()**

End Sub

This code adds a new method to the **ThisDocument** class. If you declare **ShowForm** as a Private method, you will not be able to run it from WordPerfect.

- 9 Type the following line of code in the **ShowForm** method:

Public Sub ShowForm()

**UserForm1.Show**

End Sub

### **To create a VBA global macro in WordPerfect**

- 1 Click Tools, Visual Basic, Visual Basic Editor.
- 2 Double-click on Global Macros in the Project view.
- 3 Click Insert, User Form.
- 4 Change the form so that it resembles the diagram below the procedure.
- 5 Change the name of the TextBox control to NameBox as illustrated in the following list:

**Command Button - CommandButton1**

**TextBox - NameBox**

You can change all of the control's attributes, including the name of the control, in the Property dialog box located in the Visual Basic Editor.

- 6 Double-click the CommandButton1 control to create a new method for the UserForm1 class, then type the following lines of code in the **CommandButton1\_Click** method:

Private Sub CommandButton1\_Click()

**Dim myname, Msg As String**

```
myname = NameBox
Msg = "Hello " & myname
MsgBox Msg
End
End Sub
```

This code responds to the event that occurs when the command button is clicked.

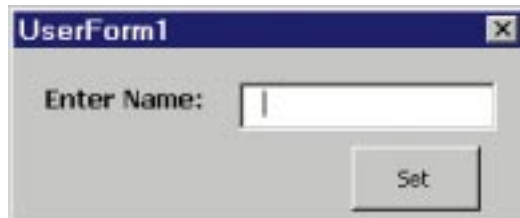
- 7 Double-click the WordPerfect Objects folder in the Project view.
- 8 Double-click **ThisDocument**, then type the following lines of code in the Editor window:

```
Public Sub ShowForm()
End Sub
```

This code will add a new method to the **ThisDocument** class. If you declare **ShowForm** as a Private method, you will not be able to run it from WordPerfect.

- 9 Type the following line of code in the **ShowForm** method:

```
Public Sub ShowForm()
    UserForm1.Show
End Sub
```



- The name of this macro is **ShowForm**. For more information about VBA, see the Microsoft Visual Basic Help in the Visual Basic Editor.

## Playing a VBA macro in WordPerfect

You can play a VBA macro in WordPerfect. You can play either a global macro or a project macro. You can play a project macro only from the document that was used to create it. If the macro does not perform the desired action, then you can debug the macro.

### To play a project VBA macro in WordPerfect

- 1 Click Tools, Visual Basic, Play.
- 2 Choose **ThisDocument** from the Macros In list box.
- 3 Choose a macro from the Macro Name list box.
- 4 Click the Run button.

### To play a global VBA macro in WordPerfect

- 1 Click Tools, Visual Basic, Play.
- 2 Choose **Global** from the Macros In list box.
- 3 Choose a macro from the Macro Name list box.
- 4 Click the Run button.



- To start a VBA macro, you can also click the Play button on the Visual Basic toolbar.
- 

## Debugging macros created in VBA

Debugging is an extremely important part of the programming process. Debugging lets you step through your code line by line to ensure that the macro executes properly. This feature of programming is known as Single-Stepping. For example, if you are at a point in the code where a variable is about to be assigned a value, you can step into this line of code to determine the value of the variable at run-time.

### To debug a macro created in VBA

- 1 Click Tools, Visual Basic, Play.
- 2 Choose a macro from the Macro Name list box.
- 3 Click the Step Into button.
- 4 Click Debug, Step Into.
- 5 Repeat step 4 for each line of code you want to step into.
- 6 Change the code as necessary.



- After you have stepped into a line of code, you can position the cursor over a specific variable to determine the value of the variable. For more information about debugging in VBA, see the Microsoft Visual Basic Help in the Visual Basic Editor.
- 

## Editing macros created in VBA

You can edit a VBA macro. Editing a macro involves going directly to start of the code, whereas debugging a macro involves stepping through each line of the code.

### To edit a VBA macro

- 1 Click Tools, Visual Basic, Play.
  - 2 Choose a macro from the Macro Name list box.
  - 3 Click the Edit button.
  - 4 Edit the code as necessary.
- 



- For more information about VBA, see the Microsoft Visual Basic Help in the Visual Basic Editor.
- 

## Displaying the VBA toolbar

You can activate the VBA toolbar. The VBA toolbar provides quick access to commands such as playing a macro or starting the VBA Editor.

### To display the VBA toolbar

- 1 Click View, Toolbars to display the Options dialog box.
  - 2 Enable the Visual Basic check box to display the VBA toolbar.
- 



- For more information about VBA, see the Microsoft Visual Basic Help in the Visual Basic Editor.
- 

## Using the PerfectScript class to change a WordPerfect document

The **PerfectScript** class lets you automate specific and repetitive tasks. The members of the PerfectScript class are the product commands that are used

in conjunction with the PerfectScript language. The example below will show you how to create a project macro.

In the following procedure, a new method, called **AddWatermark**, is added to the **ThisDocument** class. This macro calls a form that lets you select a choice of three watermarks to insert into the odd pages of the document. PerfectScript class members can be accessed only by calling the PerfectScript object, which must be followed by a “.”. You can call the **AboutDlg** method, which is a PerfectScript class member, by typing: “**PerfectScript.AboutDlg.**”

You need three graphic files for this procedure. The names of these files are: **WORLD3.wpg**, **ROSE2.wpg**, and **RIBB0002.wpg**. These files are located in the “C:\Corel\WordPerfect Office 2000\graphics\clipart\basic clipart” folder. It is recommended that you place these files in the C:\.

### To create a VBA macro that uses the PerfectScript class

- 1 Click Tools, Visual Basic, Visual Basic Editor.
- 2 Double-click Project(Document1), then double-click the WordPerfect Objects folder in the Project view.
- 3 Double-click **ThisDocument**, then type the following lines of code in the Editor window:

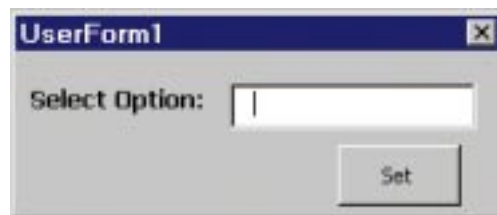
```
Public Sub AddWatermark()
```

```
UserForm1.Show
```

```
End Sub
```

This code will add a new method, called **AddWatermark**, to the **ThisDocument** class. **Userform1** is the name of the form object. The **Show** method will call **Userform1**.

- 4 Click Insert, User Form, then change the form so that it resembles the following diagram:



The default names of the controls are used. Located on this form are a **CommandButton** and a **ComboBox**. You can change all of the control’s attributes, including the name of the control, in the Property dialog box located in the Visual Basic Editor.

- 5 Double-click on the form to access the Editor window, choose General from the Object list box, then add the following code in the Editor window:

```
Dim myStyle As String
```

This code will create a string variable called **myStyle**.

- 6 Choose Userform from the Object list box.
- 7 Choose Initialize from the Procedure list box, then add the following code in the **UserForm\_Initialize** method:

```
Private Sub UserForm_Initialize()
```

```
ComboBox1.AddItem "Rose"
```

```
ComboBox1.AddItem "World"
```

```
ComboBox1.AddItem "Ribbon"
```

```
End Sub
```

This code responds to the event that occurs when the form is initialized. This code adds three string items to the ComboBox1 control.

- 8 Double-click the CommandButton1 control to create a new method for the **UserForm1** class, then type the following lines of code in the **CommandButton1\_Click** method:

```
Private Sub CommandButton1_Click()
```

```
myStyle = ComboBox1
```

```
If myStyle = "" Then
```

```
MsgBox "You have not selected a style", vbExclamation
```

```
End If
```

```
'The user selected the rose watermark
```

```
If myStyle = "Rose" Then
```

```
PerfectScript.ClearDoc
```

```
PerfectScript.WatermarkA Create_WatermarkA_Action,  
OddPages_WatermarkA_Occurrence
```

```
PerfectScript.BoxCreate 6
```

```
PerfectScript.BoxContentType Image_BoxContentType_Content
```

```
PerfectScript.BoxImageRetrieve
```

```
MakeInternal_BoxImageRetrieve_Action, "C:\rose2.wpg"
```

```
PerfectScript.ChangeWatermarkGraphicShade 25
```

```
PerfectScript.BoxUpdateDisplay
```



```

PerfectScript.BoxEnd Save_BoxEnd_State
PerfectScript.Close
End If
‘The user selected the world watermark
If myStyle = “World” Then
PerfectScript.ClearDoc
PerfectScript.WatermarkA Create_WatermarkA_Action,
OddPages_WatermarkA_Occurrence
PerfectScript.BoxCreate 6
PerfectScript.BoxContentType Image_BoxContentType_Content
PerfectScript.BoxImageRetrieve
MakeInternal_BoxImageRetrieve_Action, “C:\World3.wpg”
PerfectScript.ChangeWatermarkGraphicShade 25
PerfectScript.BoxUpdateDisplay
PerfectScript.BoxEnd Save_BoxEnd_State
PerfectScript.Close
End If
‘The user selected the ribbon watermark
If myStyle = “Ribbon” Then
PerfectScript.ClearDoc
PerfectScript.WatermarkA Create_WatermarkA_Action,
OddPages_WatermarkA_Occurrence
PerfectScript.BoxCreate 6
PerfectScript.BoxContentType Image_BoxContentType_Content
PerfectScript.BoxImageRetrieve
MakeInternal_BoxImageRetrieve_Action, “C:\ribb0002.wpg”
PerfectScript.ChangeWatermarkGraphicShade 25
PerfectScript.BoxUpdateDisplay
PerfectScript.BoxEnd Save_BoxEnd_State
PerfectScript.Close
End If
PerfectScript.ZoomToFullPage

```

## Unload Me

End Sub

This code responds to the event that occurs when you click the command button. Be sure to enter the correct path to where the graphics files are located.



- For more information about VBA, see the Microsoft Visual Basic Help in the Visual Basic Editor.
- 

## Working with VBA methods

You can use VBA to get system information, such as the system's date and time values. Retrieving the system's date and time values using VBA is very easy because all of the Windows functions are hidden, and all you have to do is call the appropriate VBA method.

In the following procedure, you have to create a new method, called **ShowTime**. Next, you will declare two new variables: **myTime** and **myDate**. You can use the return value of the Time method to populate the **myTime** variable. The variable **myDate** can be populated by the return value of the Date method. You will have to type-cast the two variables — **myTime** and **myDate** — into string values. The easiest way to accomplish this is to declare two new string variables: **myStrDate** and **myStrTime**. Use the Str method to convert the contents of **myDate** and **myTime** into strings. Display the contents of **myStrDate** and **myStrTime** in a Message Box.

The following example creates a project macro.

### To access the system's date and time values

- 1 Click Tools, Visual Basic, Visual Basic Editor.
- 2 Double-click Project(Document1) in the Project view.
- 3 Double-click the WordPerfect Objects folder in the Project view.
- 4 Double-click **ThisDocument**, then type the following lines of code in the Editor window:

```
Public Sub ShowTime()
```

```
End Sub
```

This code will add a new method to the **ThisDocument** class. Make sure that the **ShowTime** method is declared public so that you can access this macro from WordPerfect.

- 5 Type the following new code in the **ShowTime** method to declare two new variables:

```
Public Sub ShowTime()  
Dim myTime  
Dim myDate As Date  
End Sub
```

- 6 Type the following new code in the **ShowTime** method to populate the **myTime** and the **myDate** variables:

```
Public Sub ShowTime()  
Dim myTime  
Dim myDate As Date  
myTime = Time  
myDate = Date  
End Sub
```

- 7 Type the following new code in the **ShowTime** method to convert the two variables to string data types:

```
Public Sub ShowTime()  
Dim myTime  
Dim myDate As Date  
myTime = Time  
myDate = Date  
Dim myStrTime, myStrDate, Msg As String  
myStrDate = Str(myDate)  
myStrTime = Str(myTime)  
End Sub
```

- 8 Type the following new code in the **ShowTime** method to populate and display the **Msg** variable:

```
Public Sub ShowTime()  
Dim myTime  
Dim myDate As Date  
myTime = Time  
myDate = Date
```

```

Dim myStrTime, myStrDate, Msg As String
myStrDate = Str(myDate)
myStrTime = Str(myTime)
Msg = "The date is " & myStrDateI & " and the time is " &
myStrTime
MsgBox Msg
End Sub

```



- For the purpose of this procedure, a Message Box was selected to display the date and time; however, you can create a new form and then display the time and date in this form. For more information about VBA, see Microsoft Visual Basic Help in the Visual Basic Editor.

## Accessing and manipulating an application from another application

You can create a VBA macro that will call another application. It is possible to program a VBA macro to open and change another application at run time. For example, you can create a Quattro Pro object from the WordPerfect VBA Editor. This lets you create a WordPerfect VBA macro that will change a Quattro Pro document. The following example demonstrates how to create a Quattro Pro object from the WordPerfect VBA Editor. However, the procedure remains the same regardless of the object you create or what application you use.

In the following procedure, a Quattro Pro object, called **myQp**, will be created. This object will be used to create an inventory table in a Quattro Pro document.

### To create a WordPerfect VBA Macro that will manipulate a Quattro Pro document

- 1 Open WordPerfect, then click Tools, Visual Basic, Visual Basic Editor.
- 2 Double-click on Project (Document1) in the Project view.
- 3 Click Tools, Reference, then enable **QuattroPro 9.0**, and click OK.  
Every application has an object. Make sure you reference the right object.
- 4 Double-click the WordPerfect Objects folder in the Project view.
- 5 Double-click **ThisDocument**, then type the following lines of code in the Editor window:

```
Public Sub CreateQPTable()
```

End Sub

This code will add a new method to the **ThisDocument** class. Make sure that **CreateQPTable** is declared public so that you can access this macro from WordPerfect.

- 6 Type the following lines of code in the **CreateQPTable** method:

```
Public Sub CreateQPTable()  
  
    Dim myQp  
  
    Set myQp = CreateObject("QuattroPro.PerfectScript")  
  
    If myQp Is Nothing Then  
  
        MsgBox "The Quattro Pro Object is invalid", vbCritical  
  
    End If
```

This code creates a Quattro Pro **PerfectScript** object. After the object is created, it is tested to determine if memory has been allocated to it. A Message Box will inform you if the object is invalid.

- 7 Type the following lines of code in the **CreateQPTable** method:

```
Public Sub CreateQPTable()  
  
    Dim myQp  
  
    Set myQp = CreateObject("QuattroPro.PerfectScript")  
  
    If myQp Is Nothing Then  
  
        MsgBox "The Quattro Pro Object does not exist", vbCritical  
  
    End If  
  
    'Populate the Quattro Pro document  
    myQp.FileNew "FileNew"  
    PerfectScript.SetCellString "B1", "Jan"  
    PerfectScript.SetCellString "C1", "Feb"  
    PerfectScript.SetCellString "D1", "Mar"  
    PerfectScript.SetCellString "A2", "TVs"  
    PerfectScript.SetCellString "A3", "VCRs"  
    PerfectScript.SetCellString "A4", "Radios"  
  
End Sub
```

This code will create a new Quattro Pro document and create an inventory table.



- For the purpose of this procedure, a simple inventory table was created in a Quattro Pro document. You can run this macro from WordPerfect. For testing purposes, make sure that Quattro Pro is open. For more information about VBA, see Microsoft Visual Basic Help in the Visual Basic Editor.

## Using OLE Automation

The Object Linking and Embedding (OLE) architecture is based on a model of client-server (also known as container-component or controller-component) associations. This model is based on the interaction between two applications in which one application (the client or container) makes requests to the other (the server or client) to perform an action. With OLE Automation, the application acting as the server exposes one or more automation components which allow other applications (controller or client) to manipulate them. For example, WordPerfect can execute a macro containing commands that open Microsoft Word, open a document into Microsoft Word, modify the formatting, resave the document, and close Microsoft Word. In this case, WordPerfect is the OLE automation controller and Microsoft Word is the OLE automation server, since it acts upon the requests made by WordPerfect. When Microsoft Word, Visual Basic for Applications (VBA), or any other OLE automation controller application opens WordPerfect and instructs it to perform certain specified tasks using OLE automation methods, then WordPerfect is the OLE automation server and the controlling application becomes the OLE automation controller.

PerfectScript can send commands to WordPerfect, Corel Presentations, and Quattro Pro through OLE Automation. PerfectScript can also send commands to such applications as Microsoft Excel and Microsoft Word. These applications are called OLE Automation servers. PerfectScript is an OLE Automation controller. OLE Automation is not limited to these programs. PerfectScript can send commands to and control any OLE Automation server.

OLE Automation servers define objects. These objects have names that are registered with Windows. You can refer to an application's documentation for the names of objects they define. OLE objects can have methods and properties. A method is a command or function that performs an action on that object. A property is a value that the object has (like system variables in WordPerfect.) You can retrieve and set this value. An example of a method for the "Excel.Application" object is as follows:

```
Worksheets().Activate
```

A property of the "Excel.Application" object is as follows:

```
ActiveSheet.Name
```

Methods, like product commands, may require parameters, and may or may not return values. Unlike system variables in WordPerfect, you can set properties by placing the property name on the left-hand side of an assignment statement. Properties can also take parameters when being retrieved or when being set. This makes the retrieval of a property very similar to a method call.

## Understanding OLE Automation

### OLE Automation

OLE Automation for WordPerfect is a flexible and powerful feature you can use to quickly build applications that use WordPerfect components. OLE Automation is an integration standard that has developed to allow applications to “expose” their programmable objects so that other applications can access them. The exposed commands become an extension of the controlling programming language.

Applications that support OLE Automation are called OLE Automation servers. Programming applications that can use a server’s scripting or macro commands are called OLE Automation controllers.

As shown in the following diagram, an OLE Automation server application exposes its programmable objects to the OLE Automation controller. The OLE Automation controller then incorporates the server application’s scripting or macro commands as part of its own language. The controller can then send these commands back to the server.



You can use OLE Automation for long and complicated manual processes that transfer data between two or more applications. For example, you may have a manual process that puts data into a spreadsheet to be used to create a presentation graphic. The graphic is then used in a word processing application. If you use OLE Automation, you may be able to create a program that automatically does these steps for you. OLE Automation gives you almost total control over a variety of different applications, letting you build the applications you need through its seamless integration capabilities.

At a basic level, you can think of OLE Automation as a way for applications to speak to and control each other through their own scripting or macro programming languages. For example, you could have WordPerfect speak to and control Microsoft Word, another OLE Automation server. Because WordPerfect, in this case the OLE Automation controller, is a desktop publishing application and does not know about the inner workings of Microsoft Word, the OLE Automation server, it needs a way to get information from the server.

Conversely, WordPerfect can be controlled by other OLE Automation applications through its PerfectScript application commands and a programming language. Some of the most widely used programming languages can support OLE automation, including Microsoft Visual Basic, Microsoft Visual Basic for Applications, and C++.

### **WordPerfect, PerfectScript, and OLE Automation**

If you have ever used a script to send commands to WordPerfect or another Corel application, you've used OLE Automation. When you run a script that sends commands to a Corel application, you must use the WithObject statement to enable a programmable object in the application.

Any Corel application, including WordPerfect, that supports OLE Automation provides one programmable object that allows the PerfectScript controller to send it commands. The following table lists all of the Corel applications that support OLE Automation (and PerfectScript) and the name of their programmable object:

<b>Corel application</b>	<b>Programmable object name</b>
Corel Presentations 9	Presentation.PerfectScript.9
WordPerfect 9	WordPerfect.PerfectScript.9
Quattro Pro	QuattroPro.PerfectScript.9
CorelDRAW 8	CorelDraw.Automation.8
Corel PHOTO-PAINT 8	CorelPaint.Automation.8
Corel VENTURA 8	CorelVentura.Automation.8



Since the Corel applications listed above provide one programmable object, their documents cannot be directly accessed as objects from a controller. The Microsoft Visual Basic GetObject command, for example, cannot be used to access a Corel document. Additionally, Corel applications do not support properties and methods. The only way to access a Corel document through OLE Automation is by using PerfectScript application commands.

You can also use other scripting languages to call Corel OLE Automation applications. For example, you can call the WordPerfect object using a script created in Visual Basic. The following Visual Basic script creates a new WordPerfect document and inserts a footnote.

```
Private Sub Form_Load()  
    Dim objWP As Variant  
    Set objWP =  
CreateObject("WordPerfect.PerfectScript")  
    objWP.FootnoteCreate  
    objWP.Tab  
    objWP.Type "This was inserted with VB."  
    objWP.Quit  
End Sub
```



- As in the example above, the Microsoft Word Basic commands, or any other OLE automation application commands, must be preceded by a period.
- 

### Other OLE Automation controllers

Rather than only using PerfectScript, you can use other applications as your OLE Automation controller. For example, you can use either Microsoft Visual Basic, Microsoft Visual Basic for Applications, or Microsoft C++, as your OLE Automation controller for Corel applications.

However, if you use a programming language other than PerfectScript to send commands to Corel applications, you cannot use PerfectScript programming statements and functions such as FOR...NEXT or MESSAGE, or Corel dialog box definition statements you can only use the Corel application commands.

For information about commands and functions and PerfectScript OLE Automation overviews, see the online help in the respective application. However, it does not provide procedural and reference information about

programming using OLE automation controllers other than PerfectScript. For more information about other OLE automation controllers, see the following reference sources:

- Microsoft Visual Basic Programmer's Guide
- Microsoft Windows Developer's Kit
- Microsoft Office Developer's Kit



- The PerfectScript command Quit is specifically for use with OLE Automation. If you are scripting languages such as Visual Basic, C, C++, Delphi, FoxPro, and Corel Script, you should use the Quit command at the end of the script. Because WordPerfect hosts VBA, the Quit command should not be used from VBA.

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## Using files with DDE Execute from previous versions of WordPerfect

Older versions of WordPerfect, such as WordPerfect 5.1 and WordPerfect 6.1, use Dynamic Data Exchange (DDE) Execute to trade information or allow one application to instruct another to perform specific tasks.

To use DDE Execute you need to refer to:

- the WordPerfect Macros Help File for information about the `ddeinitiate()`, `ddeexecute()`, and `ddeterminate()` programming commands
- the documentation for the other Windows applications; the information you need includes the service (application) name, topic name, and list of commands the application will accept through DDE Execute

### Sending commands to other Windows applications

Using DDE you can create WordPerfect macros that send commands to control other applications running under Windows. For example, you can create a macro that launches a spreadsheet application, loads a file, and copies a range of cells to a table in WordPerfect.

### Sending commands to WordPerfect

Other applications can also use DDE Execute to control WordPerfect. The application must first initiate a DDE conversation using the service (application) name of "WPWin9\_Macros" and topic name of "Commands". Before terminating the conversation, the application can send DDE Execute strings made up of one or more WordPerfect macro commands. Note that WordPerfect accepts only product commands, not programming commands.

These product commands cannot contain variables or expressions. See the WordPerfect Macros Help file for a list of product commands and descriptions.

Other applications can also send commands to WordPerfect as a DDE Request item in order to receive a string representing the command's return value. The application must send the DDE Execute string or DDE Request item in ANSI text format. WordPerfect returns the DDE Request result as an ANSI text string. If either a DDE Execute string or a DDE Request item returns an error, the application can send a DDE Request on the item "LastCmdError" to find out what error occurred. This item will return an ANSI text string containing a three-digit error code and a description of the error.

### **DDE Execute application names, services, and topics**

<b>Application</b>	<b>Service, Topic</b>
WPWin	WPWin9_Macros,PS3Commands
Envoy	Envoy, System
Presentations	WPPresentations,Command
Quattro Pro	QPW, <full path and filename of open notebook>

Envoy acts as a server for DDE Execute, but not a client. This means that you can use DDE Execute in products to send commands to Envoy, but you cannot use DDE Execute in Envoy to send commands to other products.

## **Getting online Help for macros**

You can get online Help for macros through the Macro Command Browser and the context-sensitive Help.

### **Starting macros Help using the Macro Command Center**

You can easily display the lists of product and programming commands for all applications in WordPerfect Office 2000 by using the WordPerfect Macros Help.

#### **To start WordPerfect Macros Help**

- 1 Click Help, Help Topics.
- 2 Click the Contents tab.
- 3 Click Reference information, then WordPerfect Macros Help.

## Getting context-sensitive Help on macro commands

WordPerfect gives you instant Help on any command as you edit a macro. In the Macro Command Browser, a brief description of the macro command appears at the bottom of the dialog box.

### To get more information about PerfectScript Commands

- Click the Help button.

### To display Help while editing a macro

- 1 Place the insertion point in a command.
- 2 Press F1 to display the Help topic about that command.

## Getting Help in the Macro Command Browser

Online Help for each command in the Macro Command Browser is available.

### To get Help in the Macro Command Browser

- 1 Choose a command from the Commands list.
- 2 Right-click the command to view the Help topic associated with that command.



# CUSTOMIZING WORDPERFECT 17

---

WordPerfect has customization features that let you create your own unique workspace with the display options and settings you prefer. You can then save your workspace settings for the next time you use WordPerfect.

You can create and modify toolbars, the Property Bar, the Application Bar, menus, and keyboard shortcuts. You can also control the placement and content of toolbars, including the Property Bar and the Application Bar.

You can customize the menus and menu commands in the Menu Bar. For example, you can add and remove commands and menu command separators, and you can rename and rearrange commands and menus.

WordPerfect provides preset keyboard shortcuts, which you can edit or remove. You can also add your own shortcuts. Changes you make apply to the Corel workspace, not just the current document.

You can always restore a default toolbar, menu, or keyboard shortcut to its original settings.

## Customizing workspace and display options

You can customize how the Document Window looks by displaying or hiding items, such as table gridlines, graphics, and QuickTips. QuickTips provide information about the icons and buttons on the toolbar, Property Bar, and Application Bar, and about options on the menu. QuickTips pop up in a small box next to the cursor when you position the cursor over an icon or button for a few seconds. You can also enable the drag to create option and change the settings for the Shadow Cursor and the Ruler.

You can automatically personalize comments and document summaries with your name and initials. You can also choose to be prompted when a word should be hyphenated, or you can be notified about possible errors in a document.

You can change the language for the writing tools, such as Spell Checker and Thesaurus, and for the application interface. You can also customize the Windows screen colors and save your workspace settings.

## Displaying and hiding items in a document

You can display or hide items, such as table gridlines, graphics, and hidden text, in a document. You can speed up the display of your document by using table gridlines or by hiding graphics. For more information about table gridlines, see “Displaying table gridlines” on page 227. For more information about graphics, see “Hiding and displaying graphics” on page 42.

You can use Hide Bars to remove the toolbars, Property Bar, Ruler, Application Bar, scroll bar, and menus from your Document Window.

### To display or hide items in a document

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Click the Document tab.
- 4 In the Show section, enable or disable any of the following check boxes:
  - Table Gridlines — displays or hides table gridlines
  - Windows System Colors — displays or hides Windows System Colors
  - Graphics — displays or hides graphics
  - Hidden Text — displays or hides hidden text
  - Margin Icons — displays or hides margin icons
  - RealTime Preview — enables or disables Corel RealTime Preview



- A check mark next to the item indicates that the item is displayed or enabled.
- 

### To hide all bars and menus in a document

- Click View, Hide Bars.



- Press ESC to restore the bars to your screen.
- 

## Displaying and hiding QuickTips on menus

You can display or hide the QuickTips on menus.

### To display QuickTips on menus

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the Interface tab.
- 4 In the Items To Display On Menus section, enable the QuickTips checkbox.



- QuickTips are displayed by default.
- 

## Enabling the drag to create option

With the drag to create option enabled, you can use the Shadow Cursor to drag across a blank area of your document. This displays a QuickMenu that lets you insert images, text boxes, tables, and other custom boxes.

### To enable the drag to create option

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the Graphics tab.
- 4 Enable the Drag To Create New Graphic Boxes check box.

## Changing Shadow Cursor settings

You can change settings for the Shadow Cursor, including how the Shadow Cursor reacts in the Document Window and how it appears.

The Shadow Cursor displays when you point to text or to white space (background), but only in the active editing area. For example, when you edit a header, a comment, or a footnote, the Shadow Cursor does not display in the Document Window.

### **To change Shadow Cursor settings**

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Click the Document tab.
- 4 In the Snap To section, enable one of the following buttons:
  - Margins — makes the Shadow Cursor snap to margins
  - Tabs — makes the Shadow Cursor snap to tab settings
  - Indent — makes the Shadow Cursor snap to indents
  - Spaces — makes the Shadow Cursor snap to spaces
- 5 In the Active In section, enable one of the following buttons:
  - Text — lets the Shadow Cursor become active when positioned in text
  - White Space — lets the Shadow Cursor become active when positioned in white space
  - Both — lets the Shadow Cursor become active when positioned in text or white space

### **To change the appearance of the Shadow Cursor**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the Shadow Cursor section, choose a color for the Shadow Cursor from the Color palette.
- 3 In the Shadow Cursor section, choose a shape for the Shadow Cursor from the Shape palette.

## **Changing measurement and Ruler settings**

You can choose a unit of measurement for such items as font size, columns and margins, lines, and horizontal and vertical spacing. You can choose the unit of measurement to display on the Application Bar and Ruler. You can also change Ruler settings so that tabs snap to specific measurements or so that Ruler Guides are displayed.

### **To change measurement settings**

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Click the Document tab.
- 4 Choose one of the following from the Units Of Measure list box:



- Inches (“)
  - Inches (i)
  - Centimeters (cm)
  - Millimeters (mm)
  - Points (p)
  - 1200ths Of An Inch (w)
- 5 Choose one of the following from the Application Bar/Ruler Display list box:
- Inches (“)
  - Inches (i)
  - Centimeters (cm)
  - Millimeters (mm)
  - Points (p)
  - 1200ths Of An Inch (w)

### To change Ruler settings

- 1 Click Tools, Settings.
- 2 Click Display.
- 3 Click the Ruler tab.
- 4 In the Ruler Options section, enable any of the following check boxes:
  - Tabs Snap To Ruler Grid — makes the tabs snap to specific Ruler settings
  - Show Ruler Guides — displays Ruler guides



- You can also change Ruler settings by right-clicking the Ruler, then clicking Settings.
- 

## Changing user information for comments and document summaries

You can change user information, which identifies you when you create a comment or document summary. You can add your name and initials to user information and choose a color in which to display your comments, so that other users can easily identify them.

### **To change user information for comments and document summaries**

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the General tab.
- 4 Type your name in the Name box.
- 5 Type your initials in the Initials box.
- 6 Choose a color for your comments from the User Color palette.

### **Changing settings for prompts and error notifications**

You can choose to be prompted when a word should be hyphenated. You can also choose to be notified when an error is detected in your document.

#### **To change hyphenation prompts**

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the Prompts tab.
- 4 Choose one of the following prompt options from the On Hyphenation list box:
  - Always — displays a prompt every time a word is hyphenated
  - Never — never displays a prompt when a word is hyphenated
  - When Required — displays a prompt when a word must be hyphenated but is not found in the main word list

#### **To change error notifications**

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the Prompts tab.
- 4 In the Beep section, enable one of the following check boxes:
  - On Error — notifies you when an error is detected
  - On Hyphenation — notifies you when a word should be hyphenated
  - On Find Failure — notifies you when WordPerfect fails to find an item during a search

## Changing the language for WordPerfect

WordPerfect is available in different language versions. When you use each language version, the program interface, including dialog box text, prompts, and menus, uses that language. You must have another language version installed to be able to change the interface language.

WordPerfect includes writing tools to help you type and proofread text in other languages. For example, if you do much of your work in English but also write documents in German, you can set a document's language as German and use the German Spell Checker, Thesaurus, and Grammatik. However, to use a different dictionary you must install the language during setup.

### To change the interface language for WordPerfect

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the Interface tab.
- 4 Choose a language from the Interface Language list box.

### To change the writing tools language

- 1 Click Tools, Language, Settings.
- 2 Choose a language from the Current Language list box.



- To set a language as the default language, enable the Save As Default Writing Tools Language check box.
- 

## Changing Windows screen colors

You can change the colors of WordPerfect title bars, dialog boxes, and Document Windows.

### To change Windows screen colors

- 1 On the Windows Taskbar, click Start, Settings, Control Panel.
- 2 Double-click Display.
- 3 Click the Appearance tab.

- 4 Choose the item you want to change from the Item list box.
- 5 Click the Color button, then choose the color you want from the Color Palette.



- You can also right-click the Windows desktop, then click Properties, Appearance.
- 

## Saving workspace settings

You can customize your workspace settings, then save the settings. Workspace settings remain in effect until you change them.

### To save workspace settings

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the Interface tab.
- 4 In the Save Workspace section, enable one of the following buttons:
  - Always — always saves workspace settings
  - Never — never saves workspace settings
  - Prompt On Exit — prompts you to save workspace settings when exiting WordPerfect

## Customizing toolbars

You can choose which toolbars display on your screen, and you can control the position and content of the toolbars. You can specify how many rows of buttons appear and whether you want the toolbar to scroll if you can't see all of the buttons. Using the mouse, you can resize or move your toolbars anywhere in the work area.

You can add, remove, and rearrange toolbar buttons, and you can create toolbars that contain the buttons you use most often. Toolbar buttons can display with text only, pictures only, or with both pictures and text. You can change the font face and size used for button text.

## Displaying toolbars

You can choose which toolbars display on your screen. You can also change the location of a toolbar, so that it appears at the top, bottom, left side, or

right side of the Document Window, or as a floating palette that you can place anywhere on the screen.

You can choose how many rows of buttons appear on a toolbar and whether you want the toolbar to scroll if you can't see all of the buttons.

### To display a toolbar

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Toolbars tab.
- 4 Choose the toolbars you want to display from the Available Toolbars list box.

A check mark next to the toolbar indicates that it is displayed.



- The maximum number of bars you can display is 12. This includes 10 toolbars, 1 Property Bar, and the Application Bar.



- You can display a list of some of the available toolbars by right-clicking a toolbar, or you can display the full list of toolbars by right-clicking a toolbar, then clicking Settings.
  - You can also display the list of toolbars by clicking View, Toolbars.
- 

### To change the location of a toolbar

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Toolbars tab.
- 4 Choose the toolbar from the Available Toolbars list box.
- 5 Click the Options button.
- 6 In the Toolbar Location section, enable one of the following buttons:
  - Left — docks the toolbar on the left side of the Document Window
  - Right — docks the toolbar on the right side of the Document Window
  - Top — docks the toolbar at the top of the Document Window
  - Bottom — docks the toolbar at the bottom of the Document Window

- Palette — creates a floating palette that you can move anywhere on the screen
- 7 Type a number in the Maximum Number Of Rows/Columns To Show box.
  - 8 Enable the Show Scroll Bar check box to add a scroll bar to the toolbar.



- You can double-click a docked toolbar to make it a floating toolbar.
  - You can double-click a floating toolbar to dock it to its last docked position.
- 

## Moving and resizing toolbars using the mouse

You can move a toolbar anywhere on the screen. Placing it inside the Document Window creates a floating toolbar with a Title Bar. Placing it on any of the four sides of the Document Window docks the toolbar, making it part of the window border. You can change the size of the toolbar when it is floating (removed from the window border), but not when it is docked.

### To move a toolbar

- Click the toolbar's border, then drag it to a new position.

When you drag the toolbar onto the work area, it becomes a floating toolbar.

### To dock a toolbar

- Click the toolbar's border, then drag it toward the edge of the window until it changes shape.



- Double-clicking the toolbar when it is floating docks it to its last docked position.
- 

### To resize a floating toolbar

- 1 Position the cursor on the edge of the toolbar.

The cursor changes to a two-directional arrow.

- 2 Drag the edge of the toolbar to resize it.



- To cancel resizing, press ESC while you drag the edge of the toolbar.
-

## Creating and editing custom toolbars

You can create custom toolbars to provide quick access to the features and macros you use most. You can edit custom toolbars and the preset toolbars provided with WordPerfect by adding and removing buttons, adding separators, or arranging the order of toolbar buttons.

### To create a custom toolbar

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Toolbars tab.
- 4 Click the Create button.
- 5 Type a name for the toolbar in the New Toolbar Name box, then click OK.



- You can also right-click a toolbar, click Settings, then click the Create button.

### To edit a toolbar

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Choose a toolbar from the Available Toolbars list box.
- 3 Click the Edit button.  
The Toolbar Editor dialog box appears.
- 4 Do any of the following:
  - To add a button to the toolbar, choose a feature from the Features list box, then click Add Button.
  - To add a separator to the toolbar, click in the Separator box and drag a separator to the toolbar (i.e., outside the Toolbar Editor dialog box).
  - To remove a button from the toolbar, drag the button off the toolbar (i.e., outside the Toolbar Editor dialog box).
  - To arrange the order of buttons on the toolbar, drag the button to a new position (i.e., outside the Toolbar Editor dialog box).



- You can add a program shortcut to a toolbar by dragging the program icon from the desktop to the toolbar.



- You can also edit a toolbar by right-clicking the toolbar, then clicking Edit.
  - You can also delete a toolbar button by holding down the ALT key and dragging the button from the toolbar. You can reposition a toolbar button by holding down the ALT key and dragging the button to a new position.
- 

## Adding buttons and separators to toolbars

You can add buttons and separators to custom toolbars or to the preset toolbars provided with WordPerfect. Separators are the vertical lines between buttons and are used to create a group of buttons.

### To add buttons to a toolbar

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Toolbars tab.
- 4 Choose a toolbar from the Available Toolbars list box.
- 5 Click the Edit button.
- 6 Choose a category from the Feature Categories list box.
- 7 Choose a feature from the Features list box.
- 8 Click Add Button to add the feature to the toolbar.

### To add separators to a toolbar

- 1 Follow steps 1 to 5 from the previous procedure.
- 2 Click in the Separator box and drag a separator to the toolbar.



- You can also add buttons and separators to toolbars by right-clicking a toolbar, then clicking Edit.
- 

## Changing the appearance of toolbar buttons

You can change toolbar buttons so that they display with text only, with pictures only, or with both pictures and text. You can change the font face and size used for button text, and you can edit the picture used for a toolbar button.



### To change the appearance of a toolbar button

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Toolbars tab.
- 4 Choose a toolbar from the Available Toolbars list box.
- 5 Click the Options button.
- 6 In the Button Appearance section, enable one of the following buttons:
  - Text — displays text only on the toolbar button
  - Picture — displays pictures only on the toolbar button
  - Picture And Text — displays pictures and text on the toolbar button

### To edit a toolbar button

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Click the Edit button.
- 3 On the toolbar (i.e., outside the Toolbar Editor dialog box), right-click the toolbar button you want to change, then click Customize.
- 4 Do one of the following:
  - To edit text, type new text in the Button Text box.
  - To edit a picture, click the Edit button in the Image section, then use the controls to change the appearance of the picture.



- You can also edit a toolbar button by right-clicking a toolbar, then clicking Edit.
- 

### Copying and renaming toolbars

You can copy toolbars. Copying a toolbar is useful when you want to create a toolbar with similar features and buttons as an existing toolbar. You can also rename toolbars; however, you can rename only the toolbars that you have created, not the preset toolbars provided with WordPerfect.

### To copy a toolbar

- 1 Click Tools, Settings.
- 2 Click Customize.

- 3 Click the Toolbars tab.
- 4 Click the Copy button.
- 5 Choose the template in which the toolbar is stored from the Template To Copy From list box.
- 6 Choose a toolbar from the Select Toolbars To Copy list box.
- 7 Choose the template to which you want to copy the toolbar from the Template To Copy To list box.
- 8 Click the Copy button.
- 9 Type a name for the toolbar in the Object box.



- You can also right-click a toolbar, click Settings, then click the Copy button.
- 

#### **To rename a toolbar**

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Choose a toolbar from the Available Toolbars list box.
- 3 Click the Rename button.
- 4 Type a new name in the Rename Toolbar To box.
- 5 Click OK.



- You can also right-click a toolbar, click Settings, then click the Rename button.
- 

### **Restoring toolbars**

You can restore any of the preset toolbars provided with WordPerfect to their original settings.

#### **To restore a toolbar**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Toolbars tab.

- 4 Choose a toolbar from the Available Toolbars list box.
- 5 Click the Reset button.



- You can also right-click a toolbar, click Settings, then click the Reset button.
- 

## Deleting toolbars

You can delete only the toolbars that you have created; you cannot delete the preset toolbars provided with WordPerfect.

### To delete a toolbar

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Toolbars tab.
- 4 Choose a toolbar from the Available Toolbars list box.
- 5 Click the Delete button.



- You can also right-click a toolbar, click Settings, then click the Delete button.
- 

## Customizing the Property Bar and the Application Bar

The Property Bar displays different controls, depending on the object you have selected. You can change the appearance of a Property Bar and add items to the bar, but you cannot change the context in which a Property Bar appears. For example, you cannot specify that the Graphics Property Bar appears when you edit text.

You can use the Application Bar to view information about the state of WordPerfect. You can also specify what information appears on the Application Bar. Items you can use include the current font, date, time, and printer. The general status option displays information about the context of your insertion point and changes to display information about merges, macros, tables, columns, Insert/Typeover mode, or the style in effect at the insertion point.

The following illustration is an example of the Application Bar.



The customized Application Bar appears the same way every time you open WordPerfect until you change the Application Bar settings again.

You can restore the original settings of the Property Bar and the Application Bar at any time.

## Displaying Property Bars

You can choose which Property Bars display on your screen. You can also change the location of a Property Bar so that it appears at the top, bottom, left side, or right side of the Document Window, or as a floating palette that you can place anywhere on the screen.

You can choose how many rows of buttons appear on a Property Bar, and you can choose whether you want the Property Bar to scroll if you can't see all of the buttons.

### To display a Property Bar

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Property Bars tab.
- 4 Choose the Property Bars that you want to display from the Available Property Bars list box.

A check mark next to the Property Bar indicates that it is displayed.



- The maximum number of bars you can display is 12. This includes 10 toolbars, 1 Property Bar, and the Application Bar.

### To change the location of a Property Bar

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Choose a Property Bar from the Available Property Bars list box.
- 3 Click the Options button.
- 4 In the Property Bar Location section, enable one of the following buttons:

- Left — docks the Property Bar on the left side of the Document Window
  - Right — docks the Property Bar on the right side of the Document Window
  - Top — docks the Property Bar at the top of the Document Window
  - Bottom — docks the Property Bar at the bottom of the Document Window
  - Palette — creates a floating palette that you can move anywhere on the screen
- 5 Type a number in the Maximum Number Of Rows/Columns To Show box.
  - 6 Enable the Show Scroll Bar check box to add a scroll bar to the Property Bar.



- You can double-click a docked Property Bar to make it a floating Property Bar.
  - You can double-click a floating Property Bar to dock it to its last docked position.
- 

## Changing the appearance of Property Bar buttons

You can change Property Bar buttons so that they display with text only, with pictures only, or with both pictures and text. You can change the font face and size used for button text, and you can edit the picture used for a Property Bar button.

### To change the appearance of a Property Bar button

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Property Bars tab.
- 4 Choose a Property Bar from the Available Property Bars list box.
- 5 Click the Options button.
- 6 In the Button Appearance section, enable one of the following buttons:
  - Text — displays text only on the Property Bar button

- Picture — displays pictures only on the Property Bar button
- Picture And Text — displays pictures and text on the Property Bar button

### To edit a Property Bar button

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Click the Edit button.
- 3 On the Property Bar (i.e., outside the Property Bar Editor dialog box), right-click the Property Bar button you want to change, then click Customize.
- 4 Do one of the following:
  - To edit text, type new text in the Button Text box.
  - To edit a picture, click the Edit button in the Image section, then use the controls to change the appearance of the picture.



- You can also edit a Property Bar button by right-clicking a Property Bar, then clicking Edit.
- 

## Moving and resizing Property Bars using the mouse

You can move the Property Bar anywhere on the screen. Placing it inside the Document Window creates a floating Property Bar with a Title Bar. Placing it on any of the four sides of the Document Window docks the Property Bar, making it part of the window border. You can change the size of the Property Bar when it is floating (removed from the window border), but not when it is docked.

### To move a Property Bar

- Click the Property Bar's border, then drag it to a new position.

When you drag the Property Bar onto the work area, it becomes a floating Property Bar.

### To dock a Property Bar

- Click the Property Bar's border, then drag it toward the edge of the window until it changes shape.



- Double-clicking the Property Bar when it is floating docks it to its last docked position.
- 

### **To resize a floating Property Bar**

- 1 Position the cursor on the edge of the Property Bar.  
The cursor changes to a two-directional arrow.
  - 2 Drag the edge of the Property Bar to resize it.
- 



- To cancel resizing, press ESC while you drag the edge of the Property Bar.
- 

## **Editing and restoring Property Bars**

You can edit Property Bars so that they provide quick access to the features and macros you use most. You can restore the original settings of the Property Bar at any time.

### **To edit a Property Bar**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Property Bars tab.
- 4 Choose a Property Bar from the Available Property Bars list box.
- 5 Click the Edit button.  
The Property Bar Editor appears.
- 6 Do any of the following:
  - To add a button to the Property Bar, choose a feature from the Features list box, then click Add Button.
  - To add a separator to the Property Bar, click in the Separator box and drag a separator to the Property Bar (i.e., outside the Property Bar Editor dialog box).
  - To remove a button from the Property Bar, drag the button off the Property Bar (i.e., outside the Property Bar Editor dialog box).
  - To arrange the order of buttons on the Property Bar, drag the button to a new position (i.e., outside the Property Bar Editor dialog box).



- You can also edit a Property Bar by right-clicking a Property Bar, then clicking Edit.
- 

### **To restore a Property Bar**

- 1 Follow steps 1 to 4 from the previous procedure.
  - 2 Click the Reset button.
- 



- You can also right-click a Property Bar, click Settings, then click the Reset button.
- 

## **Displaying and hiding the Application Bar**

You can display or hide the Application Bar.

### **To display or hide the Application Bar**

- Click View, Application Bar.

A check mark next to the Application Bar command indicates that the Application Bar is displayed.

---



- You can also display the Application Bar by clicking View, Toolbars, then enabling the check box beside the Application Bar.
- 

## **Adding, removing, and moving information on the Application Bar**

You can add or remove items on the Application Bar, and you can change the order in which options on the Application Bar appear.

### **To add information to the Application Bar**

- 1 Click Tools, Settings.
- 2 Click Application Bar.
- 3 In the Select Items To Appear On The Bar list box, enable the check boxes beside the items you want to add.

### **To remove information from the Application Bar**

- 1 Click Tools, Settings.



- 2 Click Application Bar.
- 3 In the Select Items To Appear On The Bar list box, disable the check boxes beside the items you want to remove.

### **To move an item on the Application Bar**

- 1 Click Tools, Settings.
- 2 Click Application Bar.
- 3 On the Application Bar (i.e., outside the Application Bar Settings dialog box), drag the item to a new position.



- You can also move an item on the Application Bar by holding down the ALT key and dragging the item to a new position.
  - You can also add, remove, and move items by right-clicking the Application Bar, then clicking Settings.
- 

### **Changing the size of text on the Application Bar**

You can change the size of text on the Application Bar. The font face on the Application Bar is based on the Windows system font.

#### **To change the size of text on the Application Bar**

- 1 Click Tools, Settings.
- 2 Click Application Bar.
- 3 In the Font Size section, enable one of the following buttons:
  - Small
  - Normal
  - Large



- If Small is dimmed, the system font is already as small as it can be.
- 



- You can also change the size of text on the Application Bar by right-clicking the Application Bar, then clicking Settings.
-

## Restoring the default Application Bar

You can restore the Application Bar to its original settings.

### To restore the default Application Bar

- 1 Click Tools, Settings.
- 2 Click Application Bar.
- 3 Click the Reset button.



- You can also right-click the Application Bar, click Settings, then click the Reset button.
- 

## Customizing menus

You can customize menus and menu commands. You can choose which menu you want to use, and you can choose whether to display shortcut keys on menus. You can create and edit a custom menu so that it contains the menu commands you use most. You can also rename menus, and you can remove menus from the Menu Bar.

You can restore the original settings of any default menu.

## Choosing menus

You can choose which menu you want to customize. The menu you choose appears in the menu bar at the top of the screen. You can revert back to the default WordPress menu at any time.

### To choose a menu

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Menus tab.
- 4 Choose a menu from the Available Menus list box.
- 5 Click the Select button.



- You can also right-click a menu, then choose the menu you want from the list that appears.
  - You can also choose a menu by right-clicking a menu, then clicking Settings.
- 

### **To revert to the default WordPerfect 9 menu**

- Press CTRL + ALT + SHIFT + BACKSPACE.
- 



- You can also add the Reset Keyboard/Menu button to the toolbar to do this. For information about adding buttons to toolbars, see “Adding buttons and separators to toolbars” on page 632.
- 

## **Displaying shortcut keys on menus**

You can display shortcut keys on menus to make accessing menu commands easier. For information about changing the shortcut keys, see “Customizing keyboard shortcuts” on page 646.

### **To display shortcut keys on a menu**

- 1 Click Tools, Settings.
- 2 Click Environment.
- 3 Click the Interface tab.
- 4 In the Items To Display On Menus section, enable the Shortcut Keys check box.

## **Creating menus**

You can create custom menus that contain the commands and features you use most often.

### **To create a menu**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Menus tab.
- 4 Click Create.

- 5 Type a name for the menu in the New Menu Bar Name box, then click OK.

The Menu Editor opens, and the menu is displayed at the top of the Document Window.

- 6 Choose a menu category from the Feature Categories list box.
- 7 Choose the menu feature you want to add from the Features list box.
- 8 Click the Add Menu Item button to add a feature to the new menu.



- You can also right-click a menu, click Settings, then click Create.
- 

## Editing menus

You can add menu items to a custom menu or to one of the preset menus provided with WordPerfect, and you can remove menu items that you no longer need. You can also add separators and drop-down menus to menus. Separators are the horizontal lines between commands in a menu and are used to create a group of commands.

### To add a menu item

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Menus tab.
- 4 Choose a menu from the Available Menus list box.  
The menu is displayed at the top of the Document Window.
- 5 Click Edit.  
The Menu Editor opens.
- 6 Choose a menu category from the Feature Categories list box.
- 7 Choose the menu feature you want to add from the Features list box.
- 8 Click the Add Menu Item button.



- You can also add a menu item by choosing the feature, then dragging it to the menu (i.e., outside the Menu Editor dialog box).
-

### To remove a menu item

- 1 Follow steps 1 to 5 from the previous procedure.
- 2 Drag a menu item from the menu (i.e., outside the Menu Editor dialog box).

### To add a separator

- 1 Follow steps 1 to 5 from the “To add a menu item” procedure.
- 2 Click in the Separator box, then drag a separator to the menu (i.e., outside the Menu Editor dialog box).

### To add a drop-down menu

- 1 Follow steps 1 to 5 from the “To add a menu item” procedure.
- 2 Click in the Menu box, then drag a drop-down menu to the menu (i.e., outside the Menu Editor dialog box).



- You can also right-click a menu, click Settings, then click the Edit button.
- 

## Renaming and deleting menus

You can rename or delete menus that you have created. You cannot rename or delete the preset menus provided with WordPerfect.

### To rename a menu

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Menus tab.
- 4 Choose a menu from the Available Menus list box.
- 5 Click the Rename button.
- 6 Type a new name in the Rename Menu Bar To box.
- 7 Click OK.



- You can also right-click a menu, click Settings, then click the Rename button.
-

### To delete a menu

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Menus tab.
- 4 Choose a menu from the Available Menus list box.
- 5 Click the Delete button.



- You can also right-click a menu, click Settings, then click the Delete button.
- 

### Restoring menus

You can restore the preset menus provided with WordPerfect.

#### To restore a menu

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Menus tab.
- 4 Choose a menu from the Available Menus list box.
- 5 Click the Reset button.



- You can also right-click a menu, click Settings, then click the Reset button.
- 

## Customizing keyboard shortcuts

WordPerfect provides keyboard shortcuts that help you work more efficiently. You can create keyboard shortcuts or modify existing ones. You can also delete keyboard shortcuts you no longer need, and you can restore the original settings of default keyboard shortcuts.

### Choosing keyboards

You can customize keyboard shortcuts to provide quick access to the features and macros you use most. You can store your keyboard shortcuts under different keyboards. To access your keyboard shortcuts, select the keyboard

you want to use. You can revert back to the default WordPerfect keyboard at any time.

### **To choose a keyboard**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Keyboards tab.
- 4 Choose a keyboard from the Available Keyboards list box.
- 5 Click the Select button.

### **To revert to the default WordPerfect 9 keyboard**

- Press CTRL + ALT + SHIFT + BACKSPACE.



- You can also add the Reset Keyboard/Menu button to the toolbar to do this. For information about adding buttons to toolbars, see “Adding buttons and separators to toolbars” on page 632.
- 

## **Creating and editing keyboards**

You can create a custom keyboard that lets you choose the keyboard shortcuts you use most. You can also add and remove keyboard shortcuts from the keyboards you have created or from the keyboards provided with WordPerfect.

### **To create a keyboard**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Keyboards tab.
- 4 Click Create.
- 5 Type a name for the keyboard in the New Keyboard Name box.
- 6 Click OK.

The Keyboard Shortcuts dialog box opens.

- 7 Add keyboard shortcuts to the new keyboard.

### **To add a keyboard shortcut**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Keyboards tab.
- 4 Choose a keyboard from the Available Keyboards list box.
- 5 Click the Edit button.
- 6 Choose a keyboard shortcut combination from the Choose A Shortcut Key list box.
- 7 Click one of the following tabs to choose a feature:
  - Features — lets you assign a shortcut to menus, menu commands, and buttons
  - Keystrokes — lets you assign a shortcut that will insert a text string
  - Programs — lets you assign a shortcut that will run an application
  - Macros — lets you assign a shortcut that will play a macro
- 8 Click the Assign To Key button.

### **To remove a keyboard shortcut**

- 1 Follow steps 1 to 6 from the previous procedure.
- 2 Click the Remove Assignment button.

## **Copying and restoring keyboards**

You can copy keyboards. Copying a keyboard is useful when you want to create a new keyboard that contains similar keyboard assignments as an existing keyboard. You can also restore any of the preset keyboards provided with WordPerfect to their original settings.

### **To copy a keyboard**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Keyboards tab.
- 4 Click the Copy button.
- 5 Choose the template in which the keyboard is stored from the Template To Copy From list box.
- 6 Choose a keyboard from the Select Keyboards To Copy list box.



- 7 Choose the template to which you want to copy the keyboard from the Template To Copy To list box.
- 8 Click the Copy button.
- 9 Type a name for the keyboard in the Object box.

### **To restore a keyboard**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Keyboards tab.
- 4 Choose a keyboard from the Available Keyboards list box.
- 5 Click the Reset button.

## **Renaming and deleting keyboards**

You can rename or delete keyboards that you have created. You cannot rename or delete the preset keyboards provided with WordPerfect.

### **To rename a keyboard**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Keyboards tab.
- 4 Choose a keyboard from the Available Keyboards list box.
- 5 Click the Rename button.
- 6 Type a new name in the Rename Keyboard To box.
- 7 Click OK.

### **To delete a keyboard**

- 1 Click Tools, Settings.
- 2 Click Customize.
- 3 Click the Keyboards tab.

- 4 Choose a keyboard from the Available Keyboards list box.
- 5 Click the Delete button.

## Index

- !
- .AVI . . . . . 427
  - .DAT . . . . . 415
  - .DLL . . . . . 360
  - .EVY . . . . . 360
  - .EXE . . . . . 360
  - .FRM . . . . . 415
  - .GIF . . . . . 495
  - .HLP . . . . . 360
  - .HTM . . . . . 494
  - .JPG . . . . . 495
  - .MID . . . . . 427
  - .NLI . . . . . 360
  - .PDF . . . . . 522
  - .PRS . . . . . 438
  - .RMI . . . . . 427
  - .UWL . . . . . 360
  - .WAV . . . . . 427
  - .WCM . . . . . 360
  - .WMF . . . . . 354, 357
  - .WPD . . . . . 360
  - .WPG . . . . . 354, 357, 360
  - .WPT . . . . . 360
  - 2000 . . . . . 241
    - date formats . . . . . 241
- A**
- absolute position . . . . . 211
    - advancing to . . . . . 211
  - accessing . . . . . 4, 582
    - context-sensitive Help . . . . . 5
    - Corel Reference Center . . . . . 6
    - Corel web site. . . . . 5
    - Help topics . . . . . 4
    - macro commands . . . . . 582
    - online Help . . . . . 4
  - actions. . . . . 30, 131
    - redoing. . . . . 34, 131
    - repeating . . . . . 34
    - undoing . . . . . 33, 131
  - activating . . . . . 512
    - hyperlinks . . . . . 512
  - adding . . . . . 159, 366, 446, 529, 561, 628
  - bookmarks . . . . . 47
  - borders . . . . . 284
  - columns . . . . . 221
  - columns to merge data table . . . . . 399
  - comments . . . . . 159
  - custom HTML tags . . . . . 492
  - drop caps . . . . . 89
  - fills . . . . . 287
  - forms to Web documents . . . . . 502
  - graphics to columns . . . . . 188
  - horizontal lines to Web documents . . . . . 517
  - information to Application Bar . . . . . 640
  - information to merge . . . . . 411
  - items to Application Bar . . . . . 640
  - keyboard shortcuts. . . . . 647
  - macros to templates . . . . . 561
  - menu commands . . . . . 643
  - merge fields . . . . . 397, 399
  - merge records. . . . . 397, 399
  - numbered lists . . . . . 115
  - numbers in table . . . . . 250
  - outlines . . . . . 115
  - page break between merged documents . . . . . 417
  - password . . . . . 366
  - personal information to templates. . . . . 529
  - print settings . . . . . 446
  - QuickMarks . . . . . 47
  - rows . . . . . 221
  - rows to merge data table . . . . . 399
  - separators . . . . . 632, 644
  - sort keys . . . . . 145
  - sound to Web documents . . . . . 518
  - tab stops . . . . . 100
  - table to columns . . . . . 188
  - tabs . . . . . 100
  - TemplateFill macro command . . . . . 568
  - toolbar buttons . . . . . 632
  - video to Web documents . . . . . 518
  - words to the QuickCorrect list . . . . . 150
  - additional objects template . . . . . 543
    - copying styles to . . . . . 532
    - select . . . . . 544
    - selecting . . . . . 547
  - address . . . . . 194

## Index

changing position on envelopes . . . . .	195	alphabet . . . . .	441
mailing. . . . .	194	non-Roman . . . . .	441
return . . . . .	194	alternating fill. . . . .	233
address book . . . . .	539	applying . . . . .	235
prompts . . . . .	540	annotating . . . . .	251
address books. . . . .	402	charts . . . . .	254
associating. . . . .	402	graphs . . . . .	254
creating data files . . . . .	403	ANSI . . . . .	357
creating labels . . . . .	406	characters . . . . .	357
inserting labels . . . . .	406	appearance . . . . .	106
macros. . . . .	402	line numbers . . . . .	108
mass mailings . . . . .	402	applets . . . . .	515
merging . . . . .	402	Java in Web documents . . . . .	519
merging envelopes . . . . .	404	Application Bar . . . . .	621
merging labels . . . . .	405	adding items . . . . .	640
merging selected records . . . . .	402	changing text size . . . . .	641
printing envelopes . . . . .	404	customizing . . . . .	635
address paragraphs . . . . .	488	default settings . . . . .	642
Web documents . . . . .	488	displaying . . . . .	640
addresses. . . . .	197, 402	hiding . . . . .	640
adjusting . . . . .	81, 451	moving items . . . . .	640
distance above footers . . . . .	338	rearranging items . . . . .	640
distance below headers. . . . .	338	removing items . . . . .	640
hyphens using codes. . . . .	99	resetting . . . . .	642
line height . . . . .	187	restoring . . . . .	642
margins . . . . .	82	applying . . . . .	237
print job to fit page . . . . .	451	alternating fills . . . . .	235
Adobe Acrobat Distiller . . . . .	522	graphics box styles. . . . .	280
Adobe Acrobat Reader . . . . .	479, 522	numeric format . . . . .	241
installing . . . . .	523	preset table styles . . . . .	237
Adobe Acrobat Writer . . . . .	522	styles . . . . .	125
ADRS2MRG.WCM . . . . .	557	table border styles . . . . .	236
advancing . . . . .	81	text styles . . . . .	123, 125
text . . . . .	84	arguments . . . . .	390
advancing text. . . . .	211	merge codes . . . . .	390
Reveal Codes . . . . .	211	arithmetic operators . . . . .	245
aligning . . . . .	239	addition . . . . .	245
decimals in tables . . . . .	242	division . . . . .	245
paragraphs . . . . .	81	factorial . . . . .	245
tab stops . . . . .	101	multiplication . . . . .	245
table contents in Web documents . . . . .	499	negation . . . . .	245
tabs . . . . .	101	percent . . . . .	245
text . . . . .	100	power . . . . .	245
alignment . . . . .	239	remainder . . . . .	245
changing in tables . . . . .	240	subtraction . . . . .	245
alignment character . . . . .	359	total . . . . .	245
conversion . . . . .	359	arranging . . . . .	111
ALLFONTS.WCM . . . . .	557	bulleted list items . . . . .	118

## Index

graphics . . . . .	268	templates . . . . .	539
numbered list items . . . . .	118	automation . . . . .	551
outline items . . . . .	118	features . . . . .	551
ascending order . . . . .	140	Autoscroll . . . . .	44
sorting . . . . .	140	disabling . . . . .	45
sorting dates . . . . .	142	enabling . . . . .	45
ASCII . . . . .	357	using . . . . .	45
text files . . . . .	357	AVI . . . . .	427
Ask the PerfectExpert . . . . .	7		
assigning . . . . .	366, 570	<b>B</b>	
macros to a toolbar buttons . . . . .	571	back . . . . .	268
macros to keystrokes . . . . .	569	moving graphic to . . . . .	268
macros to menus . . . . .	570	back tab . . . . .	100
macros to Property Bar . . . . .	573	background . . . . .	284
password . . . . .	366	adding . . . . .	287
template macros to buttons . . . . .	577	tables . . . . .	233
template macros to keystrokes . . . . .	574	Web documents . . . . .	490
template macros to menus . . . . .	575	background color . . . . .	490
Associate button . . . . .	578	Web documents . . . . .	490
using . . . . .	578	backing up files . . . . .	360, 365
associating . . . . .	251, 545	automatically . . . . .	365
address books for merge . . . . .	402	timed . . . . .	365
charts with tables . . . . .	255	backward printing . . . . .	453
merge files . . . . .	394	balanced columns . . . . .	188
template keyboards . . . . .	545	bar codes . . . . .	197, 387
template menus . . . . .	545	inserting . . . . .	202
template toolbars . . . . .	545	bars . . . . .	15, 628
attaching . . . . .	300	displaying . . . . .	628, 636, 640
graphics boxes . . . . .	302	menu bar . . . . .	15
attributes . . . . .	71, 270	moving . . . . .	630, 638
graphic images . . . . .	270	Property Bar . . . . .	15
text . . . . .	71	resizing . . . . .	630, 638
author . . . . .	49	toolbar . . . . .	15
document summaries . . . . .	51	base URL . . . . .	493
authorities . . . . .	324	Web documents . . . . .	493
creating table of . . . . .	324	baseline . . . . .	213
marking . . . . .	324	font size . . . . .	213
marking entries for table of . . . . .	326	position . . . . .	213
automatic . . . . .	71	binding . . . . .	174 - 175, 469
font changes . . . . .	77	bottom edge . . . . .	175
formatting . . . . .	123	defining offsets . . . . .	469
hyphenation . . . . .	96	documents . . . . .	175
automatic corrections . . . . .	156	left edge . . . . .	175
automatically created hyperlinks . . . . .	510	logical pages and . . . . .	174
automatically update links . . . . .	432	margins . . . . .	175
automating . . . . .	49, 539	on long edge of page . . . . .	174
document assembly . . . . .	539	on short edge of page . . . . .	174
document summaries . . . . .	50		

## Index

physical pages . . . . .	174	styles . . . . .	274
right edge . . . . .	175	tables in Web documents . . . . .	499
styles . . . . .	175	box . . . . .	44
top edge . . . . .	175	browsing by . . . . .	46
bitmap . . . . .	465	box (graphics) . . . . .	294
printing . . . . .	465	adding borders. . . . .	284
bitmaps . . . . .	525	adding captions . . . . .	294
compressing in PDF . . . . .	525	attaching . . . . .	302
scanning . . . . .	263	changing appearance . . . . .	279
black and white threshold. . . . .	270	changing caption position . . . . .	296
images . . . . .	273	changing caption width . . . . .	296
blank lines . . . . .	106	changing contents . . . . .	282
include when numbering . . . . .	106	copying format to other boxes . . . . .	283
blinking text . . . . .	487	creating . . . . .	280
Web documents . . . . .	487	creating captions . . . . .	296
block protect . . . . .	188	deleting . . . . .	283
using in columns . . . . .	188	editing captions . . . . .	296
blocks of text . . . . .	81	inserting . . . . .	280
protecting . . . . .	85	moving contents within box . . . . .	282
body tags . . . . .	123	rotating captions . . . . .	297
bold . . . . .	72	styles . . . . .	274
booklets . . . . .	468	breaking . . . . .	430
printing . . . . .	468	links . . . . .	430
bookmarks . . . . .	19	breaks . . . . .	488
adding . . . . .	47	line in Web documents. . . . .	488
creating hyperlinks to . . . . .	504	brightness. . . . .	270
deleting . . . . .	49	image . . . . .	272
finding . . . . .	48	brochures . . . . .	527
inserting . . . . .	47	browsing . . . . .	44, 493
moving . . . . .	49	by box . . . . .	46
renaming . . . . .	49	by comment. . . . .	46
using . . . . .	47	by edit position . . . . .	46
border styles . . . . .	233	by endnote . . . . .	46
applying . . . . .	236	by footnote . . . . .	46
creating . . . . .	235	by heading . . . . .	46
customizing . . . . .	235	by page . . . . .	46
default settings . . . . .	237	by table . . . . .	46
editing . . . . .	235	through a document. . . . .	46
borders . . . . .	191, 233, 284	Web documents . . . . .	493
adding . . . . .	284	build prompts. . . . .	540
adding drop shadow . . . . .	290	bulleted lists . . . . .	111
adding to columns . . . . .	191	applying to text. . . . .	111
adjusting space . . . . .	288	arranging items . . . . .	118
applying to tables . . . . .	233	changing to numbered lists. . . . .	116
changing corner radius . . . . .	289	create using QuickBullets . . . . .	116
creating . . . . .	284	creating . . . . .	111
editing . . . . .	286	creating in Web documents . . . . .	491
removing . . . . .	291	creating with check boxes . . . . .	117

styles . . . . .	118	numbering style . . . . .	298
bullets . . . . .	111	rotating . . . . .	297
customizing . . . . .	111	cascading . . . . .	39
removing . . . . .	123	document windows . . . . .	40
replacing with symbols . . . . .	111	windows. . . . .	40
business cards. . . . .	527	categories . . . . .	537
button. . . . .	279	creating for templates . . . . .	538
graphics box style . . . . .	279	deleting for templates . . . . .	538
buttons . . . . .	577, 628	renaming for templates . . . . .	538
adding to Property Bar. . . . .	639	template . . . . .	536
adding to toolbar . . . . .	632	templates . . . . .	537
assigning a template macro . . . . .	577	category . . . . .	381
assigning macro to . . . . .	571	cells . . . . .	216
changing appearance of . . . . .	632, 637	changing appearance in Web document tables . . . . .	499
displaying hyperlinks as . . . . .	507	changing fill . . . . .	233
editing . . . . .	632, 637	changing lines . . . . .	233
editing images . . . . .	571	combining . . . . .	222
editing text. . . . .	571	deleting . . . . .	225
		dividing . . . . .	222
		dividing diagonally. . . . .	227
		entering formulas . . . . .	246
		floating . . . . .	218
		formatting . . . . .	226
		joining . . . . .	222
		locking. . . . .	230
		naming . . . . .	243
		protecting . . . . .	230
		rotating contents . . . . .	228
		selecting . . . . .	219
		skewing . . . . .	229
		slanting . . . . .	229
		splitting . . . . .	222
		turning contents . . . . .	228
		unlocking . . . . .	230
		chaining . . . . .	389
		merge files or macros . . . . .	389
		changes . . . . .	30
		saving . . . . .	36
		undoing . . . . .	33
		changing . . . . .	39, 183, 535
		appearance of documents . . . . .	183
		bulleted lists to numbered lists . . . . .	116
		color intensity . . . . .	74
		color of drop caps . . . . .	90
		contents of a page . . . . .	183
		default additional objects template . . . . .	535
		default font . . . . .	77
		default location for additional objects template . . . . .	535

C

calculating . . . . .	243
formulas . . . . .	243, 249
getting error information . . . . .	251
ignoring cells . . . . .	249
numbers in table . . . . .	250
calculations . . . . .	243
performing. . . . .	249
cancelling . . . . .	95, 455, 477
faxes . . . . .	477
hyphenation using codes . . . . .	99
print jobs . . . . .	455
capital letters . . . . .	132
case convert . . . . .	132
convert lowercase to . . . . .	132
drop caps . . . . .	132
capitalization. . . . .	132, 156
correcting . . . . .	132, 155, 157
CapsFix . . . . .	155
using to correct capitalization . . . . .	155
captions . . . . .	294
about . . . . .	294
changing position . . . . .	296
changing width . . . . .	296
creating . . . . .	296
editing . . . . .	296
generating list . . . . .	299
multilevel numbering . . . . .	298

## Index

default location for templates . . . . .	535	toolbars . . . . .	631
default merge folder . . . . .	415	views . . . . .	39
default template . . . . .	535	width of columns . . . . .	231
dither method and dither source. . . . .	465 - 466	chapter number . . . . .	338
dot leader characters . . . . .	104	inserting in footers. . . . .	338
endnotes to footnotes . . . . .	343	inserting in headers . . . . .	338
features by importing pictures or text . . . . .	183	chapter numbers . . . . .	178 - 179
font color . . . . .	74	inserting . . . . .	178
font face. . . . .	72	setting . . . . .	179
font for drop caps . . . . .	90	chapters . . . . .	457
font style . . . . .	72	printing . . . . .	457
footnotes to endnotes . . . . .	343	character mapping . . . . .	79
highlight color . . . . .	87	all documents . . . . .	79
hyperlinks . . . . .	513	current document . . . . .	79
hypertext colors . . . . .	509	default template. . . . .	79
hyphenation prompts . . . . .	97	characters . . . . .	23, 81, 354, 357
hyphenation zone boundaries . . . . .	96	enlarging . . . . .	89
keyboard shortcuts. . . . .	647	finding quickly . . . . .	93
leader characters . . . . .	104	inserting. . . . .	91, 93
line height . . . . .	187	selecting. . . . .	25
line number appearance . . . . .	108	charts . . . . .	215
line number position . . . . .	109	annotating . . . . .	254
line spacing . . . . .	186	associating with tables. . . . .	255
links . . . . .	430	creating . . . . .	251 - 253
margins . . . . .	82	data . . . . .	252
menus . . . . .	644	editing . . . . .	254
merge file extensions . . . . .	415	inserting . . . . .	251 - 253
merge options. . . . .	415, 417	organization . . . . .	253
merge output . . . . .	415	updating . . . . .	255
numbered lists to bulleted lists . . . . .	116	using . . . . .	251
numbers for index . . . . .	324	check box . . . . .	557
page display size . . . . .	40	creating with macro . . . . .	557
page margins . . . . .	183	check boxes . . . . .	111, 502
page numbering format for lists . . . . .	331	creating bulleted lists . . . . .	117
page numbering format for table of authorities . . . . .	325	Web documents . . . . .	502
printer properties . . . . .	440	CHECKBOX.WCM . . . . .	557
prompt order . . . . .	540, 542	checking . . . . .	131
Property Bars . . . . .	639	grammar . . . . .	131
quotation marks . . . . .	158	spelling . . . . .	131, 147
size of drop caps . . . . .	90	choosing . . . . .	439, 646
size of envelopes . . . . .	196	address books to merge . . . . .	402
space between endnotes . . . . .	345	keyboards . . . . .	646
space between leader characters . . . . .	104	menus . . . . .	642
styles for index. . . . .	324	printer . . . . .	439
table appearance in Web documents . . . . .	499	clipart. . . . .	258
text color . . . . .	74	editing . . . . .	29, 264
text style . . . . .	72	inserting . . . . .	28, 260
text to columns. . . . .	183	Clipboard . . . . .	187



## Index

CLOSEALL.WCM . . . . .	557	column spacing . . . . .	192
closing . . . . .	36, 549	changing with guidelines . . . . .	192
documents . . . . .	36, 38	changing with margins . . . . .	192
PerfectExpert . . . . .	549	changing with the Ruler . . . . .	192
WordPerfect . . . . .	38	column width . . . . .	192
CMYK . . . . .	308	adjusting . . . . .	192
Coaches . . . . .	549	changing . . . . .	192
code pages . . . . .	358	columns . . . . .	188, 191, 215, 303
conversion . . . . .	358	adding a border . . . . .	191
DOS . . . . .	358	adding a vertical line . . . . .	191
settings . . . . .	358	adding borders. . . . .	284
codes . . . . .	39, 95, 211, 449, 598	adding lines to . . . . .	191
Advance . . . . .	211	adding shading. . . . .	191
delay . . . . .	348	balanced . . . . .	188
deleting Advance . . . . .	211	balanced newspaper . . . . .	188
displaying . . . . .	43	block protect . . . . .	188
finding . . . . .	35	changing using guidelines . . . . .	205
hyphenation. . . . .	99	changing width. . . . .	231
index . . . . .	323	converting to table . . . . .	217
inserting in macros . . . . .	584	creating . . . . .	188
merge . . . . .	385	deleting . . . . .	188, 225
merge prompts. . . . .	388	discontinuing . . . . .	188
override two-sided printing . . . . .	449	editing borders. . . . .	286
replacing . . . . .	35	importing objects . . . . .	193
searching for in macros . . . . .	598	importing text . . . . .	193
using delay codes . . . . .	348	inserting . . . . .	221
using to insert hard tabs . . . . .	105	navigating . . . . .	188
color . . . . .	71, 467	navigating with shortcuts . . . . .	188
change highlighting . . . . .	87	newspaper . . . . .	188
changing for fonts . . . . .	74	parallel . . . . .	188
printing . . . . .	467	parallel with block protect . . . . .	188
color models . . . . .	308	position graphics box within . . . . .	303
publishing to PDF . . . . .	525	selecting . . . . .	219
using . . . . .	308	shortcut keys and . . . . .	188
Color Palette . . . . .	308	text flow . . . . .	188
using . . . . .	308	types of . . . . .	188
colors . . . . .	308, 621	Web documents . . . . .	496, 501
changing for screen . . . . .	627	combining. . . . .	219
creating . . . . .	308	cells . . . . .	222
hypertext . . . . .	509	tables . . . . .	222
images in PDF . . . . .	525	commands . . . . .	472, 551, 642
inverting in images. . . . .	273	adding to menus. . . . .	643 - 644
selecting . . . . .	308	macro . . . . .	551
tables in Web documents . . . . .	499	merge . . . . .	385
text in Web documents. . . . .	487	merge prompts. . . . .	388
column guides . . . . .	39	pausing printer . . . . .	472
displaying . . . . .	41	printer . . . . .	471 - 472
hiding . . . . .	41	retrieving information . . . . .	590

## Index

comments . . . . .	44, 159, 460, 621	generating table of . . . . .	318
adding . . . . .	159	marking entries for table of . . . . .	316
adding identification . . . . .	625	updating table of . . . . .	318
assigning colors to . . . . .	159	context-sensitive Help . . . . .	5, 620
assigning user name to . . . . .	159	accessing . . . . .	5
browsing by . . . . .	46	macro commands . . . . .	620
changing user information . . . . .	625	contrast . . . . .	270
converting to text . . . . .	159, 162	image . . . . .	272
deleting . . . . .	159	controlling . . . . .	441, 477
disabling . . . . .	159	faxes . . . . .	477
displaying . . . . .	161	font substitutions . . . . .	441
editing . . . . .	160	print jobs . . . . .	455
enabling . . . . .	159	conventions . . . . .	3
hiding . . . . .	161	documentation . . . . .	3
merge code parameters . . . . .	390	keyboard . . . . .	4
printing . . . . .	159, 460	mouse . . . . .	3
using in documents . . . . .	159	conversion. . . . .	357
viewing in Draft view . . . . .	159	.WMF . . . . .	357
viewing in Page view . . . . .	159	alignment character . . . . .	359
viewing information about . . . . .	161	characters . . . . .	357
comparing. . . . .	164	code page . . . . .	357
document versions . . . . .	164	documents . . . . .	359
documents . . . . .	162, 164	fonts . . . . .	358
compile errors. . . . .	592	graphics . . . . .	357
fixing . . . . .	592	page margins . . . . .	359
compiler . . . . .	596	page size . . . . .	359
testing for errors from . . . . .	596	settings . . . . .	357
compiling . . . . .	591	text delimiters . . . . .	357
macros . . . . .	591 - 592	units of measurement . . . . .	359
components. . . . .	19	WP 4.2. . . . .	358
of documents . . . . .	19	converting . . . . .	53, 132, 216, 353 - 354, 557
compound file format . . . . .	360	address books to data files. . . . .	403
saving as . . . . .	368	case . . . . .	132
compressing . . . . .	525	database to table . . . . .	218
bitmaps in PDF. . . . .	525	databases to merge format. . . . .	395
concordance file . . . . .	320	endnotes to footnotes . . . . .	343
creating . . . . .	320	files . . . . .	353 - 354
conditions . . . . .	396	fonts in PDF . . . . .	526
for a merge . . . . .	396	footnotes to endnotes . . . . .	343, 557
configuring . . . . .	378, 439	form documents . . . . .	384
email . . . . .	378	form files . . . . .	384
printer . . . . .	439	graphic files . . . . .	353 - 354
connecting . . . . .	389	merge documents . . . . .	384
merge files. . . . .	389	Microsoft Word to WordPerfect . . . . .	53
contents . . . . .	315	parallel columns to table . . . . .	217
creating style for table of . . . . .	315	spreadsheet to table . . . . .	218
creating table of . . . . .	315	table contents to merge data . . . . .	225
editing table of. . . . .	319	table to chart . . . . .	252

## Index

tabular text to table . . . . .	217	using address book with templates . . . . .	529
to Web documents . . . . .	485	CorelCENTRAL Address Book . . . . .	194
Unicode files . . . . .	353 - 354	addressing envelopes with . . . . .	194
Web documents to regular documents . . . . .	486	corners . . . . .	284
copy and paste . . . . .	187, 419	changing for borders . . . . .	289
embedding . . . . .	419	correcting . . . . .	131 - 132, 150
importing with . . . . .	187	capitalization . . . . .	132
linking . . . . .	419	capitalization using Format-As-You-Go . . . . .	155
copying . . . . .	30, 144, 371, 544	errors . . . . .	150
all files in a file list . . . . .	371	sentences . . . . .	156
files . . . . .	370 - 371	spacing . . . . .	157
folders . . . . .	370 - 371	spelling . . . . .	131
formulas . . . . .	249	text . . . . .	131
graphics . . . . .	31	counters . . . . .	294, 349
graphics box format to other boxes . . . . .	283	graphics box captions . . . . .	298
graphics lines . . . . .	294	using . . . . .	349
graphics styles . . . . .	276	counting . . . . .	49
keyboards . . . . .	648	lines . . . . .	52
multiple files . . . . .	371	pages . . . . .	52
multiple folders . . . . .	371	paragraphs . . . . .	52
objects to templates . . . . .	544	words . . . . .	52
sort definitions . . . . .	144	creating . . . . .	20, 151, 531, 573
styles . . . . .	126	bulleted lists . . . . .	111
styles to additional objects template . . . . .	532	bulleted lists using check boxes . . . . .	117
styles to current document . . . . .	532	bulleted lists using QuickBullets . . . . .	116
styles to default template . . . . .	532	captions . . . . .	296
table components . . . . .	224	charts . . . . .	251 - 253
text . . . . .	31	colors . . . . .	308
text attributes . . . . .	76	columns . . . . .	188
text styles . . . . .	126	columns in Web documents . . . . .	501
to the clipboard . . . . .	187	concordance files . . . . .	320
toolbars . . . . .	633	cross-references . . . . .	332
copyright . . . . .	7	custom templates . . . . .	531
viewing information . . . . .	7	data charts . . . . .	252
Corel Corporation . . . . .	2	data files using address books . . . . .	403
Corel PerfectScript . . . . .	594	data table files . . . . .	392
setting default folder . . . . .	595	data text files . . . . .	392
setting editor . . . . .	595	document summaries . . . . .	50
starting . . . . .	595	documents . . . . .	20 - 21
testing for errors . . . . .	596	drawings . . . . .	27
Corel RealTime Preview . . . . .	71, 309, 621	endnotes . . . . .	341, 343
changing font size . . . . .	75	envelopes . . . . .	194
changing fonts . . . . .	75	envelopes with address books . . . . .	404
disabling . . . . .	75, 622	floating cells . . . . .	216, 218
enabling . . . . .	75, 622	footers . . . . .	336
Corel Reference Center . . . . .	6	footnotes . . . . .	341
Corel Web site . . . . .	2, 5	form documents . . . . .	383, 386
CorelCENTRAL . . . . .	529	form files . . . . .	383

## Index

forms in Web documents . . . . .	502	TextArt . . . . .	426
formulas . . . . .	246	toolbars . . . . .	631
functions . . . . .	248	VBA macros . . . . .	602
graphics . . . . .	27, 259	Web documents . . . . .	481, 485
graphics boxes . . . . .	280	creation date . . . . .	49
graphics lines . . . . .	291	document summaries . . . . .	51
graphics styles . . . . .	275	cropping . . . . .	270
headers . . . . .	336	images . . . . .	270
hyperlinks . . . . .	504	cross-references . . . . .	332
hyperlinks that play macros . . . . .	573	creating . . . . .	332
index . . . . .	319	generating . . . . .	334
keyboards . . . . .	647	marking references for . . . . .	332
label definitions . . . . .	200	marking targets for . . . . .	332
labels . . . . .	197	CTRLM.WCM . . . . .	557
labels files . . . . .	198	cursor . . . . .	621
labels with address books . . . . .	405 - 406	shadow . . . . .	623
level styles . . . . .	120	custom HTML tags . . . . .	492
line styles . . . . .	293	custom outline . . . . .	121
lists . . . . .	328	custom toolbars . . . . .	628
mass mailing envelopes with address books . . . . .	404	creating . . . . .	631
menus . . . . .	643	editing . . . . .	631
merge data files . . . . .	392	customizing . . . . .	181, 545, 551, 621
numbered lists . . . . .	113	Application Bar . . . . .	635
organization charts . . . . .	253	dates . . . . .	25
outlines . . . . .	114	display settings . . . . .	621 - 622, 628
pauses in macros . . . . .	557	envelope sizes . . . . .	196
project template categories . . . . .	538	Environment settings . . . . .	628
prompts . . . . .	539 - 540	keyboard shortcuts . . . . .	646
QuickWords . . . . .	151	macros . . . . .	551
scrap files . . . . .	421	menus . . . . .	642
section definition . . . . .	325	numeric format . . . . .	241
sort definitions . . . . .	144	page numbering formats . . . . .	181
SpeedLinks . . . . .	510	page numbers in table of contents . . . . .	316
style for table of contents . . . . .	315	Property Bars . . . . .	635
styles . . . . .	124	table border styles . . . . .	235
styles for multi-level lists . . . . .	119	table of contents . . . . .	316
styles for single-level lists . . . . .	118	templates . . . . .	545
table border styles . . . . .	235	toolbar buttons . . . . .	571
table header row . . . . .	231	toolbars . . . . .	628
table of authorities . . . . .	324	WordPerfect . . . . .	621
table of contents . . . . .	315	WordPerfect with macros . . . . .	569
table styles . . . . .	238	workspace . . . . .	621, 628
tables . . . . .	216	customizing borders . . . . .	284
templates . . . . .	21, 529	corner radius . . . . .	289
templates from existing documents . . . . .	531	drop shadow . . . . .	290
templates from existing templates . . . . .	531	spacing . . . . .	288
templates from scratch . . . . .	531	cutting . . . . .	30
text styles . . . . .	124	graphics . . . . .	31

graphics lines . . . . .	294	datalinks . . . . .	419
table components . . . . .	224	databases . . . . .	420
text . . . . .	31	OLE/DDE . . . . .	419
CV*.DLL . . . . .	360	spreadsheets . . . . .	420
CVTDOCS9.WCM . . . . .	557	dates . . . . .	23, 142, 239
Cyrillic . . . . .	79	deleting . . . . .	25
mapping characters . . . . .	79	editing . . . . .	25
		formatting . . . . .	25
		incrementing . . . . .	250
		inserting . . . . .	25
		inserting in footers. . . . .	339
		sorting in ascending order . . . . .	142
		sorting in descending order . . . . .	142
		year 2000 formats . . . . .	241
		DDE . . . . .	419, 614
		breaking links . . . . .	430
		changing links . . . . .	430
		creating links . . . . .	420 - 421
		formatting pasted information . . . . .	420 - 421
		DDE Execute . . . . .	618
		using . . . . .	618
		deactivating . . . . .	513
		hyperlinks . . . . .	513
		debugging. . . . .	596
		Corel PerfectScript . . . . .	596
		macros. . . . .	593
		VBA macros . . . . .	605
		decimal . . . . .	239
		aligning in tables . . . . .	242
		decimal alignment. . . . .	100
		tables . . . . .	242
		tabs . . . . .	101
		default. . . . .	375, 438, 535, 555
		Application Bar settings . . . . .	642
		changing additional objects templates . . . . .	535
		changing templates . . . . .	535
		character mapping . . . . .	79
		document formatting . . . . .	77
		file locations . . . . .	375
		hyphenation. . . . .	96
		labels settings . . . . .	199
		macros folder . . . . .	555
		print settings . . . . .	445
		printer . . . . .	438
		printer font . . . . .	441
		saving format . . . . .	360
		set printer for WordPerfect. . . . .	439
		styles . . . . .	123
darkness . . . . .	270		
image . . . . .	272		
DAT . . . . .	415		
data . . . . .	219		
editing in charts . . . . .	254		
sorting in tables . . . . .	220		
data charts . . . . .	251		
creating . . . . .	252		
data files . . . . .	391, 447		
address books . . . . .	402		
associating. . . . .	394		
converting address books . . . . .	403		
converting from tables . . . . .	395		
creating . . . . .	392		
creating table format . . . . .	392		
creating text format . . . . .	392		
editing. . . . .	400		
editing fields . . . . .	397		
editing for merge . . . . .	397		
going to associated form document . . . . .	394		
numbering fields . . . . .	392		
printing . . . . .	447		
Quick Data Entry . . . . .	400		
data sources . . . . .	391		
editing for merge . . . . .	397		
database . . . . .	391		
databases . . . . .	216, 419		
changing links . . . . .	430		
converting to table. . . . .	218		
embedding. . . . .	421		
embedding records. . . . .	423		
hiding link markers . . . . .	433		
importing . . . . .	420 - 421		
linking. . . . .	420		
linking records . . . . .	423		
logging onto server . . . . .	420 - 421		
passwords . . . . .	420 - 421		
updating links to . . . . .	432		

## Index

table styles . . . . .	237	files in a file list . . . . .	368
templates . . . . .	543	folders . . . . .	368
text colors in Web documents . . . . .	490	graphics . . . . .	30, 264, 267
default document . . . . .	79	graphics boxes . . . . .	283
character mapping . . . . .	79	graphics lines . . . . .	294
default folder . . . . .	595	graphics styles . . . . .	278
Corel PerfectScript . . . . .	595	hyperlinks . . . . .	513
default font . . . . .	71	keyboards . . . . .	649
changing . . . . .	77	labels files . . . . .	198
changing size . . . . .	77	links . . . . .	419, 430
default printer . . . . .	440	lists . . . . .	331
changing settings . . . . .	445	macros . . . . .	597
reformatting documents . . . . .	440	menus . . . . .	645
default settings . . . . .	233, 646	merge codes . . . . .	386
Application Bar . . . . .	642	merge fields . . . . .	399
border styles . . . . .	237	merge records . . . . .	399
fill styles . . . . .	237	multiple files . . . . .	368
keyboards . . . . .	646	multiple folders . . . . .	368
line styles . . . . .	237	named print setting . . . . .	446
menus . . . . .	642	page numbers . . . . .	182
table styles . . . . .	237	page size definitions . . . . .	172
toolbars . . . . .	634	prompts . . . . .	540, 542
default template . . . . .	532	QuickMarks . . . . .	49
copying styles to . . . . .	532	QuickWords . . . . .	151, 154
DEFAULT.WPD template . . . . .	21	rows . . . . .	225
defining . . . . .	469	rows from merge data table . . . . .	399
binding offsets . . . . .	469	sort definitions . . . . .	144
envelope sizes . . . . .	196	sort keys . . . . .	145
items for lists . . . . .	328	SpeedLinks . . . . .	510
merge paper size . . . . .	417	styles . . . . .	129
section in table of authorities . . . . .	325	table names . . . . .	245
selection conditions for database import . . . . .	423	table styles . . . . .	239
definition lists . . . . .	491	tables . . . . .	225
Web documents . . . . .	491	template macros . . . . .	565
definitions . . . . .		text . . . . .	27, 133
deleting page size . . . . .	172	text styles . . . . .	129
editing page size . . . . .	172	time . . . . .	25
setting page . . . . .	169	toolbars . . . . .	635
delay codes . . . . .	348	words from the QuickCorrect list . . . . .	150
using . . . . .	348	delimiters . . . . .	354
deleting . . . . .	23, 131, 133, 150 - 151, 360, 540, 597	descending order . . . . .	140
bookmarks . . . . .	49	sorting . . . . .	140
columns . . . . .	225	sorting dates . . . . .	142
columns from merge data table . . . . .	399	description . . . . .	493
comments . . . . .	159	Web documents . . . . .	493
dates . . . . .	25	deselecting . . . . .	23
fields . . . . .	400	text . . . . .	25
files . . . . .	360, 368	designing . . . . .	324

## Index

table of authorities . . . . .	324	formatting symbols . . . . .	41
diagonal lines . . . . .	226	graphics . . . . .	42, 270
dividing cells . . . . .	227	grid . . . . .	41
different . . . . .	14	guidelines . . . . .	41, 204
different features . . . . .	8	hidden text . . . . .	80
menus . . . . .	8	highlighting . . . . .	87
PerfectExpert . . . . .	8	items in document . . . . .	622
Quick Finder . . . . .	8	labels default settings . . . . .	199
Quick Spots . . . . .	8	links as icons . . . . .	433
digital audio . . . . .	427	macro commands . . . . .	582
embedding . . . . .	429	menu bar for Microsoft Word . . . . .	55
linking . . . . .	429	merge codes . . . . .	386
disabling . . . . .	44, 197	nonprinting screen items . . . . .	41
Autoscroll . . . . .	45	outline icons . . . . .	118
Corel RealTime Preview . . . . .	75	paragraph returns . . . . .	41
display metrics . . . . .	444	PerfectExpert . . . . .	549
Grammar-As-You-Go . . . . .	148	print job status . . . . .	455
hyphenation . . . . .	96	Property Bar . . . . .	16
hyphenation prompts . . . . .	97	Property Bars . . . . .	636
labels . . . . .	203	QuickTips . . . . .	623
Microsoft Word menu bar . . . . .	55	Reveal Codes . . . . .	43
printer metrics . . . . .	444	Ruler . . . . .	41
QuickCorrect . . . . .	150	shortcut keys on menus . . . . .	643
Spell-As-You-Go . . . . .	147	symbols . . . . .	91
discontinuing . . . . .	182, 197, 336	table borders in Web documents . . . . .	499
footers . . . . .	336	table gridlines . . . . .	227
headers . . . . .	336	tabs . . . . .	41
labels . . . . .	203	toolbars . . . . .	15, 628
page numbers . . . . .	182	distance . . . . .	211, 338
disk . . . . .	449, 561	baseline . . . . .	211
adding macros to template . . . . .	561	footers . . . . .	338
printing document . . . . .	449	headers . . . . .	338
printing to . . . . .	473 - 474	distorted graphics . . . . .	279
diskette . . . . .	365	restoring . . . . .	281
saving files to . . . . .	365	dither . . . . .	466
display metrics . . . . .	438	graphics image printing . . . . .	466
disabling . . . . .	444	dither method . . . . .	465 - 466
enabling . . . . .	444	changing . . . . .	465 - 466
display settings . . . . .	621	dither source . . . . .	465 - 466
customizing . . . . .	621 - 622, 628	changing . . . . .	465 - 466
displaying . . . . .	39, 455, 549, 582, 628	dithering . . . . .	465
Application Bar . . . . .	640	graphics . . . . .	465
codes . . . . .	43	dividing . . . . .	95, 174, 219
column guides . . . . .	41	cells . . . . .	222
comments . . . . .	161	pages . . . . .	174
embedded objects as icons . . . . .	433	table cells . . . . .	227
endnotes . . . . .	343	table row across pages . . . . .	232
fonts . . . . .	72	tables . . . . .	222

## Index

text . . . . .	96	creating from project templates . . . . .	529
words . . . . .	96	creating with templates . . . . .	21
DLL . . . . .	360	default font . . . . .	77
docking . . . . .	628	default fonts . . . . .	441
Property Bar . . . . .	16	displaying items . . . . .	622
Property Bars . . . . .	638	displaying with revision markings . . . . .	163
toolbars . . . . .	15, 628, 630	displaying without revision markings . . . . .	163
document assembly . . . . .	539	editing . . . . .	30, 131, 147, 162
automating . . . . .	539	electronic . . . . .	479
document summaries . . . . .	49, 460, 621	faxing . . . . .	474
adding identification . . . . .	625	formatting . . . . .	71
automating . . . . .	50	formatting as Web documents . . . . .	485
changing user information . . . . .	625	hiding items . . . . .	622
creating . . . . .	50	hypertext colors . . . . .	509
extracting . . . . .	52	identifying reviewers using colors . . . . .	163
fields . . . . .	51	inserting objects . . . . .	419
in PDF files . . . . .	523	long . . . . .	311
printing . . . . .	460	markings . . . . .	162
retrieving . . . . .	52	master . . . . .	311
using . . . . .	49	moving between . . . . .	45
Document Type Definition . . . . .	522	moving through . . . . .	44
document windows . . . . .	39	navigating . . . . .	44
cascading . . . . .	40	numbering paragraphs . . . . .	110
maximizing . . . . .	41	open . . . . .	353
minimizing . . . . .	41	opening . . . . .	20, 22
restoring size . . . . .	41	opening from other applications . . . . .	22
tiling . . . . .	40	print as booklet . . . . .	468
documentation . . . . .	2	print codes in . . . . .	449
conventions . . . . .	3	printing . . . . .	36 - 37, 447
WordPerfect . . . . .	2	printing multiple copies . . . . .	448
documentation conventions . . . . .	3	properties . . . . .	49
documents . . . . .	19, 71, 162, 311, 353, 357, 441, 529, 621	redline method . . . . .	163
adding comments to . . . . .	159	reformat for default printer . . . . .	440
adding graphics . . . . .	27	removing comparison markings . . . . .	164
binding . . . . .	175	removing page numbers . . . . .	182
browsing through . . . . .	46	restoring . . . . .	162
cascading . . . . .	40	reviewing . . . . .	162
changing layout of . . . . .	71	reviewing as a reviewer . . . . .	163
changing margins . . . . .	82	reviewing as an author . . . . .	163
character mapping . . . . .	79	saving . . . . .	36
closing . . . . .	36, 38	saving with a password . . . . .	366
comparing . . . . .	162, 164	scrolling through . . . . .	44 - 45
comparing using color . . . . .	162	send to email . . . . .	378
comparing versions . . . . .	164	send to fax . . . . .	379
components of . . . . .	19	SpeedLinks . . . . .	510
conversion . . . . .	357, 359	starting . . . . .	20 - 21
copying styles to current document . . . . .	532	subdocuments . . . . .	313
creating . . . . .	20 - 21	switching between . . . . .	40



## Index

tiling . . . . .	40	PRS . . . . .	440
versions . . . . .	164	selecting fax drivers . . . . .	476
viewing . . . . .	39	drop caps . . . . .	81
viewing information . . . . .	52	adding . . . . .	89
viewing multiple . . . . .	40	changing color . . . . .	90
working with master . . . . .	311	changing font . . . . .	90
DOS . . . . .	357, 473	changing size . . . . .	90
code pages . . . . .	358	editing . . . . .	90
printing from . . . . .	473	inserting . . . . .	89
table . . . . .	357	positioning . . . . .	90
dot leader characters . . . . .	100	removing . . . . .	89
changing . . . . .	104	drop shadows . . . . .	264
inserting . . . . .	104	adding to borders . . . . .	290
space between . . . . .	104	adding to shapes . . . . .	264
dot leaders . . . . .	100	DTD . . . . .	522
changing characters . . . . .	104	HTML 3.2 . . . . .	481
inserting characters . . . . .	104	duplex . . . . .	449
dots per inch . . . . .	444	override printing . . . . .	449
double indents . . . . .	85	printing . . . . .	449
double spaces . . . . .	156	Dynamic Data Exchange Execute . . . . .	618
deleting . . . . .	156		
double-sided documents . . . . .	449	<b>E</b>	
printing . . . . .	449	edit position . . . . .	44
DPI . . . . .	444	browsing by . . . . .	46
draft view . . . . .	39	editing . . . . .	30, 131, 446, 531, 597
switching to . . . . .	39	borders . . . . .	286
drag to create . . . . .	216, 258, 623	captions . . . . .	296
enabling . . . . .	623	charts . . . . .	254
graphics . . . . .	260 - 261	clipart . . . . .	29
tables . . . . .	216	comments . . . . .	160
dragging . . . . .	30	data files . . . . .	400
graphics . . . . .	32	data text files for merge . . . . .	397
text . . . . .	32	dates . . . . .	25
dragging to embed . . . . .	421	DDE links . . . . .	430
draw object . . . . .	279	definition outline styles . . . . .	121
graphics box style . . . . .	279	documents . . . . .	30, 131, 147, 162
draw object text . . . . .	279	drawings . . . . .	29
graphics box style . . . . .	279	drop caps . . . . .	90
drawing . . . . .	259	embedded objects . . . . .	430
shapes . . . . .	259	embedded OLE objects . . . . .	432
drawings . . . . .	264	endnotes . . . . .	345
creating . . . . .	27	field names . . . . .	397, 400
editing . . . . .	29, 264	fills . . . . .	287
drivers . . . . .	379, 438 - 439	footers . . . . .	336
.PRS . . . . .	438	footnotes . . . . .	342
fax . . . . .	379, 474	graphics . . . . .	29, 264
for printers from previous versions . . . . .	440	graphics boxes . . . . .	279
printer . . . . .	439		

## Index

graphics lines . . . . .	291	template buttons . . . . .	535
graphics styles . . . . .	275	template description . . . . .	535
graphs . . . . .	254	template macros . . . . .	565
headers . . . . .	336	template styles . . . . .	532
heading outline styles . . . . .	121	templates . . . . .	529, 531
horizontal lines in Web documents . . . . .	517	text styles . . . . .	126
hypertext . . . . .	513	time . . . . .	25
images . . . . .	270	toolbar button images . . . . .	571
index codes . . . . .	323	toolbar button text . . . . .	571
keyboards . . . . .	647	toolbar buttons . . . . .	632
label definitions . . . . .	200	toolbars . . . . .	631
labels files . . . . .	198	undo action . . . . .	135
level styles . . . . .	120	VBA macros . . . . .	606
line styles . . . . .	293	watermarks . . . . .	306
lists . . . . .	330	editor . . . . .	595
macros . . . . .	579, 597	setting for Corel PerfectScript . . . . .	595
menus . . . . .	575, 644	electronic documents . . . . .	479
merge data . . . . .	397	HTML . . . . .	480
merge data files . . . . .	397, 400	PDF . . . . .	522
merge fields . . . . .	400	Trellix . . . . .	521
merge files . . . . .	400	Web . . . . .	480
merge records . . . . .	400	email . . . . .	378
OLE links . . . . .	430	configuring . . . . .	378
outline styles . . . . .	121	mass mailings . . . . .	408
page size definitions . . . . .	172	merging to . . . . .	408
pictures . . . . .	29	send to . . . . .	378
PIN number . . . . .	7	sending . . . . .	378
print settings . . . . .	446	text selection . . . . .	378
Property Bar buttons . . . . .	637	emailing . . . . .	378
Property Bars . . . . .	639	files . . . . .	378
QuickTips . . . . .	571	embedding . . . . .	258, 419
QuickWords . . . . .	153	by dragging . . . . .	421
quotation outline styles . . . . .	121	changing icon labels . . . . .	433
records . . . . .	400	choosing icon labels . . . . .	433
redo action . . . . .	135	database records . . . . .	423
secondary files . . . . .	400	databases . . . . .	421
serial number . . . . .	7	digital audio . . . . .	429
shapes . . . . .	29, 264	displaying objects as icons . . . . .	433
sort definitions . . . . .	144	editing embedded OLE objects . . . . .	432
sort keys . . . . .	145	editing objects . . . . .	430
styles . . . . .	126	fonts . . . . .	267
styles for multi-level lists . . . . .	119	fonts in PDF . . . . .	526
styles for single-level lists . . . . .	118	HTML files . . . . .	425
table border styles . . . . .	235	image on disk . . . . .	427
table names . . . . .	245	images . . . . .	262
table of authorities . . . . .	327	importing using . . . . .	187
table of contents . . . . .	319	MIDI sound files . . . . .	429
tables in Web documents . . . . .	499	multimedia . . . . .	427

## Index

music . . . . .	427	entering . . . . .	23
objects . . . . .	420 - 421	formulas . . . . .	246
password-protected files . . . . .	421	text . . . . .	23
scrap files . . . . .	421	entries. . . . .	316
selected information . . . . .	423	marking for index . . . . .	321
sound. . . . .	427, 429	table of contents . . . . .	316, 319
sound in Web documents . . . . .	518	envelopes . . . . .	194, 463
spreadsheet ranges. . . . .	423	changing the position of an address . . . . .	195
spreadsheets . . . . .	421	changing the size . . . . .	196
TextArt . . . . .	426	creating . . . . .	194
video. . . . .	427 - 428	creating with address books . . . . .	404
WAV sound files . . . . .	429	inserting a POSTNET bar code . . . . .	197
Web documents . . . . .	425	mass mailings . . . . .	410
enabling . . . . .	44, 444, 621	mass mailings with address books . . . . .	404
Autoscroll . . . . .	45	merging . . . . .	410
comments . . . . .	159	merging with address books . . . . .	404
Corel RealTime Preview . . . . .	75	printing . . . . .	461, 463
display metrics. . . . .	444	Environment settings . . . . .	621
drag to create . . . . .	623	customizing . . . . .	628
Grammar-As-You-Go . . . . .	148	equation . . . . .	279
hyphenation. . . . .	96	graphics box style . . . . .	279
hyphenation prompts . . . . .	97	Equation Editor . . . . .	257
Microsoft Word menu bar . . . . .	55	error diffusion . . . . .	466
printer metrics. . . . .	444	changing . . . . .	466
Prompt-As-You-Go . . . . .	148	error notification . . . . .	621
QuickCorrect . . . . .	150	changing . . . . .	626
SmartQuotes . . . . .	158	setting . . . . .	626
Spell-As-You-Go . . . . .	147	errors . . . . .	150, 243
ENDFOOT.WCM . . . . .	557	correcting automatically . . . . .	150
ending paragraph styles . . . . .	488	getting information . . . . .	251
Web documents . . . . .	488	even page . . . . .	182
endnotes . . . . .	44, 341, 557	event-driven programming . . . . .	598
browsing by. . . . .	46	Evy . . . . .	360
changing location . . . . .	343	EXE . . . . .	360
changing space between . . . . .	345	exiting . . . . .	36
changing to footnotes . . . . .	343	WordPerfect. . . . .	38
choosing location . . . . .	343	expanding . . . . .	154
converting . . . . .	343	QuickWords . . . . .	154
converting to footnotes. . . . .	557	expense reports . . . . .	527
editing . . . . .	345	exploring . . . . .	15
formatting. . . . .	346	work area . . . . .	15
moving. . . . .	347	EXPNDALL.WCM . . . . .	557
using . . . . .	341, 343	exporting . . . . .	264
Web documents . . . . .	494	graphics . . . . .	267
enlarging. . . . .	39, 270, 447	tables to spreadsheet . . . . .	219
images . . . . .	270	expr . . . . .	390
page display. . . . .	40	merge code parameter . . . . .	390
print jobs . . . . .	447, 451	eXtensible Markup Language . . . . .	479, 522

## Index

- extracting . . . . . 49, 147
  - document summaries . . . . . 52
  - records . . . . . 147
  
- F**
- fast search . . . . . 133
  - using . . . . . 133
- fax . . . . . 379
  - drivers . . . . . 379
  - options . . . . . 379
  - send to . . . . . 379
- fax cover sheets . . . . . 527
- faxes . . . . . 477
  - cancelling . . . . . 477
  - drivers . . . . . 474
  - pausing . . . . . 477
  - resume sending . . . . . 477
  - selecting drivers . . . . . 476
  - sending . . . . . 379
  - viewing status . . . . . 477
- faxing . . . . . 378, 477
  - cancelling . . . . . 477
  - controlling . . . . . 477
  - documents . . . . . 474
  - files . . . . . 378 - 379
  - pausing . . . . . 477
  - resume faxing . . . . . 477
  - selecting drivers . . . . . 476
  - sending . . . . . 476
  - status . . . . . 477
- features . . . . . 169
  - changing . . . . . 183
  - using alignment tools to change . . . . . 169
  - Web Editor . . . . . 481
- field
  - merge code parameter . . . . . 390
- field names . . . . . 400
  - replacing . . . . . 400
- fields . . . . . 49
  - adding . . . . . 383, 392
  - adding data . . . . . 392
  - creating data files . . . . . 392
  - creating form documents . . . . . 383
  - data . . . . . 392
  - deleting . . . . . 400
  - document summaries . . . . . 51
  - editing . . . . . 399 - 400
  - editing for merge . . . . . 397
  - editing names . . . . . 397, 400
  - form fields in Web documents . . . . . 502
  - inserting . . . . . 392
  - numbering in data files . . . . . 392
  - Quick Data Entry . . . . . 400
- figure . . . . . 279
  - graphics box style . . . . . 279
- file extensions . . . . . 360
- file formats . . . . . 354
  - .PDF . . . . . 522
  - converting . . . . . 354
- file lists . . . . . 376
  - printing . . . . . 376
- file management dialog boxes . . . . . 354
  - previewing files . . . . . 354
- file names . . . . . 360
- filename . . . . . 390
  - merge code parameter . . . . . 390
- filenames . . . . . 340
  - inserting in footers . . . . . 340
  - inserting in headers . . . . . 340
- files . . . . . 353 - 354
  - backing up . . . . . 360, 365
  - compound file format . . . . . 360, 368
  - converting . . . . . 353 - 354
  - copying . . . . . 370 - 371
  - creating a shortcut to . . . . . 374
  - creating concordance . . . . . 320
  - default locations . . . . . 375
  - deleting . . . . . 360, 368
  - deleting files in a file list . . . . . 368
  - emailing . . . . . 378
  - faxing . . . . . 378 - 379
  - finding . . . . . 370
  - foreign . . . . . 353 - 354
  - inserting . . . . . 353
  - inserting a copy . . . . . 356
  - labels . . . . . 198
  - linking . . . . . 420
  - macro file extension . . . . . 554
  - managing . . . . . 353
  - moving . . . . . 370, 373
  - moving multiple files . . . . . 373
  - names . . . . . 360
  - native . . . . . 353 - 354
  - opening . . . . . 353
  - opening as a copy . . . . . 366

## Index

opening Microsoft Word . . . . .	53	text . . . . .	34, 131, 133
password-protected . . . . .	420 - 421	words . . . . .	34
preview content . . . . .	353	fitting . . . . .	81
printer command . . . . .	471	text in pages . . . . .	82
printing . . . . .	376	fixing. . . . .	150, 592
printing file lists . . . . .	376	compile errors . . . . .	592
printing to disk . . . . .	473	typing errors . . . . .	150
protecting . . . . .	360, 366	FLIPENV.WCM . . . . .	557
renaming . . . . .	370, 373	flipping . . . . .	270
saving . . . . .	360, 362	images . . . . .	271
storing in default locations. . . . .	375	floating . . . . .	15, 628
FILESTMP.WCM . . . . .	557	Property Bars . . . . .	638
fill styles . . . . .	233	toolbars . . . . .	15, 630
default settings . . . . .	237	floating cells . . . . .	216
filling . . . . .	536, 568	creating . . . . .	216, 218
in triggers . . . . .	536	deleting names. . . . .	245
templates . . . . .	568	editing names . . . . .	245
fills . . . . .	233, 284	naming . . . . .	243
adding . . . . .	287	flyers . . . . .	527
alternating. . . . .	235	folders . . . . .	370, 547
applying to tables . . . . .	233	additional objects template . . . . .	547
changing for cells . . . . .	233	copying . . . . .	370 - 371
changing for tables. . . . .	233	creating . . . . .	374
editing . . . . .	264, 287	creating a shortcut to . . . . .	374
gradient . . . . .	287	deleting . . . . .	368
styles . . . . .	274	moving . . . . .	370, 373
filtering . . . . .	396	moving multiple folders . . . . .	373
records for merge . . . . .	396	renaming . . . . .	370, 373
find and replace . . . . .	133	font attributes . . . . .	71
all or part of a document . . . . .	133	setting . . . . .	71
changing search options . . . . .	133	font mapping . . . . .	77
codes . . . . .	133	font size . . . . .	71
exact matches . . . . .	133	changing default settings . . . . .	77
limiting number of changes . . . . .	133	previewing changes . . . . .	75
selecting found text . . . . .	133	font substitutions . . . . .	441
text . . . . .	133	changing document . . . . .	441
finding . . . . .	30, 131, 370	preventing . . . . .	441
bookmarks . . . . .	48	FONTDN.WCM . . . . .	557
codes . . . . .	35	fonts . . . . .	71, 357, 441
codes in macros . . . . .	584	changing color . . . . .	74
files . . . . .	370	changing color intensity. . . . .	74
files by content. . . . .	370	changing default settings . . . . .	77
files by name . . . . .	370	changing display default mapping . . . . .	441
files with wildcards . . . . .	370	changing face . . . . .	72
index codes . . . . .	323	changing replacement font settings . . . . .	441
Quick Data Entry . . . . .	401	changing size . . . . .	73
QuickMark in templates . . . . .	542	changing style . . . . .	72
QuickMarks . . . . .	48	conversion . . . . .	357

## Index

conversion settings . . . . .	358	using . . . . .	341
converting fonts . . . . .	526	Web documents . . . . .	494
DCA conversion . . . . .	358	forcing . . . . .	182, 185
default printer . . . . .	438, 441	new page . . . . .	182, 185
DisplayWrite conversion . . . . .	358	foreign files . . . . .	353 - 354
embedding . . . . .	267	form documents . . . . .	382
embedding in PDF . . . . .	526	associating with data files . . . . .	394
mapping . . . . .	77, 441	converting . . . . .	384
non-Roman . . . . .	441	creating . . . . .	383, 386
non-Roman alphabet . . . . .	77	going to associated data file . . . . .	394
preventing substitutions . . . . .	441	inserting fields names . . . . .	383
previewing changes . . . . .	75	form fields . . . . .	383, 502
printing as graphics . . . . .	468	adding . . . . .	383, 392
publishing in PDF . . . . .	526	using in Web documents . . . . .	502
replacing . . . . .	77	form files . . . . .	382
restoring default mapping . . . . .	441	converting . . . . .	384
substituting . . . . .	77	creating . . . . .	383
substitution . . . . .	438, 441	format . . . . .	363
switch automatically with new settings. . . . .	441	new . . . . .	363
using recent settings . . . . .	74	saving as new . . . . .	363
Web documents . . . . .	487	Format-As-You-Go . . . . .	147, 150, 155 - 157
WP 4.2 conversion . . . . .	358	CapsFix. . . . .	155
FONTUP.WCM . . . . .	557	correcting capitalization . . . . .	155 - 157
FOOTEND.WCM . . . . .	557	correcting spacing . . . . .	157
footers . . . . .	335	correcting spacing between sentences . . . . .	157
adding graphic lines . . . . .	338	deleting double spaces . . . . .	156
adding text . . . . .	338	deleting exceptions. . . . .	157
adjusting distance above . . . . .	338	initial capitalization . . . . .	156
changing using guidelines . . . . .	205	making sentence corrections . . . . .	156
creating . . . . .	336	options. . . . .	155
discontinuing . . . . .	336	QuickBullets . . . . .	155
editing . . . . .	336	QuickIndent . . . . .	155
inserting chapter number . . . . .	338	QuickLines . . . . .	155
inserting date . . . . .	339	QuickOrdinals . . . . .	155
inserting filenames. . . . .	340	QuickSymbols . . . . .	155
inserting page numbers . . . . .	338	using to change dashes. . . . .	155
inserting time . . . . .	339	using to create lists . . . . .	155
suppressing on a page . . . . .	340	using to create outlines . . . . .	155
using . . . . .	335	using to indent paragraphs. . . . .	155
footnotes . . . . .	44, 341, 557	using to replace ordinal numbers . . . . .	155
browsing by. . . . .	46	formats . . . . .	
changing to endnotes . . . . .	343	selecting for objects . . . . .	420 - 421
converting . . . . .	343	formatting . . . . .	71, 183, 440
converting to endnotes. . . . .	557	cells . . . . .	226
editing . . . . .	342	date/time in tables . . . . .	241
formatting . . . . .	346	dates . . . . .	25
moving. . . . .	347	default printer . . . . .	440
starting new numbers . . . . .	342	documents . . . . .	71

endnotes . . . . .	346	table of contents . . . . .	318
footnotes . . . . .	346	getting started . . . . .	19
headings . . . . .	76	WordPerfect . . . . .	19
numbers in tables . . . . .	241 - 242	GIF . . . . .	495
pages . . . . .	183	glossary . . . . .	491
paragraphs . . . . .	81	Web documents . . . . .	491
table cells . . . . .	226	glyph . . . . .	265
tables . . . . .	226, 237	go to . . . . .	44, 219
text . . . . .	71, 76	a specific section . . . . .	44
time . . . . .	25	floating cell . . . . .	223
Web documents as regular documents . . . . .	486	table name . . . . .	223
formatting symbols . . . . .	39	going to . . . . .	394
displaying . . . . .	41	associated file . . . . .	394
hiding . . . . .	41	gradient fills . . . . .	287
forms . . . . .	496	grammar . . . . .	148
Web documents . . . . .	496, 502	checking . . . . .	148
formula errors . . . . .	243	errors . . . . .	148
getting information . . . . .	251	tools . . . . .	131, 147
formulas . . . . .	243	Grammar-As-You-Go . . . . .	148
calculating . . . . .	243, 249	disabling . . . . .	148
copying . . . . .	249	enabling . . . . .	148
creating . . . . .	246	Grammatik . . . . .	131, 147
deleting . . . . .	225	graphic files . . . . .	353
entering . . . . .	246	converting . . . . .	353 - 354
ignore cell when calculating . . . . .	249	graphic lines . . . . .	155, 338
inserting functions . . . . .	248	adding to footers . . . . .	338
pasting . . . . .	249	adding to headers . . . . .	338
protecting . . . . .	246	inserting with QuickLines . . . . .	155
frames . . . . .	284	graphics . . . . .	19, 257, 465
adding . . . . .	284	adding text to . . . . .	300 - 301
FRM . . . . .	415	adding to Web documents . . . . .	515
front . . . . .	268	adjusting brightness . . . . .	272
moving graphic to . . . . .	268	adjusting contrast . . . . .	272
full form . . . . .	326	arranging . . . . .	268
table of authorities . . . . .	326	as QuickWords in templates . . . . .	548
functions . . . . .	243	changing to mirror image . . . . .	271
creating . . . . .	248	compressing in PDF . . . . .	525
inserting . . . . .	248	converting to black and white . . . . .	273
merge . . . . .	390	copying . . . . .	31
nesting . . . . .	248	creating . . . . .	27, 258 - 259
		cutting . . . . .	31
		deleting . . . . .	30, 264, 267
		displaying . . . . .	42, 622
		displaying hyperlinks as . . . . .	506
		displaying hyperlinks in Web documents . . . . .	515
		displaying hyperlinks on buttons . . . . .	507
		dither method . . . . .	465
		dither source . . . . .	465
<b>G</b>			
generating . . . . .	334		
cross-references . . . . .	334		
index . . . . .	322		
lists . . . . .	329		
table of authorities . . . . .	327		

## Index

dragging . . . . .	32	creating captions . . . . .	296
editing . . . . .	29, 264, 270	deleting . . . . .	283
embedding an image on disk . . . . .	427	editing borders. . . . .	286
embedding TextArt . . . . .	426	editing captions . . . . .	296
error diffusion . . . . .	465 - 466	inserting . . . . .	280
exporting . . . . .	267	moving. . . . .	281
grouping. . . . .	268 - 269	moving image within box . . . . .	282
halftoning . . . . .	465 - 466	numbering captions . . . . .	298
hiding. . . . .	42, 270, 622	overlapping . . . . .	268
importing . . . . .	261 - 263	position on page . . . . .	302 - 303
inserting clipart . . . . .	260	predefined styles . . . . .	279
inverting colors . . . . .	273	rotating captions . . . . .	297
layering . . . . .	268	sizing . . . . .	281
linking an image on disk . . . . .	427	graphics lines . . . . .	291
linking TextArt . . . . .	426	copying . . . . .	294
maintaining proportions . . . . .	281	creating . . . . .	291
moving . . . . .	31 - 32, 281	cutting. . . . .	294
moving in front of or behind text . . . . .	268	deleting . . . . .	294
ordered dither . . . . .	465 - 466	editing. . . . .	291
ordering . . . . .	268	moving . . . . .	293 - 294
pasting . . . . .	31	pasting. . . . .	294
pictures on CD-ROM . . . . .	261	sizing . . . . .	293
printing . . . . .	465	Graphics Property Bar . . . . .	257, 264
printing color . . . . .	467	graphics styles . . . . .	274
printing fonts . . . . .	468	copying . . . . .	276
printing with dither source. . . . .	466	creating . . . . .	275
publishing in PDF . . . . .	525	deleting . . . . .	278
publishing in Web documents . . . . .	495	editing . . . . .	275
publishing to HTML . . . . .	495	managing . . . . .	274
restoring original appearance . . . . .	274	renaming . . . . .	277
saving . . . . .	264, 267	reset to default. . . . .	278
selecting . . . . .	257	retrieving . . . . .	276
shaping . . . . .	265	saving . . . . .	277
using . . . . .	27	graphs. . . . .	215
viewing . . . . .	42, 270	annotating. . . . .	254
Web documents . . . . .	515	editing . . . . .	254
wrapping text around . . . . .	305	gray insertion point . . . . .	623
zoom image . . . . .	270	Greek . . . . .	79
graphics boxes . . . . .	279	mapping characters . . . . .	79
adding borders. . . . .	284	greeting cards . . . . .	527
adding captions . . . . .	294	grid . . . . .	39
applying styles. . . . .	280	displaying . . . . .	41
changing appearance . . . . .	279	hiding . . . . .	41
changing caption position . . . . .	296	gridlines . . . . .	226
changing caption width . . . . .	296	displaying in tables . . . . .	227
changing contents . . . . .	282	hiding in tables . . . . .	227
copying format to other boxes . . . . .	283	using . . . . .	227
creating . . . . .	280	grouping . . . . .	268



graphics . . . . .	268 - 269	Web documents . . . . .	487, 493
guidelines . . . . .	39, 81, 183, 205	height . . . . .	209
columns . . . . .	204	line . . . . .	209
displaying . . . . .	41, 204	Help . . . . .	620
footers . . . . .	204	Macro Command Browser . . . . .	620
headers . . . . .	204	macro commands . . . . .	620
hiding . . . . .	41, 204	Help topics . . . . .	4 - 5
margin . . . . .	82	accessing . . . . .	4
margins . . . . .	204	printing . . . . .	5
moving to reposition columns . . . . .	205	hidden text . . . . .	71, 447
moving to reposition headers and footers . . . . .	205	displaying . . . . .	80, 622
moving to reposition margins . . . . .	205	hiding . . . . .	622
moving to reposition tables . . . . .	205	inserting . . . . .	80
tables . . . . .	204	printing . . . . .	447
gutter . . . . .	192	hiding . . . . .	15, 39, 557, 621
changing space for the . . . . .	192	Application Bar . . . . .	640
		column guides . . . . .	41
		comments . . . . .	159, 161
		database link markers . . . . .	433
		formatting symbols . . . . .	41
		graphics . . . . .	42, 270
		grid . . . . .	41
		guidelines . . . . .	41
		guidelines for columns . . . . .	204
		guidelines for footers . . . . .	204
		guidelines for headers . . . . .	204
		guidelines for margins . . . . .	204
		guidelines for tables . . . . .	204
		highlighting . . . . .	87
		items in document . . . . .	622
		macros toolbar . . . . .	559
		menu bar for Microsoft Word . . . . .	55
		merge codes . . . . .	386
		nonprinting screen items . . . . .	41
		paragraph returns . . . . .	41
		Property Bar . . . . .	16
		QuickTips . . . . .	623
		Ruler . . . . .	41
		table borders in Web documents . . . . .	499
		table gridlines . . . . .	227
		tabs . . . . .	41
		template macros toolbar . . . . .	559
		toolbars . . . . .	15
		highlighting . . . . .	81
		changing color . . . . .	87
		displaying . . . . .	87
		hiding . . . . .	87
		removing . . . . .	87
<b>H</b>			
half-toning . . . . .	466		
changing . . . . .	466		
hanging indents . . . . .	85		
hard returns . . . . .	185		
using . . . . .	185		
hard tabs . . . . .	100		
inserting using codes . . . . .	105		
HEAD tag . . . . .	481, 493		
Web documents . . . . .	493		
header row . . . . .	226		
creating . . . . .	231		
headers . . . . .	335		
adding graphic lines . . . . .	338		
adding text . . . . .	338		
adjusting distance below . . . . .	338		
changing using guidelines . . . . .	205		
creating . . . . .	336		
discontinuing . . . . .	336		
editing . . . . .	336		
inserting chapter number . . . . .	338		
inserting date . . . . .	339		
inserting filenames . . . . .	340		
inserting page number . . . . .	338		
inserting time . . . . .	339		
suppressing on a page . . . . .	340		
using . . . . .	335		
headings . . . . .	44, 493		
browsing by . . . . .	46		
formatting . . . . .	76		

## Index

text . . . . .	87	displaying as buttons . . . . .	507
HLS . . . . .	308	editing . . . . .	513
home page . . . . .	481	editing style . . . . .	503
Web documents . . . . .	481	using SpeedLinks . . . . .	510
horizontal lines . . . . .	291	Web documents . . . . .	503
editing . . . . .	291	Hypertext Markup Language . . . . .	479
Web documents . . . . .	517	hyphenating . . . . .	95
horizontal position . . . . .	226	text . . . . .	96
tables . . . . .	232	hyphenation . . . . .	95
hot keys . . . . .	55	automatic . . . . .	96
Microsoft Word . . . . .	55	cancelling using codes . . . . .	99
WordPerfect . . . . .	55	changing prompts . . . . .	97, 626
HTM . . . . .	494	codes . . . . .	99
HTML . . . . .	479	disabling . . . . .	96
custom tags . . . . .	492	disabling prompts . . . . .	97
documents . . . . .	480	enabling . . . . .	96
DTD . . . . .	481	enabling prompts . . . . .	97
embedding files . . . . .	425	ignoring prompts . . . . .	98
Java applets . . . . .	515	notification . . . . .	97
JavaScript . . . . .	515	options . . . . .	98
linking files . . . . .	425	prompts . . . . .	97
META tag . . . . .	493	setting notification . . . . .	97
publishing graphics . . . . .	495	setting prompts . . . . .	97, 626
publishing to . . . . .	480 - 481, 494	suspending . . . . .	98
HTML tags . . . . .	482	hyphenation zone . . . . .	95
hyperlinks . . . . .	503, 573	changing boundaries . . . . .	96
activating . . . . .	512	hyphens . . . . .	95
changing . . . . .	513	adjusting using codes . . . . .	99
creating . . . . .	504	inserting . . . . .	96
deactivating . . . . .	513	inserting using codes . . . . .	99
deleting . . . . .	513	positioning . . . . .	98
displaying as buttons . . . . .	507		
displaying as graphics . . . . .	506	<b>I</b>	
displaying as graphics in Web documents . . . . .	515	icons . . . . .	187, 430, 628
editing . . . . .	513	displaying for OLE . . . . .	433
editing style . . . . .	503	editing Property Bar buttons . . . . .	637
image maps . . . . .	506	editing toolbar buttons . . . . .	632
moving to . . . . .	512	labels . . . . .	430
navigating . . . . .	512	labels for OLE . . . . .	433
playing a macro . . . . .	504	linking . . . . .	187
that play macros . . . . .	573	ignoring . . . . .	98, 243
using . . . . .	512	cells when calculating . . . . .	249
using SpeedLinks . . . . .	510	hyphenation prompts . . . . .	98
Web documents . . . . .	503	image . . . . .	279
hypertext . . . . .	503	graphics box style . . . . .	279
colors . . . . .	509	image maps . . . . .	506
creating . . . . .	504	image on disk . . . . .	258
deactivating . . . . .	513		

## Index

embedding . . . . .	427	incrementing . . . . .	243
linking . . . . .	261, 427	dates . . . . .	250
image tools palette . . . . .	270	numbers . . . . .	250
images . . . . .	257	indented paragraphs . . . . .	155
adding text to . . . . .	300 - 301	indented quotations . . . . .	488
adjusting brightness . . . . .	272	Web documents . . . . .	488
adjusting contrast . . . . .	272	indenting . . . . .	81, 155
changing to mirror image . . . . .	271	double indent . . . . .	85
clipart . . . . .	260	hanging indent . . . . .	85
converting to black and white . . . . .	273	lines . . . . .	84
creating . . . . .	258 - 259	paragraphs . . . . .	84, 155
cropping . . . . .	270	indents . . . . .	81
editing . . . . .	270	double . . . . .	85
embedding . . . . .	262	hanging . . . . .	85
hiding . . . . .	270	index . . . . .	319, 322
inserting . . . . .	28	changing numbers . . . . .	324
inverting colors . . . . .	273	changing styles . . . . .	324
maintaining proportions . . . . .	281	concordance file . . . . .	320
map in Web documents . . . . .	506	creating . . . . .	319
pictures on CD-ROM . . . . .	261	editing codes . . . . .	323
position in graphics box . . . . .	282	entries . . . . .	319
publishing in PDF . . . . .	525	finding codes . . . . .	323
restoring original appearance . . . . .	274	generating . . . . .	322
rotating . . . . .	271	marking entries . . . . .	321
saving . . . . .	267	updating . . . . .	322
scanning . . . . .	263	index codes . . . . .	323
shaping . . . . .	265	editing . . . . .	323
sizing . . . . .	270	finding . . . . .	323
viewing . . . . .	270	index styles . . . . .	324
watermark . . . . .	306	changing for index . . . . .	324
Web documents . . . . .	515	indexing . . . . .	319
wrapping text around . . . . .	305	creating an index . . . . .	319
importing . . . . .	23, 53, 169, 216, 258, 419	information . . . . .	614
database to table . . . . .	218	Core! web site . . . . .	5
databases . . . . .	420 - 421	sharing . . . . .	614
embedding . . . . .	187	initial caps . . . . .	132
graphics . . . . .	261 - 263	changing to . . . . .	132
linking . . . . .	187	inline equation . . . . .	279
merge data . . . . .	395	graphics box style . . . . .	279
Microsoft Word files . . . . .	53	inline text . . . . .	279
objects . . . . .	420	graphics box style . . . . .	279
objects into columns . . . . .	193	inserting . . . . .	23, 182, 186, 258, 353, 356, 419, 471, 542, 584
spreadsheet to table . . . . .	218	a new page . . . . .	182
spreadsheets . . . . .	420 - 421	addresses on labels . . . . .	202
text . . . . .	24	bar codes . . . . .	202
text into columns . . . . .	193	blank line for empty merge fields . . . . .	417
including . . . . .	389	bookmarks . . . . .	47
merge files . . . . .	389	chapter number in footers . . . . .	338

## Index

chapter number in headers . . . . .	338	tables . . . . .	216
characters . . . . .	91	tabs . . . . .	100
charts . . . . .	251 - 253	text . . . . .	24
clipart . . . . .	28, 260	time . . . . .	25
codes in a macro . . . . .	584	time in footers . . . . .	339
columns . . . . .	221	time in headers . . . . .	339
commands with the Macro Command Browser . . . . .	589	video . . . . .	427
comments in text . . . . .	162	watermarks . . . . .	306
custom HTML tags . . . . .	492	insertion point . . . . .	539
date in footers . . . . .	339	setting . . . . .	539, 542
date in headers . . . . .	339	installing . . . . .	523
dates . . . . .	25	Adobe Acrobat Reader . . . . .	523
dot leader characters . . . . .	104	interface . . . . .	621
drop caps . . . . .	89	changing language . . . . .	627
fields names . . . . .	383	international characters . . . . .	81
filenames . . . . .	340	inserting . . . . .	91
files . . . . .	353, 356	Internet . . . . .	480
files into templates . . . . .	356	publishing to . . . . .	480
functions . . . . .	248	inverting . . . . .	270
graphics boxes . . . . .	280	colors in images . . . . .	273
graphics in Web documents . . . . .	515	invoices . . . . .	527
graphics lines . . . . .	291	irregular capitalization . . . . .	132
hard tabs using codes . . . . .	105	checking for . . . . .	132
hidden text . . . . .	80	italic . . . . .	72
hyphens . . . . .	96		
hyphens using codes . . . . .	99	<b>J</b>	
image maps . . . . .	506	Java . . . . .	515
images . . . . .	28	inserting applets in Web documents . . . . .	519
international characters . . . . .	91	Web documents . . . . .	515
Java applets in Web documents . . . . .	519	JavaScript . . . . .	515
JavaScript in Web documents . . . . .	519	Web documents . . . . .	519
labels from address books . . . . .	406	joining . . . . .	219
leader characters . . . . .	104	cells . . . . .	222
line breaks in Web documents . . . . .	488	tables . . . . .	222
merge codes . . . . .	386	JPG . . . . .	495
objects . . . . .	420	jumps . . . . .	512
OLE objects . . . . .	262	hyperlinks . . . . .	512
pictures . . . . .	28, 261	justification . . . . .	81
POSTNET bar code . . . . .	387	all . . . . .	83
printer commands . . . . .	471	center . . . . .	83
QuickMarks . . . . .	47, 542	full . . . . .	83
QuickWords . . . . .	153	left . . . . .	83
rows . . . . .	221	right . . . . .	83
shapes . . . . .	27, 259	justifying . . . . .	81
sound . . . . .	427	text . . . . .	83
sound in Web documents . . . . .	518	justifying text . . . . .	239
space between paragraphs . . . . .	186	in tables . . . . .	240
symbols . . . . .	91		

## K

keeping text together . . . . .	85
kerning . . . . .	207
automatic . . . . .	207
changing spacing . . . . .	207
disabling automatic . . . . .	207
enabling automatic . . . . .	207
letter pairs. . . . .	207
manual . . . . .	207
keyboard . . . . .	4
conventions . . . . .	4
merging with . . . . .	411
keyboard conventions . . . . .	4
keyboard shortcuts . . . . .	55, 559, 621
adding . . . . .	647
customizing . . . . .	646
Macro Toolbar . . . . .	559
Microsoft Word . . . . .	55
removing . . . . .	647
WordPerfect. . . . .	55
keyboards . . . . .	545, 569, 646
adding shortcuts . . . . .	647
associating with templates. . . . .	545
choosing . . . . .	646
copying . . . . .	648
creating . . . . .	647
creating keyboard based on existing . . . . .	569, 574
customizing . . . . .	646
default. . . . .	646
deleting . . . . .	649
editing . . . . .	647
removing shortcuts . . . . .	647
renaming . . . . .	649
resetting . . . . .	648
restoring . . . . .	648
settings . . . . .	646
keys . . . . .	145
sort . . . . .	145
keystrokes. . . . .	569
assigning macros to . . . . .	569
assigning template macros. . . . .	574
Macro Toolbar . . . . .	559
template macros . . . . .	574
keywords . . . . .	493
Web documents . . . . .	493

## L

label definitions . . . . .	197
creating . . . . .	200
editing . . . . .	200
labels . . . . .	197, 390, 461
changing for embedding . . . . .	433
changing for linking . . . . .	433
choosing for embedding . . . . .	433
choosing for linking icons . . . . .	433
creating. . . . .	197 - 198, 200
creating with address books . . . . .	405
default settings. . . . .	199
definitions . . . . .	462
discontinuing . . . . .	203
editing . . . . .	198, 200
files . . . . .	198
inserting addresses. . . . .	202
inserting POSTNET bar codes . . . . .	202
mass mailings . . . . .	409
merge code parameter . . . . .	390
merging to. . . . .	409
merging with address books . . . . .	405
printing . . . . .	462
removing . . . . .	203
selecting definitions . . . . .	462
labels files. . . . .	197
creating . . . . .	198
deleting . . . . .	198
editing . . . . .	198
selecting . . . . .	198
landscape . . . . .	451
printing . . . . .	451
landscape orientation . . . . .	412
merging text sideways . . . . .	412
language . . . . .	621
changing interface . . . . .	627
changing writing tools . . . . .	627
languages . . . . .	79
character mapping . . . . .	79
last action. . . . .	135
undo . . . . .	135
layering . . . . .	268
graphics . . . . .	268
layout (document) . . . . .	183
margins . . . . .	183
leader characters . . . . .	100
changing . . . . .	104

## Index

inserting . . . . .	104	numbering . . . . .	106
space between . . . . .	104	sorting . . . . .	137
leading . . . . .	209	Web documents . . . . .	515, 517
letters . . . . .	208	lines (graphics) . . . . .	291
changing spacing between . . . . .	208	copying . . . . .	294
merge envelopes . . . . .	410	creating . . . . .	291
merge labels . . . . .	406	cutting . . . . .	294
letterspacing . . . . .	207	deleting . . . . .	294
level styles . . . . .	111	editing . . . . .	291
creating . . . . .	120	moving . . . . .	293
editing . . . . .	120	pasting . . . . .	294
levels . . . . .	316	sizing . . . . .	293
table of contents . . . . .	316	styles . . . . .	274
line breaks . . . . .	488	lines of text . . . . .	186
Web documents . . . . .	488	changing spacing between . . . . .	186
line height . . . . .	187, 209	linking . . . . .	258, 419
adjusting . . . . .	209	automatically updating links . . . . .	432
changing . . . . .	187	breaking links . . . . .	430
fixing size of . . . . .	209	changing icon labels . . . . .	433
line numbering . . . . .	106	changing links . . . . .	430
first printed number . . . . .	107	choosing icon labels . . . . .	433
method . . . . .	107	creating links . . . . .	420
newspaper columns . . . . .	109	database records . . . . .	423
starting number . . . . .	107	databases . . . . .	420
style . . . . .	107	deleting links . . . . .	430
line numbers . . . . .	106	digital audio . . . . .	429
changing appearance . . . . .	108	displaying objects as icons . . . . .	433
changing position . . . . .	109	editing embedded OLE objects . . . . .	432
printing . . . . .	107	editing links . . . . .	430
restarting . . . . .	110	embedding password-protected files . . . . .	421
line spacing . . . . .	209	files . . . . .	420
line styles . . . . .	233, 291	hiding database link markers . . . . .	433
changing for cells . . . . .	233	hiding icons . . . . .	433
creating . . . . .	293	hiding spreadsheet link markers . . . . .	433
default settings . . . . .	237	HTML files . . . . .	425
editing . . . . .	293	image on disk . . . . .	261, 427
lines . . . . .	81, 191, 209, 213, 233	importing using . . . . .	187
adding to columns . . . . .	191	inserting objects in a specific format . . . . .	420
adjusting height . . . . .	187	manually updating links . . . . .	432
applying to tables . . . . .	233	MIDI sound files . . . . .	429
changing for tables . . . . .	233	multimedia . . . . .	427
changing height . . . . .	187	music . . . . .	427
changing spacing between . . . . .	209	objects . . . . .	420
counting . . . . .	52	password-protected files . . . . .	420
horizontal . . . . .	213	selected information . . . . .	423
indenting . . . . .	84	selecting format for pasted information . . . . .	420 - 421
invisible . . . . .	213	sound . . . . .	427, 429
keeping together . . . . .	85	sound in Web documents . . . . .	518

spreadsheet ranges . . . . .	423	using . . . . .	589
spreadsheets . . . . .	420	Macro Toolbar . . . . .	559
TextArt . . . . .	426	keyboard shortcuts . . . . .	559
updating links . . . . .	430	using . . . . .	559
video . . . . .	427 - 428	macroname	
WAV sound files . . . . .	429	merge code parameter . . . . .	390
Web documents . . . . .	425	macros . . . . .	19, 553
links . . . . .	503	accessing commands . . . . .	582
hyperlinks . . . . .	503	ADRS2MRG.WCM . . . . .	557
hypertext . . . . .	503	ALLFONTS.WCM . . . . .	557
listing . . . . .	294	assigning to keystrokes . . . . .	569
captions . . . . .	299	assigning to menus . . . . .	570
lists . . . . .	328, 491	assigning to Property Bar . . . . .	573
changing current style . . . . .	330	changing macro triggered by toolbar button . . . . .	571
changing page numbering format . . . . .	331	CHECKBOX.WCM . . . . .	557
creating . . . . .	155	CLOSEALL.WCM . . . . .	557
defining items for . . . . .	328	codes . . . . .	584
deleting . . . . .	331	commands . . . . .	551, 580
editing . . . . .	330	commands to retrieve information . . . . .	590
generating . . . . .	329	compiler . . . . .	592
marking items for . . . . .	329	compiling . . . . .	591
retrieving . . . . .	331	context-sensitive Help commands . . . . .	620
using . . . . .	328	conventions . . . . .	582
Web documents . . . . .	491	converting endnotes . . . . .	557
location . . . . .	106, 343	converting footnotes . . . . .	557
changing location of endnotes . . . . .	343	Corel PerfectScript . . . . .	594
line numbers . . . . .	109	creating pauses . . . . .	557
locking . . . . .	226	CTRLM.WCM . . . . .	557
table cells . . . . .	230	customizing WordPerfect . . . . .	569
logging on database servers . . . . .	420 - 421	CVTDOCS9.WCM . . . . .	557
logical operators . . . . .	245	default folder . . . . .	555
logical page . . . . .	456	deleting . . . . .	597
definitions . . . . .	462	editing . . . . .	597
printing . . . . .	456	file extension . . . . .	554
logical pages . . . . .	174	FILESTMP.WCM . . . . .	557
long documents . . . . .	311, 458	filling in . . . . .	534
managing . . . . .	311	FLIPENV.WCM . . . . .	557
printing . . . . .	458	FONTDN.WCM . . . . .	557
LONGNAME.WCM . . . . .	557	FONTUP.WCM . . . . .	557
lowercase . . . . .	132	FOOTEND.WCM . . . . .	557
changing to . . . . .	132	formatting . . . . .	582
		from previous versions of WordPerfect . . . . .	585
		Help with Macro Command Browser . . . . .	619
		included with WordPerfect . . . . .	557
		inserting codes . . . . .	584
		location of template macros . . . . .	562
		LONGNAME.WCM . . . . .	557
		macro for searching in . . . . .	598
<b>M</b>			
Macro Command Browser . . . . .	589		
Help . . . . .	620		
inserting commands with . . . . .	589		
macros Help . . . . .	619		

## Index

macro tools toolbar	559	long documents	311
online Help for	619	tables	219
PARABRK.WCM	557	manually update links	432
parameters	586	mapping	71, 375, 441
pause recording	554	a network drive	375
pausing	556	characters	79
playing	556	fonts	77, 441
playing repeatedly	556	margin guidelines	82
PLEADING.WCM	557	margin icons	621
PROMPTS.WCM	557	displaying	622
QuickMacros	553	hiding	622
recording	554	margins	81, 183, 464
recording macro commands into a macro	584	adjusting	82
REVERSE.WCM	557	adjusting in Print Preview	464
SAVEALL.WCM	557	changing	82
SAVETOA.WCM	557	changing using guidelines	205
saving	555	changing with Ruler	183
shipping macro toolbar	559	changing with settings	183
stop recording	554	conversion	359
storing	555	document	82, 183
storing template macros	562	setting page	183
supplemental macros folder	555	top	213
TCONVERT.WCM	557	margins and redline markings	164
template macros	562	marking	326
TemplateFill command	568	authorities for a table of authorities	326
toolbars	559	entries for index	321
triggering	568	entries for table of authorities	326
triggering from templates	566	items for lists	329
troubleshooting problems	592	records for merge	396
UAWP9EN.WCM	557	references for cross-references	332
using compiler to find errors	593	table of authorities	324
using parameters	586	table of contents entries	316
using template macros	560	targets for cross-references	332
WP_ORG.WCM	557	markings	162
WP_PR.WCM	557	document compare	164
mail	378	removing	164
configuring	378	mass mailings	381, 406
emailing text selection	378	address books	402
mass mailings	408	creating envelopes with address books	404
merging to	408	creating labels with address books	405
mailing	378	envelopes	410
files	378	inserting labels using address books	406
mailing labels	197	labels	409
inserting addresses	202	merge labels	409
Make It Fit	82	merging address books	402
managing	274, 353	merging selected address book records	402
files	353	performing	407 - 408
graphics styles	274	to email	408



## Index

master documents . . . . .	311	NESTFORM . . . . .	389
using . . . . .	311	NESTMACRO . . . . .	389
working with . . . . .	311	PROMPT . . . . .	388
maximizing. . . . .	39	RETURN . . . . .	389
document windows . . . . .	41	STATUSPROMPT . . . . .	388
measurement . . . . .	621	SUBSTDATA . . . . .	389
changing settings . . . . .	624	SUBSTFORM . . . . .	389
changing units . . . . .	624	merge conditions . . . . .	396
menu bars . . . . .	55	merge data . . . . .	219
disabling for Microsoft Word . . . . .	55	converting table contents . . . . .	225
enabling for Microsoft Word. . . . .	55	merge fields . . . . .	381
menu editor . . . . .	643	adding . . . . .	383, 392, 399
menus . . . . .	14, 545, 570, 621	deleting . . . . .	399
adding commands . . . . .	643 - 644	editing . . . . .	400
assigning a macro . . . . .	570	Quick Data Entry . . . . .	401
assigning a template macro . . . . .	575	merge files . . . . .	382
associating with templates . . . . .	545	address books . . . . .	402
choosing . . . . .	642	associating. . . . .	394
creating . . . . .	643	changing tables to data files . . . . .	395
creating based on existing . . . . .	575	converting to regular documents . . . . .	384
customizing . . . . .	642	creating data files . . . . .	392
default . . . . .	642	creating data table files . . . . .	392
deleting . . . . .	645	creating data text files . . . . .	392
displaying shortcut keys . . . . .	643	data table files . . . . .	391
editing . . . . .	575, 644	data text files . . . . .	391
renaming . . . . .	645	editing . . . . .	397, 400
resetting . . . . .	646	going to associated file. . . . .	394
restoring . . . . .	646	Quick Data Entry . . . . .	400
settings . . . . .	642	sorting data files . . . . .	395
merge codes		merge prompts . . . . .	388
deleting . . . . .	386	merge records . . . . .	139, 399
displaying . . . . .	386	edit . . . . .	399
displaying as markers . . . . .	386	editing. . . . .	400
hiding . . . . .	386	Quick Data Entry . . . . .	401
inserting . . . . .	386	sorting . . . . .	137, 139
parameters . . . . .	390	merging . . . . .	381
using . . . . .	385	adding fields . . . . .	397
merge commands . . . . .	385	adding page break between merged documents . . . . .	417
CALL . . . . .	389	adding records . . . . .	397
CHAINDATA . . . . .	389	address books . . . . .	402
CHAINFORM . . . . .	389	associating files . . . . .	394
CHAINMACRO . . . . .	389	chaining files or macros . . . . .	389
CHAR . . . . .	388	changing default folder . . . . .	415
GETSTRING . . . . .	388	changing file extensions . . . . .	415
KEYBOARD . . . . .	388	changing options . . . . .	417
LABEL . . . . .	389	code arguments . . . . .	390
LOOK . . . . .	388	code parameters . . . . .	390
NESTDATA . . . . .	389	connecting files . . . . .	389

## Index

converting documents . . . . .	384	HTML tag . . . . .	493
creating . . . . .	381	method . . . . .	106
data files . . . . .	391	line numbering . . . . .	107
defining paper size . . . . .	417	metrics . . . . .	438
deleting fields . . . . .	399	display . . . . .	438, 444
displaying codes . . . . .	386	printer . . . . .	438, 444
documents . . . . .	381	Microsoft Visual Basic for Applications . . . . .	551
editing data . . . . .	397	integrating . . . . .	551
editing data text files . . . . .	397	Microsoft Word . . . . .	53
envelopes . . . . .	410	converting to WordPerfect . . . . .	53 - 54
envelopes with address books . . . . .	404	disabling menu bar . . . . .	55
extensions for filenames . . . . .	417	enabling the menu bar . . . . .	55
form documents . . . . .	382	hot keys . . . . .	55
form files . . . . .	382	importing . . . . .	53
going to associated files . . . . .	394	keyboard shortcuts . . . . .	55
hiding codes . . . . .	386	moving between WordPerfect and . . . . .	53
importing data . . . . .	395	opening . . . . .	53
including files . . . . .	389	opening documents . . . . .	54
inserting blank line for empty fields . . . . .	417	saving documents as WordPerfect documents . . . . .	54
keyboard . . . . .	411	saving files . . . . .	54
labels . . . . .	409	Microsoft Word features . . . . .	58
labels with address books . . . . .	405	annotation . . . . .	58
landscape orientation . . . . .	412	auto correct . . . . .	58
multiple copies . . . . .	417	auto shapes . . . . .	58
nesting files or macros . . . . .	389	auto text . . . . .	58
options . . . . .	415, 417	automatic save . . . . .	58
parameters . . . . .	390	break . . . . .	58
performing . . . . .	407 - 408	bullets . . . . .	58
POSTNET bar code . . . . .	387	change case . . . . .	58
primary files . . . . .	382	character . . . . .	58
printing output . . . . .	415	charting . . . . .	58
prompts for user input . . . . .	388	comparing versions . . . . .	58
removing blank lines . . . . .	417	creating envelopes . . . . .	58
resetting options to default . . . . .	417	customizing . . . . .	58
saving output . . . . .	415	drawing . . . . .	58
selected address book records . . . . .	402	find file . . . . .	58
stopping . . . . .	408	footers . . . . .	58
subroutines . . . . .	389	frame . . . . .	58
substituting files . . . . .	389	full screen . . . . .	58
text sideways . . . . .	412	grammar . . . . .	58
to email . . . . .	408	grammar as you type . . . . .	58
to envelopes . . . . .	410	headers . . . . .	58
to labels . . . . .	409	hide bars . . . . .	58
to tables . . . . .	414	hyperlink . . . . .	58
toolbar . . . . .	383	indent . . . . .	58
message . . . . .		indentation . . . . .	58
merge code parameter . . . . .	390	index . . . . .	58
META . . . . .	493	join . . . . .	58

## Index

justification . . . . .	58	graphics . . . . .	31 - 32
keep lines together . . . . .	58	graphics boxes . . . . .	281
keep text together . . . . .	58	graphics lines . . . . .	293 - 294
keep with next . . . . .	58	insertion point (Advance) . . . . .	209
mail merge . . . . .	58	items on Application Bar . . . . .	640
merge . . . . .	58	multiple files . . . . .	373
merge cells . . . . .	58	multiple folders . . . . .	373
merge documents . . . . .	58	notes . . . . .	347
numbers . . . . .	58	Property Bars . . . . .	638
options . . . . .	58	table components . . . . .	224
page alignment . . . . .	58	text . . . . .	31 - 32
paragraph alignment . . . . .	58	through documents . . . . .	44
protect document . . . . .	58	to a specific section . . . . .	44
right-aligned text . . . . .	58	to cells . . . . .	223
sorting . . . . .	58	to tables . . . . .	223
spelling . . . . .	58	toolbars . . . . .	630
spelling as you type . . . . .	58	moving text . . . . .	211
summary information . . . . .	58	advancing on the page . . . . .	211
table auto format . . . . .	58	horizontally . . . . .	211
tables . . . . .	58	vertically . . . . .	211
tabs . . . . .	58	moving to . . . . .	512
text direction . . . . .	58	hyperlinks . . . . .	512
track changes . . . . .	58	multi-level lists . . . . .	111
vertical alignment . . . . .	58	creating styles . . . . .	119
word count . . . . .	58	editing styles . . . . .	119
WordArt . . . . .	58	styles . . . . .	119
MID . . . . .	427	multimedia . . . . .	427
MIDI sound files . . . . .	427	embedding . . . . .	427
embedding . . . . .	429	linking . . . . .	427
linking . . . . .	429	Web documents . . . . .	515
minimizing . . . . .	39	multiple documents . . . . .	39
document windows . . . . .	41	viewing . . . . .	40
mirror image . . . . .	271	multiple files . . . . .	354
mode toggle . . . . .	265	opening . . . . .	354
modifying . . . . .	542	multiple indexes . . . . .	319
prompts . . . . .	540, 542	music . . . . .	
monospaced text . . . . .	487	adding sound to documents . . . . .	427
Web documents . . . . .	487	embedding . . . . .	427, 429
mouse . . . . .	3	linking . . . . .	427, 429
conventions . . . . .	3	playing sound . . . . .	429
moving . . . . .	30, 209, 279, 370, 635	recording sound . . . . .	429
between open documents . . . . .	45		
bookmarks . . . . .	49	<b>N</b>	
captions . . . . .	296	names . . . . .	219
endnotes . . . . .	347	editing fields . . . . .	397, 400
files . . . . .	370, 373	go to named item . . . . .	223
folders . . . . .	370, 373	naming . . . . .	243, 363
footnotes . . . . .	347		

## Index

floating cells . . . . .	243	nonprinting screen items . . . . .	39
print settings . . . . .	446	displaying . . . . .	41
saving files with new . . . . .	363	hiding . . . . .	41
table components . . . . .	243	non-Roman fonts . . . . .	441
tables . . . . .	243	normal paragraphs . . . . .	488
navigating . . . . .	44, 188, 512	Web documents . . . . .	488
documents . . . . .	44	notes . . . . .	347
hyperlinks . . . . .	512	moving. . . . .	347
in columns . . . . .	188	notification . . . . .	95
navigation controls. . . . .	44	before hyphenating . . . . .	97
using . . . . .	46	numbered lists . . . . .	111, 491
nesting . . . . .	243	adding . . . . .	115
functions . . . . .	248	arranging items . . . . .	118
merge files or macros . . . . .	389	changing to bulleted lists . . . . .	116
network drive . . . . .	375, 449	create using QuickNumbers . . . . .	116
mapping . . . . .	375	creating . . . . .	113
printing document. . . . .	449	customizing . . . . .	113
new features. . . . .	8	renumbering . . . . .	113
accessibility . . . . .	8	resuming . . . . .	115
auto scroll . . . . .	8	starting new . . . . .	115
Block-Make-It-Fit . . . . .	8	styles . . . . .	118 - 119
browse buttons . . . . .	8	Web documents . . . . .	491
Corel RealTime Preview . . . . .	8	numbered outlines. . . . .	111
Embedded Fonts . . . . .	8	creating . . . . .	113
enhanced charting module . . . . .	8	numbering . . . . .	106, 181
enhanced file conversion . . . . .	8	customizing page formats . . . . .	181
enhanced multiple page printing . . . . .	8	data file fields . . . . .	392
enhanced shapes . . . . .	8	first printed number . . . . .	107
improved speed . . . . .	8	including blank lines . . . . .	106
improved stability . . . . .	8	lines . . . . .	106
in-place activation . . . . .	8	method. . . . .	107
in-place editing . . . . .	8	newspaper column lines . . . . .	109
Install-As-You-Go. . . . .	8	paragraphs. . . . .	110
print preview . . . . .	8	restarting . . . . .	110
SGML editor . . . . .	8	starting number . . . . .	107
skewed table cells . . . . .	8	style . . . . .	107
speed links . . . . .	8	numbering captions . . . . .	298
Trellix . . . . .	8	multilevel . . . . .	298
updated speech recognition . . . . .	8	numbering format. . . . .	324
Visual Basic for Applications . . . . .	8	changing for index . . . . .	324
XML . . . . .	8	numbers . . . . .	111, 176, 178, 239, 324, 342
new page. . . . .	182, 185	adding . . . . .	106, 177
forcing . . . . .	182, 185	changing for index . . . . .	324
inserting . . . . .	182	chapter. . . . .	178
starting . . . . .	182, 185	deleting . . . . .	182
New page . . . . .	58	formatting in tables . . . . .	241 - 242
newspaper columns . . . . .	106, 188	incrementing . . . . .	250
numbering lines . . . . .	109	inserting in footers. . . . .	338

inserting in headers . . . . .	338	online Help for macros . . . . .	619
page . . . . .	176, 178	on-screen tools . . . . .	203
removing . . . . .	123	aligning text with . . . . .	203
starting new footnote . . . . .	342	guidelines . . . . .	203
volume . . . . .	178	ruler guides . . . . .	203
numeric format . . . . .	239	rulers . . . . .	203
applying . . . . .	241	open documents . . . . .	44
customizing . . . . .	241	moving between . . . . .	45
<b>O</b>		opening . . . . .	20, 53, 353 - 354, 356
Object Linking and Embedding . . . . .	419	documents . . . . .	20, 22
object oriented programming . . . . .	598	documents created in other applications . . . . .	22
objects . . . . .	187, 419, 544	files . . . . .	353
changing links . . . . .	430	files as a copy . . . . .	366
copying . . . . .	544	files with a password . . . . .	366
DDE . . . . .	187	multiple files . . . . .	354
deleting links . . . . .	430	PerfectExpert . . . . .	549
embedding . . . . .	420 - 421	recently used files . . . . .	356
importing into columns . . . . .	193	operators . . . . .	243
inserting in documents . . . . .	419	arithmetic . . . . .	245
linking . . . . .	187, 420	logical . . . . .	245
OLE . . . . .	187	options . . . . .	95, 356
removing . . . . .	544	hyphenation . . . . .	98
updating links . . . . .	432	setting default . . . . .	356
odd pages . . . . .	182	ordered (numbered) list in Web documents . . . . .	491
offsets . . . . .	468	ordered dither . . . . .	466
defining . . . . .	468	changing . . . . .	466
defining binding . . . . .	469	ordering . . . . .	268
OLE . . . . .	368, 419, 614	graphics . . . . .	268
breaking links . . . . .	430	ordinal numbers . . . . .	155
editing links . . . . .	430	replacing . . . . .	155
editing objects . . . . .	432	organization chart . . . . .	251
linking and embedding information . . . . .	419	creating . . . . .	253
object commands . . . . .	591	organizing . . . . .	528
objects . . . . .	419	templates . . . . .	528
selecting format . . . . .	420 - 421	orientation . . . . .	169
updating information in linked objects . . . . .	432	changing page . . . . .	169
using . . . . .	614	printing . . . . .	461
OLE 2.0 box . . . . .	279	outline icons . . . . .	118
graphics box style . . . . .	279	outlines . . . . .	111
OLE Automation . . . . .	615	adding . . . . .	115
using . . . . .	615	arranging items . . . . .	118
OLE object commands . . . . .	591	creating . . . . .	113 - 114, 155
using . . . . .	591	editing styles . . . . .	121
OLE objects . . . . .	258	resuming . . . . .	115
inserting . . . . .	262	starting new . . . . .	115
online Help . . . . .	4, 619	styles . . . . .	119

## Index

### P

- page . . . . . 44, 169, 453
  - browsing by . . . . . 46
  - definition . . . . . 169 - 170
  - deleting page size definitions . . . . . 172
  - editing definition . . . . . 453
  - editing page size definitions . . . . . 172
  - formatting . . . . . 183
  - making a definition . . . . . 169
  - numbering . . . . . 176
  - orientation . . . . . 169 - 170
- page design . . . . . 169
- page display . . . . . 39
  - changing size . . . . . 40
  - enlarging . . . . . 40
  - reducing . . . . . 40
- page layout . . . . . 169, 183
- page margins . . . . . 183
- page numbering . . . . . 331
  - changing the format for lists . . . . . 331
- page numbers . . . . . 176, 316
  - changing the appearance of . . . . . 178
  - changing the font of . . . . . 178
  - changing the size of . . . . . 178
  - changing the style of . . . . . 178
  - custom format . . . . . 181
  - discontinuing . . . . . 182
  - forcing . . . . . 182
  - inserting . . . . . 177 - 178
  - inserting total number . . . . . 180
  - resetting total number . . . . . 180
  - setting . . . . . 179
  - setting even number . . . . . 182
  - setting odd number . . . . . 182
  - suppressing . . . . . 182
  - table of contents . . . . . 316
- page size . . . . . 359
  - conversion . . . . . 359
- page size definitions . . . . . 170
  - creating . . . . . 170
  - for envelopes . . . . . 170
  - selecting . . . . . 170
- page view . . . . . 39
  - switching to . . . . . 39
- pages . . . . . 23, 448
  - adding borders . . . . . 284
  - binding . . . . . 174
  - counting . . . . . 52
  - dividing . . . . . 174
  - double-sided . . . . . 173
  - editing borders . . . . . 286
  - logical . . . . . 174
  - physical . . . . . 174
  - printing . . . . . 173, 459
  - printing multiple copies . . . . . 448
  - printing ranges . . . . . 461
  - selecting . . . . . 25
  - single-sided . . . . . 173
- palette . . . . . 308
  - color . . . . . 308
- paper feed . . . . . 447
  - specifying . . . . . 447, 454
- PARABRK.WCM . . . . . 557
- paragraph . . . . . 557
  - break symbol macro . . . . . 557
- paragraph returns . . . . . 39
  - displaying . . . . . 41
  - hiding . . . . . 41
- paragraph styles . . . . . 488
  - Web documents . . . . . 488
- paragraphs . . . . . 23, 81, 186
  - adding borders . . . . . 284
  - aligning . . . . . 81
  - changing spacing between . . . . . 209
  - counting . . . . . 52
  - editing borders . . . . . 286
  - formatting . . . . . 81
  - indenting . . . . . 84
  - indenting with QuickIndent . . . . . 155
  - inserting space . . . . . 186
  - keeping together . . . . . 85
  - numbering . . . . . 110
  - selecting . . . . . 25
  - sorting . . . . . 137, 139
- parallel columns . . . . . 188, 216
  - converting to table . . . . . 217
  - sorting . . . . . 137, 139
- parameters . . . . . 586
  - merge codes . . . . . 390
- password . . . . . 366
  - adding . . . . . 366
  - removing . . . . . 366
- password-protected files . . . . . 420 - 421
- pasting . . . . . 30, 540
  - formulas . . . . . 249

## Index

graphics . . . . .	31	editing . . . . .	7
graphics lines . . . . .	294	placement . . . . .	294
prompts . . . . .	540	captions . . . . .	296
table components . . . . .	224	playing . . . . .	554
text . . . . .	31	macros . . . . .	553, 556
pausing . . . . .	477, 557	QuickMacros . . . . .	554
creating in a macro . . . . .	557	sound clip . . . . .	429
creating in template macros . . . . .	565	sound in Web documents . . . . .	518
faxes . . . . .	477	template macros . . . . .	564
macros . . . . .	554	VBA macros . . . . .	604
play of macros . . . . .	556	PLEADING.WCM . . . . .	557
printer command . . . . .	472	points . . . . .	264
printing . . . . .	455	editing in shape . . . . .	265
PDF . . . . .	479, 522	Portable Document Format . . . . .	479, 522
choosing color models . . . . .	525	positioning . . . . .	106, 226, 294
compressing bitmaps . . . . .	525	captions . . . . .	296
document summaries . . . . .	523	drop caps . . . . .	90
embedding fonts . . . . .	526	hyphens . . . . .	98
installing Adobe Acrobat Reader . . . . .	523	line numbers . . . . .	109
publishing . . . . .	523	tab stops . . . . .	102
publishing images . . . . .	525	tables . . . . .	232
publishing text . . . . .	526	tabs . . . . .	102
viewing files . . . . .	522	poster . . . . .	451
perfect expert . . . . .	14	printing document as . . . . .	451
PerfectExpert . . . . .	7, 527, 549	POSTNET bar code . . . . .	197, 387
closing . . . . .	549	inserting on envelopes . . . . .	197
displaying . . . . .	549	POSTNET bar codes . . . . .	202
opening . . . . .	549	PostScripting . . . . .	437, 473 - 474
using . . . . .	7	preferences . . . . .	356
PerfectScript . . . . .	594, 598	setting . . . . .	356
class members . . . . .	598	preformatted text . . . . .	487
using the PerfectScript class . . . . .	598	Web documents . . . . .	487
performing . . . . .	407	preprinted forms . . . . .	211
mass mailings . . . . .	407 - 408	preventing . . . . .	147
merge . . . . .	407 - 408	grammar errors . . . . .	147
personal identification number . . . . .	7	spelling errors . . . . .	147
viewing . . . . .	7	spelling errors using Spell-As-You-Go . . . . .	147
personal information . . . . .	529	Previewer . . . . .	354
adding to templates . . . . .	529	previewing . . . . .	308, 353, 464
prompts . . . . .	540	about . . . . .	353
physical page . . . . .	456	changes to colors . . . . .	309
printing . . . . .	456	changes to graphics . . . . .	309
physical pages . . . . .	174	content . . . . .	353
pictures . . . . .	257	copy . . . . .	353
editing . . . . .	29	draft . . . . .	353
inserting . . . . .	28, 261	find . . . . .	353
scanning . . . . .	263	find next or find previous . . . . .	353
PIN number . . . . .		fonts . . . . .	353

## Index

normal . . . . .	353	fonts . . . . .	438
page view . . . . .	353	metrics . . . . .	438, 444
print jobs . . . . .	464	pausing . . . . .	472
print view as . . . . .	353	properties . . . . .	438, 440
Web documents . . . . .	493	resetting . . . . .	472
previewing files . . . . .	354	resolution . . . . .	438, 444
from file management dialog boxes . . . . .	354	restoring settings after adding a printer command. . . . .	472
previous versions . . . . .	534	selecting . . . . .	439
templates . . . . .	534	specifying paper feed . . . . .	454
previous versions of WordPerfect . . . . .	360, 618	system printers . . . . .	440
DDE Execute . . . . .	618	Windows properties . . . . .	440
descriptive names . . . . .	360	printer commands. . . . .	472
primary files . . . . .	382	restoring . . . . .	472
creating . . . . .	383	printer metrics . . . . .	437
print commands . . . . .	437	disabling . . . . .	437, 444
print jobs . . . . .	464	enabling . . . . .	444
enlarging . . . . .	451	printing . . . . .	36, 169, 173, 376, 437, 447, 449
previewing . . . . .	464	adding a printer . . . . .	439
reducing . . . . .	451	adjusting to page . . . . .	451
status . . . . .	455	bitmap . . . . .	465
Print Preview . . . . .	464	booklets . . . . .	437, 468
adjusting margins . . . . .	464	cancelling . . . . .	455
closing . . . . .	464	chapters . . . . .	457
editing . . . . .	464	color . . . . .	467
opening . . . . .	464	color graphics . . . . .	467
printing . . . . .	464	comments . . . . .	460
print settings . . . . .	445	controlling print jobs . . . . .	447, 455
adding . . . . .	446	current page . . . . .	459
adjusting . . . . .	445	data files . . . . .	447
deleting . . . . .	446	different paper sizes . . . . .	461
editing . . . . .	445 - 446	dither source . . . . .	466
naming . . . . .	445 - 446	dividing pages . . . . .	468
retrieving named . . . . .	446	document as poster . . . . .	451
saving . . . . .	446	document from a network drive . . . . .	449
viewing . . . . .	446	document on disk . . . . .	449
printer . . . . .	439	document summaries . . . . .	460
change . . . . .	438	documents . . . . .	36 - 37, 447
choosing . . . . .	439	double-sided documents . . . . .	447, 449
coding to use alphabet fonts . . . . .	441	double-sided pages . . . . .	173
commands . . . . .	471 - 472	enlarging . . . . .	451
configuring . . . . .	439	envelopes . . . . .	437, 461, 463
default . . . . .	438, 440	envelopes with address books . . . . .	404
default for WordPerfect . . . . .	439	even numbered pages . . . . .	173
disabling printer metrics . . . . .	444	files . . . . .	376
document default font . . . . .	441	fonts as graphics . . . . .	468
drivers . . . . .	439	graphics . . . . .	465
drivers from previous versions . . . . .	440, 447	Help . . . . .	5
enabling display metrics . . . . .	444	hidden text. . . . .	447



## Index

labels . . . . .	461 - 462	programming commands . . . . .	385, 585
landscape . . . . .	451	merge . . . . .	385
landscape mode . . . . .	169	using . . . . .	585
line numbers . . . . .	107	programming commands list . . . . .	551
long documents . . . . .	458	commands . . . . .	551
merge output . . . . .	415	project lists . . . . .	536
multiple copies of documents . . . . .	448	refreshing . . . . .	529
multiple files . . . . .	376	project templates . . . . .	356, 527 - 528, 531
multiple pages . . . . .	461	adding macros . . . . .	561
odd numbered pages . . . . .	173	additional objects . . . . .	543
offsets . . . . .	468	categories . . . . .	538
orientation . . . . .	461	changing prompt order . . . . .	542
override duplex codes . . . . .	449	copying objects . . . . .	544
page ranges . . . . .	459, 461	creating . . . . .	529
pages in reverse order . . . . .	453	creating custom . . . . .	531
pausing . . . . .	455	creating from existing documents . . . . .	531
portrait mode . . . . .	169	creating from existing templates . . . . .	531
posters . . . . .	451	customizing . . . . .	545
previewing . . . . .	437	deleting prompts . . . . .	542
previewing print jobs . . . . .	464	editing . . . . .	529, 531
reducing . . . . .	451	editing styles . . . . .	532
resuming . . . . .	455	finding QuickMarks . . . . .	542
secondary pages . . . . .	457	inserting files . . . . .	356
sections . . . . .	458	inserting QuickMarks . . . . .	542
selected files . . . . .	376	inserting QuickMarks on save . . . . .	542
selected text . . . . .	459	macros . . . . .	560
selecting a printer . . . . .	439, 447	modifying prompts . . . . .	542
setting up a printer . . . . .	437	objects . . . . .	543 - 544
settings . . . . .	437	pre-existing . . . . .	529, 534
sideways . . . . .	451	prompts . . . . .	540, 542
single-sided pages . . . . .	173	prompts for address books . . . . .	540
specific pages . . . . .	459	prompts for personal information . . . . .	540
specific text . . . . .	459	QuickWords . . . . .	548
specifying adjustments . . . . .	453	running . . . . .	536
specifying items to print . . . . .	456	saving . . . . .	528, 534 - 535
status . . . . .	455	storing . . . . .	534 - 535
thumbnails . . . . .	451, 461	styles . . . . .	532
to disk . . . . .	437, 473 - 474	using with PerfectExpert . . . . .	549
to file . . . . .	473 - 474	viewing styles . . . . .	532
viewing history . . . . .	455	WordPerfect 6.1 . . . . .	534
volumes . . . . .	457	projects . . . . .	529
product commands list . . . . .	551	creating documents with . . . . .	529
commands . . . . .	551	saving . . . . .	528
program information . . . . .	7	prompt . . . . .	
viewing . . . . .	7	merge code parameter . . . . .	390
programming . . . . .	598	prompt builder . . . . .	540
event-driven programming . . . . .	598	prompt order . . . . .	542
object oriented programming . . . . .	598	Prompt-As-You-Go . . . . .	131, 147 - 148

## Index

enabling . . . . .	148	viewing . . . . .	636
finding synonyms . . . . .	148	protecting . . . . .	81, 226, 360
proofreading . . . . .	148	blocks of text . . . . .	85
replacing words . . . . .	148	files . . . . .	360, 366
prompting . . . . .	148, 540	formulas . . . . .	246
address book information . . . . .	540	table cells from changes . . . . .	230
user input . . . . .	411	PRS . . . . .	438
prompts . . . . .	95, 527	using . . . . .	438
address book . . . . .	540	publishing. . . . .	479
building . . . . .	540	graphics to HTML . . . . .	495
changing . . . . .	97	images in PDF . . . . .	525
changing order. . . . .	540	PDF text . . . . .	526
creating . . . . .	539 - 540	to HTML . . . . .	480 - 481, 494
deleting . . . . .	540	to PDF . . . . .	523
disabling . . . . .	97	to Trellix . . . . .	521
enabling. . . . .	97	Web documents . . . . .	481, 494
filling in . . . . .	534		
modifying . . . . .	540	<b>Q</b>	
pasting . . . . .	540	Quick Data Entry . . . . .	397, 400
personal information . . . . .	540	finding records. . . . .	401
setting . . . . .	97, 626	viewing records . . . . .	401
standard . . . . .	540	quick finder. . . . .	14
templates . . . . .	542	quick spots . . . . .	14
PROMPTS.WCM . . . . .	557	QuickBullets . . . . .	116, 155
properties . . . . .	438	creating a list or outline . . . . .	155
printer . . . . .	438, 440	QuickCorrect . . . . .	131, 147, 150, 156 - 157
Property Bar . . . . .	16, 573	adding words to . . . . .	150
assigning a macro . . . . .	573	deleting words from . . . . .	150
displaying . . . . .	16	disabling . . . . .	150
docking . . . . .	16	enabling . . . . .	150
hiding . . . . .	16	QuickFill . . . . .	250
Property Bar buttons . . . . .	635	QuickFinder . . . . .	58
changing appearance of . . . . .	637	QuickFonts . . . . .	74
Property Bar editor . . . . .	639	QuickFormat . . . . .	76, 226
Property Bars . . . . .	621	table cells . . . . .	226
appearance . . . . .	637	QuickIndent . . . . .	84 - 85, 155
changing appearance . . . . .	636	indenting paragraphs . . . . .	155
changing location on screen . . . . .	636	QuickJoin . . . . .	222
customizing . . . . .	635	QuickLines. . . . .	155
displaying . . . . .	636	inserting graphic lines . . . . .	155
docking . . . . .	636, 638	QuickMacros . . . . .	553 - 554
editing . . . . .	639	playing. . . . .	554
editing buttons. . . . .	637	recording . . . . .	553
floating . . . . .	638	using . . . . .	553
moving. . . . .	638	QuickMarks . . . . .	19, 542
resetting . . . . .	639	adding . . . . .	47
resizing . . . . .	638	automatically insert on save . . . . .	542
restoring . . . . .	639		

deleting . . . . .	49	sound . . . . .	429
finding . . . . .	48	template macros . . . . .	562
inserting . . . . .	47	records . . . . .	137, 147
placing at insertion point . . . . .	48	adding . . . . .	392, 399 - 400
setting . . . . .	542	deleting . . . . .	399 - 400
using . . . . .	47	editing . . . . .	397, 399 - 400
QuickNumbers . . . . .	116	extracting without sorting . . . . .	147
QuickOrdinals . . . . .	79, 155	marking for a merge . . . . .	396
replacing ordinal numbers . . . . .	155	Quick Data Entry . . . . .	401
QuickSelect . . . . .	219	selecting . . . . .	141
QuickStyle . . . . .	124	selecting for merge. . . . .	396
QuickSum . . . . .	250	sorting . . . . .	137, 141
QuickSymbols . . . . .	155	sorting and extracting . . . . .	141
changing dashes . . . . .	155	redline . . . . .	131, 162, 164
QuickTasks . . . . .	549	redline text . . . . .	162, 164
QuickTips . . . . .	621	right margin . . . . .	164
displaying . . . . .	623	shading of . . . . .	164
editing . . . . .	571	redo . . . . .	135
hiding . . . . .	623	redoing . . . . .	30, 135
QuickWords . . . . .	151, 153 - 154, 548	actions . . . . .	34, 131, 135
creating . . . . .	151	reducing . . . . .	39, 447
deleting . . . . .	151, 154	page display. . . . .	40
editing . . . . .	153	print jobs . . . . .	447, 451
expanding . . . . .	154	references . . . . .	58, 332
inserting . . . . .	153	cross-references . . . . .	332
renaming . . . . .	153	marking references for cross-references . . . . .	332
using in templates . . . . .	548	marking targets for cross-references . . . . .	332
using to abbreviate words . . . . .	151	referencing . . . . .	334
using to expand text . . . . .	151	targets for cross-references . . . . .	334
using with graphics. . . . .	151	reformatting . . . . .	440
using with logos . . . . .	151	documents for default printer . . . . .	440
quotation marks . . . . .	158	refreshing . . . . .	529
changing . . . . .	158	project list . . . . .	529
curly . . . . .	158	relative size. . . . .	71
double . . . . .	158	changing for fonts . . . . .	73
single . . . . .	158	removing . . . . .	291, 635
straight . . . . .	158	borders. . . . .	291
		bullets . . . . .	123
<b>R</b>		document markings . . . . .	164
radio buttons . . . . .	502	drop caps . . . . .	89
RealTime Preview . . . . .	75	graphics boxes . . . . .	283
recently used files . . . . .	356	graphics lines . . . . .	294
opening . . . . .	356	highlighting . . . . .	87
recording . . . . .	553	items from Application Bar . . . . .	640
macro commands into a macro . . . . .	584	keyboard shortcuts. . . . .	647
macros . . . . .	551, 553 - 554	labels . . . . .	203
QuickMacros . . . . .	553	numbers . . . . .	123
		password . . . . .	366

## Index

tab stops . . . . .	103	toolbars . . . . .	634
tabs . . . . .	103	resizing . . . . .	279, 628
template macros to keystrokes . . . . .	574	graphics boxes . . . . .	281
text . . . . .	27	Property Bars . . . . .	638
renaming . . . . .	237, 370, 538, 646	toolbars . . . . .	630
bookmarks . . . . .	49	resolution . . . . .	438
files . . . . .	370, 373	printer . . . . .	438
folders . . . . .	370, 373	setting printer . . . . .	444
graphics styles . . . . .	277	restarting . . . . .	106
keyboards . . . . .	649	line numbers . . . . .	110
menus . . . . .	645	restoring . . . . .	123, 274, 472, 628
project template categories . . . . .	538	Application Bar . . . . .	642
QuickWords . . . . .	153	graphics styles . . . . .	278
table styles . . . . .	239	image appearance . . . . .	274
toolbars . . . . .	633	keyboards . . . . .	648
renumbering . . . . .	111	menus . . . . .	646
numbered lists . . . . .	113	printer settings . . . . .	472
repeating . . . . .	30, 556	Property Bars . . . . .	639
actions . . . . .	34	styles . . . . .	128
play of macros . . . . .	556	tab stops . . . . .	103
replacing . . . . .	30, 111, 131, 133, 441	tabs . . . . .	103
bullets with symbols . . . . .	111	text styles . . . . .	128
codes . . . . .	35	toolbars . . . . .	634
field names . . . . .	400	window size . . . . .	41
font settings . . . . .	441	resumes . . . . .	527, 549
fonts . . . . .	77	creating . . . . .	549
SpeedLinks . . . . .	510	resuming . . . . .	111
text . . . . .	34, 131, 133	numbered lists . . . . .	115
words . . . . .	34	outlines . . . . .	115
repositioning . . . . .	205	retrieving . . . . .	123, 237, 331, 446
columns using guidelines . . . . .	205	document summaries . . . . .	52
headers and footers using guidelines . . . . .	205	graphics styles . . . . .	276
margins using guidelines . . . . .	205	lists . . . . .	331
tables using guidelines . . . . .	205	print settings . . . . .	446
resetting . . . . .	123, 274, 472, 628	styles . . . . .	126
Application Bar . . . . .	642	table styles . . . . .	239
default background in Web documents . . . . .	490	text styles . . . . .	126
default text colors in Web documents . . . . .	490	returns . . . . .	185
graphics styles . . . . .	278	hard . . . . .	185
hypertext colors . . . . .	509	soft . . . . .	185
image appearance . . . . .	274	Reveal Codes . . . . .	39
keyboards . . . . .	648	displaying . . . . .	43
menus . . . . .	646	REVERSE.WCM . . . . .	557
merge options to default . . . . .	417	reversing . . . . .	81, 135, 300, 453
printer . . . . .	472	last action . . . . .	135
Property Bars . . . . .	639	printing order of pages . . . . .	453
styles . . . . .	128	text . . . . .	88, 304
text styles . . . . .	128	reviewing . . . . .	163

document moves . . . . .	163	saving . . . . .	36, 53, 123, 360, 446, 534
documents . . . . .	162	changes . . . . .	36
documents as a reviewer . . . . .	163	default format . . . . .	360
documents as an author . . . . .	163	default locations . . . . .	375
options . . . . .	163	documents . . . . .	36
revision date . . . . .	49	files . . . . .	360, 362
document summaries . . . . .	51	files as Microsoft Word . . . . .	53
revisions . . . . .	162 - 163	files for other applications . . . . .	363
RGB . . . . .	308	files to diskette . . . . .	365
rights . . . . .	375	files with a new format . . . . .	363
to a network drive . . . . .	375	files with a new name . . . . .	363
RMI . . . . .	427	files with a password . . . . .	366
rotate text . . . . .	58	graphics . . . . .	264, 267
rotating . . . . .	226, 300	graphics styles . . . . .	277
captions . . . . .	297	images . . . . .	267
images . . . . .	271	macros . . . . .	555
table cell contents . . . . .	228	merge output . . . . .	415
text . . . . .	305	print settings . . . . .	446
row/col indicators . . . . .	219	selected text as new file . . . . .	364
rows . . . . .	215	styles . . . . .	127
changing height . . . . .	232	table styles . . . . .	238
continuing across pages . . . . .	232	tables as spreadsheet . . . . .	219
deleting . . . . .	225	template macros . . . . .	562
inserting . . . . .	221	template with QuickMarks . . . . .	542
selecting . . . . .	219	templates . . . . .	528, 534 - 535
Ruler . . . . .	205 - 206, 621	text styles . . . . .	127
adding tabs . . . . .	206	WordPerfect documents as Microsoft Word . . . . .	54
change margins from . . . . .	206	scalable font . . . . .	73
changing settings . . . . .	624	scaling . . . . .	270
deleting tabs . . . . .	206	images . . . . .	270
displaying . . . . .	41, 205	scanning . . . . .	258
hiding . . . . .	41, 205	images . . . . .	263
setting tabs . . . . .	206	scrap files . . . . .	420
ruler guides . . . . .	205	creating . . . . .	421
displaying . . . . .	205	embedding . . . . .	421
hiding . . . . .	205	Scrapbook . . . . .	257
running . . . . .	536, 554	using . . . . .	28, 260
macros . . . . .	554	screen colors . . . . .	621
QuickMacros . . . . .	554	changing . . . . .	627
template macros . . . . .	564	scrolling . . . . .	44
templates . . . . .	534, 536	automatically . . . . .	45
Run-time errors . . . . .	592	through a document . . . . .	44
identifying . . . . .	592	using scroll bar . . . . .	45
		SDK . . . . .	579
		searching . . . . .	598
		for codes in macros . . . . .	584, 598
		text . . . . .	34
		words . . . . .	34

## S

SAVEALL.WCM . . . . .	557
SAVETOA.WCM . . . . .	557

## Index

secondary files . . . . .	391	adding . . . . .	632, 644
address books . . . . .	402	serial number . . . . .	7
editing . . . . .	397, 400	editing . . . . .	7
viewing . . . . .	7	viewing . . . . .	7
section definition . . . . .	325	set up . . . . .	439
changing page numbering . . . . .	325	printer . . . . .	439
creating . . . . .	325	setting . . . . .	30, 95, 206, 356, 469, 542, 595
sections . . . . .	44, 458	additional objects template . . . . .	547
going to . . . . .	44	binding offsets automatically . . . . .	469
moving to . . . . .	44	binding offsets for one-sided documents . . . . .	469
printing . . . . .	458	binding offsets manually . . . . .	469
security . . . . .	598	bookmarks . . . . .	47
VBA . . . . .	598	default options . . . . .	356
selected text . . . . .	364	editor for Corel PerfectScript . . . . .	595
saving as new file . . . . .	364	hyphenation prompts . . . . .	97
selecting . . . . .	23, 123, 141, 219, 257, 476	insertion point . . . . .	542
address book records . . . . .	402	merge conditions . . . . .	396
bars . . . . .	628, 636	preferences . . . . .	356
cells . . . . .	219	print settings . . . . .	446
characters . . . . .	25	printer resolution . . . . .	444
columns . . . . .	219	QuickMarks . . . . .	47
fax drivers . . . . .	476	tabs using Ruler . . . . .	206
format for objects . . . . .	420 - 421	undo levels . . . . .	33
graphics . . . . .	257	settings . . . . .	58, 169, 358, 445, 621
labels files . . . . .	198	adding print . . . . .	446
pages . . . . .	25	adjusting printing . . . . .	445
paragraphs . . . . .	25	changing . . . . .	169
printer . . . . .	439	changing for error notification . . . . .	626
records . . . . .	141	changing for hyphenation prompts . . . . .	626
records for merge . . . . .	396	code page conversion . . . . .	358
rows . . . . .	219	comments . . . . .	625
tables . . . . .	219	creating keyboard based on existing . . . . .	569, 574
text . . . . .	25	deleting print . . . . .	446
text styles . . . . .	125	document conversion . . . . .	359
words . . . . .	25	document default fonts . . . . .	441
selection lists . . . . .	502	document summaries . . . . .	625
adding . . . . .	502	DPI . . . . .	444
send to . . . . .	379	editing print . . . . .	446
email . . . . .	378	editing printing . . . . .	445
faxes . . . . .	379	error notification . . . . .	626
sending . . . . .	379, 476	font conversion . . . . .	358
email . . . . .	378	font mapping . . . . .	441
faxes . . . . .	379, 476 - 477	hyphenation prompts . . . . .	626
mass mailings through email . . . . .	408	keyboards . . . . .	646
sentences . . . . .	156	measurement . . . . .	624
correcting . . . . .	156	menus . . . . .	642
separating . . . . .	268	menus based on existing . . . . .	575
graphics . . . . .	269	naming print . . . . .	446
separators . . . . .	628		

## Index

naming printing . . . . .	445	outline icons . . . . .	118
prompts . . . . .	626	shrinking . . . . .	270
replacement font . . . . .	441	images . . . . .	270
Ruler . . . . .	624	sideways . . . . .	451
saving print . . . . .	446	merging text . . . . .	412
Shadow Cursor . . . . .	623	printing . . . . .	451
viewing print . . . . .	446	single-level lists . . . . .	111
workspace . . . . .	628	creating styles . . . . .	118
setup . . . . .	258	editing styles . . . . .	118
scanner . . . . .	263	styles . . . . .	118
SGML . . . . .	479, 522	single-sided documents . . . . .	449
shading . . . . .	191, 284	printing . . . . .	449
adding . . . . .	287	size . . . . .	71
adding to columns . . . . .	191	changing envelope . . . . .	196
editing . . . . .	287	changing for fonts . . . . .	73
Shadow Cursor . . . . .	621	sizing . . . . .	15, 279
aligning text. . . . .	23	captions . . . . .	296
appearance . . . . .	623	drop caps . . . . .	90
entering text . . . . .	23	graphics boxes . . . . .	281
inserting clipart . . . . .	260	graphics lines . . . . .	293
inserting pictures . . . . .	261	Property Bars . . . . .	638
settings . . . . .	623	toolbars . . . . .	15, 630
shadows . . . . .	264	skewing . . . . .	226, 264
adding to borders . . . . .	290	shapes . . . . .	265
adding to shapes . . . . .	264	table cells . . . . .	229
customizing . . . . .	290	skipping cells . . . . .	243
shapes. . . . .	58, 257	when calculating . . . . .	249
creating . . . . .	259	slanting . . . . .	226
editing . . . . .	29, 264	table cells . . . . .	229
inserting . . . . .	27, 258 - 259	SmartQuotes . . . . .	158
skewing . . . . .	265	enabling . . . . .	158
shaping . . . . .	264	soft returns . . . . .	185
graphics . . . . .	265	using . . . . .	185
sharing . . . . .	614	Software Developer's Kit	
information . . . . .	614	WordPerfect Office 2000 . . . . .	579
Shipping Macro Toolbar . . . . .	559	sort. . . . .	58
shipping macros . . . . .	557	sort definitions . . . . .	137, 144
short form. . . . .	326	copying . . . . .	144
table of authorities. . . . .	326	creating . . . . .	144
shortcut keys . . . . .	646	deleting . . . . .	144
adding . . . . .	647	editing . . . . .	144
displaying on menus . . . . .	643	sort keys . . . . .	137, 145
removing . . . . .	647	adding . . . . .	145
shortcuts . . . . .	370	available . . . . .	145
creating . . . . .	370, 374	deleting . . . . .	145
Microsoft Word . . . . .	55	editing . . . . .	145
WordPerfect . . . . .	55	sort operators . . . . .	137, 141
showing . . . . .	118	using . . . . .	141

## Index

sorting . . . . .	137, 139 - 142, 219	paper feed . . . . .	447, 454
by last item . . . . .	142	printing adjustments . . . . .	453
dates . . . . .	142	secondary pages to print . . . . .	457
in ascending order . . . . .	140	volumes to print . . . . .	457
in descending order . . . . .	140	SpeedFormat . . . . .	58, 237
lines . . . . .	137	SpeedLinks . . . . .	503
merge data file . . . . .	395	using . . . . .	510
merge records . . . . .	137, 139	spell check . . . . .	58
order . . . . .	140	Spell Checker . . . . .	131, 147
paragraphs . . . . .	137, 139	Spell-As-You-Go . . . . .	58, 131, 147
parallel columns . . . . .	137, 139	disabling . . . . .	147
record subdivision boxes . . . . .	144	enabling . . . . .	147
records . . . . .	141	spelling . . . . .	131
table data . . . . .	220	checking . . . . .	131, 147
table rows . . . . .	137, 139	correcting . . . . .	131
text . . . . .	137, 139	tools . . . . .	131, 147
text alphabetically . . . . .	140	split screen view . . . . .	39
text numerically . . . . .	140	switching to . . . . .	39
uppercase before lowercase . . . . .	139	splitting . . . . .	219
sound . . . . .	427	cells . . . . .	222
embedding . . . . .	427, 429	table row across pages . . . . .	232
inserting . . . . .	427	tables . . . . .	222
linking . . . . .	427, 429	spreadsheet . . . . .	216
playing clip . . . . .	429	converting to table . . . . .	218
recording . . . . .	429	spreadsheets . . . . .	419
Web documents . . . . .	515	changing links . . . . .	430
sources . . . . .	430	converting . . . . .	395
changing links to . . . . .	430	embedding . . . . .	421
space . . . . .	186, 345	embedding ranges . . . . .	423
changing amount between endnotes . . . . .	345	hiding link markers . . . . .	433
inserting between paragraphs . . . . .	186	importing . . . . .	420 - 421
spacing . . . . .	192, 207, 209, 239, 284	linking . . . . .	420
adjusting . . . . .	192, 207	linking ranges . . . . .	423
around text in tables . . . . .	240	updating links to . . . . .	432
between letters . . . . .	208	Standard Generalized Markup Language . . . . .	479, 522
between words . . . . .	207 - 208	starting . . . . .	20, 111, 150, 182, 595
changing between lines . . . . .	209	alphabetic lists . . . . .	150
changing between lines of text . . . . .	186	bulleted lists . . . . .	150
changing between paragraphs . . . . .	209	Corel PerfectScript . . . . .	595
changing column . . . . .	192	documents . . . . .	20 - 21
column . . . . .	192	new footnote numbers . . . . .	342
inside and outside of borders . . . . .	288	new numbered lists . . . . .	115
spanning . . . . .	226	new outlines . . . . .	115
table row across pages . . . . .	232	new page . . . . .	182, 185
specifying . . . . .	457	numbered lists . . . . .	150
chapters to print . . . . .	457	status . . . . .	477
items to print . . . . .	456	faxes . . . . .	477
pages to print . . . . .	459	faxing . . . . .	477



## Index

sticky note text . . . . .	279	supplemental . . . . .	555
graphics box style . . . . .	279	macros folder . . . . .	555
stopping . . . . .	455, 554	suppressing . . . . .	182, 340
macro recording . . . . .	554	footers on a page . . . . .	340
merge . . . . .	408	headers on a page . . . . .	340
print jobs . . . . .	455	page numbers . . . . .	182
storing . . . . .	375, 534, 555	suspending . . . . .	95
files in default locations . . . . .	375	hyphenation. . . . .	98
macros . . . . .	555	switching . . . . .	39
macros in supplemental folder . . . . .	555	views . . . . .	39
template macros . . . . .	562	symbols. . . . .	81
templates . . . . .	528, 534 - 536	creating . . . . .	91
styles . . . . .	19, 123, 237, 324, 532	displaying . . . . .	41
applying . . . . .	125	finding quickly . . . . .	93
bulleted lists . . . . .	118	hiding . . . . .	41
copying . . . . .	126	inserting. . . . .	91, 93
creating . . . . .	124	replacing bullets . . . . .	111
creating levels . . . . .	120	synonyms . . . . .	148
deleting . . . . .	129	syntax. . . . .	580
editing . . . . .	126, 532	system information . . . . .	7
editing levels . . . . .	120	viewing . . . . .	7
graphics . . . . .	274	system printers . . . . .	440
index . . . . .	324		
line numbering. . . . .	107	<b>T</b>	
multi-level lists. . . . .	119	tab set . . . . .	58
numbered lists . . . . .	118 - 119	tab settings . . . . .	100
outlines . . . . .	119	tab stops . . . . .	100
resetting . . . . .	128	adding . . . . .	100
restoring . . . . .	128	aligning . . . . .	101
retrieving . . . . .	126	positioning. . . . .	102
saving . . . . .	127	removing . . . . .	103
single-level lists . . . . .	118	restoring . . . . .	103
table . . . . .	237	snapping to Ruler gridlines. . . . .	102
subdocuments. . . . .	313	table . . . . .	44, 279
working with . . . . .	313	browsing by . . . . .	46
subexpr . . . . .	390	graphics box style . . . . .	279
merge code parameter . . . . .	390	of authorities . . . . .	324
subscript text . . . . .	79	table border styles. . . . .	237
substituting. . . . .	71	applying . . . . .	236
fonts . . . . .	77	creating . . . . .	235
merge files. . . . .	389	customizing . . . . .	235
substitution . . . . .	438	editing . . . . .	235
fonts . . . . .	438, 441	table cells . . . . .	216
sum . . . . .	243	deleting . . . . .	225
adding numbers in table . . . . .	250	dividing diagonally. . . . .	227
summaries . . . . .	49	formatting. . . . .	226
creating document . . . . .	49 - 50	locking. . . . .	230
superscript text. . . . .	79		

## Index

protecting . . . . .	230	table styles . . . . .	237
rotating contents . . . . .	228	applying preset . . . . .	237
skewing . . . . .	229	creating . . . . .	238
slanting . . . . .	229	default settings . . . . .	237
turning contents . . . . .	228	deleting . . . . .	239
unlocking . . . . .	230	renaming . . . . .	239
table components . . . . .	216	retrieving . . . . .	239
copying . . . . .	224	saving . . . . .	238
cutting . . . . .	224	SpeedFormat . . . . .	237
deleting names . . . . .	245	using . . . . .	237
editing names . . . . .	245	tables . . . . .	215
moving . . . . .	224	adding columns . . . . .	221
naming . . . . .	243	adding rows . . . . .	221
pasting . . . . .	224	applying alternating fills . . . . .	235
Table Formula toolbar . . . . .	243	applying borders . . . . .	233
table gridlines . . . . .	226, 621	applying fills . . . . .	233
displaying . . . . .	227, 622	applying lines . . . . .	233
hiding . . . . .	227, 622	calculating formulas . . . . .	243, 249
viewing . . . . .	227	calculating quickly . . . . .	250
table names . . . . .	219	changing fill . . . . .	233
go to named item . . . . .	223	changing lines . . . . .	233
table of authorities . . . . .	324	changing row height . . . . .	232
changing page numbering format . . . . .	325	changing text alignment . . . . .	240
creating . . . . .	324, 326	changing text appearance . . . . .	239 - 240
creating a section definition . . . . .	324	changing using guidelines . . . . .	205
creating section definition . . . . .	325	combining . . . . .	222
designing . . . . .	324	continuing row across pages . . . . .	232
editing . . . . .	327	converting database . . . . .	218
full form . . . . .	326	converting spreadsheet . . . . .	218
generating . . . . .	327	converting text . . . . .	217
marking . . . . .	324	converting to merge data file . . . . .	395
marking an authority . . . . .	326	copying formulas . . . . .	249
marking entries . . . . .	326	creating . . . . .	216
short form . . . . .	326	creating header row . . . . .	231
table of contents . . . . .	315	creating in Web documents . . . . .	497
creating . . . . .	315	deleting . . . . .	225
creating style . . . . .	315	deleting from Web documents . . . . .	498
customizing page numbers . . . . .	316	deleting names . . . . .	245
displaying levels . . . . .	316	displaying gridlines . . . . .	227
displaying page numbers . . . . .	316	dividing . . . . .	222
editing . . . . .	319	editing in Web documents . . . . .	499
entries . . . . .	319	editing names . . . . .	245
generating . . . . .	318	entering formulas . . . . .	246
marking entries . . . . .	316	exporting to spreadsheet . . . . .	219
updating . . . . .	318 - 319	formatting . . . . .	226, 237
Table Property Bar . . . . .	215	getting error information . . . . .	251
table rows . . . . .	232	importing database information . . . . .	218
sorting . . . . .	137, 139	importing spreadsheets . . . . .	218

## Index

inserting . . . . .	216	triggering . . . . .	566
inserting functions . . . . .	248	TemplateFill . . . . .	568
joining . . . . .	222	templates . . . . .	19, 356, 527, 531
managing . . . . .	219	adding macros from disk . . . . .	561
merging to . . . . .	414	adding macros from template . . . . .	561
naming . . . . .	243	adding personal information to . . . . .	529
opening . . . . .	218	additional objects . . . . .	543
pasting formulas . . . . .	249	assigning keystrokes to macros . . . . .	569
positioning horizontally . . . . .	232	associating . . . . .	545
saving as spreadsheet . . . . .	219	categories . . . . .	536 - 538
selecting . . . . .	219	changing prompt order . . . . .	542
skewing . . . . .	229	convert from previous version . . . . .	534
sorting data . . . . .	220	creating . . . . .	21, 529
splitting . . . . .	222	creating custom . . . . .	531
updating charts . . . . .	255	creating documents with . . . . .	529
using . . . . .	215	customizing . . . . .	545
Web documents . . . . .	496	de . . . . .	542
tabs . . . . .	100, 206	editing . . . . .	529, 531
adding . . . . .	100	editing styles . . . . .	532
adding using Ruler . . . . .	206	inserting files . . . . .	356
aligning . . . . .	101	inserting QuickMarks . . . . .	542
deleting using Ruler . . . . .	206	inserting QuickMarks on save . . . . .	542
displaying . . . . .	41	keyboards . . . . .	543
hiding . . . . .	41	macros . . . . .	543
inserting . . . . .	100	menus . . . . .	543
positioning . . . . .	102	modifying prompts . . . . .	542
removing . . . . .	103	objects . . . . .	543 - 544
restoring . . . . .	103	PerfectExpert . . . . .	549
setting using Ruler . . . . .	206	pre-existing . . . . .	529, 534
snapping to Ruler gridlines . . . . .	102	project lists . . . . .	536
tabular text . . . . .	216	prompts . . . . .	540, 542
converting to table . . . . .	217	QuickWords . . . . .	548
tags . . . . .	482	running . . . . .	536
HTML . . . . .	482	saving . . . . .	528, 534 - 535
targets . . . . .	334	storing . . . . .	534 - 536
cross-referencing . . . . .	334	styles . . . . .	532
TCONVERT.WCM . . . . .	557	using with PerfectExpert . . . . .	549
template macros . . . . .	560	viewing styles . . . . .	532
button . . . . .	577	WordPerfect 6.1 . . . . .	534
creating a pause . . . . .	565	temporary macro . . . . .	553
deleting . . . . .	565	creating . . . . .	553
editing . . . . .	565	playing . . . . .	554
keystrokes . . . . .	574	recording . . . . .	553
menu . . . . .	575	text . . . . .	19, 71, 131, 162, 300, 338, 378, 459
playing . . . . .	564	adding tabs . . . . .	100
recording . . . . .	562	adding to footers . . . . .	338
storing . . . . .	562	adding to graphics . . . . .	300 - 301
toolbar . . . . .	559	adding to headers . . . . .	338

## Index

advancing . . . . .	211	replacing . . . . .	34, 131, 133
aligning . . . . .	100	reversing . . . . .	88, 304
appearing on toolbar buttons . . . . .	632	rotating . . . . .	305
applying bulleted lists . . . . .	111	selecting. . . . .	25
applying styles . . . . .	123, 125	sorting . . . . .	137, 139 - 140
black color . . . . .	148	strikeout . . . . .	162
blue color . . . . .	148	subscript . . . . .	79
changing alignment in tables . . . . .	240	superscript . . . . .	79
changing appearance in tables . . . . .	239	underlined in blue . . . . .	148
changing color . . . . .	74	underlined in red . . . . .	131, 148
changing color intensity. . . . .	74	underlining . . . . .	72
changing size on Application Bar . . . . .	641	using . . . . .	23
changing style . . . . .	72	using recent settings . . . . .	74
changing white space in tables . . . . .	240	wrapping around graphics . . . . .	305
converting to comments . . . . .	162	text appearance . . . . .	487
converting to table . . . . .	217	Web documents . . . . .	487
copying . . . . .	31	text attributes . . . . .	71
correcting . . . . .	131	setting . . . . .	71
cutting . . . . .	31	text box . . . . .	279, 300
deleting . . . . .	27, 133	changing default appearance . . . . .	301
deselecting . . . . .	25	creating . . . . .	301
dividing . . . . .	95 - 96	graphics box style . . . . .	279
dragging . . . . .	32	rotating contents . . . . .	305
emailing a selection . . . . .	378	text delimiters. . . . .	357
entering. . . . .	23	text files . . . . .	357
finding. . . . .	34, 131, 133	ASCII . . . . .	357
fitting . . . . .	82	text styles . . . . .	123
formatting . . . . .	71, 76	applying . . . . .	125
hidden . . . . .	80	copying . . . . .	126
highlighting. . . . .	87	creating . . . . .	124
hyphenating . . . . .	95 - 96	deleting . . . . .	129
importing . . . . .	24	editing . . . . .	126
importing into columns . . . . .	193	resetting . . . . .	128
indenting . . . . .	84	restoring . . . . .	128
insert using Shadow Cursor . . . . .	23	retrieving . . . . .	126
inserting . . . . .	24	saving . . . . .	127
justifying . . . . .	83	selecting . . . . .	125
keeping lines together . . . . .	85	Web documents . . . . .	487
keeping paragraphs together . . . . .	85	TextArt . . . . .	58, 257
merging sideways . . . . .	412	creating . . . . .	426
moving . . . . .	31 - 32	embedding. . . . .	426
pasting . . . . .	31	linking . . . . .	426
printing . . . . .	459	Thesaurus . . . . .	131, 147 - 148
printing specific . . . . .	459	threshold . . . . .	270
publishing in PDF . . . . .	526	black and white images . . . . .	273
red color . . . . .	148	thumbnails . . . . .	461
redline . . . . .	162, 164	printing . . . . .	451, 461
removing . . . . .	27	tiling . . . . .	39

document windows . . . . .	40	sizing . . . . .	15
windows. . . . .	40	viewing . . . . .	628
time . . . . .	23, 239	tools . . . . .	131
customizing format in tables . . . . .	241	grammar . . . . .	131, 147
deleting . . . . .	25	spelling . . . . .	131, 147
editing . . . . .	25	Trelligram . . . . .	479
formatting . . . . .	25	Trellix . . . . .	479
inserting . . . . .	25	publishing to . . . . .	521
inserting in footers. . . . .	339	triggering . . . . .	566
inserting in headers . . . . .	339	macros. . . . .	568
title . . . . .	493	macros from templates . . . . .	566
merge code parameter . . . . .	390	triggers . . . . .	534
Web documents . . . . .	493	filling in . . . . .	534, 536
tool palette . . . . .	270	troubleshooting . . . . .	592
image tools . . . . .	270	macro problems . . . . .	592
toolbar . . . . .		turning . . . . .	226, 270
merge . . . . .	383	images . . . . .	271
toolbar buttons . . . . .	632	table cell contents . . . . .	228
adding . . . . .	632	Twain scanner. . . . .	258
assigning a macro . . . . .	571	setup . . . . .	263
changing appearance of . . . . .	632	two pages view . . . . .	39
editing . . . . .	632	switching to . . . . .	39
using text . . . . .	632	two-sided documents . . . . .	449
toolbar editor . . . . .	631	printing . . . . .	449
toolbars . . . . .	15, 545, 571, 621	two-sided printing . . . . .	449
assigning template macros to . . . . .	577	override . . . . .	449
associating with templates. . . . .	545	typefaces . . . . .	358
changing location . . . . .	628	conversion . . . . .	358
copying . . . . .	633	typesetting. . . . .	207 - 208, 213
creating . . . . .	631	advance . . . . .	209, 213
customizing . . . . .	628	baselines . . . . .	213
default settings . . . . .	634	word/letterspacing . . . . .	207 - 208
deleting . . . . .	635	typing errors . . . . .	150
displaying . . . . .	15, 628	fixing . . . . .	150
docking . . . . .	15, 628, 630	typography settings . . . . .	207
editing . . . . .	631	adjusting . . . . .	207
editing button image . . . . .	571	fine-tuning. . . . .	207
editing button text . . . . .	571	letters and words and . . . . .	207
editing buttons. . . . .	632		
floating . . . . .	15, 630	<b>U</b>	
hiding . . . . .	15	UAWP9EN.WCM . . . . .	557
hiding macros . . . . .	559	underlining . . . . .	71
hiding template macros . . . . .	559	text . . . . .	72
moving. . . . .	630	undo . . . . .	135
renaming . . . . .	633	undo levels . . . . .	30
resetting . . . . .	634	setting . . . . .	33
resizing . . . . .	630	undo/redo history . . . . .	135
restoring . . . . .	634		

## Index

undoing . . . . .	30, 135	SpeedLinks . . . . .	510
actions . . . . .	33, 131, 135	table styles . . . . .	237
changes . . . . .	33	tables . . . . .	215
ungrouping . . . . .	268	template macros . . . . .	560
graphics . . . . .	269	templates . . . . .	21
UNICODE files . . . . .	378	text . . . . .	23
converting . . . . .	378	variables . . . . .	588
UNICODE.txt . . . . .	354	utilities . . . . .	594
opening . . . . .	354	Corel PerfectScript . . . . .	594
Uniform Resource Locator . . . . .	493	UWL . . . . .	360
units of measure . . . . .	621		
changing settings . . . . .	624	<b>V</b>	
units of measurement . . . . .	359	var . . . . .	390
conversion . . . . .	359	merge code parameter . . . . .	390
unlocking . . . . .	226	variables . . . . .	588
table cells . . . . .	230	VBA . . . . .	551, 598
updating . . . . .	251	object oriented programming . . . . .	598
charts . . . . .	255	programming . . . . .	598
database links . . . . .	432	security . . . . .	598
index . . . . .	322	VBA macros . . . . .	551, 598, 601 - 602, 604 - 606, 610, 612
links . . . . .	430	creating . . . . .	602
links automatically . . . . .	432	creating application objects . . . . .	612
links manually . . . . .	432	debugging . . . . .	605
spreadsheet links . . . . .	432	displaying the VBA toolbar . . . . .	606
table of contents . . . . .	318 - 319	editing . . . . .	606
uppercase . . . . .	132	playing . . . . .	604
changing to . . . . .	132	starting . . . . .	601
URL . . . . .	493	using the PerfectScript class . . . . .	606
user . . . . .	279	working with VBA methods . . . . .	610
graphics box style . . . . .	279	vertical lines . . . . .	291
user information . . . . .	621	editing . . . . .	291
settings . . . . .	625	video . . . . .	428
user interface . . . . .	621	embedding . . . . .	427 - 428
changing language . . . . .	627	inserting . . . . .	427
using . . . . .	19, 251, 553	linking . . . . .	427
address books for merge . . . . .	402	Web documents . . . . .	515
Autoscroll . . . . .	45	view modes . . . . .	39
bookmarks . . . . .	47	viewing . . . . .	7, 39, 446, 455, 549, 582
charts . . . . .	215, 251	copyright information . . . . .	7
document summaries . . . . .	49	documents . . . . .	39
graphics . . . . .	27	graphics . . . . .	42, 270
graphs . . . . .	215	Java applets . . . . .	519
hyperlinks . . . . .	512	license information . . . . .	7
navigation controls . . . . .	46	macro commands . . . . .	582
Quick Data Entry . . . . .	400	menu bar for Microsoft Word . . . . .	55
QuickMacros . . . . .	553	multiple documents . . . . .	40
QuickMarks . . . . .	47	PDF files . . . . .	522
Scrapbook . . . . .	28		

PerfectExpert . . . . .	549	changing column width . . . . .	501
personal identification number . . . . .	7	changing table borders . . . . .	499
print job status . . . . .	455	changing table height . . . . .	499
print settings . . . . .	446	changing table position . . . . .	499
program information . . . . .	7	changing table width . . . . .	499
Property Bars . . . . .	636	columns . . . . .	496
Quick Data Entry . . . . .	401	converting to regular documents . . . . .	486
serial number. . . . .	7	creating . . . . .	481, 485
status of faxes . . . . .	477	creating columns . . . . .	501
system information . . . . .	7	creating forms . . . . .	502
table gridlines . . . . .	227	creating hyperlinks . . . . .	504
template styles. . . . .	532	creating tables . . . . .	497
toolbars . . . . .	628	custom HTML . . . . .	492
Web documents . . . . .	493	default background . . . . .	490
views . . . . .	39	default text colors . . . . .	490
changing . . . . .	39	deleting tables . . . . .	498
switching . . . . .	39	description. . . . .	493
volume numbers. . . . .	178 - 179	discontinuing columns . . . . .	501
inserting . . . . .	178	displaying hyperlinks as buttons . . . . .	507
setting . . . . .	179	displaying hyperlinks as graphics . . . . .	506
		document properties . . . . .	493
		embedding . . . . .	425
		ending paragraph styles . . . . .	488
		endnotes . . . . .	494
		footnotes . . . . .	494
		formatting. . . . .	480
		forms . . . . .	496
		graphics . . . . .	515
		HEAD tags . . . . .	493
		headings . . . . .	487
		home page . . . . .	481
		horizontal lines. . . . .	517
		hyperlinks . . . . .	503
		hypertext . . . . .	503
		hypertext colors . . . . .	509
		indented quotations . . . . .	488
		inserting HTML tags . . . . .	492
		Java . . . . .	515
		Java applets . . . . .	519
		JavaScript . . . . .	519
		keywords . . . . .	493
		line breaks. . . . .	488
		lines . . . . .	515
		linking. . . . .	425
		lists . . . . .	491
		META tag . . . . .	493
		monospaced text . . . . .	487
		multimedia. . . . .	515
wallpaper . . . . .	490		
Web documents . . . . .	490		
watermarks . . . . .	300		
deleting . . . . .	306		
editing. . . . .	306		
graphics box style . . . . .	279		
inserting . . . . .	306		
WAV sound files . . . . .	427		
linking, WAV sound files, embedding . . . . .	429		
WCM . . . . .	360		
Web documents . . . . .	480		
adding graphics . . . . .	515		
adding sound . . . . .	518		
adding video . . . . .	518		
address paragraphs . . . . .	488		
aligning cell contents in tables. . . . .	499		
background color . . . . .	490		
base URL . . . . .	493		
blinking text . . . . .	487		
browsing . . . . .	493		
changing background color of tables . . . . .	499		
changing cell margins in tables . . . . .	499		
changing cell padding in tables . . . . .	499		
changing cell spacing in tables. . . . .	499		
changing column spacing . . . . .	501		

## W

## Index

normal paragraphs . . . . .	488	WMF . . . . .	354, 357
normal text . . . . .	487	word spacing . . . . .	208
paragraph styles . . . . .	488	changing . . . . .	208
playing sound . . . . .	518	WordPerfect . . . . .	19, 53, 360, 534, 569, 621
preformatted text . . . . .	487	.PRS . . . . .	438
previewing . . . . .	493	customizing . . . . .	621
publishing . . . . .	481	customizing with macros . . . . .	569
publishing graphics . . . . .	495	descriptive names in previous versions . . . . .	360
publishing to HTML . . . . .	494	documentation . . . . .	2
sound . . . . .	515	exiting . . . . .	38
SpeedLinks . . . . .	510	getting started . . . . .	19
table borders . . . . .	499	hot keys . . . . .	55
tables . . . . .	496	keyboard shortcuts . . . . .	55
text color . . . . .	487	Microsoft Word . . . . .	53
text styles . . . . .	487	moving between Microsoft Word and . . . . .	53
title . . . . .	493	previous versions . . . . .	360, 534
URL . . . . .	493	previous versions with DDE execute . . . . .	618
video . . . . .	515	Software Developer's Kit . . . . .	579
viewing . . . . .	493	WordPerfect 9 . . . . .	1
wallpaper . . . . .	490	welcome to . . . . .	1
Web Editor . . . . .	480	WordPerfect documentation . . . . .	2
features . . . . .	481	context-sensitive Help . . . . .	2
web page view . . . . .	39	online Help . . . . .	2
switching to . . . . .	39	PerfectExpert . . . . .	2
what's different in WordPerfect 9 . . . . .	14	ToolTips . . . . .	2
white space . . . . .	209, 239	user guide . . . . .	2
around text in tables . . . . .	240	WordPerfect features . . . . .	58
changing . . . . .	209	alphabetical lists . . . . .	58
line spacing and . . . . .	209	backup . . . . .	58
width . . . . .	226, 294	bulleted lists . . . . .	58
captions . . . . .	296	center page . . . . .	58
changing for columns . . . . .	231	chart . . . . .	58
wildcards . . . . .	370	comment . . . . .	58
windows . . . . .	39	conditional end of page . . . . .	58
cascading . . . . .	40	convert case . . . . .	58
maximizing . . . . .	41	document review . . . . .	58
minimizing . . . . .	41	document summary . . . . .	58
restoring size . . . . .	41	draw . . . . .	58
tiling . . . . .	40	envelopes . . . . .	58
Windows . . . . .	440	flush right . . . . .	58
printing properties . . . . .	440	font appearance . . . . .	58
Windows Metafile . . . . .	354	footers . . . . .	58
Windows screen colors . . . . .	621	headers . . . . .	58
changing . . . . .	627	hyperlink . . . . .	58
Windows system colors . . . . .	621	indent . . . . .	58
changing . . . . .	627	join . . . . .	58
displaying . . . . .	622	justification . . . . .	58
hiding . . . . .	622	keep text together . . . . .	58



merge . . . . . 58

new page . . . . . 58

numbered lists . . . . . 58

properties . . . . . 58

QuickCorrect . . . . . 58

QuickFinder . . . . . 58

QuickWords . . . . . 58

reference . . . . . 58

rotate text . . . . . 58

settings . . . . . 58

shapes . . . . . 58

sort . . . . . 58

SpeedFormat . . . . . 58

spell check . . . . . 58

Spell-As-You-Go . . . . . 58

tab set . . . . . 58

TextArt . . . . . 58

words . . . . . 23, 95, 208

    changing spacing between . . . . . 208

    counting . . . . . 52

    dividing . . . . . 96

    finding . . . . . 34

    replacing . . . . . 34

    selecting . . . . . 25

work area . . . . . 15

    exploring . . . . . 15

workspace . . . . . 621

    customizing . . . . . 621, 628

    settings . . . . . 628

World Wide Web

    browsing . . . . . 493

WP 4.2 . . . . . 358

    converting fonts . . . . . 358

    fonts . . . . . 358

WP\_ORG.WCM . . . . . 557

WP\_PR.WCM . . . . . 557

WPD . . . . . 360

WPG . . . . . 354, 360

WPT . . . . . 360

wrapping . . . . . 300

    text . . . . . 305

writing . . . . . 579

    macros . . . . . 579

writing tools . . . . . 131, 621

    changing language . . . . . 627

    Grammatik . . . . . 131

    Spell Checker . . . . . 131

    Thesaurus . . . . . 131

**X**

XML . . . . . 8, 479, 522

    capabilities . . . . . 8

**Z**

zooming . . . . . 270

    cropping images . . . . . 270

    resizing images . . . . . 270