



WordPerfect[®] **OFFICE 2000**

User Guide

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SECTION I

WordPerfect Office 2000



Chapter 1: Welcome to WordPerfect Office 2000

Chapter 2: Installing WordPerfect Office 2000

Chapter 3: Learning how to use WordPerfect Office 2000

Chapter 4: Support and services



WELCOME TO WORDPERFECT OFFICE 2000

Welcome to WordPerfect Office 2000 from Corel Corporation. WordPerfect Office 2000 is an award-winning, integrated set of business-productivity applications for at work and at home. With WordPerfect Office 2000, you can create annual reports, calculate your home budget, produce mailing lists from databases, design brochures and menus, deliver business presentations, and more.

What's the purpose of this user guide?

WordPerfect Office 2000 User Guide explains the features of WordPerfect Office 2000 applications, and provides step-by-step instructions for performing the most common tasks that users perform with our applications. Because a single book cannot be an exhaustive reference for every application in WordPerfect Office 2000, this user guide is designed to be a companion to the WordPerfect Office 2000 online Help system. *WordPerfect Office 2000 User Guide* is designed to get new and experienced business application users up and running with WordPerfect Office 2000 quickly.

If you're new to word-processing, spreadsheet, database, presentation, or information-management business applications, you can use this user guide as a foundation to your learning. If you're familiar with business applications but new to WordPerfect Office 2000 applications, you can use this guide to learn about the tools available to you, and how to use them. If you are an experienced WordPerfect Office 2000 application user, you can use this user guide as a memory aid or a refresher course. Each section includes information about what's new in each WordPerfect Office 2000 application.

What's in this user guide?

This user guide is divided into six sections. The first section, which you are currently reading, introduces WordPerfect Office 2000, and includes information about system requirements, installation, learning WordPerfect Office 2000, and support options. The other five sections document the major WordPerfect Office 2000 applications. The documentation for each major application provides basic information about performing the most common tasks and describes the application's tools and functions. At the end of each chapter in each section, you'll find directions to appropriate topics in the online Help documentation, where you can find answers to questions not answered in this user guide.

What you need to know

This user guide assumes that you know how to perform basic operations in Windows 95, Windows 98, or Windows NT 4.0. If you haven't used one of these operating systems before, you may want to read your Microsoft Windows manual before installing and using WordPerfect Office 2000.

You can find more information about WordPerfect Office 2000 documentation and online Help in Chapter 3 of this section, which begins on page 19.

Documentation conventions

Before you start using this user guide and the online Help, it's important to understand the documentation conventions.



The following are conventions related to using the mouse.

When you see this ...	Do this ...
Click File, New	Click the File menu with the mouse, and click the word New in the menu.
Click Edit, Select, Sentence	Click the Edit menu, click Select, and click Sentence from the submenu that appears.
Enable a check box	Click the check box to place a check mark or an "X" in the box.
Disable a check box	Click the 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 frame	Click anywhere in a frame or click the border of the frame.
Right-click, and click Paste	Click the right mouse button, and click the Paste command from the submenu that appears.

The following conventions are related to keyboard actions.

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

The following conventions are used in this user guide.

When you see this ...	This is ...
	A note.
	A tip.

About Corel Corporation

Corel Corporation is an internationally recognized developer of award-winning business productivity and graphics applications. Development of market-leading products such as WordPerfect Office 2000 and the CorelDRAW™ line of graphics applications is continually evolving to meet the demands of the corporate, retail, and academic users. Committed to value, compatibility, choice, and open standards, Corel® develops products for the Windows, Macintosh, UNIX, Linux, and Java platforms. Corel's common stock trades on the NASDAQ Stock Market under the symbol COSFF and on the Toronto Stock Exchange under the symbol COS.

WordPerfect Office 2000 applications

This section describes the major applications included in WordPerfect Office 2000. Not all WordPerfect Office 2000 editions include all the applications described in this section. For example, WordPerfect Office 2000 Standard Edition does not include Paradox, while the Professional Edition does.

You can find more information about each of these applications in other sections of this user guide.

WordPerfect 9

WordPerfect 9 is a word-processing application that lets you produce professional-looking documents, such as newsletters, articles, reports, books, proposals, legal pleadings, and brochures. WordPerfect 9 makes it easy to add graphics, charts, and tables to any document. WordPerfect 9 continues to support reveal codes, which lets you control every element of a document. WordPerfect 9 also has enhanced Internet features, which let you create a document and publish it to paper, electronic media, and the World Wide Web.

Quattro Pro 9

Quattro Pro 9 is a spreadsheet application that lets you manage, analyze, report, and share data. Quattro Pro 9 helps you make informed business decisions by providing the tools you need to produce tables, financial forms, lists, databases, charts, and reports. Quattro Pro 9 lets you perform simple tasks, such as creating personal budgets, to more complex tasks, such as preparing year-end financial statements, performing complex data analyses, and creating reports from external databases. Like WordPerfect 9, Quattro Pro 9 lets you create a single file, then publish it to paper, electronic media, and the World Wide Web.

Corel Presentations 9

Corel Presentations 9 lets you create high-quality slide shows and drawings. Corel Presentations lets you produce project proposals, interactive reports and demonstrations, multimedia presentations, flyers, signs, and banners. You can also create slide show presentations for large monitors, portable presentations, the Internet or an intranet, overhead transparencies, 35-mm slides, and printed color or black-and-white copies of a slide show. Corel Presentations 9 is also a drawing application that lets you create drawings, edit and create bitmap images, and convert vector images to bitmaps, without learning a separate application.

CorelCENTRAL 9

CorelCENTRAL 9 is a personal information manager that helps you make the most of your time. You can plan your daily schedule, write reminders, organize reference information, and manage contact information. You can synchronize CorelCENTRAL with a 3Com Palm Pilot. In addition, CorelCENTRAL is compatible with any Internet browser; when you click on a hyperlink in a CorelCENTRAL component, it automatically opens your default Internet browser.

CorelCENTRAL includes the following components: CorelCENTRAL™ Day Planner, CorelCENTRAL™ Calendar, CorelCENTRAL™ Memos, CorelCENTRAL™ Card File, and CorelCENTRAL™ Address Book.

Paradox 9

Paradox is a powerful and easy-to-use relational database program that helps you organize, track, and retrieve data. You can also create sophisticated forms, charts, and reports to display data. You can run Paradox as a standalone system on a single computer, or as a multiuser system on a network.

Paradox contains Experts that guide you through the process of creating tables, forms, reports, charts, mailing lists, and queries. If you prefer, you can create these objects on your own.

Paradox also features ObjectPAL, an object-based, event-driven development language that you can use to create customized database applications.

What's new in WordPerfect Office 2000

WordPerfect Office 2000 provides improved integration of its applications, better performance, is smaller in size, and more Internet support. The following section outlines what's new overall in WordPerfect Office 2000. For information about what's new in WordPerfect Office 2000 applications, see their respective sections in this user guide. Not all WordPerfect Office 2000 editions include all the applications, tools, and features described in this section.

Install As You Go™

Install As You Go lets you minimize the hard disk space required by WordPerfect Office 2000 applications. If you try to use an item that is not installed, Install As You Go asks if you would like to install it. You can install only the applications and utilities you need, as you need them.

Adobe Acrobat Reader

Adobe Acrobat Reader is included with WordPerfect Office 2000. This application lets you view, navigate, and print PDF (Portable Document Format) files across multiple platforms. You can save WordPerfect and Corel Presentations documents as PDF files.

Microsoft Visual Basic for Applications

More than three million software developers worldwide use Microsoft Visual Basic for Applications (VBA) to create custom business solutions. VBA, integrated in WordPerfect, Quattro Pro, Corel Presentations, and CorelCENTRAL, can be used by developers to build custom solutions.

VBA integrates its development capabilities with host applications. When you use VBA to extend WordPerfect Office 2000 applications you can benefit from the Visual Basic programming language, an integrated Rapid Application Development (RAD) environment, and fast runtime performance. You can also benefit from Microsoft Forms Package and support for ActiveX controls to create custom user interfaces, provide access to the Windows API and the underlying file system, add connectivity to corporate data, and integrate applications with other Component Object Model-based applications.

NetPerfect

NetPerfect is a server-side application that is designed to be used by Information Technology (IT) managers. It lets organizations that run multiple applications on multiple platforms publish documents to the World Wide Web through a central server. It supports any input format with a print engine, including WordPerfect, Quattro Pro, CorelDRAW, Microsoft Word, Microsoft Excel, Trellix 2.x, .TXT, .RTF, and HTML files.

NetPerfect publishes documents as HTML or Adobe Acrobat PDF files, or by using Corel's proprietary Java technology. This lets users view the documents using any standard Web browser, including Netscape Navigator and Microsoft Internet Explorer. NetPerfect can automatically update documents at any specified time and log publishing results to a text log. Since IT managers can set up NetPerfect to publish documents to the World Wide Web automatically, end users can save their documents in their native file formats.

Other WordPerfect Office 2000 applications and utilities

In addition to the major applications already discussed in this chapter, WordPerfect Office 2000 includes several other applications and utilities. This section describes some of

these applications and utilities. Not all editions of WordPerfect Office 2000 include the following items.

Desktop Application Director™

The Desktop Application Director (DAD™) lets you access the major applications in WordPerfect Office 2000 from the Windows taskbar, which eliminates the need to create shortcuts. You can customize DAD to include any application or executable file, which reduces the need to navigate through the Windows Start menu.

.....
This picture shows
DAD on the Windows
taskbar.
.....



Voice recognition

Some editions of WordPerfect Office 2000 include a voice recognition application. Using a voice recognition application, you can speak using your natural voice, and your words are transcribed immediately onto your screen and into your WordPerfect document. You can also use voice recognition to control Quattro Pro and Paradox. For more information about using voice recognition applications with WordPerfect Office 2000, see the following:

- www.corel.com/voiceinfo on the World Wide Web
- Reference Center electronic manuals (see page 20)
- the online Help for WordPerfect, Quattro Pro, or Paradox

Corel® Versions®

Corel Versions provides a solution to the problem of controlling and tracking multiple copies of a file. Instead of tracking updates to a file by saving new versions of the file using different file names, you can use Corel Versions to save changes to each successive version of a file. Each version is archived to its own folder, or to the folder of your choice, on any read/write drive.

Corel Versions lists archived files in a history list. This lets you retrieve an archived file when you need a previous version. Corel Versions also lets you compare two files for text differences.

Corel Versions operates directly with your operating system. From the Windows Control Panel, you can:

- enable or disable Corel Versions
- enable file compression options
- set where archived files are stored — in one location or in the current directory
- set the maximum number of temporary versions
- set the type of files that will not be archived

- access online Help for Corel Versions

To open the Corel Versions dialog box

- 1 From the Windows taskbar, click Start, Settings, Control Panel.
- 2 Double-click the Corel Versions icon.

Bitstream Font Navigator

Bitstream Font Navigator 3.0.1 is a font manager. It lets you find and install fonts, organize fonts into manageable groups, and view and print font samples.

To start Bitstream Font Navigator

- From the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Utilities, Bitstream Font Navigator.

Macros and PerfectScript™

Macros are time-saving programming scripts that automate routine tasks. Macros let you reproduce the behavior of keyboard commands, some mouse actions, and menu commands. For example, you can create a macro that retrieves a file, gives it a new name, and saves it in another format. Then, at any time, you can play the macro to repeat the action.

PerfectScript is the macro language for WordPerfect, Quattro Pro, and Corel Presentations. It is a command-based language that lets you record the results of keystrokes or mouse selections, instead of recording the keystrokes themselves. For example, instead of recording each keystroke involved in changing the top margin of a document to 2 inches, you can use PerfectScript to record the command `MarginTop (MarginWidth: 2.0")`.

PerfectScript includes programming commands that direct the function of a macro. These commands let you create macros that can prompt user input, make decisions, and access system variables. By using programming commands with product commands, you can automate long or complex tasks.

WordPerfect Office 2000 provides detailed online Help files for WordPerfect, Quattro Pro, Corel Presentations, and PerfectScript macro commands. These files contain information about macro commands and their syntax, and additional instructions, and examples.

Fonts, clipart, and photos

To help you enhance your documents, WordPerfect Office 2000 offers an extensive collection of fonts, clipart, and photos. WordPerfect Office 2000 provides:

- more than 1,000 TrueType and Type 1 fonts. When you install WordPerfect Office 2000 using Typical Installation, a default set of fonts is installed automatically. Fonts are grouped by style and appearance to help you find the font you need.

- more than 12,000 clipart images and symbols to help communicate your ideas and make your documents more interesting. WordPerfect Office 2000 includes a full-color Libraries Catalog to help you find the clipart image or symbol you need. WordPerfect Office 2000 also lets you use the Scrapbook™ to search for clipart images or symbols by keyword or file name.
- more than 200 photos which you can add to your documents and presentations.

Fonts, clipart, and photos can be installed on a network to give multiple users access without installing them on individual systems.

WordPerfect Office 2000 file filters

WordPerfect Office 2000 applications include file filters that let you open and edit documents created using Microsoft Office and Lotus SmartSuite applications. For example, you can open a Microsoft Word document in WordPerfect, or you can use Quattro Pro to open a Lotus 1-2-3 spreadsheet. You can also save WordPerfect Office 2000 documents in Microsoft Office and Lotus SmartSuite formats. For example, you can save a Corel Presentations slide show as a Microsoft PowerPoint presentation, or a WordPerfect document as a Microsoft Word document.



- To maintain backward file compatibility, the file format for WordPerfect 9 remains the same as for WordPerfect 6.1, 7, and 8.
-

WordPerfect Office 2000 SDK and Corel® Solution Partners

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 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

The Corel Solution Partners program supports developers of complimentary products and add-ons for selected Corel products, including WordPerfect Office 2000. The program is designed to help accelerate the development of third-party products and promote these products. For more information about Corel Solution Partners, see our World Wide Web site at www.corel.com/partners_developers/csp.

Year 2000 and WordPerfect Office 2000

Presenting timely solutions to your Year 2000 needs is important to Corel. We have developed a comprehensive Product Evaluation Program to ensure that Year 2000 issues are examined thoroughly. This program uses "real-world scenarios" to determine whether our products will continue to operate as designed. For more information about WordPerfect Office 2000 applications and Year 2000 issues, see the WordPerfect Office 2000 online Help for your application.

For the most up-to-date information about Year 2000 issues and Corel products including WordPerfect Office 2000, see our World Wide Web site at www.corel.com/year2000.

To view Year 2000 information for WordPerfect Office 2000 applications

- 1** In your application, click Help, Help Topics.
- 2** Click the Contents tab.
- 3** Click Reference Information, Year 2000.
- 4** Click the Display button.



INSTALLING WORDPERFECT OFFICE 2000

2

You must install WordPerfect Office 2000 before you run it for the first time. The WordPerfect Office 2000 Setup application makes it easy to install. You can also use the Setup application to

- add components to your currently installed WordPerfect Office 2000
- refresh files and configurations of your currently installed WordPerfect Office 2000

Before installing, you should do the following:

- Close any open applications.
- Close any virus-detection application.
- Make sure your computer meets the system requirements which are listed below.

WordPerfect Office 2000 system requirements

The following are the minimum system requirements for WordPerfect Office 2000.

- Windows 95, Windows 98, or Windows NT 4.0
- 486 PC, 66 MHz processor
- 16 MB Ram (32 MB Recommended)
- 100 MB hard disk space (295 MB for typical install)
- CD-ROM Drive
- VGA Monitor
- Mouse or Tablet

If you are using an edition of WordPerfect Office 2000 that includes a voice recognition application, your system requirements will differ from those listed above. For more information about voice recognition applications, see page 6.

Setting up WordPerfect Office 2000

The WordPerfect Office 2000 Setup application installs all the main applications and components.



- To change selections in the WordPerfect Office 2000 Setup application, click the Back button.
 - Click the Help button for more information when you make selections in the WordPerfect Office 2000 Setup application.
-

To Install WordPerfect Office 2000 applications

- 1** Insert the WordPerfect Office 2000 CD into the CD-ROM drive.
If the WordPerfect Office 2000 Setup screen does not display, click the Start button on the Windows taskbar, and click Run. Type D:\SETUP (where D is the letter corresponding to the CD-ROM drive) in the Open box.
- 2** Click WordPerfect Office 2000 Setup.
- 3** If you want to read the WordPerfect Office 2000 Release Notes, click the Release Notes button. The Release Notes may contain installation tips that were not available at press time.
- 4** Click the Next button.
- 5** Read the WordPerfect Office 2000 license agreement, and click the Accept button. If you don't accept the license agreement, the Setup application terminates.
- 6** Type your full name and company name (if it exists), and click the Next button.
- 7** Type your WordPerfect Office 2000 serial number and click the Next button. The serial number is on the WordPerfect Office 2000 Product Authenticity Card.
- 8** Enable one of the following options:
 - Typical Setup — installs the most commonly used applications, utilities, and files, and is the recommended installation type for most users. Use this option if you're not sure which WordPerfect Office 2000 components you want to install. You can add and remove components afterwards.
 - Compact Setup — conserves hard drive space by installing the minimum number of applications, utilities, and files needed to operate WordPerfect Office 2000. Enable this option if you have little free disk space and require only the minimum components. This installation is often used for laptop computers.
 - Custom Setup — lets you choose which WordPerfect Office 2000 components to install. This option gives you the most control over the installation process. Choose this option if you need to install specialized components that are not included in the Typical or Compact installation setups.
- 9** If you want WordPerfect Office 2000 to read required files from the CD-ROM drive when you use applications, enable the CD-ROM Based check box. This option saves hard disk space, but requires you to insert the WordPerfect Office 2000 CD into the CD-ROM drive each time you want to run a WordPerfect Office 2000 application. Enabling this option also results in slower-than-normal performance.
- 10** Click the Next button and follow the installation instructions in the Setup Wizard.

When the installation is completed, you will be prompted to register WordPerfect Office 2000. For more information about registering, see “Registering WordPerfect Office 2000” below.

Registering WordPerfect Office 2000

Registering WordPerfect Office 2000 provides you with timely access to the latest product updates and to high-quality technical support.

The serial number on the Product Authenticity Card is proof that you own a legal copy of WordPerfect Office 2000. You will need the serial number when you call Corel Technical Support, upgrade to a new version of WordPerfect Office 2000, or order replacement discs.

You can register using any of the following methods:

- Fill out the electronic registration form which displays when the WordPerfect Office 2000 installation is completed. The information in the registration form will be sent to Corel electronically if you have Internet access or a modem on your system. If you prefer, you can print the electronic registration form, and mail or fax it back to Corel.
- Visit Corel on the World Wide Web, and complete the registration form at www.corel.com/support/onlineregistration.htm.

Adding, deleting, and updating WordPerfect Office 2000 components

After installing WordPerfect Office 2000, you can add components to the installation. For example, after using the Typical installation option, you may discover that you need additional import file filters for Corel Presentations, or you want to use Data Maps with Quattro Pro, or want access to detailed Macro Help for WordPerfect.

You can delete WordPerfect Office 2000 components to free up disk space. You can also update components to refresh their configuration settings. Updating components also repairs WordPerfect Office 2000 if you have accidentally deleted application files.

To add components to a WordPerfect Office 2000 installation

- 1 Close any open WordPerfect Office 2000 applications.
- 2 On the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Setup and Notes, Corel Setup Program.
- 3 Enable the Add New Components button.
- 4 Click the Next button, and follow the installation instructions in the Setup Wizard.

To delete installed WordPerfect Office 2000 components

- 1 Close any open WordPerfect Office 2000 applications.

- 2 On the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Setup and Notes, Corel Remove Program.
- 3 Click the Next button, and follow the installation instructions in the Corel Uninstaller.

To update a WordPerfect Office 2000 installation

- 1 Close any open WordPerfect Office 2000 applications.
- 2 On the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Setup and Notes, Corel Setup Program.
- 3 Enable the Update Current Installation button.
- 4 Click the Next button.
- 5 Click the Install button.

Upgrading from Corel WordPerfect Suite

WordPerfect Office 2000 can co-exist with earlier versions of WordPerfect Office 2000 applications (for example, Corel WordPerfect Suite 8) on the same system, if you have enough disk space. The WordPerfect Office 2000 Setup application does not replace earlier versions of these applications.

If you don't plan to use earlier versions of the applications, you can remove them from your hard drive to free up drive space.

To delete Corel WordPerfect Suite 8

- 1 Close any open applications.
- 2 On the Windows taskbar, click Start, Corel WordPerfect Suite 8, Setup and Notes, Corel Remove Program.
- 3 Click the Next button.
- 4 Click the Select All button.
- 5 Enable the Remove Modified Files check box.
- 6 Click the Next button, and follow the installation instructions in the Corel Remove wizard.

Questions and answers about installing

The following list answers some common questions about installing WordPerfect Office 2000.

What should I do if I get a prompt telling me that I do not have enough room to install all the files?

Exit the Setup application and delete unnecessary files from your hard disk to make more disk space available.

You can also use the Custom, Compact, or Run from CD-ROM installation options. Several files, such as the Clipart or data maps, are not required to run the applications. Use the Custom setup installation to add these files later.

How can I conserve disk space during installation?

Choose Compact installation, which does not install all the components that come with WordPerfect Office 2000. You can also choose Custom installation and install only the required application files for each application, plus any other files you want.

I did a Compact installation. Why do Spell Check, Thesaurus, or Grammatik not run?

A Compact installation installs only the files necessary to run WordPerfect Office 2000. If you want to install writing tools, such as Spell Check, Thesaurus, or Grammatik, run the Setup application again, choose Custom installation, then install the files you want.

Can I reinstall specific files?

If you need a specific file, you can copy it from the CD, where all the decompressed WordPerfect Office 2000 files are located. You can also reinstall an entire product or component.

If I install a mail system after installing WordPerfect Office 2000, do I need to run the Setup application again?

No. WordPerfect Office 2000 detects your mail system when you start one of the applications, not when you install, so the order in which you install the applications does not matter.

Starting and closing WordPerfect Office 2000 applications

After you have installed WordPerfect Office 2000, you're ready to start using the applications and utilities.

To start a WordPerfect Office 2000 application

- From the Windows taskbar, click Start, Programs, WordPerfect Office 2000, and click the application you want.

To start a WordPerfect Office 2000 utility

- From the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Utilities, and click the utility you want.

To close a WordPerfect Office 2000 application

- Click File, Exit.

Network installations

WordPerfect Office 2000 includes the Network Administrator Setup wizard. Using this wizard, Information Technology (IT) managers and system administrators can deploy WordPerfect Office 2000 to multiple workstations by setting up WordPerfect Office 2000 so that it runs from a server.

The *WordPerfect Office 2000 Network Administrator Guide* in the WordPerfect Office 2000 Reference Center can provide more information about network installations. For more information about the Reference Center, see page 20.

To use the Network Administrator Setup wizard

- 1 Insert the WordPerfect Office 2000 CD into the CD-ROM drive.
If the WordPerfect Office 2000 Setup screen displays, click Exit.
- 2 From the Windows taskbar, click the Start button, and click Run. Type D:\NETADMIN\NETSETUP.EXE (where D is the letter that corresponds to the CD-ROM drive) in the Open box.
- 3 If you want to read the WordPerfect Office 2000 Release Notes, click the Release Notes button. The Release Notes may contain installation tips that were not available at press time.
- 4 Click the Next button and follow the instructions in the Network Administrator Setup wizard.

Corel Application Management™ Tools

WordPerfect Office 2000 includes Corel Application Management Tools, which are designed for IT managers and system administrators to simplify network deployment and management. Corel Application Management Tools use the Windows Registry, system policies, and facilities for installing, managing, and distributing WordPerfect Office 2000. You can find the Corel Application Management Tools in the \COREL\APPMAN\TOOLS folder on the WordPerfect Office 2000 CD-ROM. Corel Application Management Tools include the following:

Corel Distribute Manager™

Corel Distribute Manager™ is a software distribution application that lets IT managers automate installation from a network to individual workstations. Using Corel Distribute, system administrators can determine which users can install applications, how and when they install, what they can install. If users have different application needs, system administrators can create separate distribution profiles to match individual needs.

Corel Settings Editor

Corel Settings Editor gives IT managers control of WordPerfect Office 2000 application deployment. It lets IT managers change settings for WordPerfect Office 2000 in the

Windows 95, Windows 98, or Windows NT 4.0 Registry. Corel Settings Editor lets system administrators perform the following tasks:

- create system policies to provide a standard setup in an organization
- change the Windows Registry on multiple workstations
- create user-specific and computer-specific settings



LEARNING HOW TO USE WORDPERFECT OFFICE 2000

3

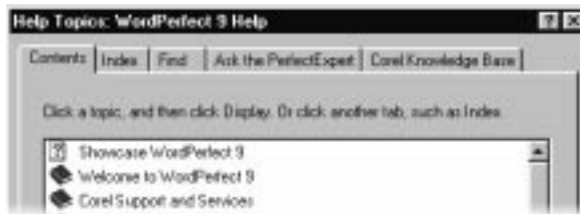
In addition to the user guide you are reading, WordPerfect Office 2000 offers electronic documentation to help you learn and use the applications efficiently, and the PerfectExpert™, a user assistance tool that helps you work more quickly while you become more familiar with WordPerfect Office 2000 applications. WordPerfect Office 2000 electronic documentation is available in two formats that offer different content and tools: online Help files and Reference Center manuals.

Using online Help

The online Help is your most comprehensive source of information for WordPerfect Office 2000 applications.

The Help Topics dialog box provides five ways to find information. You can choose 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, or use the Ask the PerfectExpert. You can print topics from the online Help.

.....
This picture shows a
portion of the Help
Topics dialog box for
WordPerfect 9
.....



To access online Help topics

- 1 From a WordPerfect Office 2000 application, click Help, Help Topics.
- 2 Click one of the following tabs:
 - Contents — to browse through topics by category
 - Index — to see a list of index entries
 - Find — to search for a particular word or phrase in the online Help
 - Ask the PerfectExpert — to search for information using your own words
 - Corel Knowledge Base — to search for information on the Corel home page on the Internet. See page 25 for more information about Corel Knowledge Base.

To print an entire section in the online Help


- 1 On the Contents page, choose the section you want to print.
- 2 Click the Print button.

To print a selected topic in the online Help

- Right-click the help topic window, and click Print Topic.

Context-sensitive Help

WordPerfect Office 2000 includes several forms of context-sensitive Help — help that provides you with information about the application while you work. You can access context-sensitive Help from the menus, dialog boxes, and toolbars. The most common ways to access context-sensitive Help are as follows.

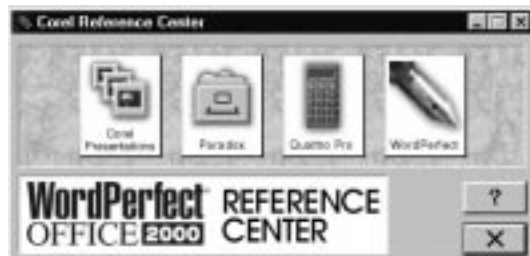
To get help on ...	Do this ...
Menu commands	Position the cursor on a command. A brief description appears, called a QuickTip.
Toolbar buttons	Position the cursor on a button. A brief description appears, called a QuickTip.
Dialog boxes	Click the Help button in the dialog box or press F1.
Dialog controls	Click the What's This Help button  in a dialog box, and click the dialog control for which you want help.

Reference Center manuals

The Reference Center contains all the text of the manuals available for WordPerfect Office 2000 in Adobe Acrobat Portable Digital File (.PDF) format. You must have an Adobe Acrobat reader installed on your system to view the manuals. If you prefer reading from a paper format, you can print manuals from the Adobe Acrobat reader you are using.

The WordPerfect Office 2000 Reference Center typically runs from the CD-ROM, unless your installation type is Custom or Run from Network.

.....
This picture shows the WordPerfect Office 2000 Reference Center displaying four manuals. Other manuals are available.
.....



To view the Reference Center manuals for WordPerfect Office 2000

- 1 If you did not do a Custom installation of the Corel Reference Center, insert the WordPerfect Office 2000 CD into the CD-ROM drive.
If the WordPerfect Office 2000 setup screen displays, close it by clicking Exit.
- 2 From the Windows desktop, click Start, Programs, WordPerfect Office 2000, Setup and Notes, Corel Reference Center.
- 3 Click the picture that represents the manual you want to see.



- You can find the WordPerfect Office 2000 Reference Center (REFCNTR.EXE) in the \COREL\SHARED\REFCNTR folder on the WordPerfect Office 2000 CD-ROM.
-

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, click the Start button on the Windows taskbar, and click Run. Type D:\SETUP (where D is the letter that corresponds to the CD-ROM drive) in the Open box.
- 2 Click Adobe Acrobat Reader Setup.
- 3 Follow the instructions in the Adobe Acrobat Reader setup application.

To view information about using Adobe Acrobat readers

- In the Adobe Acrobat reader you are using, click Help, Acrobat Online Guide

PerfectExpert

WordPerfect Office 2000 provides an Expert to help you with many common tasks. The PerfectExpert includes the best features of QuickTask™, templates, and Coaches™, which were included in earlier versions of WordPerfect Office 2000 applications.

The PerfectExpert can guide you through a detailed project, such as creating a resume, 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, whose layout and content you can change to match your needs.

This picture shows an example of a WordPerfect 9 PerfectExpert.



To enable the PerfectExpert

- From a WordPerfect Office 2000 application, click Help, PerfectExpert.

We want your feedback

If you have comments or suggestions about WordPerfect Office 2000 documentation, you can email them to wpodocs@corel.ca or mail them to the address below. Unfortunately, we may not be able to respond to your messages individually.

WordPerfect Office 2000 Documentation Manager
Corel Corporation
1600 Carling Avenue
Ottawa, Ontario
Canada
K1Z 8R7

All comments or suggestions communicated to Corel, shall be deemed non-confidential and Corel shall be free to reproduce, use, disclose, publish, and transmit such information in any matter whatsoever without limitation.

Other sources for learning WordPerfect Office 2000

Other sources for learning about using WordPerfect Office 2000 applications include the following:

World Wide Web

For in-depth information on getting the most out of WordPerfect Office 2000, visit the community site for WordPerfect Office 2000 users at **Community.Corel.com/wpo2000** on the World Wide Web. Designed for both new and expert users, **Community.Corel.com** is a comprehensive, free resource for monthly features, tips & tricks, tutorials and more.

Corel's site on the World Wide Web provides other resources to help answer your questions about WordPerfect Office 2000. For information about these resources, see "Technical support on the World Wide Web," on page 25.

Corel eStore™

If you want to learn about getting more out of WordPerfect Office 2000, visit Corel eStore on the World Wide Web at **www.corel.com/estore**. This online shopping forum provides a listing of books, tutorials, and training videos.

Corel Training Partners

Corel Training Partners provide courses to teach you how to get the most out of WordPerfect Office 2000. Corel Approved Curriculum Vendors are independent organizations that carry training curricula for WordPerfect Office 2000 products. Corel Training Partners are required to use courseware from Corel Approved Curriculum Vendors, which ensures that course participants receive quality training and learning materials. If you are looking for the closest Corel Training Partner in your city, want to become Corel Certified for WordPerfect Office 2000, or if you want your organization to be approved as a Corel Training Partner, visit our Web site at **www.corel.com/learning/training/index.htm**.

Third-party manuals and magazines

Third-party manuals for WordPerfect Office 2000 applications are available at your local computer store or bookstore. You can also find examples of specific tasks for WordPerfect Office 2000 applications in computer magazines.



WordPerfect Office 2000 is supported by the Corel Client Services team which is committed to provide quality customer service and support that is easy to access and convenient to use, while fostering one-to-one customer relationships.

If you have a question about the features and functions of WordPerfect Office 2000 applications, look in the *WordPerfect Office 2000 User Guide* (which you are reading), consult the online Help for the application you are using, or review the manuals in the WordPerfect Office 2000 Reference Center. You can also find updates and technical information in the Release Notes that were not available at press time.

To view the Release Notes

- On the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Setup and Notes, Release Notes.

Technical support on the World Wide Web

The World Wide Web address for Corel on the Internet is www.corel.com. Users in Germany can use www.corel.de and users in Ireland can use www.corel.ie. From Corel's home page, you can use a variety of support options.

Support Newsgroups

The Corel Support Newsgroups, accessible from the Corel Web site, are intended to let users exchange information, tips, and techniques with other users of WordPerfect Office 2000 applications. The newsgroup is located at www.corel.com/support/newsgroup.htm.

Corel® Knowledge Base

From Corel's searchable Knowledge Base, you can read, print, or download documents that contain answers to many of your WordPerfect Office 2000 technical questions or problems. The Knowledge Base is located at kb.corel.com.

AnswerPerfect™

AnswerPerfect is a convenient technical support service provided by Corel for customers in the United States and Canada that use English-language versions of our products.

Corel is committed to responding to AnswerPerfect support incidents within one business day. However, there may be delays associated with the World Wide Web that will prevent

an immediate response. Please contact Corel Technical Services by telephone for all critical support issues.

You can access AnswerPerfect support at www.corel.com/support/answerperfect.htm.

File Transfer Protocol (FTP)

You can download printer drivers, patches, plugs, updates, or other files located on the anonymous FTP site at ftp.corel.com. For information about this site, see www.corel.com/support/ftpsite/ftpindex.htm.

Other WordPerfect Office 2000 support options

Corel offers the following technical support options, most of which are available 24 hours a day, 365 days a year. These services are useful if you prefer not to pay for support or if you encounter problems during off-hours.

IVAN (Interactive Voice Answering Network)

The Interactive Voice Answering Network provides answers to commonly asked questions about Corel products and is available 24 hours a day, 365 days a year. It is regularly updated with the latest information, tips, and tricks. You can also request that IVAN solutions be faxed to you. There is no charge for this service beyond the cost of the telephone call. To use this service, call:

North America (613) 728-1937

Rest of world +353-1-708-2525, select option 1 (Ireland-based phone number)

Automated FAX On Demand

Technical Support maintains an Automated FAX On Demand system of numbered documents that contain up-to-date information about common issues, tips, and tricks. This service is available 24 hours a day, 365 days a year. To use this service, call:

North America (613) 724-3456

Rest of world +353-1-708-2525, select option 2 (Ireland-based phone number)

CompuServe

If you have a CompuServe membership, you can interact with other users and Corel volunteers to obtain product information and support. You can also quickly search Corel's technical information database for answers to many of your technical questions or problems, and download printer drivers and other files. CompuServe is available 24 hours a day, 365 days a year, including holidays. Corel volunteers respond from 8:30 a.m. to 5:00 p.m. Eastern Time, from Monday to Friday, excluding holidays.

To access Corel on CompuServe, enter GO COREL at the CompuServe prompt.

Bulletin Board System (BBS)

If you have a modem and a communications software package, you can access Corel's BBS. You can use the BBS to download files, including printer drivers, troubleshooting information, and utilities. You can also transfer problem files to Customer Support through the BBS. This option is available only outside North America. To access the BBS, call:

+353-1-708-2700 (Ireland-based phone number)

+31-10-4763232 (Netherlands-based phone number)

Telephone technical support options

WordPerfect Office 2000 users can use complimentary and fee-based telephone technical support options. Complete information about these options, including phone numbers, is available in the Support and Services online Help file. This online Help file explains the three levels of support that are available to you and your organization.

Classic Service

Classic Service is designed to address the technical support needs of WordPerfect Office 2000 users. This service helps users with basic installation and configuration issues.

Priority Service

Priority Service is a fee-based service for users that require the help of second-level technicians. Priority Service may be purchased by the minute, by the incident, or on a term basis. Options range from core business hour access for individual users, to around-the-clock access for multiuser environments.

Premium Service

Premium Service is Corel's highest level of support. This fee-based service is designed for organizations that want to establish a direct relationship with Corel and for organizations that employ dedicated support professionals or have centralized technical management.

To view the WordPerfect Office 2000 Support and Services online Help (excludes Paradox)

- Do one of the following:
 - On the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Setup and Notes, Technical Support Help.
 - If you have not installed WordPerfect Office 2000, you can access Support and Services information in the SUPPORT9.HLP help file on the WordPerfect Office 2000 installation CD. This help file is located in the

D:\Program Files\Corel\WordPerfect Office 2000\Shared\Help folder (where "D" is the letter that corresponds to the CD-ROM drive).

To view the Paradox Support and Services online help

- Do one of the following:
 - On the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Setup and Notes, Paradox Technical Support Help.
 - If you have not installed WordPerfect Office 2000, you can access Support and Services information for Paradox in the TECHSUPP.HLP help file on the WordPerfect Office 2000 installation CD. This help file is located in the D:\Program Files\Corel\WordPerfect Office 2000\Paradox folder (where "D" is the letter that corresponds to the CD-ROM drive).

Before calling Corel Technical Support

Before you call Corel Technical Support, please have the following information available to assist the Technical Support representative in helping you.

- A brief description of the problem, including the exact text of any error messages received, and the steps required to recreate the problem.
- The type of computer, monitor, pointing device (for example, mouse or tablet), printer, and video card (display adapter) you are using.
- The version number of Microsoft Windows you are using. To find the version number, in Windows Explorer, click Help, and choose About Windows 95, About Windows 98, or About Windows NT.
- The version number of the WordPerfect Office 2000 application you are using. To find the version number, click Help, About (the name of your WordPerfect Office 2000 application) in an application.
- List of any applications loaded into RAM. Check the Startup folder in the Programs menu to determine if you are running any other applications.

You must provide your Personal Identification Number (PIN) or serial number (found on the WordPerfect Office 2000 Product Authenticity Card) each time you call Corel Technical Support. This information is available in the About dialog boxes in WordPerfect Office 2000 applications.

To view and edit your serial number and PIN

- 1 Click Help, About (the name of your WordPerfect Office 2000 application).
- 2 Click Edit Serial Number/PIN.
- 3 Type your serial number.
- 4 Type your Personal Identification Number (PIN).

Professional Services

Corel Professional Services is a team of experienced professionals ready to assist you in implementing a complete technology solution and to realize your IT objectives by helping you:

- select and deploy new technologies without generating unexpected training, support and administration costs
- extend the life of your legacy hardware and software to maximize the return on your IT investment
- optimize the performance of your existing Corel technologies

Corel Professional Services offers a range of services including:

- planning and design
- development
- deployment
- support

You may choose to engage Corel Professional Services for some or all of these services, depending on the scope of the project and the availability of your company's resources.

For more information about Corel Professional Services, visit

www.corel.com/support/professional on the World Wide Web. If you would like a representative of the North American Corel Professional Services team to contact you, please e-mail proservices@corel.ca. Outside of North America, you can contact Corel Professional Services through e-mail at dub-ps@corel.ie or by phoning 353-1-7082580 (Dublin).

Customer Service

Corel Customer Service can promptly and accurately provide you with information about Corel product features, specifications, pricing, availability, and services. You can access Customer Service support through the following avenues.

World Wide Web

You can access general customer service and product information through the World Wide Web at www.corel.com/support.

Mail, fax, email

You can send specific customer service questions to Corel Customer Service representatives by mail, fax, and email.

Corel Corporation
Corel Customer Service
1600 Carling Ave.
Ottawa, Ontario
Canada
K1Z 8R7

Fax: 613-761-9176

E-mail: custserv2@corel.ca.

Telephone

You can also telephone Corel Customer Service centers with your questions.

In North America, you can reach Corel Customer Service by calling our 1-800-772-6735 toll-free line. The hours of operation are 9:00 a.m. to 9:00 p.m., Eastern Time, Monday through Friday, and from 10:00 a.m. to 7:00 p.m. on Saturday.

Corel customers residing outside North America can contact Corel Customer Service representatives in Dublin, Ireland on a toll line at 353-1-706-3916 or by calling a local authorized Corel Customer Service Partner.

To view a listing of Corel International Customer Service telephone numbers

- Do one of the following:
 - On the Windows taskbar, click Start, Programs, WordPerfect Office 2000, Setup and Notes, Technical Support Help.
 - If you have not installed WordPerfect Office 2000, you can access customer support telephone numbers in the SUPPORT9.HLP help file on the WordPerfect Office 2000 installation CD. This help file is located in the D:\Program Files\Corel\WordPerfect Office 2000\Shared\Help folder (where "D" is the letter that corresponds to the CD-ROM drive).
 - On the World Wide Web, visit www.corel.com/support.

SECTION 2

WordPerfect 9



- Chapter 5:** Welcome to WordPerfect 9
- Chapter 6:** Creating, editing, and printing documents
- Chapter 7:** Formatting documents
- Chapter 8:** Working with long documents
- Chapter 9:** Adding tables to documents
- Chapter 10:** Adding columns to documents
- Chapter 11:** Working with graphics
- Chapter 12:** Assembling documents using Merge
- Chapter 13:** Building Internet and electronic documents



WELCOME TO WORDPERFECT 9

5

WordPerfect 9 lets you create professional-looking documents. It provides all the tools you need to produce newsletters, articles, reports, proposals, books, and any other type of document. With WordPerfect, you can create a document and publish it to paper, electronic media, and the World Wide Web.

You can add graphics, tables, and charts to your documents. WordPerfect allows you to format, structure, and edit your documents at any time and gives you complete control over their design.

What's new in WordPerfect 9

WordPerfect 9 has new and enhanced features. Some of the performance, integration, graphics, and Internet features are listed below.

Performance and productivity features

WordPerfect provides new performance and productivity features, such as Corel® RealTime Preview, Autoscroll, and Navigation controls.

Corel RealTime Preview

Corel RealTime Preview lets you preview a formatting change before you apply it to a document. You can scroll through and preview several different formatting options, such as fonts, lines, tables, borders, and shading. Corel RealTime Preview saves the time by reducing the need to undo and redo unsatisfactory formatting changes.

Autoscroll

The Autoscroll tool lets you scroll through a document quickly, without using the arrow keys or scroll bars. Point the Autoscroll arrow in the direction you want to move to scroll through a 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. The Autoscroll tool gives you the functionality of the Microsoft IntelliMouse with your regular mouse.

Navigation controls

WordPerfect lets you navigate through a document the same way you navigate through an Internet document. You can use any of the following navigation controls:

- Browse — located on the vertical scroll bar. Browse lets you browse through a document by page, table, box, footnote, endnote, heading, edit position, and comment.
- Previous and Next — located on the vertical scroll bar on either side of the Browse button. Previous and Next let you scroll through a document based on what you have selected with the Browse button. For example, if Browse by footnote is selected, the Navigation buttons let you move to the previous or next footnote in your document.
- Back and Forward — located on the main horizontal scroll bar. Back and Forward let you move the insertion point to and from its previous position and are similar to the Back and Forward buttons in a Web browser.

Print Preview

Even though WordPerfect creates documents in a What You See Is What You Get (WYSIWYG) environment, WordPerfect provides a separate print preview option. You can view your documents as single pages or as double pages. Print Preview is compatible with Corel RealTime Preview. You can experiment with formatting options, such as fonts, lines, tables, borders, and shading, without applying the formatting to your document. You can edit in Print Preview: you do not have to return to regular view to edit your documents. Print Preview is extremely helpful if you want to lay out your documents quickly.

Block Make It Fit™

Block Make It Fit is an enhancement of Make It Fit. It allows you to fit blocks or sections of your documents into a specified dimension or number of pages, without affecting other areas in which fitting specifications are different.

Writing tools for multiple languages

WordPerfect 9 includes writing tools for more than 15 languages. You can check spelling, hyphenation, and grammar, and look up synonyms in a document.

Euro currency symbol

WordPerfect 9 includes the Euro currency symbol in the list of characters and symbols to help meet the needs of multinational users.

Compatibility and integration features

WordPerfect provides new compatibility and integration features, such font embedding, same file format, and enhanced file conversion capabilities.

Font embedding

Bitstream TrueDoc lets you view or print WordPerfect documents from any computer or printer, even if the devices do not have the same fonts installed. Bitstream TrueDoc records the shape of the characters (regardless of the font format or complexity of the character shape) and embeds these representations into a document. Bitstream TrueDoc also provides true WYSIWYG technology, which lets you distribute electronic documents

that look the same to you and the documents' readers. This technology is designed to increase file compatibility in a multiuser environment.

Same file format

WordPerfect uses the same file format as WordPerfect 6.1, Corel WordPerfect 7, and Corel WordPerfect 8. This let you open and use documents that were created with previous versions of WordPerfect.

Enhanced file conversion capabilities

WordPerfect 9 provides enhanced file compatibility with other word processing applications, such as Microsoft Word, Lotus Word Pro, and Lotus Ami Pro. You can convert files to and from WordPerfect in native file format, without importing or exporting the documents. WordPerfect lets you open and save Lotus and Microsoft files in their native file formats.

XML capabilities

XML (eXtensible Markup Language) provides a platform- and application-independent environment for defining document architecture and document markup. WordPerfect 9 lets you edit, retrieve, validate, and save XML documents in the familiar WordPerfect environment. A structured tree view provides an easy-to-read view of the document structure. A wizard guides you through the process of creating a project and an XML document. Once you have created the document, you work within the WordPerfect editing environment. Automatic element insertion, XML specific toolbar, and context-sensitive property bar make document creation quick and easy. You can customize XML menus, toolbars, and keyboard mappings to create your own working XML environment. WordPerfect 9 incorporates your Document Type Definitions, layout information, and mapping files into a single WordPerfect template.

Although the user interface is now XML-oriented, all the SGML functionality that was available in WordPerfect 8 is still available in WordPerfect 9.

Graphics capabilities

WordPerfect provides enhanced graphics capabilities, such as enhanced shapes and enhanced Scrapbook.

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. All shapes have the new Text In Shapes feature, which lets you add text to the shape. All callout shapes have points, which you can anchor anywhere in a document.

Enhanced Scrapbook

The Scrapbook gives you easy access to folders of clipart images organized by category. You can search and preview images, then drag and drop or copy and paste them into drawings, charts, letters, papers, and reports. The Scrapbook has been redesigned for WordPerfect 9. The enhanced Scrapbook lets you create your own categories and view automatic updates of thumbnails. It also lets you preview sounds, movies, and bitmap images. You can add items from your hard drive, CD-ROM, or network drive. The Scrapbook also lets you copy and paste images from the World Wide Web and import items from Corel WordPerfect Suite 7 or Corel WordPerfect Suite 8 clipart storage.

Internet and electronic publishing

WordPerfect provides new Internet and electronic publishing features, such as SpeedLinks™ and publishing to Trellix and PDF.

SpeedLinks

SpeedLinks let you 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.

Publishing to Trellix

WordPerfect 9 lets you publish to Trellix. Trellix is an application for Web-style authoring and viewing of documents. Using familiar word processing, professional document designs, and powerful linking capabilities, you can produce and maintain navigable, multipage, hyperlinked information. You can convert standard paper documents to an optimal online viewing format, complete with navigation buttons, and produce standard HTML output with a single command.

Publishing to PDF

You can publish WordPerfect documents to Portable Document Format (PDF). This format preserves the fonts, images, graphics, and formatting of an original application file. It is platform-independent and can be viewed, shared, and printed by PC, UNIX, and Macintosh users.

You can view and print PDF files using the Adobe Acrobat Reader or a Web Browser that 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.



CREATING, EDITING, AND PRINTING DOCUMENTS

6

WordPerfect has all the tools you need to create professional-looking documents. This chapter provides information about basic operations, such as starting, saving, and printing documents; inserting text; and selecting, moving, and deleting text, graphics, and tables. You will also learn about the tools you can use to assist you with correcting the spelling and grammar of text in your document.

Starting and opening documents

WordPerfect lets you start a new document or open an existing document to continue working on it. You can start a document from scratch using the WordPerfect default template or from a predefined document using a project template. For information about working with project templates, see the online Help.

To start a document using the default template

- Click File, New.

To start a document using a 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 is not available in the list box, you may need to refresh your project list. For information about refreshing a project list, see the online Help.
- 4 Choose the type of project you want to create from the second list box.
- 5 Click the Create button.
- 6 Enter text, data, graphics, and other items for your project using the PerfectExpert panel.
- 7 Edit and save the document.

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.

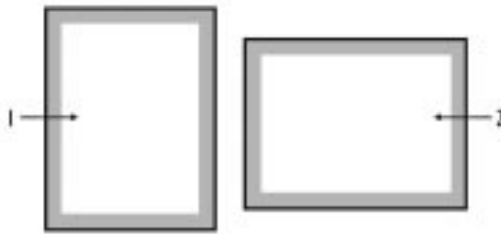
All Files displays files of all types.

- 5 Double-click the document name.

Setting page size and orientation

WordPerfect includes many preset page sizes, including standard North American sizes, such as legal or letter, and European sizes, such as A4. For any single page in your document, you can choose one of the preset page sizes, or you can define a custom page size by creating your own page definition. For information about creating page definitions, see the online Help. You can also set a page's orientation.

.....
This illustration
shows examples of
1) Portrait page
orientation and
2) Landscape page
orientation.
.....



To choose a preset page size

- 1 Click File, Page Setup.
- 2 Click the Size tab.
- 3 In the Page Definition section, choose a preset page size.

To set a page orientation

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Enable one of the following buttons:
 - Portrait — sets the height of the page as greater than the width
 - Landscape — sets the width of the page as greater than the height

To define a custom page size and orientation

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the Options buttons, and click New.
- 3 Type a name for the new page definition in the Name box.
- 4 Choose a paper size from the Type list box.
- 5 Type a value for the width of the page in the Width box.
- 6 Type a value for the height of the page in the Height box.
- 7 In the Orientation section, enable one of the following buttons:

- Portrait — sets the height of the page as greater than the width
- Landscape — sets the width of the page as greater than the height
- Both — lets you use both portrait and landscape orientation

Saving and closing documents

When you save a publication for the first time, you assign it a name and choose a folder in which to store it. You can then close the active document and still keep WordPerfect open, or you can use the Exit command to close both the active document and WordPerfect.

To save a document

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

To close the active document

- 1 Click File, Close.
- 2 Click one of the following:
 - Yes — overwrites the previous version and closes the document
 - No — closes the document without saving the changes you have made

Inserting text using the Shadow Cursor

When you start or open a document in WordPerfect, the insertion point displays where the top and left margins meet. As you type, the text follows the insertion point, wrapping at the right margin and following the next line. Using the Shadow Cursor, you can insert text anywhere on a page — regardless of the location of the insertion point.

To insert 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, and click.
The Shadow Cursor snaps to the nearest tab stop.
- 3 Type the text.

Using Spell-As-You-Go™, Grammar-As-You-Go™, Prompt-As-You-Go™, and QuickCorrect™

WordPerfect provides tools that check the spelling and grammar of text. Spell-As-You-Go, Grammar-As-You-Go, Prompt-As-You-Go, and QuickCorrect automatically assist you as you work in your document. For more information about using Spell-As-You-Go, Grammar-As-You-Go, Prompt-As-You-Go, and QuickCorrect, see the online Help.

Spell-As-You-Go

Spell-As-You-Go automatically marks misspelled words with short red lines under the letters. By default, Spell-As-You-Go is enabled the first time you start WordPerfect; however, you can disable or enable it at any time.

To disable Spell-As-You-Go

- Click Tools, Proofread, Spell-As-You-Go.

To enable Spell-As-You-Go

- Click Tools, Proofread, Off.

Grammar-As-You-Go

Grammar-As-You-Go automatically marks grammatically incorrect words and phrases with short blue lines under the letters. By default, Grammar-As-You-Go is enabled the first time you start WordPerfect; however, you can disable or enable it at any time.

To disable Grammar-As-You-Go

- Click Tools, Proofread, Grammar-As-You-Go.

To enable Grammar-As-You-Go

- Click Tools, Proofread, Off.

Prompt-As-You-Go

Prompt-As-You-Go automatically displays possible replacement words for misspelled words in a box on the Property Bar. You can disable or enable Prompt-As-You-Go at any time.

To enable or disable Prompt-As-You-Go

- Click Tools, Proofread, Prompt-As-You-Go.

No check mark next to the command name indicates that Prompt-As-You-Go is not enabled.

QuickCorrect

QuickCorrect replaces typing errors and performs other automatic replacements. By default, two options — Replace Words As You Type and Correct Other Mis-typed Words When Possible — are enabled the first time you start WordPerfect; however, you can enable or disable those options again at any time.

To disable or enable QuickCorrect options

- 1 Click Tools, QuickCorrect.
- 2 Disable or enable any of the following check boxes:
 - Replace Words As You Type
 - Correct Other Mis-typed Words When Possible

Using Spell Check, Grammatik, and the Thesaurus

You can use Spell Check to correct misspelled words, duplicate words, or irregular capitalization in all or part of your document; you can use Grammatik to proofread your document for grammar errors; and you can use the Thesaurus to find synonyms and antonyms. For more information about using Spell Check, Grammatik, and Thesaurus, see the online Help.

Selecting text, graphics, and tables

Before applying any changes to text, graphics, or tables, you have to select them. For information about inserting graphics or tables in a document, see the online Help.

To select...	Do the following...
A single word	Double-click the word.
A paragraph	Triple-click the paragraph, or click in the left margin.
A sentence	Quadruple-click the sentence, or double-click in the left margin.
Any text	Drag across the text.
A graphic	Click the graphic.
A table	Click in a table, move the cursor so that it becomes an arrow pointing upward or to the left, and triple-click.
To deselect...	Do the following...
Any selected text	Click outside of selected text.

A selected graphic	Click outside of the selected graphic.
A selected table	Click outside of the selected table.

Moving and deleting text and graphics

WordPerfect lets you drag any selected text or graphic to a new location in the active document. You can also delete a graphic, a block of text, or an individual character. For information about moving and deleting tables, see the online Help.

To move text and graphics

- 1 Select the text or graphic.
- 2 Drag the selected text or graphic to its new location in the document.

To delete text and graphics

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

Using Cut, Copy, and Paste

You can use the Cut, Copy, and Paste commands to create copies of text, graphics, or tables. The Copy command places a copy of selected text, graphic, or table on the Clipboard, while the Cut command removes selected text, graphic, or table from the document and places it on the Clipboard. Once the text, graphic, or table is on the Clipboard, you can use the Paste command to place the copied item somewhere else in the same document or in another open document.

The text, graphic, or table remains on the Clipboard until you cut or copy another item.

To cut and paste

- 1 Select the text, graphic, or table.
- 2 Click Edit, Cut.
- 3 Position the cursor where you want to paste the text or graphic.
- 4 Click Edit, Paste.

To copy and paste

- 1 Select the text, graphic, or table you want to copy.
- 2 Click Edit, Copy.
- 3 Position the cursor where you want to copy the text, graphic, or table.
- 4 Click Edit, Paste.

Using Undo and Redo

You can use the Undo command to undo changes you make to text, graphics, or tables. If you undo an action and then realize that you want to keep it, you can use the Redo command to redo that action.

To undo your last editing action

- Click Edit, Undo.

To redo the last editing action you undid

- Click Edit, Redo.

Finding and replacing text and codes

You can use the Find And Replace command to search for words, phrases, or codes in your document or to search for and replace these items.

To find and replace text

- 1 Click Edit, Find And Replace.
- 2 In the Find box, type the text you want to find.
- 3 Type the new text in the Replace With box.
- 4 Click the Find Next button.
- 5 Click the Replace button.

To find and replace codes

- 1 Click Edit, Find And Replace.
- 2 Click Type, Specific Codes.
- 3 Choose a code from the Find Codes list box, and click OK.
- 4 Disable the Replace With Nothing check box.
- 5 Type a new code in the Replace With box.
- 6 Click the Find Next button.
- 7 Click the Replace button.

You can also...

Find the previous occurrence of a word, phrase, or code

Click the Replace All button.

Delete the text you are searching for

Delete the contents from the Replace With box.

Delete the code you are searching for

Enable the Replace With Nothing check box.

Printing your document

Before you print your document, you must choose the appropriate printing device, and you must specify what you want to print. For example, you can print an entire document or a single page.

To print a document

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.
- 3 Enable one of the following buttons:
 - Full Document — prints all pages in the active document
 - Current Page — prints the page where the insertion point is displayed
 - Multiple Pages — prints the pages you specify on the Multiple Pages page
 - Print Pages — prints the page range you specify in the Print Pages boxes
 - Selected Text — prints selected text
 - Document Summary — prints the document summary for the active document

From here

For information about...	In the online Help Index, type...
Using project templates	project templates
Creating page definitions	page definitions, creating
Using Spell-As-You-Go	spelling, checking
Using Grammar-As-You-Go	grammar, checking
Using Prompt-As-You-Go	prompting
Using QuickCorrect	correcting
Using Spell Check	checking, spelling
Using Grammatik	checking, grammar
Finding synonyms and antonyms	Thesaurus
Setting up a printer job	printer jobs, setting
Using print settings	printer settings



FORMATTING DOCUMENTS

7

WordPerfect gives you the tools you need to set the look and position of text in your document and to add features that can enhance your documents' readability. For example, you can use different fonts in various sizes and styles; set tabs, indents, and page margins; align and sort text; add drop caps; create bulleted or numbered lists; add page numbers, headers, and footers; and insert the date and time. You can even make the contents of your document fit on as few or as many pages as you need.

Applying and modifying fonts

Fonts help define the appearance of your documents. Every font includes a font face (such as Times New Roman or Arial), style (such as Bold or Italic), and size (such as 10 point or 12 point).

This illustration shows examples of font faces, font styles, and font sizes.

Allegro BT	Humanist 521 BT
Avant Garde Bk BT	Kabel Bk BT
BANK GOTHIC MD BT	LITHOGRAPH LIGHT
Benguiat Bd BT	Or Handicraft BT
Berrinard Fashion BT	Poster Bodoni BT
BREMEN BD BT	Serifa BT
CHARLESWORTH BD	Souvenir Lt BT
<i>Dauphin</i>	<i>Staccato 222 BT</i>
<i>English 111 Times BT</i>	Swiss 811 XCh BT
Futura Black BT	Typo Upright BT
Futura Light BT	Zapf Elliptical 711 BT
Goudy Handtooled BT	Zurich Ex BT

As you create or edit a document, you can apply fonts to selected text and change the font size using Corel RealTime Preview or the Fonts dialog box. Corel RealTime Preview allows you to see how the font or the font size will look in your document before you apply it. You can also set the default font for an entire document or for all documents created for a specific printer.

To change fonts in a document using Corel RealTime Preview

- 1 Select the text.

- 2 Open the Change The Font list box on the Property Bar.
- 3 Point to a font to view a preview of it in the Font Preview window.
When you pause on a font, a preview of the text in that font is displayed on the page.
- 4 Click the font in the Change The Font list box to apply it.

To change a font size using Corel RealTime Preview

- 1 Select the text.
- 2 Open the Font Size list box on the Property Bar.
- 3 Point to 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.

To apply a font using the Fonts dialog box

- 1 Select the text.
- 2 Click Format, Font.
- 3 Choose a font from the Face list.
- 4 Consider the following options:
 - To apply a font style, enable any of the check boxes in the Appearance section
 - To change the font size, choose a size from the Size list box



- If the font is scalable, you can specify almost any font size, regardless of whether that size appears in the list. If the font is not scalable, you can only choose a size from the Size list box.
-

To change the default font of documents

- 1 Click Format, Font.
- 2 Choose a font from the Face list.
- 3 Choose a font size from the Size list box.
- 4 Click the Settings button, and click one of the following:
 - Set As Default For This Document
 - Set As Default For All Documents

To change a printer's default font

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.

- 3 Click the Details tab.
- 4 Click the Default Font button.
- 5 Choose a font from the Face list.
- 6 Choose a font size from the Size list box.



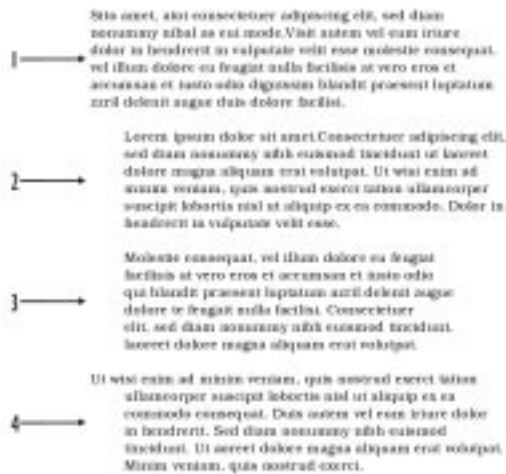
- Printer default font settings apply to all documents created for the current printer unless changes to a document's default font or to the font of selected text in a document override them.

Setting tabs and indents

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. You can define tab settings in your document by adding or removing tab stops and by setting their location and alignment.

While a tab moves just one line of text to the next tab setting, an indent moves all subsequent lines of text in a paragraph to the next tab setting. Indents also let you adjust the space between the margins and your text.

This illustration shows the indent options WordPerfect provides: 1) paragraph which is not indented, 2) indented paragraph, 3) paragraph to which double indent has been applied, and 4) paragraph to which hanging indent has been applied.



To define tab settings

- 1 Click in 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 Click one of the following buttons:
 - From Left Margin (Relative) — positions tabs relative to the left margin
 - From Left Edge Of Paper (Absolute) — positions tabs relative to the left edge of the paper
- 6 Click one of the following buttons:
 - Set — adds a tab whose settings you have specified
 - Clear — removes a tab whose settings you have specified
 - Clear All — removes all tabs whose settings you have specified

To add a tab using the horizontal ruler

- 1 Click a paragraph.
- 2 Click in the bottom of the horizontal ruler.



- If the horizontal ruler is not displayed, click View, Ruler.
-

To remove a tab using the horizontal ruler

- 1 Click a paragraph.
- 2 Click the tab you want to remove and drag it out of the bottom of the horizontal ruler.

To indent a paragraph

- 1 Click in a paragraph.
- 2 Click Format, Paragraph, and click one of the following:
 - Indent — indents the current paragraph one tab stop to the right
 - Hanging Indent — indents all but the first line of the current paragraph one tab stop
 - Double Indent — indents the current paragraph one tab stop inward from both margins

Using QuickFormat™ to format text

QuickFormat allows you to copy the attributes of selected text in your document to other text. For example, you can copy the font face of a word and apply it to an entire phrase, or you can copy the spacing of one paragraph and apply it to another. After you apply the attributes, you can disable QuickFormat.

To use QuickFormat

- 1 Select the text whose attributes you want to copy.
- 2 Right-click the text, and click QuickFormat.

- 3 Click the Selected Characters button.
The cursor changes to a paint brush.
- 4 Select the text to which you want to apply the attributes.

To disable QuickFormat

- Right-click anywhere in a document, and click QuickFormat.



- For information about using QuickFormat with tables and graphics, see the online Help.

Aligning text

You can align the text in your document horizontally or vertically. When you align text horizontally, you specify its position between the left and right margins of the page. When you align text vertically, you center it between the top and bottom margins of the page. You can apply horizontal alignment to individual or consecutive paragraphs, and vertical alignment to individual or consecutive pages.

This picture shows examples of justification: 1) Left Justification produces a ragged right margin, 2) Right Justification produces a ragged left margin, 3) Center Justification centers each line of text between the left and right margins, 4) Full Justification aligns text on the left and right margins, and 5) All Justification aligns text, including the last line, on the left and right margins.



To align text horizontally

- 1 Select the text.
If you want to align consecutive paragraphs, click in a paragraph.
- 2 Click Format, Justification, and click one of the following:
 - Left — aligns the text on the left margin
 - Right — aligns the text on the right margin

- Center — centers the text between the margins
- Full — aligns the text on the left and right margins
- All — aligns each line of text on the left and right margins

To align text vertically

- 1 Click on a page.
- 2 Click Format, Page, Center.
- 3 Click one of the following buttons:
 - Current Page — aligns text vertically on the active page
 - Current And Subsequent Pages - aligns text vertically on the active page and each page that follows it
 - No Centering - inserts text as you type it from the top margin without centering it vertically

Setting page margins

You can set page margins at any time as you create or edit your document. The settings you specify for the left and right margins affect the paragraph in which the insertion point is located and each subsequent paragraph; settings for the top and bottom margins affect the active page and each subsequent page.

To change margins

- 1 Click in a paragraph.
- 2 Click Format, Margins.
- 3 Click the Margins/Layout tab.
- 4 Specify a value in any of the following boxes:
 - Left
 - Right
 - Top
 - Bottom

Formatting paragraphs

As you create or edit your document, you can apply specific formatting attributes to individual or consecutive paragraphs. For example, you can set the indentation of the first line of paragraphs, set left and right paragraph margins, and set the spacing between paragraphs.

- 1) The left margin has been changed for this paragraph.
- 2) The spacing between these two paragraphs has been increased.



To format paragraphs

- 1 Click in a paragraph.
If you want to apply the formatting to an individual paragraph, select a paragraph.
- 2 Click Format, Paragraph, Format.
- 3 Type a value in any of the following boxes:
 - First Line Indent — sets the distance to indent the first line of a paragraph
 - Left Margin Adjustment — adjusts the left margin in addition to the current page margin
 - Right Margin Adjustment — adjusts the right margin in addition to the current page margin
- 4 In the Spacing Between Paragraph section, enable one of the following buttons, and type a value in the box beside it:
 - Number Of Lines — lets you specify the spacing between paragraphs based on the current line spacing
 - Distance In Points — lets you specify the spacing between paragraphs in points. There are 72 points in one inch.



- Paragraph margins are set relative to page margins. For example, if the left page margin is set at 1 inch (2.5 cm) and you set a left margin of 2 inches (5 cm), the left paragraph margin is 3 inches (7.6 cm).

Using styles

A style is a group of attributes, such as font face, font size, and font style, that you can apply to text. By using styles, you can achieve consistent formatting throughout a document.

There are five kinds of styles:

- Character style — allows you to format text within a paragraph
- Paragraph style — allows you to format entire paragraphs. Headings are formatted as paragraphs.
- Automatic paragraph style — allows you to update paragraph styles when you change the format of a paragraph in that style. All other paragraphs with that format are updated as well.
- Document style — allows you to format all text from the insertion point to the end of the document
- System style — includes many WordPerfect features, such as footers, footnotes, and graphics boxes

You can create styles based on existing text and save them with the current document. If you want to use a style in another document, you will have to save the style and retrieve it into the new document or copy it to a template.

You can edit styles the same way you edit text. You cannot delete or disable a system style, but you can edit one for the current document and for a template. After you edit a system style, you must reset it. For more information, see the online Help.

To create a QuickStyle using existing text you have formatted

- 1 Click formatted text.
- 2 Click Format, Styles.
- 3 Click the QuickStyle button.
- 4 Type a style name in the Style Name box.
- 5 Click one of the following buttons:
 - Paragraph With Automatic Update — allows you to create a paragraph style
 - Character With Automatic Update — allows you to create a character style

To apply...

A character style

Do the following...

Select the text; click Format, Styles; choose a style; and click the Insert button.

A paragraph style	Position the cursor anywhere in the paragraph; click Format, Styles; choose a style; and click the Insert button.
A document style	Position the cursor where you want the style to take effect; click Format, Styles; choose a style; and click the Insert button.

To copy styles

- 1 Click Format, Styles.
- 2 Select a style from the Available Style list box.
- 3 Click Options, Copy.
- 4 Click one of the following buttons:
 - Current Document — copies a style to the current document
 - Default Template — copies a style to the template listed as the default template in File Settings
 - Additional Objects Template — copies a style to the template listed as the Additional Objects template in File Settings

To save a styles file

- 1 Click Format, Styles, Options, Save As.
- 2 Type a name in the Filename box.
- 3 Click one of the following buttons:
 - Both — includes styles you have created and styles for WordPerfect features
 - User Styles — includes only styles you have created
 - System Styles — includes only styles for WordPerfect features

To retrieve a styles file

- 1 Click Format, Styles.
- 2 Click Options, Retrieve.
- 3 Click the Browse button in the Filename section.
- 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 Double-click the filename.
- 7 Follow steps 2 and 3 from the previous procedure.

To delete a style from a document

- 1 Click View, Reveal Codes.
A check mark next to the Reveal Codes command shows that the command is enabled.

- 2 Drag the style code out of the Reveal Codes section.

To delete all occurrences of a style throughout a document

- 1 Click Format, Styles.
- 2 Select the style you want to delete.
- 3 Click Options, Delete.
- 4 Click one of the following buttons:
 - Including Formatting Codes — includes the style and any codes that are part of the style
 - Leave Formatting Codes In Document — deletes the style but leaves the codes that are part of the style

Using bullets and numbers

You can use bullets and numbers to differentiate items in a list or to add emphasis to paragraphs. You can create bulleted lists by applying a preset bullet format, or you can create your own bullet format. For information about creating a bullet format, see the online Help.

.....
This illustration
shows examples of
preset bullet formats.
.....



Numbered lists give your documents better structure. The numbers you insert in a document increment automatically. You can create numbered lists by applying a preset number format, or you can create your own number format. For information about creating a number format, see the online Help.

.....
This illustration shows examples of preset number formats.
.....



To apply a preset bullet or number format

- 1 Click Insert, Outline/Bullets & Numbering.
- 2 Click one of the following tabs:
 - Numbers — allows you to choose a preset number format
 - Bullets — allows you to choose a preset bullet format
- 3 Click the preset format you want to apply.



- When you number a list or a series of paragraphs, the numbers increase automatically.
-

Adding and removing drop caps

Drop caps are used at the beginning of paragraphs for visual impact. You can apply a preset drop cap, or you can create your own drop cap. For information about creating custom drop caps, see the online Help.

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



To insert a preset drop cap

- 1 Position the cursor where you will start a paragraph.

- 2 Click Format, Paragraph, Drop Cap.

To add a preset drop cap to an existing paragraph

- 1 Click a paragraph.
- 2 Click Format, Paragraph, Drop Cap.

Sorting text

WordPerfect lets you sort text alphabetically or numerically and extract specific information from a list by using sorting options. You can sort lines, paragraphs, table rows, parallel columns, or merge records.

Using sorting records

Items that are sorted in a file are called records. WordPerfect lets you sort five kinds of records:

- Line — each line record ends with a hard return. A line is divided into fields and words.
- Paragraph — each paragraph record ends with two or more hard returns. A paragraph is divided into fields, lines, and words.
- Merge record — each merge record ends with an ENDRECORD code. A merge record is divided into fields, lines, and words.
- Parallel column — each record is a row of parallel columns. A column is divided into columns, lines, and words.
- Table — each record is a row of cells. A cell is divided into columns, lines, and words.

For information about sorting records, see the online Help.

Using subdividing records

Records are divided into smaller pieces — field, line, word, column, and cell — to give you more flexibility for sorting. 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	→	Sito Amosco	11 12-1181	Simsom	Sito Am
		Nomun My	1828-1930	Nomun	Nen Un
		Dakor Iah	8987-1035	Dako	Doko Itah
		Vel Iham	1707-1895	VelIham	VelI Iam
		Aosun San	1901-1985	Aosun	Ace Un
		Zarilde Loxham	1932-1995	Zaril	Zerl Lolele
		Lorom Ipanam	1252-1333	Loromip	Lore Mip
		Sed Dham	1901-1985	Sedil	Sed Dham
		Dakore Magua	1852-1930	Dakor	Doko Itua
		Misun Veniam	1647-1722	Mis	Mis Inse
		Suscipit Lobortis	11 12-1181	Suscipit	Sus Cipit
		Headrick Is	1901-1985	Head	Hex Drex
		Molante Con	1501-1985	Molant	Mol Estie
2	→	Fardius Avero	1797-1885	Fardius	Foe Itus
3	→				

For more information about subdividing records, see the online Help.

Keeping text together and making it fit

As you create or edit a document, you can avoid having the last paragraph appear alone at the top of a page. You can also make all or portions of the text in your document fit on a specific number of pages; however, the number of pages must be within 50 percent of the document's actual size.

To keep text together on a page

- 1 Position the cursor in the first of the lines you want to keep together.
- 2 Click Format, Keep Text Together.
- 3 Enable one or more of the following check boxes:
 - Widow/Orphan — prevents the first and the last line of paragraphs from being separated across pages
 - Block Protect — keeps selected text together on the same page
 - Conditional End Of Page — keeps a certain number of lines together

To make text fit in your document

- 1 Click on a page.

If you want to make only a portion of your document fit, select the text.
- 2 Click Format, Make It Fit.
- 3 Type a number in the Desired Number Of Pages box.
- 4 Enable one or more check boxes in the Items To Adjust section.
- 5 Click the Make It Fit button.

Inserting page numbers

WordPerfect lets you add page numbers to your document and specify where you want them to appear. You can choose from several preset page number formats, or you can create your own. For information about creating a page number format, see the online Help.

To insert page numbers

- 1 Click Format, Page, Numbering.
- 2 Choose a position for the page numbers from the Position list box.
- 3 Choose a page format from the Page Numbering Format list box.
- 4 Consider the following options:
 - To change the page number on the active page, click the Set Value button.
 - To insert the page number into the text of your document, click Format, Page, Insert Page Number.

Using headers and footers

WordPerfect allows you to use two different headers — Header A and Header B — and two different footers — Footer A and Footer B. You can have several headers in a document, but only two headers can be active on a page.

- 1) A header prints just below the top margin.
- 2) A footer prints just below the bottom margin.



To create a header or footer

- 1 Click in a paragraph.
- 2 Click Insert, Header/Footer.
- 3 Click one of the following buttons:
 - Header A — allows you to create a header
 - Header B — allows you to create a second header
 - Footer A — allows you to create a footer
 - Footer B — allows you to create a second footer
- 4 Click the Create button.
- 5 Type the text.
- 6 Click outside the header or footer frame.

To edit a header or footer

- 1 Click the page on which the header or footer appears.
- 2 Click Insert, Header/Footer.
- 3 Click one of the following buttons:
 - Header A — to edit Header A
 - Header B — to edit Header B

- Footer A — to edit Footer A
 - Footer B — to edit Footer B
- 4 Click the Edit button.
 - 5 Edit the text.
 - 6 Click outside the header or footer frame.

To delete a header or footer

- 1 Click the page on which the header or footer appears.
- 2 Click Insert, Header/Footer.
- 3 Click one of the following buttons:
 - Header A — allows you to delete the first header you created
 - Header B — allows you to delete the second header you created
 - Footer A — allows you to delete the first footer you created
 - Footer B — allows you to delete the second footer you created
- 4 Click the Discontinue button.

Inserting the date and time

You can insert the current date and time into documents. You can use a preset format, or you can create your own.

To insert the date and time using a preset format

- 1 Position the cursor where you want to insert the date and time.
- 2 Click Insert, Date/Time.
- 3 Choose a date and time format from the Date/Time Formats list box.
- 4 Click the Insert button.



- To update the date and time format automatically when you open, save, or print a document, enable the Keep The Inserted Date Current check box. If you do not enable this check box, WordPerfect inserts the date and time but does not update them.
 - To display the date and time on every page, insert the date and time in a header or footer.
-

To insert a custom date and time format

- 1 Position the cursor where you want to insert the date and time.
- 2 Click Insert, Date/Time.
- 3 Click the New Format button.

4 Create your own format.

From here

For information about...	In the online Help Index, type...
Using Corel RealTime Preview	Corel RealTime Preview
Inserting tabs	tabs, inserting
Removing tabs	tabs, removing
Using indents	indenting
Hanging indent	indenting, hanging indent
Aligning text horizontally and vertically	text, aligning
Working with guidelines	guidelines
Setting margins	margins, document
Editing styles	styles, editing
Creating custom bullet formats	bullets, customizing
Creating custom number formats	numbered lists, customizing
Sorting records	records, sorting
Subdividing records	records, subdividing



WORKING WITH LONG DOCUMENTS

Whether you want to produce books, papers, business reports, or magazine articles, WordPerfect has the tools and the power you need to get the job done quickly. You can

- use outlines to summarize a document
- work with several small documents and link them to a master document
- add page numbers to a document
- produce a professional-looking document by creating a table of contents and an index

Using outlines

When you create a long document, you can use an outline to arrange your ideas and review the structure of your document. An outline provides a list of headings and sections which are organized hierarchically. WordPerfect lets you create an outline from scratch or from existing text. You can use a preset outline format, or you can create your own. For information about creating your own outline format or an outline from existing text, see the online Help.

.....

The text on the left page is an outline of the text on the right page; it is organized using numbers.

The text on the right page is organized using headings.

.....



To create an outline from scratch

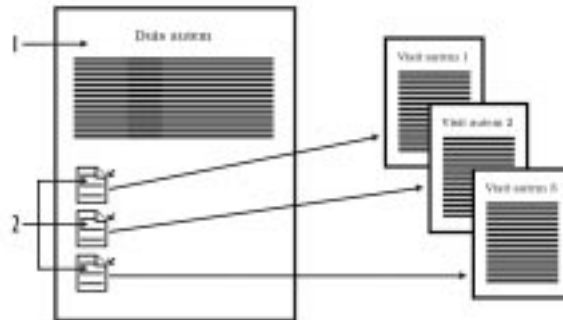
- I Click Insert, Outline/Bullets & Numbering.

- 2 Click the Numbers tab.
- 3 Click an outline preset.
- 4 Type text.

Using master documents

You can manage long documents, such as books, reports, or papers, by dividing them into shorter documents and saving them as separate files, called subdocuments. You can then link the subdocuments to one document, called a master document.

This illustration shows 1) a master document and 2) subdocuments that are linked to the master document.



Master documents are useful for generating consolidated tables of contents, indexes, tables of authorities, and lists. When you generate a master document, the subdocuments are generated as well. The subdocuments do not need to be open.

In a master document, you can open, edit, save, close, and print one or more subdocuments at the same time. You can open a subdocument like any other document, or you can open it by expanding a master document. When a master document is printed, all open subdocuments are printed. You should close all subdocuments before you close a master document.

When you want to use all subdocuments (for example, to generate a table of contents, tables of authorities, indexes, cross-references, or lists for the master document), you can expand the master document to its full length. WordPerfect also lets you condense all or some of the subdocuments. When a master document is condensed, it contains only basic information.

Master document formatting codes apply to subdocuments, except where different codes are found in a subdocument. Master document styles override subdocument styles.

Removing a subdocument from a master document does not delete the subdocument; only the link of the subdocument to the master document is removed.

To link a subdocument to a master document

- 1 Do one of the following:
 - start a new document

- open an existing document
- 2 Click where you want to insert a subdocument link.
 - 3 Click File, Document, Subdocument.
 - 4 Choose the drive and folder where the file is stored from the Look In list box.
 - 5 Click the filename.
 - 6 Click the Include button.

A document icon displayed in the page margin indicates that a document is linked to the master document.



- In Page view and Two Pages view of a master document, subdocument links display as icons; in Draft view, they display as comments. For information about viewing your publication, see the online Help.

To expand a master document

- 1 Click File, Document, Expand Master.
- 2 Disable the check boxes that correspond to the subdocuments you do not want to open.

To condense a master document

- 1 Click File, Document, Condense Master.
- 2 Disable the check boxes that correspond to the subdocuments you do not want to condense.
- 3 Disable the check boxes that correspond to the subdocuments you do not want to save.

To remove subdocuments from a master document

- 1 Click View, Reveal Codes.
- 2 Drag a Subdoc code out of the Reveal Codes window.

To generate components in subdocuments

- 1 Click Tools, Reference, Generate.
- 2 Enable the Save Subdocuments check box.

If the Save Subdocuments check box is not enabled, changes to table of contents, tables of authorities, indexes, cross-references, and lists generated in condensed subdocuments will not be saved.

Inserting chapter or volume numbers

WordPerfect lets you add chapter or volume numbers to your document and specify where exactly you want them to appear. You can choose from several preset chapter and volume number formats, or you can create your own. For information about adding page, secondary page, or total page numbers, see the online Help.

To insert chapter or volume numbers

- 1 Click where you want to insert the number in your document.
- 2 Click Format, Page, Insert Page Number.
- 3 Select the type of number you want to insert from the Number list box.
- 4 Click the Insert button.



- The current value for the number is displayed at the insertion point in the document.
- For information about adding or deleting page, secondary page, chapter, volume, or total page numbers, see the online Help.

Creating a table of contents

A table of contents provides a list of chapters and sections in a document. You can have up to five levels of headings and subheadings in a table of contents, and you can choose from several preset formats for table of contents.

After you mark the headings and subheadings you want to include and define where you want the table of contents to appear, you can generate the table of contents.

A table of contents presents an outline of your document.

Multi Denique Civium	
1	Contents
	Fishes Genus Trichoptera 1
	Lepidoptera Gen' 2
	Insecta Polidina 2
2	Contents
	Classis Poedera 5
	Pectus Island 6
	Vitis arbuticola 6

To mark text for a table of contents

- 1 Click Tools, Reference, Table Of Contents.
- 2 Select the text you want to mark.
- 3 On the Property Bar, click one of the following buttons:

- Mark 1 — lets you mark text for level one of the table of contents
 - Mark 2 — lets you mark text for level two of the table of contents
 - Mark 3 — lets you mark text for level three of the table of contents
 - Mark 4 — lets you mark text for level four of the table of contents
 - Mark 5 — lets you mark text for level five of the table of contents
- 4 Repeat steps 2 and 3 for each entry you want to mark.
 - 5 Click the Close button.



- Any font attributes applied to the marked text will be retained in the table of contents.
-

To define a table of contents

- 1 Click where you want to insert the table of contents.
- 2 Click Tools, Reference, Table of Contents.
- 3 Click the Define button.
- 4 Type a value in the Number Of Levels box.
- 5 For each level of the table of contents, choose a page number position from the Position list box.

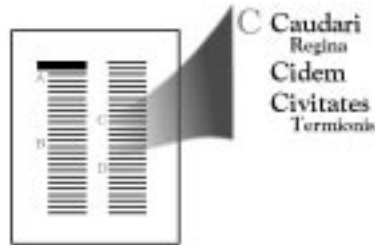
To generate a table of contents

- 1 Click Tools, Reference, Table Of Contents.
- 2 Click the Generate button.

Creating an index

In WordPerfect, an index is a text file that contains the words you mark as index entries. You can include both headings and subheadings in an index, and you can choose how the page numbers are displayed and printed. After you mark all entries and define where you want the index to appear, you can generate the index.

.....
An index provides a
list of the important
words in your
publication.
.....



When you create an index, you can save all condensed subdocuments or build hypertext links. If you save the subdocuments, all condensed subdocuments will be saved with the generated changes; if you build hypertext links, hypertext links are created and generated. For information about working with subdocuments, see "Using master documents" on page 62. For information about hypertext links, see the online Help.

WordPerfect also allows you to use a concordance file to create an index. A concordance file contains a list of words or phrases that you want to include in an index. Using a concordance file can save you time because it eliminates the task of searching for and marking entries throughout a document. A concordance entry is listed as a subheading in an index if the entry is marked as a subheading.

To mark text for an index

- 1 Click Tools, Reference, Index.
- 2 Select the text you want to mark.
- 3 Do one of the following:
 - To mark the selected text as a heading, click in the Heading list box, and click the Mark button.
 - To mark the selected text as a subheading, click in the Subheading box, and click the Mark button.



- The heading and subheading entries do not have to correspond to the text mark. You can type any text in the Heading and the Subheading boxes. The index entry will show the heading and subheading text you typed, but the page number will correspond to the text you mark.
- Once you create headings and subheadings, you can choose them from the Heading and Subheading list boxes rather than type them again.

To define an index

- 1 Click where you want the index to appear.

- 2 Click Tools, Reference, Index.
- 3 Click the Define button.
- 4 Choose a page number position for the index entries from the Position list box.



- You can have each page number printed out (for example, 4, 5, 6, 7, 9) rather than combined (for example, 4-9) by disabling the Use Dash To Show Consecutive Pages check box.
- You can insert secondary page numbers, chapter numbers, volume numbers, or the total number of pages by clicking the Page Numbering button in the Define Index dialog box.

To generate an index

- 1 Click Tools, Reference, Index.
- 2 Click the Generate button.
- 3 Enable one of the following check boxes:
 - Save Subdocuments — saves condensed documents with the generated changes
 - Build Hypertext Links — creates and generates hypertext links to all marked text

To create an index using a concordance file

- 1 Start a document.
- 2 Type an entry for the index, and press ENTER.
- 3 Repeat the previous step for each entry you want to include in the index.
- 4 Save the document.
- 5 Open the document for which you want to create a concordance file.
- 6 Click where you want to insert the concordance file, type a title for the concordance, and press ENTER.
- 7 Click Tools, Reference, Index.
- 8 Click the Define button, type the name of the concordance file in the Filename box, and click OK.

The message Index Will Generate Here displays in the document for which you are creating a concordance.
- 9 Click the Generate button.

From here

For information about...	In the online Help Index, type...
Creating a custom outline format	custom outline
Using master documents	master document
Working with subdocuments	subdocuments
Deleting codes	codes, deleting
Adding page, secondary page, chapter, volume, or total pages numbers	numbers, adding
Deleting page, secondary page, chapter, volume, or total pages numbers	numbers, deleting
Marking table of contents entries	table of contents, entries
Creating multiple indexes	multiple indexes
Marking index entries	index entries
Using concordance files	concordance file



ADDING TABLES TO DOCUMENTS

Tables allow you to organize information in rows and columns of cells. You can use tables as an effective way to represent or present lists, schedules, financial data, comparisons, summaries, and many other types of data. WordPerfect lets you choose from a number of preset table formats. You can also create your own format.

Adding tables and floating cells to a document

A table consists of horizontal rows and vertical columns. These rows and columns intersect to create cells. A cell is 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.

.....
 This illustration shows the basic components of a table: 1) column, 2) row, 3) a cell (D4), and 4) another cell (E6).

<i>Honoris Causa</i>							
	QV	MRT	SWM	LS	TP	CPS	Summum
Miles Gloriosus	9	20	13	15	23	25	105
Philo Senex	9	16	13	18	13	19	88
Hysterium Lyrus	7	12	9	8	13	9	57
Somnus	25	48	35	41	49	53	250

WordPerfect lets you use preset or custom formats to create tables. You can also create a table by converting text that already exists in tabbed or parallel columns.

When you create a table and click in it, the Tables Property Bar appears. You can use the Tables Property Bar, as well as menu and right-click options, to add and move columns and rows, to join or split tables or cells, or to select a table or parts of it. For information about using the Tables Property Bar, see the online Help.

You can also create a floating cell, which is a single table cell that exists outside a table. A floating cell can contain formulas, text, or numbers. Information in 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.

To create a table using a preset format

- 1 Click Insert, Table.
- 2 Click the SpeedFormat button.

- 3 Choose a table style from the Available Styles list box.
- 4 Click the Apply button.

To create a table using a custom format

- 1 Click Insert, Table.
- 2 Click the Table button.
- 3 Type a number in the Columns box.
- 4 Type a number in the Rows box.
- 5 Click the Create button.

To convert tabular text or parallel columns to tables

- 1 Select the tabular text or parallel columns.
- 2 Click Insert, Table.
- 3 Click one of the following buttons:
 - Tabular Column — creates a table from columns of data separated by tabs
 - Parallel Column — creates a table from data in separated columns



- Tables converted from tabular text may contain extra columns that you can join or delete. For more information, see the “Editing tables” section below.
-

To create a floating cell

- 1 Click Insert, Table.
- 2 Click the Floating Cell button.
- 3 Click the Create button.
- 4 Do one of the following:
 - To insert a formula in the floating cell, use the Table Formula toolbar.
 - To reference information in a table cell, insert the name of that cell.

Editing tables

WordPerfect lets you select, add, and delete cells, columns, rows, or tables. You can also

- join and split tables or table cells
- change the size or position of a table
- define the size of columns and rows

- create a header row, which appears at the top of the table each time the table spans a page break

You can also lock a cell so that the data in it remains the same, and you can specify which cell data should be ignored during calculations. For information about locking cells and performing calculations in tables, see the online Help.

To select a...	Do the following...
Cell	Click in a cell, move the cursor so that it becomes an arrow pointing upward or to the left, and click.
Column	Click in a cell, move the cursor so that it becomes an arrow pointing upward, and double-click.
Row	Click in a cell, move the cursor so that it becomes an arrow pointing to the left, and double-click.
Table	Click in a cell, move the cursor so that it becomes an arrow pointing upward or to the left, and triple-click.



- You can use Row/Column indicators to select cells, rows, columns, or a table.

To define column, row, or table properties

- 1 Right-click a table, and click Format.
- 2 Click one of the following tabs:
 - Column — allows you to define column properties
 - Row — allows you to define row properties
 - Table — allows you to define table properties
- 3 Set the table properties you want.



- For more information about defining column, row, or table properties, see the online Help.



- To keep the selected column width the same regardless of changes in other column widths or in left and right column margin settings, enable the Always Keep Width The Same check box on the Columns page of the Properties For Table Format dialog box.

- To change column width, you can drag the table guidelines to decrease or increase it.
 - To increase or decrease column width, you can drag the table guidelines.
-

To add columns or rows to a table

- 1 Right-click a table, and click Insert.
 - 2 Click one of the following buttons:
 - Columns — specifies the number of columns you want to insert
 - Rows — specifies the number of rows you want to insert
 - 3 Click one of the following buttons:
 - Before — places the columns or rows before the insertion point
 - After — places the columns or rows after the insertion point
-



- Columns and rows you insert in a table have the same formatting as the column or row in which the insertion point is positioned.
-



- To insert a column without adjusting the width of existing columns, enable the Keep Column Widths The Same check box.
-

To delete columns or rows

- 1 Select a column or row.
 - 2 Right-click the column or row, and click Delete.
-



- To delete only the text or formulas in the selected cells, click the Cell Contents Only button.
 - To delete formulas but leave the formula result, click the Formulas Only button.
-

To delete a table

- 1 Select a table.
- 2 Right-click the table, and click Delete.
- 3 Click one of the following buttons:
 - Entire Table — deletes the entire table structure and contents
 - Table Contents Only — deletes table contents, but leaves the table structure
 - Formulas Only — deletes formulas, but leaves formula results

- Table Structure — deletes the table structure, but leaves the table text

To join table cells

- 1 Select the cells you want to join.
- 2 Right-click the selected cells, and click Join Cells.



- To join table cells, you can also click Table, Join, Cell on the Tables Property Bar.
-

To split table cells

- 1 Right-click a cell, and click Split Cell.
- 2 Click one of the following buttons:
 - Columns — splits the cell into columns
 - Rows — splits the cell into rows
- 3 In the Columns and Rows boxes, specify the number of columns or rows in which you want to split the cells.



- To split table cells, you can also click Table, Split, Cell on the Tables Property Bar.
-

To create a table header row

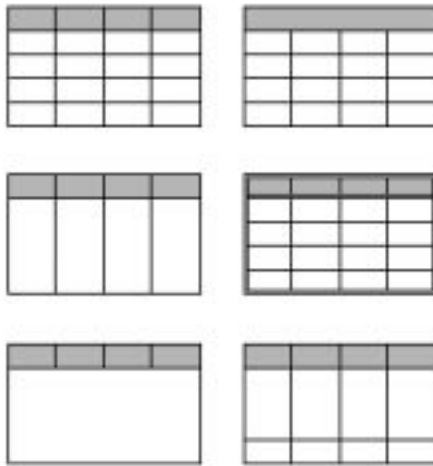
- 1 Right-click a row, and click Format.
- 2 Click the Row tab.
- 3 Enable the Header Row check box.

Using QuickFormat and SpeedFormat for tables

QuickFormat lets you copy the format of one table in your document to another table and of one cell to another cell or to a group of cells in the same table. You can copy text attributes, lines, borders, and fills, and you can copy the format of a word, selected text, or an entire table.

SpeedFormat lets you apply preset table style formats.

.....
This illustration
shows examples of
some of the preset
formats you can
apply to a table.
.....



To use QuickFormat for tables

- 1 Click or select the table or table component that has the format you want to copy.
- 2 Right-click the table, and click QuickFormat.
- 3 Click one of the following buttons:
 - Selected Characters — copies the format of text at the insertion point so that you can apply the format to other text
 - Headings — copies the format of the heading at the insertion point so that you can apply the format to other text
 - Selected Table Cells — copies the format of selected cells so that you can apply the format to other cells
 - Table Structure — copies the format of the selected table so that you can apply the format to other tables
- 4 Click OK.
The cursor changes to a paintbrush.
- 5 Click the QuickFormat paintbrush in the table or table cells you want to format.
- 6 Right-click anywhere in your document, and click QuickFormat to disable QuickFormat.
A check mark next to the QuickFormat command shows that the command is enabled.

To use SpeedFormat for tables

- 1 Right-click a table, and click SpeedFormat.
- 2 Choose a table style from the Available Styles list box.
- 3 Click the Apply button.



- To apply a table style only to the current cells of the table (and not update if the table size changes), enable the Apply Style On A Cell By Cell Basis check box.
- To clear any table settings that may exist, enable the Clear Current Table Format Before Applying check box.
- To add a group of table styles to the Available Styles list box, click Options, Setup, click the button showing the location of the table styles, and click OK.

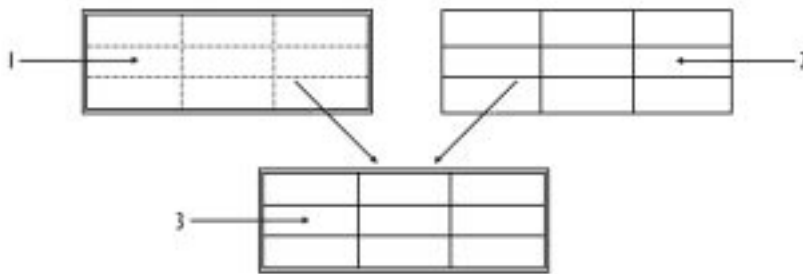
Applying lines, borders, and fills to tables

WordPerfect lets you select, create, and edit line, border, and fill styles for tables in your document. You can also apply color to table cells, lines, or borders.

Applying lines and borders to tables

A table consists of two distinct graphic elements: lines and a border. Table lines form columns, rows, and cells. The table border surrounds the table and masks, but does not erase the outer table lines. Because table lines and table borders are independent elements, you can select, create, and edit them separately.

This illustration shows table lines and borders: 1) a double-line table border, 2) table lines, and 3) the outer table which is masked by the table border.



You can format all table lines at the same time, or you can format the lines in specific cells or selected groups of cells. If thick lines take up cell text space, you can increase the row height and column width to make room for the text.

When you select a group of cells, there are lines that surround the selection (outside lines) and lines within the selection (inside lines). You can edit the two types of lines separately.

To apply a line style and color to one or more cells

- 1 Right-click a cell or selected cells, and click Borders/Fill.
- 2 Click the Cell tab.
- 3 In the Cell Lines section, click one of the following Cell Lines buttons:

- Left — allows you to choose a line style for a cell or selected cells from the Left palette
 - Right — allows you to choose a line style for the right line of a cell or selected cells from the Right palette
 - Top — allows you to choose a line style for the top line of a cell or selected cells from the Top palette
 - Bottom — allows you to choose a line style for the bottom line of a cell or selected cells from the Bottom palette
 - Inside — allows you to choose a line style for the inside lines of a cell or selected cells from the Inside palette
 - Outside — allows you to choose a line style for the outside lines of a cell or selected cells from the Outside palette
- 4 In the Cell Lines section, choose a color from the color palette.



- To disable a line style, click the Cell Lines button that corresponds to the line style you want to disable, and choose None from the palette.
-

To change the style and color of table lines

- 1 Right-click a table, and click Borders/Fill.
- 2 Click the Table tab.
- 3 Do one or more of the following:
 - To change the line style of table lines, choose a line style from the Line palette in the Default Cell Lines section.
 - To change the color style of table lines, choose a color from the Color palette in the Default Cell Lines section.



- To remove a line color, choose None from the Color palette.
-

To apply a table border

- 1 Right-click a table, and click Borders/Fill.
- 2 Click the Table tab.
- 3 In the Table Border Section, choose a border style from the Border Palette.
A preview of a table in that border style is displayed in the Preview window.

To apply a color to a table border

- 1 Follow steps 1 and 2 from the previous procedure.

- 2 In the Table Border Section, choose a color from the Color palette.
A preview of the table in that border color is displayed in the Preview window.



- To disable a border style, choose None from the Border palette; to disable a border color style, choose None from the Color palette.
- To save the border settings for use in other tables in the document or as the default setting for tables you create in subsequent documents, click the Default Settings button.

Applying fills to cells and tables

A fill style consists of a fill type (pattern or gradient) and foreground and background colors (shaded percentages of a color). Only the background colors of a gradient fill display in the document window.

This picture shows 1) a fill applied to one cell and 2) a different fill applied to more than one cell.

1 → Visit autem vel	Suscipit in	Ut wisi enim
2 → Vulp utate velit	Nisi ut aliquip	Ad minima
Vel illum doloe	Ea commodo	Veniam
Qui blandit	Consequat	Quis nostrud
Lorem ipsum	Duis autem	Exerci tation
Tincidunt ut	Vel eum in	Ullamecorper

To apply a fill to one or more cells

- 1 Right-click a cell or selected cells, and click Borders/Fill.
- 2 Click the Cell tab.
- 3 Choose a fill you want to apply from the Fill palette.
- 4 Consider the following options:
 - To apply a foreground color to a cell fill, choose a color from the Foreground palette
 - To apply a background color to a cell fill, choose a color from the Background palette

To apply a fill to a table

- 1 Right-click a cell or selected cells, and click Borders/Fill.
- 2 Click the Table tab.
- 3 Do one or more of the following:
 - To add a pattern fill, choose a fill from the Pattern palette.

- To add a foreground fill, choose a fill from the Foreground palette.
- To add a background fill, choose a fill from the Background palette.



- To save the table border, cell lines, and fill settings for use in other tables in the document or as the default setting for tables you create in subsequent documents, click the Default Settings button.
- To create a custom border style, choose a border from the Border palette, and click the Custom button. For information about custom border styles, see the online Help.
- To create or edit border, line, or fill styles, click the Styles button.

Calculating formulas in tables

WordPerfect lets you add formulas and functions to your tables so that you can perform spreadsheet calculations on table data. 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.

The Table Formula toolbar is used to insert and modify formulas and functions. For more information about using the Table Formula toolbar, see the online Help.

To calculate formulas in a table

- 1 Click in the table.
- 2 On the Tables 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

From here

For information about...	In the online Help Index, type...
Using the Tables Property Bar	tables, using
Opening tables created in wordprocessing applications	tables, opening
Importing spreadsheets as a table	tables, importing spreadsheets
Importing database information as a table	tables, importing database information

Creating a table in a graphics box	tables, creating
Defining custom skew settings	tables, skewing
Performing calculations in tables	calculations, performing
Locking a table cell	table cell, locking
Using Row/Column indicators to select tables	tables, selecting
Using table gridlines	gridlines, using
Applying an alternating fill	alternating fill, applying
Naming tables and table components	tables, naming
Entering formulas	formulas, entering
Using table functions	table functions, using



ADDING COLUMNS TO DOCUMENTS

10

Columns allow you to organize information vertically on a page and to control text flow. You can add preset columns, or you can create your own custom formats.

Adding and removing columns

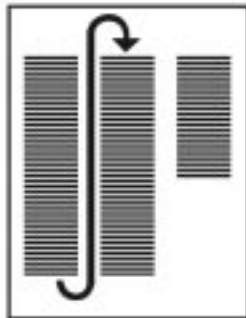
Columns let you create newsletters, glossaries, scripts, inventory lists, or other documents in which you want to divide text vertically on the page. You can specify as many as 24 columns on a page.

There are four basic types of columns: newspaper, balanced newspaper, parallel, and parallel with block protect.

Newspaper columns

Text in a newspaper column flows down the column to the bottom of a page or column break and starts again at the top of the next column.

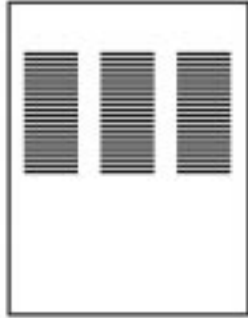
.....
In newspaper columns, text flows down a column to the bottom of the page and up to the next column.
.....



Balanced newspaper columns

Balanced newspaper columns are similar to regular newspaper columns, but each column is adjusted on the page so they are equal in length.

.....
Balanced newspaper
columns have the
same length.
.....



Parallel columns

Text in parallel columns is grouped across the page in rows. The next row starts below the longest column of the previous row. Parallel columns are useful for resumes, scripts, charts, or inventory lists.

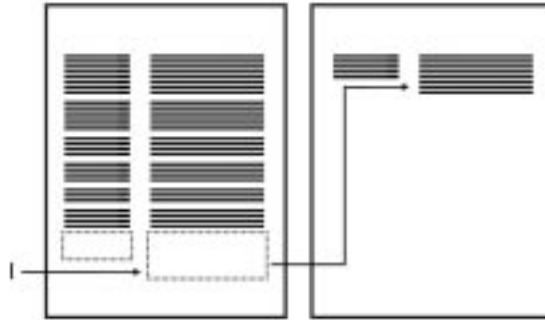
.....
1) Text in parallel
columns is grouped
across the page in a
row.
.....



Parallel columns with block protect

Parallel columns with block protect keep each row of columns together. If a column in one row becomes so long that it moves across a page break, the entire row moves to the next page. You can also use tables to create this type of column. For information about working with tables, see “Adding tables and floating cells to a document” on page 69.

.....
1) Block Protect
forces the entire row
of text to the next
page.
.....



WordPerfect lets you add columns to a document, add text to columns, convert text to columns, and delete columns.

To add columns to a document

- 1 Position the cursor where you want the columns to start.
- 2 Click Format, Columns.
- 3 Click one of the following buttons:
 - Newspaper
 - Balanced Newspaper
 - Parallel
 - Parallel W/block Protect
- 4 Type a value in the Number Of Columns box.



- To keep the width of a column or the space between columns the same regardless of width or margin changes in other columns, enable the appropriate Fixed check box in the Column Widths section.

To add text to columns

- 1 Position the cursor in a column.
- 2 Type the text.



- For information about importing text into columns and defining text flow, see the online Help.



- To display column guidelines, click View, Guidelines, and enable the Columns check box.

To convert existing text to columns

- 1 Position the cursor at the beginning of the paragraph you want to be displayed in columns.
- 2 Follow steps 2 to 4 from the “To add columns to a document” procedure.

To discontinue columns

- 1 Position the cursor where you want to discontinue document columns.
- 2 Click Format, Columns.
- 3 Click the Discontinue button.

To delete columns

- 1 Click View, Reveal Codes.
- 2 Position the cursor before the column definition code you want to delete.
- 3 Press DELETE.



- If you delete a column definition code by mistake, click Edit, Undo.

Editing columns

You can change the space between columns, or you can change the width of a column. The fastest way to change the spacing between columns and column widths is to use column guidelines. When you drag a column guideline, a floating status box shows you the position of the guideline or the width of the column.

You can also change column width or left and right column margins using the Ruler or the Columns dialog box.

To change...

Do the following...

Space between all columns

Click Format, Columns, and type a value in the Space Between box.

Space between specific columns

Click Format, Columns, and type a value in the appropriate Space box in the Column Widths section.

Value for the width between columns	Click Format, Columns, and type a value in the appropriate Column box in the Column Widths section.
Space between rows in parallel columns	Click Format, Columns, and type a value in the Extra Line Spacing In Parallel Columns box.

To change the width of a column using guidelines

- 1 Click View, Guidelines.
- 2 Enable the Columns check box.
- 3 Do one of the following:
 - To increase or decrease the width of columns, drag the column margin guidelines.
 - To change the spacing between columns, drag the column gutter (the margin guideline between columns).

To edit a document column using the Ruler

- 1 Click View, Ruler.
A check mark next to the Ruler command shows that the Ruler is enabled.
- 2 Do one of the following:
 - To change tabs in a column, drag the tab markers.
 - To change left and right column margins, drag column margin markers.
 - To change column width, drag column width markers.

Adding borders and fills to columns

WordPerfect lets you add borders and fills to columns to enhance the visual impact of your document.

.....
This picture shows
columns to which
borders and fills
have been applied.
.....



To add a border to a column

- 1 Click in a column.
- 2 Click Format, Columns.
- 3 Click the Border/Fill button.
- 4 Click the Border tab.
- 5 Choose a border style from the Available Border Styles list box.
A preview of the column in that border style is displayed in the Preview window.
- 6 Consider the following options:
 - To change the border line style, choose a style from the Line Style palette.
 - To change the border color, choose a color from the Color palette.

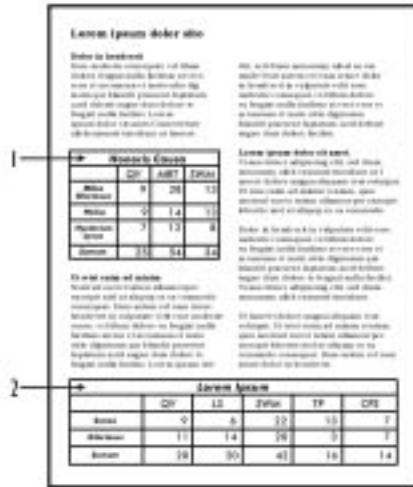
To add a fill to a column

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Fill tab.
- 3 Choose a fill style from the Available Fill Styles list box.
A preview of the column in that fill style is displayed in the Preview window.
- 4 Consider the following options:
 - To apply a foreground fill, choose a fill from the Foreground palette.
 - To apply a background fill, choose a fill from the Background palette.
 - To apply a pattern fill, choose a fill from the Pattern palette.

Adding tables and clipart to document columns

You can add tables to document columns.

This picture shows
1) a table in a document column
and 2) a table that spans two document columns.



You can also add clipart to document columns.

This picture shows
1) a graphic in a document column
and 2) a graphic that spans two document columns.



To add tables to document columns

- 1 Position the cursor where you want to insert the table.
- 2 Click Insert, Table.
- 3 Click the Table button.
- 4 Type values in the following boxes:

- Columns
- Rows

5 Click the Create button.

To add clipart to document columns

- 1 Click where you want to insert a clipart.
- 2 Click Insert, Graphics, Clipart.
- 3 Drag the image from the Scrapbook to a column.

From here

For information about...	In the online Help Index, type...
Defining text flow in document columns	columns, text flow
Importing text into document columns	text, importing
Moving from column to column	columns, navigating

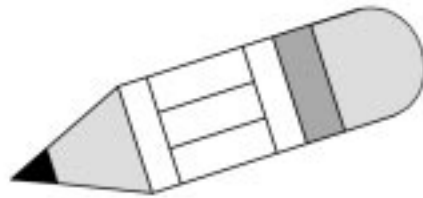


WORKING WITH GRAPHICS



In WordPerfect, shapes, pictures, and clipart are called graphics. Shapes are objects you create with the shape templates WordPerfect provides. These templates allow you to create basic shapes, such as triangles, rectangles, or circles, as well as lines, arrows, flowcharts, stars, callouts, and more.

.....
This illustration
shows a picture
made from basic
shapes.
.....

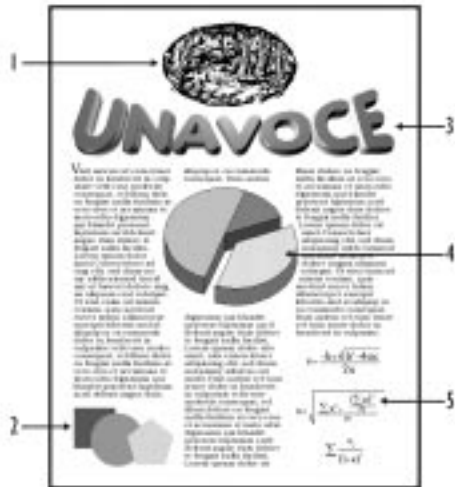


Pictures are graphics that you import into a WordPerfect document using scanners or CD-ROM or from drawing and painting programs, such as Corel Presentations, CorelDRAW and Corel PHOTO-PAINT™. Clipart images are images that can be brought into a WordPerfect document and edited or used as is. WordPerfect comes with a large selection of clipart.

WordPerfect lets you create, edit, and manipulate graphics; for example, you can move, rotate, group, layer, or shape graphics. To enhance the effect of your graphics, you can add borders, fills, shadows, and captions to them.

You can also create your own drawings and charts, apply graphic effects to text using TextArt®, add watermarks to a document, or create graphical representations of equations.

This illustration shows a document that contains 1) clipart, 2) grouped graphics, 3) TextArt, 4) a pie chart, and 5) equations.



Adding graphics to a document

You can add pictures, clipart, and shapes to your documents.

Adding pictures and clipart to a document

You can add pictures and clipart to your document from a file. Clipart images can be added from the Scrapbook. By using the Shadow Cursor, you can easily insert a picture or clipart anywhere in your document.

You can add a picture or clipart to your documents.



To add a picture or clipart from a file

- 1 Click Insert, Graphics, and click From File.

- 2 From the Look In list box, choose the drive where the picture or clipart is stored.
- 3 Double-click the folder in which the picture or clipart is stored.
- 4 Choose All Files from the File Type list box.
- 5 Double-click the picture or clipart.

To add clipart using the Scrapbook

- 1 Click Insert, Graphics, Clipart.
- 2 Click the Clipart tab.
- 3 Drag an image from the Scrapbook into your document.



- The Scrapbook also allows you to add clipart stored on a CD or on your computer. For more information, see the online Help.
-

To add pictures or clipart using the Shadow Cursor

- 1 Click View, Shadow Cursor.

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

- 2 Drag to create a box, and click one of the following:
 - Clipart — allows you to add clipart to a document
 - Image From File — allows you to add pictures or clipart to a document

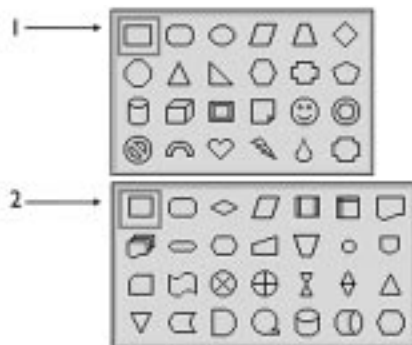


- Using the Shadow Cursor, you can also insert a text box, a table, or a custom box into a document. For information about adding text boxes or custom boxes, see the online Help; for information about adding tables, see “Adding tables and floating cells to a document” on page 69.
-

Adding shapes to a document

Shapes are objects, such as rectangles, circles, ellipses, lines, arrows, flowcharts, and callouts, that you create using the shape templates WordPerfect provides.

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



To add a shape to a document

- 1 Click Insert, Shapes.
- 2 Enable the button that corresponds to the type of shape you want to add.
- 3 Click OK.
- 4 Drag to draw the shape.

Editing graphics

WordPerfect lets you select a graphic, adjust its size, and edit its attributes or properties. You can edit pictures and clipart in WordPerfect, Corel Presentations, or in an OLE Server application.

Selecting graphics

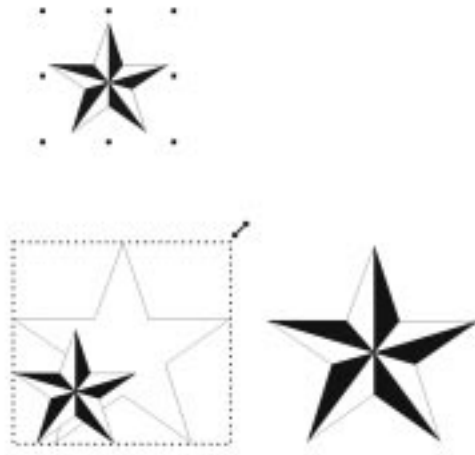
Before applying any changes to a graphic, you have to select it. All selected graphics appear with square-shaped selection handles around them. When you insert clipart or a picture from a file, or when you create a shape, the graphic is selected so that you can make changes to its size and location.



Adjusting the size of graphics

You can resize a picture, clipart, or shape with the mouse by scaling it horizontally, vertically, or both. You can also set the exact size of a graphic using the Box Size dialog box.

Eight selection handles appear around a selected graphic. You can use the corner selection handle to increase the size of an object proportionally.



To scale a graphic using the mouse

- 1 Select a graphic.
- 2 Drag any of the graphic's selection handles.

If you drag a corner selection handle, you scale a graphic both horizontally and vertically; if you drag a side selection handle, you scale only that side of the graphic.

To set the size of a graphic using the Box Size dialog box

- 1 Right-click a graphic, and click Size.
- 2 In the Width section, enable one of the following buttons:
 - Set — lets you set a measurement for the width of the graphic
 - Full — sizes the graphic to the full page width, from the left margin to the right margin
 - Maintain Proportions — lets you keep the graphic's original proportions as you size it
- 3 In the Height section, enable one of the following buttons:
 - Set — lets you set a measurement for the height of the graphic
 - Full — sizes the graphic to the full page height, from the top margin to the bottom margin

- **Maintain Proportions** — lets you keep the graphic's original proportions as you size it

Editing image attributes

You can edit the attributes of a picture or clipart you insert in your document. For extensive image editing, you can open the image in Corel Presentations 9 or an OLE Server application.

To edit picture and clipart attributes

- 1 Right-click a picture or clipart, and click Image Tools.
- 2 Click one of the following buttons:
 - **BW Threshold** — converts a color picture or clipart to black and white and sets the blackness threshold for the picture or clipart
 - **Contrast** — adjusts the contrast between the colors in a picture or clipart
 - **Brightness** — adjusts the brightness of the colors of a picture or clipart
 - **Fill** — changes the fill of a picture or clipart
 - **Invert Colors** — changes the colors in a picture or clipart to their complimentary colors

You can also...

Edit the contents of a picture or clipart	Click the Edit Contents button.
Edit the attributes of a picture or clipart	Click the Edit Attributes button.
Reset the attributes of a picture or clipart	Click the Reset Attributes button.

To edit a picture or clipart in Corel Presentations or an OLE Server application

- 1 Double-click a picture or clipart.
If the picture or clipart is in WordPerfect 9, Corel Presentations 9 will be launched; otherwise, the OLE server application that inserted the image will be launched.
- 2 Edit the image.
- 3 Click outside the picture or clipart to return to WordPerfect.

Moving graphics

WordPerfect lets you move graphics by using the mouse or the Box Position dialog box. When you use the mouse, you can move a graphic to a new location in the active window quickly but imprecisely; when you use the Box Position dialog box, you can move a graphic to a specific location on the active page.

You can also move graphics by using any of the Arrow keys to nudge them one increment (nudge distance) at a time. The default nudge distance is 0.10 inches.

To move a graphic using the mouse

- 1 Select a graphic.
- 2 Drag the graphic to a new location in the document.

As you drag, you see a Corel RealTime Preview of the graphic in its new location.

To nudge a picture, clipart, or shape

- 1 Select a picture, clipart, or shape.
- 2 Press any of the Arrow keys to nudge the graphic to its new location.

To position a picture, clipart, or shape using the Box Position dialog box

- 1 Right-click a picture, clipart, or shape, and click Position.
- 2 From the Attach Box To list box, choose any of the following:
 - Page — lets you move a graphic with the page to which it is attached
 - Paragraph — lets you move a graphic with the paragraph to which it is attached
 - Character — lets you move a graphic with the words in a line to which it is attached

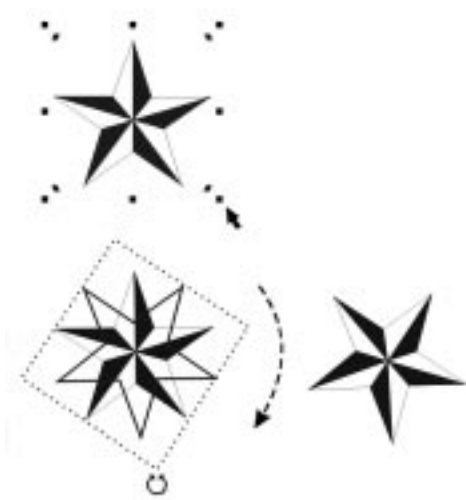


- There are different horizontal and vertical position options available for placing a graphic in relation to a page, paragraph, or character.
-

Rotating graphics

You can rotate a graphic by using the mouse to drag its rotation handles. You can also flip a graphic horizontally or vertically to obtain a mirror image of it.

You can rotate a graphic clockwise.



To rotate a shape

- 1 Right-click a shape, and click Rotate Shape.
- 2 Drag a rotation handle clockwise or counterclockwise.

To rotate a picture or clipart

- 1 Right-click a picture or clipart, and click Image Tools.
- 2 Click the Rotate button.

The rotation handles appear as two-way arrows on each corner of the picture or clipart.

- 3 Drag a rotation handle clockwise or counterclockwise.

To flip a picture or clipart

- 1 Right-click a picture or clipart, and click Image Tools.
- 2 Click one of the following buttons:
 - Flip Left/Right — flips a picture or clipart on its vertical axis
 - Flip Top/Bottom — flips a picture or clipart on its horizontal axis

Grouping and layering graphics

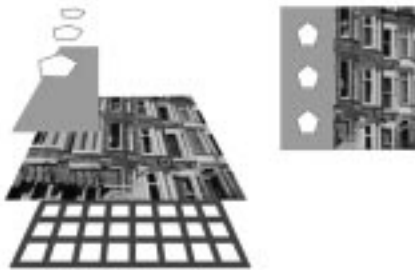
Once you create a shape or insert a picture or clipart in your document, you can group and layer the graphics. When you group two or more graphics, commands and actions affect all graphics in the group. You can group an unlimited number of graphics.

.....
Grouping graphics
creates a single
graphic based on
multiple graphics.
.....



You can use layers to separate and organize different elements in a complex picture. You can change the layering order of a single graphic or multiple graphics.

.....
You can use layers to
separate and
organize different
elements in a
complex picture.
.....



To group graphics

- 1 Hold down SHIFT, and select the graphics you want to group.
- 2 Right-click any of the grouped graphics, and click Group.

To ungroup graphics

- Right-click any of the grouped graphics, and click Separate.



- For information about editing grouped graphics, see the online Help.
-

To change the layering order of a graphic

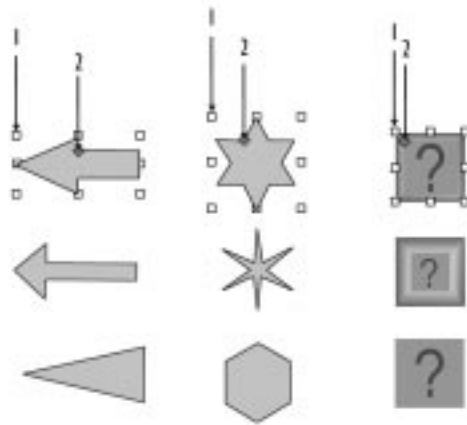
- 1 Right-click a graphic, click Order, and click one of the following:
 - To Front — moves the selected graphic to the front layer of a document
 - To Back — moves the selected graphic to the back layer of a document

- Forward One — moves the selected graphic forward one layer in a document
- Back One — moves the selected graphic back one layer in a document

Shaping and skewing graphics

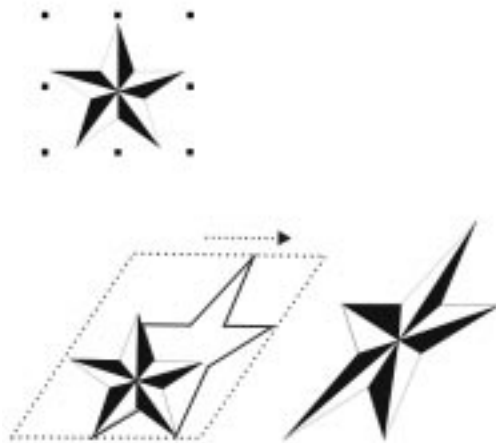
You can change the form of a shape by using glyphs or skewing handles. Glyphs are small, pink, diamond-shaped handles that you drag to alter the shape of an object.

.....
 This illustration shows 1) a selection handle, 2) a glyph, and objects whose shape has been altered by dragging a glyph.



You can also shape graphics by skewing them. The skewing handles are small, green, diamond-shaped handles that you drag to skew an object.

.....
 This illustration shows the skewing of an object horizontally and to the right.



To manipulate a shape using a glyph

- 1 Click a shape.
- 2 Drag any of the shape's glyphs.

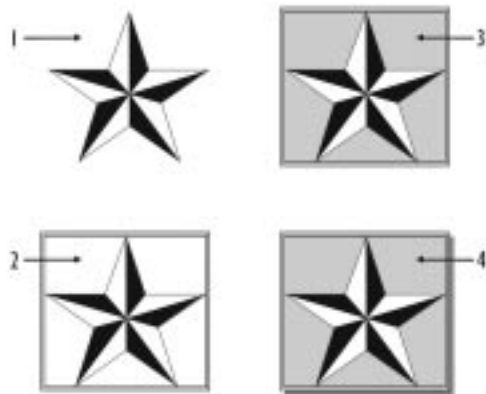
To skew a shape

- 1 Right-click a shape, and click Skew Shape.
- 2 Drag any of the shape's skewing handles.

Adding borders, fills, and shadows to graphics

You can add borders, fills, and shadows to your graphics. You can choose a preset border or fill pattern, or you can customize their settings to create your own. For information about customizing border, fill, or shadow options for graphics, see the online Help.

.....
This illustration shows 1) a graphic, 2) a graphic to which a border was applied, 3) a graphic to which a border and a fill were applied, and 4) a graphic to which a border, fill, and drop shadow were applied.
.....



To add a preset border, fill, or shadow to pictures and clipart

- 1 Right-click a picture or clipart, and click Border/Fill.
- 2 Click one of the following tabs:
 - Border — allows you to apply a border to a picture or clipart
 - Fill — allows you to apply a fill to a picture or clipart
 - Shadow — allows you to apply a shadow to a picture or clipart



- To apply changes and leave the Box Border/Fill dialog box open, click the Apply button; to apply changes and close the Box Border/Fill dialog box, click OK.
-

To add a fill or shadow to shapes

- 1 Right-click a shape, and click Properties.
- 2 Click one of the following tabs:
 - Fill — allows you to apply a fill to a shape
 - Shadow — allows you to apply a shadow to a shape

Adding watermarks to a document

A watermark is a faint image that looks like it is part of a document's background. Watermarks are often used in letterhead or on official documents. WordPerfect lets you place watermarks anywhere in your document. You can also have watermarks appear on alternating pages.

1) A watermark appears as a faint picture on the background of a document.



Watermarks are specified as two types: Watermark A and Watermark B. You can insert and edit two separate watermarks within each document.

To add a watermark to a document

- 1 Click in the page where you want the watermark to appear.
- 2 Click Insert, Watermark.
- 3 Click one of the following buttons on the Watermark Property Bar:
 - Watermark A — lets you create Watermark A
 - Watermark B — lets you create Watermark B
- 4 Click the Create button.

- 5 Click the Watermark Placement button on the Watermark Property Bar, specify on which page you want the watermark to appear in the Watermark Placement dialog box, and click OK.
- 6 Click Insert, Graphics, From File.
- 7 Double-click the folder in which the image is stored.
- 8 Double-click the image.
The watermark is inserted in your watermark page.
- 9 Click in the margin of the watermark page to deselect the image, and click File, Close.
The watermark is inserted in your document.



- For information about using clipart to create a watermark, or editing and discontinuing watermarks, see the online Help.

Working with drawings and charts

You can draw lines, create your own drawings, and insert charts. Drawings and charts are created, edited, and modified in Corel Presentations 9.

You can insert a pie chart in your document to represent data visually.



Drawing lines

You can draw vertical and horizontal lines using a preset format, or you can draw custom lines.

To draw a line

- 1 Position the cursor where you want to add the line.

- 2 Click Insert, Line, and click one of the following:
 - Horizontal Line — draws a line in your document from the left margin to the right margin
 - Vertical Line — draws a line in your document from the top margin to the bottom margin
 - Custom Line — lets you draw a custom line



- For information about editing lines, or creating and editing custom lines, see the online Help.
-

Creating and editing drawings

WordPerfect lets you create, edit, and modify drawings in Corel Presentations 9. For more information, see the online Help.

To create, edit, or modify a drawing

- 1 Click Insert, Graphics, Draw Picture to open Corel Presentations 9.
- 2 Create, edit, and modify your drawing.
- 3 Click outside the drawing to close Corel Presentations 9 and to return to the WordPerfect Document Window.

Creating and editing charts

WordPerfect lets you create, edit, and modify charts in Corel Presentations 9. For more information, see the online Help.

To create, edit, or modify a chart

- 1 Click Insert, Chart.
- 2 Create, edit, and modify your chart.
- 3 Click outside the chart to close Corel Presentations 9 and to return to the WordPerfect Document Window.

Adding captions to graphics

Captions are text or counters that you add to a graphic (for example, a picture, clipart, or chart) to explain or identify its contents. WordPerfect lets you create, edit, or rotate a caption. You can place a caption on the left side, right side, above or below a graphic.

.....
 1) A rotated caption
 with numbering has
 been added to the
 graphic to describe
 it.



To create a caption

- 1 Right-click a graphic, and click Create Caption.
- 2 Type the caption text.
- 3 Click outside the box to return to the Document Window.

To change position options for a caption

- 1 Right-click a picture, clipart, or chart, and click Caption.
- 2 From the Side Of Box list box, choose an option to define the position of the caption.
- 3 From the Border list box, choose an option to define where the caption will be displayed in relation to the border of the graphics box.
- 4 From the Position list box, choose an option to define where to place the caption.
- 5 Consider the following options:
 - To adjust the width of the caption, enable any of the buttons in the Caption Width section.
 - To rotate a caption, enable any of the rotation angle buttons in the Rotate Caption section.



- When you create a caption, it is numbered sequentially by default. You can change the default numbering options in the Box Caption dialog box.

To edit a caption

- 1 Right-click a picture, clipart, or chart, and click Edit Caption.
 The cursor is positioned after the last letter in the caption.

- 2 Edit the caption.
- 3 Click outside of the graphic when you finish editing the caption.

To rotate a caption

- 1 Right-click a picture, clipart, or chart, and click Caption.
- 2 In the Rotate Caption section, click one of the following buttons:
 - No Rotation
 - 90 Degrees
 - 180 Degrees
 - 270 Degrees

Using TextArt® images

Using TextArt, you can apply special effects to text.

.....
 This illustration
 shows examples of 1)
 TextArt image and 2)
 normal text.



You can add TextArt images to a document by choosing from a variety of preset styles. Once you add a TextArt image, you can edit and format it. For more information about formatting TextArt images, see the online Help.

To add a TextArt image

- 1 Position the cursor where you want the TextArt image to appear.
- 2 Click Insert, Graphics, TextArt.
- 3 Choose a TextArt style from the TextArt Gallery.
 If you want the TextArt image to appear as a 3D object, enable the 3D Mode check box.
- 4 Type text in the Type Here box.

To edit a TextArt image

- 1 Right-click a TextArt image, and click one of the following:
 - TextArt 9 Document Object, Edit — allows you to edit a TextArt image in the Document Window
 - TextArt 9 Document Object, Open — allows you to open and edit a TextArt image in a separate TextArt Application Window



- You can create 2D and 3D TextArt images if you choose the 3D TextArt component during a Custom install.
- For information about applying color and fills to TextArt images, see the online Help.

Working with the Equation Editor

WordPerfect 9 features a simplified Equation Editor. You can use the Equation Editor to create and edit mathematical, scientific, or business formulas and expressions. The Equation Editor does not solve equations for you; it creates graphical representations of equations and expressions for your documents.

You can use the Equation Editor to create and edit mathematical, scientific, or business formulas and expressions.

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

$$s = \sqrt{\frac{\sum x^2 - \frac{(\sum x)^2}{n}}{n}}$$

$$\sum \frac{v_i}{(1+x)^i}$$

WordPerfect includes two Equation Editors: the WordPerfect 8/9 Equation Editor and the Equation Editor used in versions 5.1 through 7. When you create an equation, the WordPerfect 8/9 Equation Editor is used by default. However, if you want to edit equations created with previous versions of WordPerfect, use the WordPerfect 5.1 - 7 Equation Editor.

To create an equation

- 1 Click where you want the equation to appear.
- 2 Click Insert, Equation.
- 3 In the Equation Editor window, create your equation using the templates and symbols in the Equation Editor dialog box.

The Equation Editor automatically adjusts sizing, spacing, and positioning of individual elements in the equation, according to mathematical typesetting conventions.

- 4 Close the Equation Editor dialog box.
The equation appears in the Document Window.

To edit an equation

- 1 In your Document Window, double-click an equation.
- 2 In the Equation Editor window, edit the equation.
- 3 Close the Equation Editor dialog box.
The edited equation appears in the Document Window.

To delete an equation

- 1 Click an equation.
- 2 Press DELETE.

From here

For information about...	In the online Help Index, type...
Importing graphics	graphics, importing
Adding pictures to a document	pictures, inserting
Using the Scrapbook	Scrapbook, using
Creating shapes	shapes, creating
Selecting graphics	graphics, selecting
Editing graphics	graphics, editing
Moving graphics	graphics, moving
Editing grouped graphics	graphics, grouping
Changing the layering order of graphics	graphics, layering
Customizing fill options for graphics	fills, adding
Customizing border options for graphics	borders, adding
Customizing shadow options for graphics	shadows, customizing

Applying fills to shapes	fills, adding
Applying shadows to shapes	shadows, adding
Editing watermarks	watermarks, editing
Discontinuing watermarks	watermarks, deleting
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Working with 2D TextArt images	TextArt, 2D images
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Linking and embedding graphics	graphics, importing
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ASSEMBLING DOCUMENTS USING MERGE

12

WordPerfect lets you mass-produce letters, envelopes, mailing labels, contracts, phone lists, memos, and more by creating a form document and then merging it with a data source, such as a data file or an address book.

Form documents

A form document contains the basic pattern and layout for merged documents. It can be made up of text, graphics, and merge codes. You create a form document the same way you create a regular document, but instead of adding specific information in a certain place, you insert a field code which is replaced by information from the data source when you perform the merge. You can merge a form document with a data source, such as a data file, an address book, or keyboard input.

Data sources

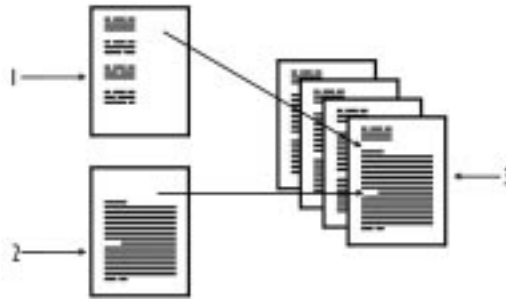
A data source contains specific units of information, such as a list of names and addresses. The data source can also contain merge codes, but unlike a form document, a data source does not need to have merge codes to work. In a data source, merge codes classify the information for a record into specific types, such as first name, last name, and street address. The data source can be a WordPerfect data file, the Address Book, a converted database, or a spreadsheet.

The merge reproduces copies of the form document, and each copy contains specific information from a record in the data source. 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. This creates 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. Then, you can have the merged letters open in a separate document window or go directly to your printer or email system.

Performing a merge

When you perform a merge, you bring a form document and a data source together. The merge codes in the form document can ask for specific types of information from the data source. The merge reproduces copies of the form document, and each copy contains specific information from a record in the data source.

.....
 This illustration shows 1) data source, 2) form document, and 3) merged documents.



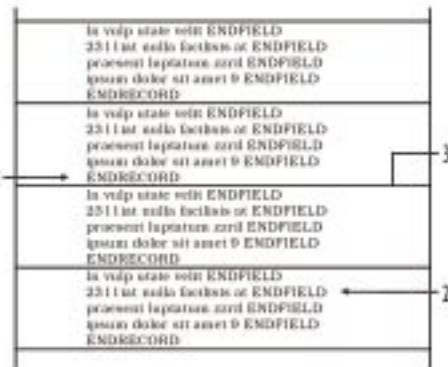
Working with a data source

A data source is a source of information, such as names, addresses, job titles, and organizations. A data source may be a data file, an address book, a converted database, or a spreadsheet. This section contains only basic information about creating data files. For information about using an address book or a database as a data source, or for more information about working with data files, see the online Help. The online Help also includes a reference for all merge codes that come with WordPerfect.

Data text file

A data file provides information to the form file during a merge. When you create a data file in text format, information is arranged into fields and records. Fields are marked with ENDFIELD codes, and records are marked with ENDRECORD codes.

.....
 1) Records end with the ENDRECORD command.
 2) Fields end with the ENDFIELD command.
 3) A hard page break separates the records.



A field is the smallest unit of information that you can specify in a data file. You can make a field as small as one character or as large as several lines. For example, one field might

contain a name and another field might contain a street address. You can also leave a field blank.

A record contains a group of related fields. For example, one record might contain all the information about a person or a company. Within that record, there are fields; for example, name, address, city, postal code, and country.

.....
 This illustration shows 1) name field, 2) city field, 3) country field, 4) address field, and 5) postal code field.

1 → Invulp Utatvelit
 8 Rasse Molestie-Consequat ← 4
 2 → Velillum 75018 ← 5
 3 → Eugiat

Data table file

Instead of creating a data text file, which contains ENDFIELD and ENDRECORD codes, you can place your data in a data table. When you create a data file in table format, information is arranged in columns (fields) and rows (records).

.....
 1) Each row is a record.
 2) Each cell in the record is a field.
 3) The first row is interpreted as field names.

Name	Address	City/State	Country
Abdul Odman (Hanson)	303 L. Acadia St.	Halifax, Nova Scotia	Canada B0B 2P0
DeBiana Sirend	Djajaw 1 1-33 Jalan Panyan	Djaja 1 1 Bekas 16133	Indonesia
David Cheng	23 Woodland Rd.	Queeny Bay	Hong Kong
Karel Sivoch	Angelika R.	12011 Prague 2	Czech

To create a data file

- 1 Click Tools, Merge.
- 2 Click the Create Data button.

If the Create Merge File dialog box appears, proceed to step 3. Otherwise, proceed to step 5.

- 3 Enable one of the following buttons:
 - Use File In The Active Window — allows you to base 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
- 4 Click OK.
- 5 Type a name in the Name A Field box, and click the Add button.
The field name appears in the Fields Used In Merge box.
- 6 Repeat step 5 for each field you want to create.
- 7 Click OK.
- 8 In the Quick Data Entry text boxes, type the data for each record, and press ENTER to move to the next field.
- 9 Click Close when you have finished entering the records you want, and click Yes to save the file.



- For information about editing data or form files, see the online Help.
-

To create a data table file

- 1 Follow steps 1 to 6 from the previous procedure.
- 2 Enable the Format Records In A Table check box.
- 3 Click OK.
- 4 Follow steps 8 and 9 from the previous procedure.



- You can convert an existing spreadsheet, such as a Quattro Pro spreadsheet, or database, such as a dBASE or Paradox database, into a data file. For information, see the online Help.
-

Using a form document

Form documents contain the generic text for the document along with merge codes or merge commands that tell WordPerfect where to put the information from the data source and how to perform the merge.

You can associate a form document with a data source when you create a merge. WordPerfect lets you create form documents and associate them with a data source (a data file, an address book, or an ODBC Data Source). When you associate a form document with a data source, the name of the data source file is linked to the form document. When you want to merge that form document, the associated data source is used.

You can associate a form document with a data source as you create the form document (see the procedures below), or you can create or change the association after you have created the form file (for information, see the online Help).

To create a form document associated with a data file

- 1 Click Tools, Merge.
- 2 Click the Create Document button.
If the Create Merge File dialog box appears, proceed to step 3. Otherwise, proceed to step 5.
- 3 Enable one of the following buttons:
 - Use File In The Active Window — allows you to base the form file you are creating on the document in the active window
 - New Document Window — opens a new document window for the form file you are creating
- 4 Click OK.
- 5 Enable the Associate A Data File button.
- 6 Click the File button.
- 7 Open the data file you want to use.
- 8 In your document, click where you want data to be filled in from the data source, and click the Insert Field button on the Merge toolbar.
- 9 Specify a field to insert, and click the Insert button.
Repeat step 9 for each field you want to include.

To create a form document associated with an address book

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Enable the Associate An Address Book button.
- 3 Choose an address book from the list box.
- 4 Click OK.
- 5 In your document, click where you want data to be filled in from the address book.
- 6 Click the Insert Field button on the Merge toolbar.
- 7 Specify a field to insert, and click the Insert button.
Repeat step 7 for each field you want to include.

To create a form document associated with an ODBC Source

- 1 Follow steps 1 to 4 from the “To create a document associated with a data file” procedure.
- 2 Enable the Associate An ODBC Source button.
- 3 Click the Select ODBC Data Source button.

- 4 Type a password in the Password box, and click OK.
 - 5 Choose a data source from the Data Source list box, and click OK.
 - 6 Type a login name in the Login ID box.
 - 7 In your document, click where you want data to be filled in from the ODBC source.
 - 8 Click the Insert Field button on the Merge toolbar.
 - 9 Type a password, and click OK.
 - 10 Specify the field you want to use, and click the Insert button.
- Repeat steps 8, 9 and 10 for each field you want to include.

Merge codes and commands

The two basic merge codes you insert in a form document are the FIELD code and the DATE code. When you insert a FIELD code, the information in the corresponding field in the data source will be inserted during the merge. For example, a FIELD code might specify that an individual's first name appears after the word "Dear" in a letter. When you insert a DATE code, the current date is inserted during the merge. For information about using merge codes, see the online Help.

- 1) When a merge is performed, data will appear where you have inserted a field code.
- 2) This text will be included in the merged document.



You can use other merge codes in form documents. These merge codes are like programming commands and are often referred to as merge commands. For example, you can use the DOCUMENT command to retrieve a specific document into the merged file, or you can insert a BEEP and a KEYBOARD command to have the computer beep and prompt you to type information into your document. For information about programming commands, see the online Help.

To insert additional merge codes in a form document

- 1 Position the cursor in the form document.

- 2 Click the Merge Codes button on the Merge toolbar.
- 3 Choose a code from the Merge Codes list box.
- 4 Click the Insert button.
If prompted, type information in the Variable box and the Expression box.
- 5 Click OK.
- 6 Click Close when you have finished inserting merge codes.

Merging documents

After you have created a form document and you have a data source, you can perform a merge. To do this, you must specify the location of the form document, the data source, and the output for the merge. You can also select all or part of the records from the data source that you want to merge.

Merging to a document

You can merge a form file and a data source to a document.

To merge to a document

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click the Form Document button to specify the location of the form file.
- 4 Click the Data Source button to specify the location of the data file.
- 5 Click the Output button to select the location of the merged file.
- 6 Click the Merge button.



- To clear all merge options, click the Reset button.
 - To stop a merge, press ESC.
-

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 into 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, enable the Use File In Active Window button in the Create Merge File dialog box.

- 4 Enable one of the following buttons:
 - Use File In The Active Window — allows you to base the data or form file you are creating on the document in the active window
 - New Document Window — opens a new document window for the data or form file you are creating
- 5 Enable one of the following buttons:
 - Associate A Data File — allows you to specify a data file you want to associate with the form file you are creating
 - Associate An Address Book — allows you to specify the address book you want to associate with the form file you are creating
 - Associate an ODBC Data Source — allows you to specify an ODBC data source file you want to associate with the form file you are creating
 - No Association — allows you to associate no data file at this time. Click this button if you are creating a keyboard merge.
- 6 Click OK.

To create a table and insert fields and merge codes into it

- 1 In your document window, create a two-row table with as many columns as you want, and type a heading in each cell of the first row.
- 2 Right-click the table, click Format, and click the Table tab.
- 3 Enable the Insert New Rows Automatically check box, and click OK.
- 4 Position the cursor in the first cell of the second row.
- 5 Click the Insert Field button on the Merge toolbar, type a field name or number, and click the Insert button.
- 6 Press Tab to move to the next cell, repeat step 6 for each field name you want to insert, and click Close.
- 7 Position the cursor at the end of the last cell in the second row, and click the Merge Codes button on the Merge toolbar.
- 8 Choose REPEATROW from the Merge Codes list box, and click the Insert button.
- 9 Click Close.

To perform a merge

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click the Form Document button to specify the location of the form file.
- 4 Click the Data Source button to specify the location of the data file.
- 5 Click the Output button to select the location of the merged file.

- 6 Click the Merge button.

The table expands one row for each record in the data file.

Merging to envelopes

You can create merged envelopes without first creating a form document containing the envelope settings. In other words, you can create envelopes as you merge another form document (such as a letter), or you can create merged envelopes by themselves. An envelope is created for each record you have selected in the data source.

When you are merging only to envelopes, you have to choose the current document for the form file location. The current document should be a blank document. After you perform the merge, the merged envelopes are placed after the current blank page, and you can delete the blank page. If you are merging another document, such as a letter, the envelopes are placed at the end of the merged file.

To merge to envelopes

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click all 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 Envelopes button.
- 5 Click the Insert Field button on the Merge toolbar.
- 6 From the Field Name box, choose the names of the fields you want to insert, and click Close.
- 7 In your document window, position the cursor in the upper left margin, and type the return address.
- 8 Click the Continue Merge button on the Merge toolbar, and click the Merge button.
- 9 Click OK to save the envelope format for the merge, and click the Merge button.

Merging using an address book

Instead of creating a data file to merge with your form file, you can use an address book as a data source.

An address book also works with templates, labels, and envelopes, so you can store all your addresses in one location. For information, see the online Help.

To merge with an address book

- 1 Create a form document.

- 2 Click Tools, Merge.
- 3 Click the Perform Merge button.
- 4 Click the Form Document button, and choose one of the following:
 - File On Disk — allows you to specify the filename of the form file and the folder in which it will be saved
 - Current Document — allows you to specify the active document as the location for the form document
 - Clipboard — allows you to specify the Clipboard as the location for the form document
- 5 Click the Data Source button, and choose Address Book.
- 6 Click the Select Records button to merge only selected records in one or more address books.
- 7 Click the Output button, and choose one of the following:
 - Current Document — specifies the active document as the location for the merged file
 - New Document — specifies a new document as the location for the merged file
 - Printer — specifies that the merged document will be printed
 - File On Disk — specifies the filename of the merged file and the folder in which it will be saved
 - E-mail — specifies the field for the email address and the subject line for the merged message
- 8 Click the Merge button.



- If you have selected records in the address book before starting the merge, those are the records that will merge unless you select new records.
-

Merging to labels

You can create labels by either merging or inserting information directly from an address book. When you want to include text on labels in addition to or instead of addresses, use the Merge feature; when you want to include addresses only, you can print them directly from an address book. In both cases, you must create a document containing the label paper size information.

When you merge, you usually create the data source first because you need to specify the corresponding field names in the form document. You then associate a data file with a form file, define a list of labels and insert fields in it, and perform the merge.

When you use the address book, first specify a label paper size and then go to the address book to insert names. For information, see the online Help.

To associate a data file with a form file

- 1 Click Tools, Merge.
- 2 Click the Create Document button.
- 3 Enable the New Document Window button.
- 4 Enable one of the following buttons:
 - Associate A Data File — allows you to specify a data file you want to associate with the form file you are creating
 - Associate An Address Book — allows you to specify the address book you want to associate with the form file you are creating
 - Associate An ODBC Data Source — allows you to specify an ODBC data source file you want to associate with the form file you are creating
 - No Association — allows you to associate no data file at this time. Click this button if you are creating a keyboard merge.

To define a list of labels and insert fields in it

- 1 Click Format, Labels.
- 2 Enable one of the following buttons:
 - Laser-Printed — specifies that the list of labels will be printed on sheets of paper that are led through a laser printer
 - Tractor-Fed — specifies that the list of labels will be printed on sheets with holes along the sides to guide the labels through the printer
 - Both — specifies that the list of labels can be printed on laser printers or tractor-fed printers
- 3 Choose a label definition from the Labels list box, and click the Select button.
A new application window appears that displays the label sheet.
- 5 Click in the label where you want to insert a field.
- 6 Click the Insert Field button on the Merge Property Bar.
- 7 Type a field name or a number in the Field box.
- 8 Click the Insert button.
Repeat steps 5 to 7 for each field you want to insert.

To perform a merge

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click the Merge button.



- You can also create labels using an address book. For information, see the online Help.

Merging to email

You can use a data file, the Corel Address Book, or a database to merge information to your active email system. When you merge to email, you can create personalized messages for each recipient.

To merge to email

- 1 Click Tools, Merge.
- 2 Click the Perform Merge button.
- 3 Click 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
- 4 Click the Output button, and choose Email.
- 5 Choose a field name from the Select Field Name Of Email Addresses list box.
- 6 In the Subject Line box, type the subject line you want to appear in each merged email message.
- 7 Click OK, and click the Merge button.
- 8 Choose an option from the Profile Name list box.



- The fields displayed in the Select Field Name Of Email Addresses list box come from the data source you specify in the Perform Merge dialog box.
- The data source must contain an email address field. If you use an address book for all your correspondence, you won't need to create this field in a data file every time.

From here

For information about...	In the online Help Index, type...
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Using data sources	data sources
Performing a merge	merging
Using an address book as a data source	address book
Using a database as a data source	database
Working with data files	data files

Converting spreadsheets into a data file	spreadsheets, converting
Using merge codes	merge codes, using
Using merge commands	merge commands, using
Merging documents	merging, documents
Merging to labels	merging, to labels
Merging to envelopes	merging, to envelopes



BUILDING INTERNET AND ELECTRONIC DOCUMENTS

13

With WordPerfect 9, you can publish your documents to Trellix, to the Internet, or to Adobe Portable Document Format. Using the Internet Publisher, you can create and edit HTML documents for the Internet or a corporate intranet, and you can launch a browser. When a WordPerfect document is published to HTML, it becomes an HTML document with a .HTM extension.

You can publish WordPerfect documents to Trellix to create online documents and organize information with easy-to-create links. Using Trellix, you can publish documents to HTML and incorporate the content in a Web site or a corporate intranet. Trellix lets you create, convert, maintain, and update content without specialized knowledge of HTML or graphic design.

You can publish WordPerfect documents to Adobe PDF to transform them into electronic documents. The PDF version of your documents can be distributed across platforms, while maintaining the appearance of the original version of the document. PDF files can be viewed and printed using the Adobe Acrobat Reader or a Web browser that has the Adobe Acrobat Reader plug-in. WordPerfect 9 includes the Adobe Acrobat Reader; you can install it from your WordPerfect Office 2000 CD.

You can also use the word-processing power of WordPerfect to create, edit, retrieve, and save SGML or XML documents. For information about SGML and XML, see the online Help.

World Wide Web basics

The World Wide Web (or Web) is a large collection of documents linked through a global computer network called the Internet. The terms Internet, World Wide Web, and Web can be used interchangeably. When you create a document with Internet Publisher, you can put it on a Web-enabled file server where it can be viewed on the Internet.

An intranet is a network of computers that uses Internet technology to access and manage internal documents. The Internet and intranets use Web-enabled file servers and browsers. File servers give you access to Web documents by “serving” them up to your computer. Browsers, such as Netscape Navigator and Microsoft Internet Explorer, display Web documents on your computer and follow hypertext links to jump from one document to another.

Internet and intranet requirements

To view documents on the Internet or on a corporate intranet, you need

- a computer configured for a TCP/IP network
- a installed modem or other network connection
- installed browser software
- an account with an Internet service provider through your TCP/IP network connection



- To make a document available on the Internet or on a corporate intranet, you need access to a Web server. See your network administrator for assistance.
-

Creating and using Internet links

WordPerfect lets you create Internet links in documents by using SpeedLinks. When you enter text that begins with “www,” “ftp,” “http,” or “mailto,” SpeedLinks converts it to an Internet link. You can also type a SpeedLinks word to create an Internet link automatically. For more information about SpeedLinks, see the online Help.

To use automatically created links

- 1 Type text that begins with “www,” “ftp,” “http,” or “mailto.”
WordPerfect marks in blue and underlines the SpeedLinks text.
- 2 Double-click the SpeedLinks text to view the Web site in your Internet browser.

To add SpeedLinks words

- 1 Click Tools, QuickCorrect.
- 2 Click SpeedLinks.
- 3 Type the word you want to add in the Link Word box.
- 4 Type the URL (Universal Resource Locator) in the Location To Link To box.
For example, you can type “www.corel.com.”
- 5 Click the Add Entry button.

To use links you have created

- 1 Type @, and type a SpeedLinks word you have created.
- 2 Press ENTER or leave a space after the SpeedLinks word to activate it.
- 3 Double-click the SpeedLinks word to view the Web site in your Internet browser.

To insert a SpeedLinks word

- 1 Click Tools, QuickCorrect.
- 2 Click SpeedLinks.
- 3 Choose a link.

- 4 Click the Insert Entry button.

To delete a SpeedLinks word

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Delete Entry button.

Publishing to HTML

Browsers view documents in Hypertext Markup Language (HTML) format. These HTML-based documents are known as Web documents. You can use the Internet Publisher to convert WordPerfect documents into Web documents and to create new Web documents.

You can also publish a document to HTML by publishing it first to Trellix and then to HTML. For information about Trellix, see the Trellix online Help.

Opening and saving HTML documents

WordPerfect lets you open an HTML document and edit and save it in Web Editor mode. You can also save a WordPerfect document as an HTML document.

To open an HTML document

- 1 Click File, Open.
- 2 Choose the drive where the HTML file is stored from the Look In list box.
- 3 Double-click the folder in which the HTML file is stored.
- 4 Double-click the filename.

WordPerfect opens the HTML document in Web Editor mode, which lets you edit the document and save it as an HTML file.

To save an HTML document in Web Editor mode

- 1 In your Web document, click File, Save.
- 2 Enable one of the following buttons:
 - WordPerfect 6/7/8/9 — saves your document as a WordPerfect 6/7/8/9 document
 - HTML — saves your document as an HTML document
 - Other — opens the Save File dialog box and lets you save your document in any of the file formats listed in the File Type list box

To save a WordPerfect document as an HTML document

- 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 HTML from the File Type list box.

Creating a Web document

You can create a Web document using the Internet Publisher. When you save it, it is saved in WordPerfect format with HTML equivalents.

To create a Web document

- 1 Click File, Internet Publisher.
- 2 Click the New Web Document button.
- 3 Double-click the Create A Blank Web Document template.
If you want to use a Web document template you have created, double-click it.
- 4 Type text and edit the document if necessary.
- 5 Click File, Save.
- 6 Choose the drive where you want to save the file from the Save In list box.
- 7 Double-click the folder in which you want to save the file.
- 8 Type the filename in the File Name box.



- To see a preview of a Web document template, choose the template in the Select New Web Document dialog box, and click View.
-

Formatting an existing document to publish it to HTML

To publish an existing WordPerfect document to HTML, you must first format it as a Web document. This process deletes codes that are not supported in HTML and displays the document in the Web Editor, where it looks similar to the way it will look in HTML. For information about using the Web Editor, see "Building Web documents" on page 127.

When you publish to HTML, a copy of the document is created in HTML format with a .HTM extension. Images and sound clips are saved in a folder named with the document filename. For information about publishing to HTML, see the online Help.

To format an existing document to publish it to HTML

- 1 Open a WordPerfect document.
- 2 Click File, Internet Publisher.
- 3 Click the Format As Web Document button.
- 4 Click OK.
- 5 Click View, View In Web Browser if you want to preview your document.



- When you format an existing document as a web document, codes that are not supported in HTML are deleted, and the effects of other codes are modified to HTML equivalents.

Publishing documents to HTML

WordPerfect lets you publish documents to HTML by using the Internet Publisher.

To publish a Web document to HTML

- 1 Click File, Internet Publisher.
- 2 Click the Publish To HTML button.
To publish an existing document, proceed to step 4; otherwise, proceed to step 3.
- 3 Choose a server from the Publish To Server list box.
- 4 To add a new server, click the Add button.
- 5 Click the Publish button.



- To publish a document to HTML, you can also click File, Send To, HTML.

Building Web documents

When you create a Web document or format an existing document as a Web document, you work in Web Editor mode. The menus, dialog boxes, toolbar, and Property Bar you can use provide formatting options that have HTML equivalents. WordPerfect codes are converted to HTML tags when you publish the document to HTML format. Browsers interpret HTML tags to display headings, paragraphs, lists, and tables.

To work in Web Editor mode

- 1 Click File, Internet Publisher.
- 2 Click the New Web Document button.
- 3 Double-click a Web document template.

Specifying a title for a Web document

You can use the Web Editor to specify a title for your Web documents. Otherwise, the text of Heading 1 is used as a title. If there is no Heading 1, then the first occurrence of Heading 2 is used, and so on.

To specify a title for a Web document

- 1 In Web Editor mode, click File, Properties.

- 2 Click the Title tab.
- 3 Enable one of the following buttons:
 - Custom Title — lets you type the title you want the browser to display when you view the document
 - First Heading — lets you use the first occurrence of Heading 1 as the title

Applying styles to text in Web documents

You can apply styles to text in your Web documents. WordPerfect lets you use six heading styles in your Web documents. The main heading is Heading 1. You can use Headings 2 and 3 for major headings, and Headings 4, 5, and 6 for subheadings. You can also apply paragraph styles, indented quotation styles, address styles, and more.

To apply a heading style

- 1 In Web Editor mode, click Format, Font.
- 2 Click the Paragraph tab.
- 3 Choose a heading from the HTML Style list box.
- 4 Click the Font tab if you want to change the font attributes.
- 5 Click OK.
- 6 Type the heading text in your Web document.
- 7 Press ENTER to end the heading.



- To choose a heading, you can also click the Font/Size button on the Internet Publisher Property Bar, or you can choose a heading from the Select Style list box on the Internet Publisher Property Bar.
-

To apply a paragraph style

- 1 In your Web document, position the cursor where you want to begin a paragraph.
- 2 Click Format, Font.
- 3 Choose Normal from the HTML Style list box.
- 4 Click OK.
- 5 Type the paragraph text in your Web document.
- 6 Press ENTER to end the paragraph.



- When you format an existing document as a Web document, tab and indent codes are replaced by spaces. When you create a new Web document, the default paragraph style is Normal.
-



- To apply a paragraph style, you can also click the Font/Style button on the Property Bar, and choose Normal.
-

To apply an indented quotation style

- 1 In your Web document, position the cursor where you want to begin a paragraph.
- 2 Click Format, Font.
- 3 Choose Indented Quotation from the HTML Style list box.
- 4 Follow steps 4 to 6 from the previous procedure.

To apply an address style

- 1 In your Web document, position the cursor where you want to begin an address paragraph.
- 2 Click Format, Font.
- 3 Choose Address from the HTML Style list box.
- 4 Click OK.
- 5 Type your name and address information.
- 6 Press ENTER to end the paragraph.

Creating Web columns and HTML tables

You can insert columns and tables in your Web documents. For information about typing text in columns, formatting columns, and discontinuing columns, see the online Help. For information about using tables in Web documents, see the online Help.

To create web columns

- 1 In Web Editor mode, click Format, Columns, Format.
- 2 Type a value in the Columns box.
- 3 Enable the Total Width In check box to specify the width of the web columns in your document.
- 4 Type a value in the Spacing Between Columns.



- WordPerfect uses the <MULTICOL> tag, which is not supported by all browsers.

To create HTML tables

- 1 In Web Editor mode, click Insert, Table.
- 2 Type a value in the Columns box.
- 3 Type a value in the Rows box.
- 4 In the Table Appearance section, type a value in any of the following boxes:
 - Table Borders — lets you define table borders
 - Cell Spacing — lets you define spacing in cells
 - Inside Cell Margins — lets you define the cell margins inside cells
- 5 Enable the Table Width check box if you want to define the width of the table.
- 6 Enable the Table Height check box if you want to define the height of the table.
- 7 Enable the Background check box, and choose a color from the color palette.
- 8 Choose an option from the Table Position On Page list box.
- 9 Choose an option from the Vertical Alignment Of Cell Contents list box.

Creating bulleted, numbered, and definition lists

WordPerfect lets you add bulleted, numbered, and definition lists. A list is a series of related items in outline format. Bulleted list items begin with a bullet, and numbered list items begin with numbers in outline sequence.

Browsers control

- bullet shape and size
- number format (Arabic numbers, Roman numerals, and so on)
- indentation distance

A definition list is a series of names or titles, each of which may be followed by one or more indented definition paragraphs in outline form. Once you have created a definition list, you can use the Outline Tools toolbar to change the level of the current item list and to collapse or expand list levels. For information about displaying and using the Outline Tools Toolbar, see the online Help.

To create bulleted and numbered lists

- 1 In Web Editor mode, click Insert, Outline/Bullets & Numbering.
- 2 Enable one of the following buttons:
 - Bulleted — lets you create a bulleted list
 - Numbered — lets you create a numbered list

- 3 Click OK.
- 4 Type the text in your Web document.
- 5 Press ENTER to type the next item in the list.

To create a definition list

- 1 In Web Editor mode, click Insert, Outline/Bullets & Numbering.
- 2 Enable the Definition List button.
- 3 Click OK.
- 4 Type a list item title or name, and press ENTER.
- 5 Press TAB to add a definition paragraph.
- 6 Type the text, and press ENTER.
- 7 Press SHIFT + TAB to create the next list item.
- 8 Type the text, and press ENTER.



- Press TAB or SHIFT + TAB to promote or demote the level of list items.
-

Creating hyperlinks

Using the Web Editor, you can create a hyperlink that lets you jump from one Web document to another on the Internet. For information about adding links to WordPerfect documents, see "Creating and using Internet links" on page 124. For more information about hyperlinks, see the online Help.

To create a hyperlink

- 1 In your Web document, choose the words or symbols you want to use as a link.
- 2 Click Tools, Hyperlink.
- 3 In the Document box, specify the path and filename you want to link to.
- 4 Enable the Make Text Appear As A Button check box if you want the link to appear as button rather than as highlighted text.



- To create a hyperlink, you can also click the Hyperlink button on the Internet Publisher Property Bar.
-

Adding a form to a Web document

WordPerfect lets you add a form to a Web document. A form allows you to get information and gather feedback. You can create a form by inserting form fields into your Web document. Form fields include text areas, radio buttons, check boxes, and selection lists.

Making a form work

The Internet Publisher is a tool for creating and editing form fields. It does not provide a server-side gateway program to process the information gathered from the form. To make a form work, you must send the information from the form to a Common Gateway Interface (CGI) script for processing. A CGI script is a server-side program that processes data. The CGI script needs to be set up in such a way that it recognizes information that comes from the form and processes that information appropriately. For example, the CGI script may take the information from a form and create a Web document for you to view in your browser. It is important that the form and the CGI script are built to work together. You can create your own CGI script, but that involves complex programming. However, many Web Server products provide the necessary CGI scripts to make a form work.

Adding form fields and defining field properties

When you add a form to a Web document, you add form fields and define field properties. For information about working with form fields and defining field properties, see the online Help.

You can also add hidden and password fields to your form. Hidden fields provide form information without direct user input. Password fields let you type information in a form, but the text is not displayed or is displayed as asterisks.

To add a form field and specify field properties



- 1 In your Web document, click the New Form button.
- 2 Add the appropriate form fields to the Web document.
As you add fields, they appear on your Web document in a specific location.
- 3 Double-click each field.
- 4 Type the necessary property information in the Form Properties dialog box.

To add a hidden field



- 1 In your Web document, click the New Form button.
- 2 Click the Hidden button.
- 3 Type a name for the hidden field in the Name box.

To add a password field



- 1 In your Web document, click the New Form button.



- 2 Click the Password button.
- 3 Double-click the field.
- 4 Type the necessary property information in the Form Properties dialog box.

Adding text areas and text lines

Text areas and text lines let you type information in a form. A text line takes up one line in the form, while a text area takes up a block of space. For information about working with text and text lines, see the online Help.

To add text areas or text lines



- 1 In your Web document, click the New Form button.



- 2 On the Internet Publisher Forms Property Bar, click one of the following buttons:
 - Text Area — opens the Text Editor and lets you type text in it and close it to return to the Web Editor



- Text Line — lets you add a text line to your form

- 3 Double-click the field.
- 4 Type the necessary property information in the Form Properties dialog box.
- 5 Follow steps 2 to 4 for each text area or text line you want to add.

Adding radio buttons and check boxes to a form document

You can add radio buttons and check boxes to a form document. 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 enabled. 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. For more information about using radio buttons and check boxes in Web documents, see the online Help.

To add a radio button to a Web document



- 1 In your Web document, click the New Form button.
- 2 On the Property Bar, click the Radio Button button.
A radio button is inserted in your Web document.
- 3 Make sure the cursor is positioned next to the button, and type the text.
- 4 Double-click the field.
- 5 Type the necessary property information in the Form Properties dialog box.

To add a check box to a Web document



- 1 In your Web document, click the New Form button.
- 2 On the Property Bar, click the Check Box button.

A check box is inserted in your Web document.

- 3 Make sure the cursor is positioned next to the check box, and type the text.
- 4 Follow steps 4 and 5 from the previous procedure.

Adding a selection list

A selection list gives you a list of items that you can scroll through. You can also modify or delete selection lists. For more information about selection lists, see the online Help.

To add a selection list



- 1 In your Web document, click the New Form button.
- 2 On the Property Bar, click the Select List button.
- 3 Right-click the field, and choose Properties.
- 4 Click the Add button to add an item to the selection list.
- 5 Type text in the Option box.
- 6 Type a value in the Value box if you want to assign a value to the item.
- 7 Enable the Initially Selected check box if you want the option you are creating to be selected by default.
- 8 Follow steps 3 to 7 for every item you want to add to the selection list.

Adding a submit button or a submit image field

Clicking a submit button sends all information in a form to the server-side gateway application for processing (see “Making a form work” on page 132).

A submit image field works like a submit button. However, instead of clicking a button to send form information, you click an image. For more information, see the online Help.

To add a submit button or a submit image field button



- 1 In your Web document, click the New Form button.
- 2 Click one of the following buttons:
 - Submit — inserts a submit button in your form document
 - Submit Image — inserts a submit image in your form document
- 3 Double-click the field.
- 4 Type the necessary property information in the Form Properties dialog box.

Adding a reset button

A reset button allows you to clear all data in form fields.

To add a reset button



- 1 In your Web document, click the New Form button.
- 2 Click the Reset button.
- 3 Double-click the field.
- 4 Type the necessary property information in the Form Properties dialog box.

Browsing the Web

Browsers are applications that let you view documents published to the Web when you are connected through an Internet access provider. You can view documents on the Web and follow hyperlinks to jump from one document to another.

To browse the Web

- 1 Click File, Internet Publisher.
- 2 Click the Browse The Web button.



- You can also click the Browse The Web button  on the Property Bar.

Publishing to Trellix

WordPerfect lets you publish your documents to Trellix. Trellix is an office productivity application that makes it easy to create Web-style documents. Using word-processing techniques, professional document designs, and powerful linking capabilities, you can produce pages of hyperlinked information that are easy to navigate and update. With Trellix, you can convert standard paper documents to an online format complete with navigation buttons, and then publish a standard HTML output with a single command.

When you publish to Trellix, you specify how to divide a document: for example, you can divide a document based on styles, font size, or page breaks. 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 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 exact 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 on multiple 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.

Building XML documents

You can use WordPerfect 9 to create, edit, retrieve, validate, and save documents created with the Standard Generalized Markup Language (SGML) or eXtensible Markup Language (XML). 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 the XML online Help.

What is SGML?

SGML is an open international standard (ISO 8879) issued by the International Organization for Standardization in Geneva, Switzerland. The SGML standard provides a platform- and application-independent environment for defining document architecture and document markup. Because SGML isolates the formatting from the document content, you can transfer document content and apply associated formatting using different platforms and in different applications.

In SGML, elements form the structural building blocks of a document. For example, the structure of a book can be broken into a title page, a table of contents, chapters, appendices, a glossary, and an index. The SGML standard provides a method for defining each element in the content and adds intelligence to the way in which the content is created. SGML allows advanced formatting to be applied to a document so that the content can be printed multiple ways without changing or converting it. For example, you can print a book as a hard bound version and as a paperback version (the latter uses a smaller page size and font and different margins) without changing the content. Similarly, the same content can be published to the Internet or modified by an application to suit a specific purpose.

What is XML?

XML is a simplified version of SGML. XML is an open international standard issued by the World Wide Web Consortium (W3C). Like SGML, XML provides a platform- and application-independent environment for defining document architecture and document markup. XML gives you the power of SGML without its complexity.

Why use SGML or XML?

Both SGML and XML provide a more flexible document model than HTML does. HTML is a fixed markup language defined by a fixed Document Type Definition (DTD). SGML and XML allow you to create your own DTDs or use existing DTDs to structure the information for specific purposes. Many organizations have developed or are developing DTDs to allow the exchange of information to take place in XML. This ensures information file formats that are not proprietary.

With SGML or XML, document content is separated from document formatting. This makes it easier for you to reuse and distribute data. For more information, see the XML online Help.

Using XML in WordPerfect

You can use WordPerfect 9 to create, edit, retrieve, and save SGML or XML documents.

WordPerfect supports SGML and XML through

- the XML editing component in WordPerfect, which lets you create, edit, retrieve, and save SGML or XML documents
- the WordPerfect DTD Compiler, which lets you create a WordPerfect template (.WPT) from your DTD
- the XML Project Designer, which lets you format SGML or XML elements while they are being edited in WordPerfect

The WordPerfect XML editing environment provides a structured tree view that lets you view the structure of a document easily. When you edit SGML or XML documents, you can perform any task that you normally perform on WordPerfect documents and validate and save documents in an SGML or XML format.

The XML components of WordPerfect are included in a Typical Installation.

Learning more about XML

You can use the WordPerfect XML Tutorial to learn more about creating and working with XML documents. To access the tutorial, open the WordPerfect XML Project Designer, and click Help, XML Tutorial.

Working with PDF files

When you publish WordPerfect documents to PDF, they are transformed into electronic documents in Portable Document Format (PDF). This format preserves the fonts, images, graphics, and formatting of an original application file. It is platform-independent and can be viewed, shared, and printed by PC, UNIX, and Macintosh users. You do not need to have the Adobe Acrobat Distiller or the Adobe PDF Writer installed on your computer to create PDF files. For information about creating PDF files, see the online Help.

PDF files can be viewed and printed using the Adobe Acrobat Reader or a Web Browser that 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. For information about publishing to PDF, see the online Help.

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.

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SECTION 3

Quattro Pro 9



- Chapter 14:** Welcome to Quattro Pro 9
- Chapter 15:** Getting started with Quattro Pro
- Chapter 16:** Creating a spreadsheet
- Chapter 17:** Editing and formatting spreadsheets
- Chapter 18:** Analyzing and summarizing data
- Chapter 19:** Presenting data graphically
- Chapter 20:** Managing data and files in Quattro Pro

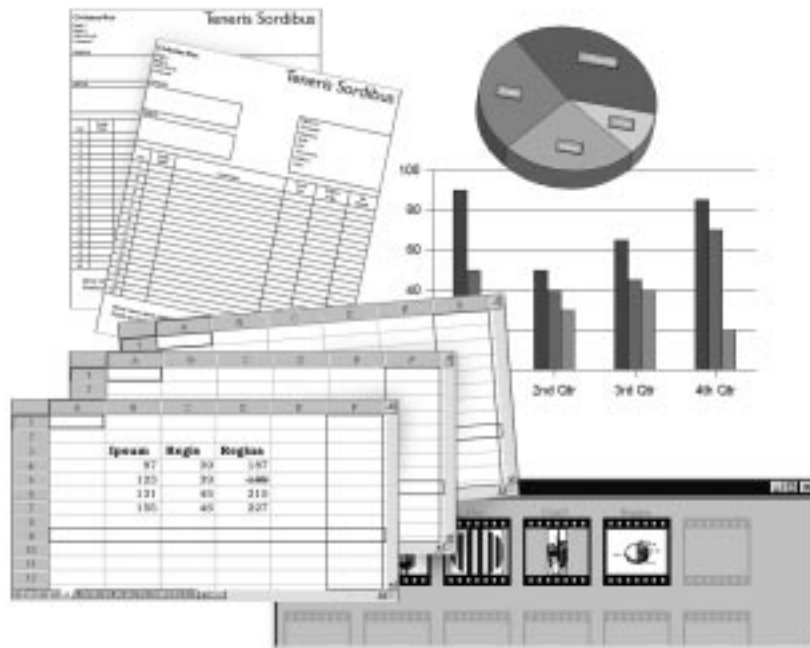


WELCOME TO QUATTRO PRO 9

14

Quattro Pro lets you create professional spreadsheet-based documents to help you manage data. It provides all the tools you need to produce tables, financial forms, lists, databases, charts, reports, and any other type of data-oriented document. With Quattro Pro, you can create a notebook that contains a single spreadsheet or an entire project complete with spreadsheets, reports, charts, and a slide show presentation. A notebook is saved as a single file that you can publish to paper, electronic media, and the World Wide Web.

Quattro Pro does not limit you to a spreadsheet presentation. You can present your spreadsheet data in chart form, or present only relevant information in dynamic Cross Tab Reports. These reports continually reflect the current state of the data they summarize. Once you have entered your data, you can edit the format and structure of your notebooks at any time.



What's new in Quattro Pro 9?

Quattro Pro 9 has new and enhanced features to help you create and present your spreadsheet information. Some of these features are listed below.

More notebook features

Quattro Pro lets you distribute a notebook to users in a workgroup so that they can read and edit a project. Using the notebook review option, the author or administrator of the notebook can review the project's history.

More formatting features

Quattro Pro offers more conditional formatting, more font and cell attributes, as well as more options for changing borders, patterns, and color fills. To make formatting easier to view, Quattro Pro has added Page-Break View, which displays your document with its page breaks and excludes the white space that is shown in the WYSIWYG Page View.

Persistent SpeedFormat, an enhanced SpeedFormat feature, allows you to automatically apply all the formatting you applied to a spreadsheet to any rows or columns you add.

More compatibility with other applications

Quattro Pro 9 has adopted a new file format but remains compatible with previous versions of Quattro Pro. The new file format gives Quattro Pro greater capacity for converting Microsoft Excel notebooks without truncating data. Each notebook can now contain over 18,000 spreadsheets, each containing one million rows and 18,000 columns. A new process for saving files creates a smaller file, reducing the amount of disk space needed for storage.

More database interaction

You can create simple databases in Quattro Pro or access external databases located on your computer or elsewhere on the network. With Online Analytical Processing (OLAP) technology, you can view, sort, and analyze data created in OLAP-compliant databases such as Paradox or Microsoft Access.

More analyzing and reporting features

Quattro Pro now lets you use OLAP technology to create reports that statically or dynamically display changes to data in your spreadsheets. A static report provides a snapshot of data at a specific point in time. The dynamic report remains interactive and up-to-date by maintaining a link to source data within the databases.

Using the Dynamic Cross Tab Reports feature, you can summarize large amounts of data into a cross-tabulated table, called a Cross Tab Report. This feature allows you to retable or pivot dynamic reports. This interactive report setup allows you to drill down,

or navigate through data details in successive layers, giving you a multidimensional view of the summarized data.

More electronic publishing and Internet capabilities

The new Publish to Internet tool lets you publish your notebook as an HTML document. This tool allows you to add headers, titles, and frames to the files you want to publish. You can also convert charts to graphics, preserve existing XML fields, and apply new XML tags to the contents of your notebook. Added improvements to the HTML Import/Export design support and retain both Web and Quattro Pro formatting.

With the Web Query Tool, you can access the World Wide Web from your spreadsheet. You can use this feature to run Web queries and import data from an Internet or Intranet location. Using the Web Query tool, you can link your spreadsheet to a Web site and instruct Quattro Pro to update the link at specific intervals.

Quattro Pro recognizes common Internet link formats (www, mailto, ftp) when you type them into a cell, and then automatically converts them to links.

More macro creation and programming languages

In addition to PerfectScript, Quattro Pro now offers Microsoft's Visual Basic for Applications (VBA).

VBA is the edition of Microsoft Visual Basic that tightly integrates rich development capabilities with host applications. It is a standard language that allows you to customize your own working needs and integrate Corel products with other VBA-enabled applications. Developers using VBA to extend Corel applications will benefit from the familiar Visual Basic language, RAD (Rapid Application Development) integrated development environment, and fast runtime performance in the resulting integrated solutions. Developers will also benefit from an extensible forms package that supports ActiveX controls for creating rich user interfaces, easy access to the full Windows API and the underlying file system, connectivity to corporate data, and integration with other COM-based software.

Quattro Pro concepts

This section provides information on the concepts you need to become familiar with to create Quattro Pro spreadsheets.

Notebooks

A notebook is a file that contains multiple spreadsheets and the Objects sheet.

Spreadsheets

.....
A spreadsheet consists of rows and columns of cells.
.....



A spreadsheet is an electronic ledger. It contains columns and rows in which you enter, arrange, calculate, and analyze data. In a spreadsheet, you can arrange and categorize data, perform simple math operations, and apply complex formulas. Once you have entered your data into the spreadsheet, you can create a chart, add maps and graphics, or produce a report. The spreadsheet you see when you open Quattro Pro is one of 18,000 available in each notebook.

Objects sheet

.....
1) The Objects sheet contains icons of all the objects in the notebook.
2) You can select the Objects sheet by clicking the Objects tab.
.....



The last sheet of every notebook is the Objects sheet. The Objects sheet displays an icon for every chart and slide show in the notebook. This sheet also displays icons for custom dialog boxes you build. You can copy, rename, and print items in the Objects sheet. The Objects Sheet Property Bar has buttons for creating and playing slide shows and for building custom dialog boxes.

You can start a project using a project template

Projects

The screenshot shows a Quattro Pro project template titled "Teneris Sordibus". At the top left, it says "Clipboard Plus" and "Page 1". Below this are fields for "Page Name", "Page Number", and "Page Size". There are two empty rectangular boxes for input. To the right, there is a list of items: "Name", "Address", "Phone", "Fax", "E-mail", "Web", "URL", and "Other". Below this is a large table with 20 rows and 6 columns. The columns are labeled "Date", "Event", "Category", "Time", "Pages", and "No. Items". The table is mostly empty. At the bottom, there is a footer with text: "Altera valori quali formati", "Puella aut certe invidiosae", "Pudoribus in proteris", "ambrosianorum Originalibus", "in serbis in barba", "Formulas", "Cells", "Columns", "Printer", "Quick", "Tools".

A project is a notebook template you can use to create a new notebook. Many of the Quattro Pro project templates provide the basic format and structure for common spreadsheets and data entry forms. You can also create your own project templates.

Values

A value is a number, date, formula, or the result of a formula. Quattro Pro automatically determines whether data is a value or a label. As you type your data in a cell, the READY indicator on the Application Bar changes to LABEL or VALUE, depending on the type of data you enter.

Labels

A label contains alphanumeric data, such as titles, phone numbers, or addresses. Quattro Pro interprets and formats labels differently than it does values. Quattro Pro can only calculate values.

Formulas

Formulas are equations. Most formulas refer to numbers in other cells to calculate a value, such as the difference between the values in two cells or the total of values in a column. Formulas can also contain text strings and functions, and can produce textual results or evaluate to true or false.

Spreadsheet functions

Spreadsheet functions are built-in formulas that automate many of the calculations you perform in a spreadsheet. For example, @AMOUNT is a spreadsheet function that

calculates the accumulated interest paid on a loan after a specified number of payments. All spreadsheet functions are prefaced by an @ sign.

Macros

Macros are computer scripts that automate complex or repetitive command sequences. A macro is a sequence of commands that Quattro Pro runs automatically. Macros can perform keystrokes, mouse actions, and menu commands. You can also attach macros to buttons, and then run them from another application using Dynamic Data Exchange.

You can use macros to automate tasks (like printing a standard report), to enter frequently used labels with a keystroke, or to build complete applications to simplify Quattro Pro tasks for other users.

From here

For more information about...	In the online Help Index, type...
What's new in Quattro Pro 9?	Quattro Pro, starting
Quattro Pro desktop	notebook components
Compatibility with other applications	compatibility settings
Using OLAP database sources	OLAP
Analyzing and reporting features	reports, cross tabs
Publishing to HTML/XML	HTML
Using VBA and PerfectScript	macros



GETTING STARTED WITH QUATTRO PRO

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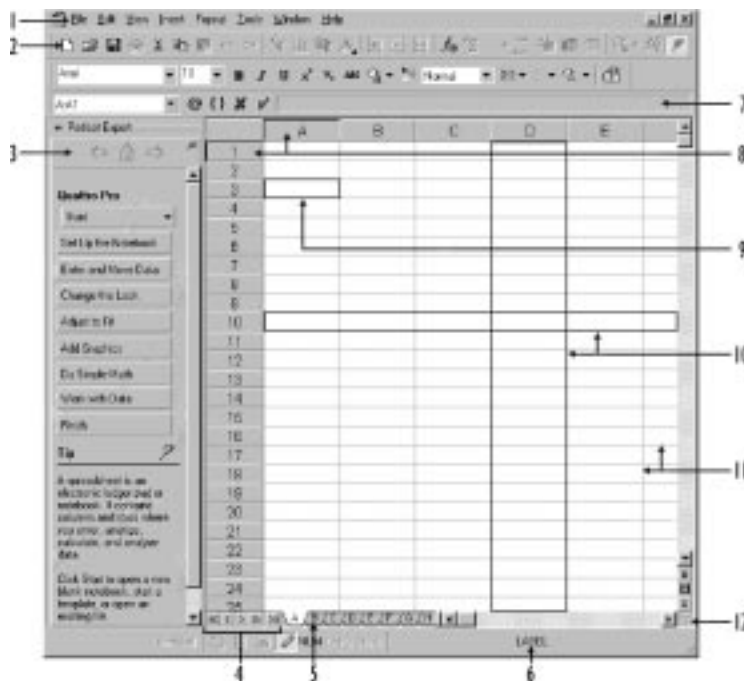
This chapter introduces you to the Quattro Pro desktop components that help you create spreadsheet-based documents. It also explains how to perform basic tasks, such as navigating through your notebook, adding and selecting cells, rows, columns, and saving and printing your data.

Components of the desktop

Becoming familiar with the main desktop components listed below will help you perform the procedures in this manual and in the online help.

The Quattro Pro desktop consists of the following:

- 1) Menu Bar
- 2) Toolbar
- 3) PerfectExpert
- 4) Navigation buttons
- 5) Spreadsheet tabs
- 6) Status indicator
- 7) Input line
- 8) Column/row headings
- 9) Active cell
- 10) Columns/rows
- 11) Gridlines
- 12) Pane splitter



Rows and columns

Rows are horizontal lines of cells and are numbered sequentially, starting at 1. Columns are vertical lines of cells and are labeled alphabetically, starting at A.

Cell

The intersection of a column and a row is called a cell. Each cell has an address that consists of a spreadsheet letter followed by a colon, a column letter, and a row number. For example, cell A:A1 is in spreadsheet A at the intersection of column A and row 1.

Active cell

When you click on a cell it becomes the active cell. When a cell is active, its outline is highlighted. The highlighted outline is called the cell pointer. You can enter and edit data in an active cell. The cell address of an active cell appears in the Cell Address field beside the Input line.

The sheet that contains the active cell is called the active sheet.

Input line

1) The Input line displays the contents of the active cell.



The Input line displays the contents of an active cell including formulas and functions. Once you have typed the formula or function in the Input line and pressed ENTER, the cell only displays the resulting value, not the formula or function. The Input line shows the hidden data that creates the values you see in the cell. You can edit cell content in both the Input line and in the cell.

Menu Bar

The Menu Bar contains the names of the application menus. Most of the menu items listed on the Menu Bar are available as toolbar buttons.

Toolbar

The toolbar is a group of buttons that provide quick access to a series of related commands. In the WordPerfect Office 2000 Suite, you can use prebuilt toolbars or create toolbars that contain the buttons and button arrangements you find most efficient.

Property Bar

The Property Bar is a context-sensitive toolbar. The information and controls it displays depend on the tool or object you have selected. You can use the Property Bar to perform almost any task, from changing the size of an object to formatting text.

Application Bar

The Application Bar displays the name of the active notebook and various references, depending on your task. References can include values, labels, and the contents of a selected cell.

PerfectExpert

The PerfectExpert is a taskbar which displays the most common tasks you will perform while you are creating your spreadsheet. The PerfectExpert provides Help and Tips for the common tasks you want to do.

Navigation tools

Navigation tools are buttons and scroll bars that allow you to navigate in a spreadsheet and move back and forth through a notebook.

Spreadsheet tabs

Each spreadsheet is identified by a lettered tab located at the bottom of the spreadsheet. To view a spreadsheet, you click the spreadsheet tab associated with it. You can change the default name of a spreadsheet tab to reflect the data in the spreadsheet. When you change the name of the spreadsheet tab, you automatically change the name of the cell addresses for the sheet.

Working with toolbars

You can use toolbars instead of menu items to perform tasks. Toolbars make menu options available on your desktop.

To display a toolbar

- 1 Click View, Toolbars.
- 2 Enable the toolbars you want to display.

To create a new toolbar

- 1 Click View, Toolbars.
- 2 Click the New button.
- 3 Type a name for the toolbar.

- 4 Click the Customize button.
- 5 In the Command list, double-click the folder that contains the command control you want to add, and click the command.
The control icon assigned to the command by default is highlighted with a gray border. If no control is highlighted, click any of the available icons.
- 6 Drag the control icon from the Buttons dialog box to the toolbar.

Navigating in rows and columns

You can navigate in rows and columns in your spreadsheet using arrow keys and ENTER.

To move down columns when entering data

- Press ENTER or press the DOWN ARROW to navigate down the cells in a column.

To move across rows when entering data

- Press LEFT ARROW or RIGHT ARROW to move between cells in a row.

Selecting cells, rows, and columns

You can select

- 1) Cells
- 2) Rows
- 3) Columns
- 4) 3-D cells



You can select cells individually or in rows, columns, blocks, or 3-D blocks.

A block of cells on consecutive spreadsheets is called a 3-D block. For example, if cell G20 on the first 12 spreadsheets of a notebook represents the total monthly sales for a particular wine, you can select cell G20 from all 12 spreadsheets at once to find total sales for the year.

To select...

Do the following...

A cell

Click that cell.

A block of cells

Drag across the cells.

Cells in different locations on a spreadsheet

Hold down CTRL while clicking or dragging to select cells.

A row or column	Click the row or column heading.
All cells on the spreadsheet	Click Edit, Select All.

To select a 3-D block

- 1 Select the cell or block of cells on the first spreadsheet.
- 2 Hold down the SHIFT key while clicking the tab of the last sheet of the 3-D block.
A black line appears across the bottom of the tabs of selected sheets.

Inserting and deleting cells, rows, columns, and spreadsheets

You can add rows and columns, partial rows and columns, blocks of cells, or even an entire spreadsheet without affecting the existing data.

You can also delete rows, columns, and spreadsheets. Deleting a row, column, or spreadsheet also deletes the data it contains and can affect the current data.

To insert...	Do the following...
A row	Select the row above which you want the new row to appear and click Insert, Row.
A column	Select the column to the left of which you want the new column to appear and click Insert, Column.
Several rows	Select one row in your spreadsheet for every new row you want to insert, and click Insert, Row. Quattro Pro adds the number of rows you select to the spreadsheet.
Several columns	Select one column in your spreadsheet for every new column you want to insert, and click Insert, Column. Quattro Pro adds the number of columns you select to the spreadsheet.

To delete a row or column

- 1 Select the row or column you want to delete by clicking the row number or column letter heading.
- 2 Click Edit, Delete.

To insert a block of cells

- 1 Select a block the same size as the one you want to insert. The upper-left corner of the spreadsheet is the insertion point.
- 2 Click Insert, Cells.
- 3 Enable the Partial button in the Span section.

To insert a spreadsheet

- 1 Right-click the spreadsheet tab located to the right of the place in the notebook you want to add a sheet.
- 2 Click Insert Sheet.

To delete a spreadsheet

- 1 Right-click the spreadsheet tab you want to delete.
- 2 Click Delete Sheet.

Naming spreadsheets and cells

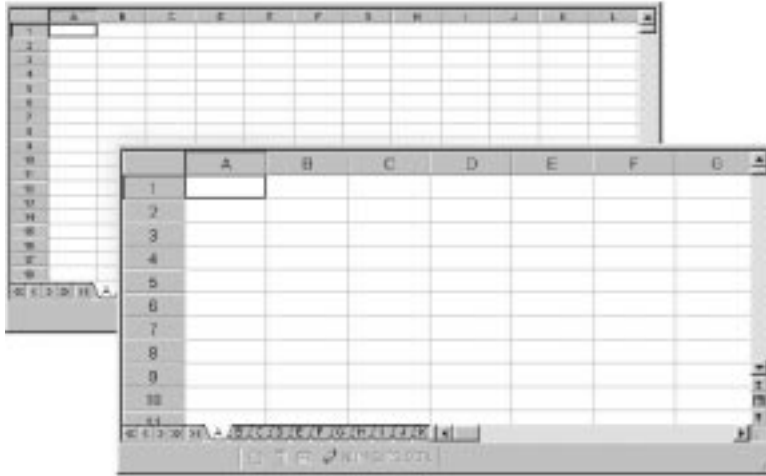
You can name your spreadsheet tabs to make them more informative. For example, if spreadsheet A is strictly for weekly expenses, you can name the spreadsheet tab for that sheet “Weekly Expenses.” You can also name individual cells or groups of cells instead of using grid coordinates such as B10 or C15..F21.

To name a spreadsheet

- 1 Double-click the spreadsheet tab at the bottom of the spreadsheet.
- 2 Type the name on the tab.

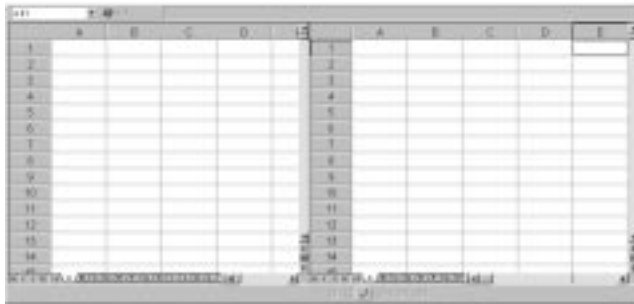
Changing your view of the notebook

You can enlarge your view of the notebook.



You can reduce or enlarge your view of a spreadsheet by zooming in or out on data. Zooming the page view affects only the magnification of the spreadsheet on the screen, not the size of the printed spreadsheet.

You can split your page view.



To work with two different parts of the spreadsheet at the same time, you can split the spreadsheet window horizontally or vertically into two panes. When you navigate through a split window, both panes scroll together. You can change the settings to make each pane scroll independently so you can view different parts of the notebook at the same time.

When you close a split window, the second view of the notebook closes and the first pane resizes to fill the window. Any changes that you made to the first pane that affect your view, such as changing column width, locking titles, or hiding columns, remain in effect.

You can also turn on and off your gridlines and column and row settings. These settings affect only the on-screen display; they do not appear on the printed page.

To set a zoom level

- 1 Click View, Zoom.
- 2 In the Zoom section, enable the button that corresponds to the zoom percentage you want.
- 3 In the Apply To section, enable one of the following buttons:
 - Sheet — applies the zoom level to only the sheet
 - Notebook — applies the zoom level to the entire notebook

To split the notebook window into two panes

- 1 Click where you want to split the window.
- 2 Click View, Split Window.
- 3 Enable one of the following buttons:
 - Horizontal — splits the window horizontally above the selected cell
 - Vertical — splits the window vertically to the left of the selected cell
- 4 If necessary, scroll to the data you want to view in the second pane.
- 5 Drag the Pane Splitter buttons left and right or up and down to resize the panes.

To scroll one pane at a time

- 1 Click View, Split Window.
- 2 Disable the Synchronize check box.

To close a split window

- 1 Click View, Split Window.
- 2 Enable the Clear button.

To disable gridlines

- 1 Click Format, Sheet.
- 2 Click the Display tab.
- 3 Disable the following buttons in the Gridlines section:
 - Horizontal — disables the horizontal gridlines
 - Vertical — disables the vertical gridlines

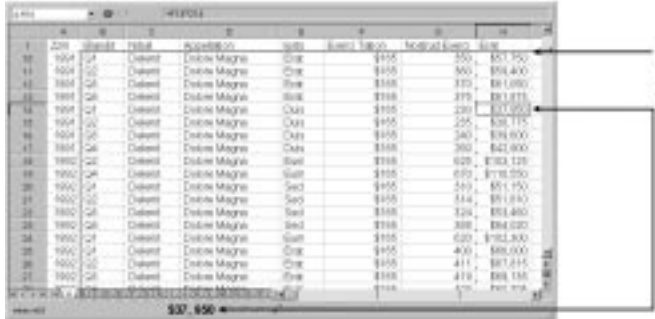
To disable column and row headings

- 1 Click Format, Sheet.
- 2 Click the Display tab.
- 3 Disable the following buttons in the Border Options section:
 - Row — disables the row headings
 - Column — disables the column headings

Keeping key cells, rows, and columns in view

You can keep key data in view using two options:

- 1) Lock rows/columns
- 2) QuickCell



When you work with large amounts of data in one spreadsheet, the principle cells, rows and columns scroll out of view. You can keep the contents of key cells in view using QuickCell™ which is located on the Applications Bar. QuickCell displays the contents of key cells and automatically reflects changes that occur to these cells when you add data to the spreadsheet. The lock row and column feature allows you to force specific rows and columns to always stay in view no matter how far you scroll down the spreadsheet.

To view the contents of a cell that has scrolled out of view

- 1 Click the cell that you want to remain in view.
- 2 Click the QuickCell button on the Application Bar.

To lock a row and column

- 1 Click a cell in the row that is below the last row you want to lock and to the right of the column you want to lock.
For example, if you want to lock row 1 and column A, click B2.
- 2 Click View, Locked Titles.

Hiding and revealing data

The hide feature allows you to reveal only the information you want to see on your spreadsheet while still allowing you to use the hidden data to perform calculations. The row numbers and column letters of hidden rows and columns do not appear on the row and column headings. Hidden data does not print.

To hide a row or column

- 1 Select the row or column you want to hide.
- 2 Click Format, Selection.
- 3 Click the Row/Column tab.

- 4 Enable one of the following buttons:
 - Hide in the Row Options section — hides the row
 - Hide in the Column Options section — hides the column

To reveal a row or column

- 1 Select the rows or columns adjacent to the hidden row or column.
- 2 Click Format, Selection.
- 3 Click the Row/Column tab.
- 4 Enable one of the following buttons:
 - Reveal in the Row Options section — displays the row
 - Reveal in the Column Options section — displays the column

Inserting and deleting page breaks

Quattro Pro creates soft page breaks every 62 rows and 11 columns by default to avoid running your data off the bottom or right of a printed page.

You can turn soft page breaks to hard page breaks and insert vertical and horizontal hard page breaks wherever you want a new page to begin. You can also remove any hard page breaks you may have set.

To insert a hard page break

- 1 Click on the cell that you want to appear on the next page.
- 2 Click Insert, Page Break, Create.
- 3 Select one of the following options from the list box:
 - Horizontal — creates a horizontal page break above the selected cell
 - Vertical — creates a vertical page break to the left of the selected cell
 - Intersection — creates a vertical and horizontal page break to the top and the left of the selected cell

To remove a hard page break

- 1 Click a cell below or to the right of the page break.
- 2 Click Insert, Page Break, Delete.

To turn a soft page break into a hard page break

- 1 Click View, Page Breaks.
- 2 Scroll over the soft page break, when the pointer turns to a double arrow, right-click and click Set Hard Page Break.

Saving, protecting and backing up files

You can manually save a file or set up Quattro Pro to back up files automatically at specified intervals. Having a back-up of your work ensures that you have a recent copy if Quattro Pro closes unexpectedly. If you exit Quattro Pro unexpectedly, Quattro Pro prompts you to recover any open files the next time you launch the application.

You can protect your files from unauthorized viewing or editing, by applying a password to your notebook. This restricts access to the notebook to only users who know the password. You can also restrict access to parts of your notebook. For example, you can let users open your notebooks, but restrict them from viewing the formulas.

To save a file

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



- Version 9 files of Quattro Pro use the .QPW extension. Earlier versions use the .WB3, .WB2, or .WB1 extensions.
 - If the file has already been named and saved in the current format, the copy you have been editing automatically replaces the saved copy on disk.
 - If the file was previously saved in another format, you are prompted to specify a format to save it in.
 - If the file you are saving was opened as a copy or if it is read-only, you must give it a new name to save your changes.
-

To back up files regularly

- 1 Click Tools, Settings.
- 2 Click the File Options tab.
- 3 Enable the Time Backup Every check box.
- 4 Type a time interval in the Minutes box.

To assign a password to a new file

- 1 Follow steps 1 to 4 from the “To save a file” procedure.
- 2 Enable the Password Protect check box.
- 3 Click Save.

- 4 Type the password and click OK.
- 5 Type the password again to verify the password.



- If you choose to password protect a file, write down the password and keep it in a safe place. If you lose it, you are locked out of part or all of the protected notebook.
 - Passwords are case sensitive. For example, Quattro Pro considers MYBUDGET and mybudget to be different passwords.
-

Printing spreadsheets

You can print your work in different ways: you can print the entire notebook, a selection of cells, a page, or only the maps and charts in your notebook.

Quattro Pro will not print unless at least one cell fits on the printed page. If the data in the print selection does not fit on one printed page, Quattro Pro fits as many columns as possible across the first page, and prints all rows in those columns using as many pages as necessary. Then, Quattro Pro returns to the first row of data and picks up at the column where it left off, until all data in the selection has printed.

Use the Print Preview option to see where your page breaks are and how your document will appear on the printed page. You can change your page orientation to better fit the spreadsheet on the page. Once you have started printing your work, you can cancel or pause the print job.

When printing any Quattro Pro document you have the choice of printing your notebook in color or grayscale.

To preview a notebook before printing

- Click File, Print Preview.

To select a page size and orientation

- 1 Click File, Page Setup.
- 2 Click the Paper Type tab.
- 3 Choose a paper size from the Type list.
- 4 Enable one of the following buttons:
 - Portrait — prints the spreadsheet or object in a vertical format
 - Landscape — prints the spreadsheet or object in a horizontal format

To print data

- 1 Click File, Print.
- 2 Click the Print tab.

- 3 Choose a printer from the Current Printer list box.
- 4 Enable one of the following buttons:
 - Current sheet — prints the active spreadsheet
 - Notebooks — prints the entire notebook
 - Selection — prints a selection of data

To print a chart or map from a spreadsheet

- 1 Select the object.
- 2 Click File, Print.
- 3 Enable the Selected Chart button.

To print in black and white

- 1 Click File, Print.
- 2 Click the Details tab.
- 3 Enable the Adjust Image To Print Black And White check box.
This setting prints all backgrounds white, and all text and lines black.

To cancel or pause a print job

- 1 Click File, Print.
- 2 Click the Print tab.
- 3 Click the Status button.
Current print jobs appear in the order they were sent.
- 4 Make sure the file currently printing is the one you want to pause or cancel.
- 5 Click one of the following:
 - Document, Pause Printing — pauses the print job
 - Document, Cancel Printing — cancels the print job

Making Quattro Pro look like other spreadsheet applications

If you are used to working in other spreadsheet applications, you can set up your Quattro Pro work environment to imitate the working environment of Microsoft Excel, or earlier versions of Quattro Pro.

To change your settings to a different Windows-based menu structure

- 1 Right-click anywhere on the main menu.
- 2 Click a different menu system (QP9, QP8, QP7, Microsoft Excel, Lotus 1-2-3).

Creating and saving customized workspaces

You can create and save a workspace designed for the type of work you are doing. You can define custom workspace settings, like shortcut keys, custom toolbars, and language settings. You can switch between workspaces at any time. For more information about customizing your workspace, see the “Getting started” section of the Quattro Pro online help.

To save a custom workspace

- 1 Click File, Workspace, Save.
- 2 Type a filename in the Save In text box.



- Type only the file name; Quattro Pro automatically adds the file extension.
-

To open a saved workspace

- 1 Click File, Workspace, Restore.
- 2 Specify the filename of the saved workspace.

Closing files and exiting Quattro Pro

When you have finished working in your notebook, you can close the file and exit the application. Closing the file and exiting properly ensures that you do not corrupt your files.

To close files

- 1 Click File, Close.
If you have any unsaved changes, Quattro Pro prompts you to save the file.
- 2 Click one of the following buttons:
 - Yes — saves the file
 - Save — closes the file without saving
 - Cancel — lets you return to your document without saving

To exit Quattro Pro

- Click File, Exit.

From here

For more information about...	In the online Help Index, type...
Components of the desktop	notebook components
Quattro Pro Experts	Experts
Application Bar	Application Bar
Creating toolbars	toolbars, creating
Editing toolbars	toolbars, editing
Customizing toolbars	toolbars, customizing
Navigating spreadsheets	spreadsheet, navigating
Selecting cells	cells, selecting
Adding cells	cells, adding
Naming cells	naming cells, cell addresses
Zooming data	data, zooming
Page breaks	page breaks
Restricting data	restricting data
Protecting cells and files	passwords
Printing	print
Quattro Pro Settings	Quattro Pro settings
Changing Windows views	views, changing
Workspaces	workspaces, creating



CREATING A SPREADSHEET

16

You can create spreadsheet-based documents from templates or a blank notebook. Once you have created a spreadsheet, you can enter data, add comments to your cell content, and calculate your data. You can also use functions and formulas to total rows and columns of numbers.

Creating and opening a notebook

Quattro Pro contains spreadsheets in a notebook file. When you start a new spreadsheet in Quattro Pro, you must first create a notebook. You can create a new notebook from a list of project templates or from the default template. The default template is a notebook containing empty spreadsheets. You can also open an existing notebook.

Quattro Pro project templates prompt you for data, and then format and calculate it automatically. When you create a blank notebook, you must format the data yourself and perform your own calculations. For more information about opening files created in other applications, see “Managing data and files in Quattro Pro” on page 223.

To create a notebook using a project template

- 1 Click File, New From Project.
- 2 Select a category from the Categories list box.
Select [Corel Quattro Pro 9] for spreadsheet templates.
- 3 Choose the type of project you want to create from the Create New list box.
A description of the template appears below the Projects list box.
- 4 Click Create.
The PerfectExpert will help you enter the appropriate data into the project template.

To create a notebook using the default template

- Click File, New.

To open an existing notebook

- 1 Click File, Open.
- 2 Choose a file from the filename list box.
- 3 Click Open.



- Version 9 files of Quattro Pro use the .QPW extension. Earlier versions use the .WB3, .WB2, or .WB1 extensions.

Working with data

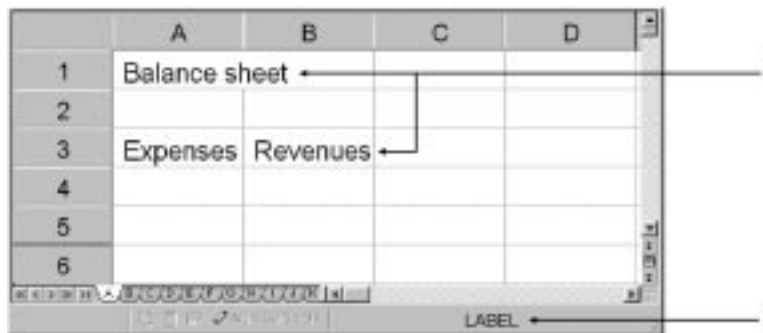
Quattro Pro recognizes two types of data in a cell: labels and values. A label contains alphanumeric characters such as titles and phone numbers. A value is a number, date, or formula.

You can enter labels and values into your spreadsheet by selecting the cell and typing the data. Quattro Pro determines the type of data by the characters you type. After you have typed data into the cell, Quattro Pro displays whether the data is a label or a value in the Applications Bar.

You must follow the rules outlined in this chapter when entering your data to ensure Quattro Pro classifies the data correctly, allowing you to perform calculations and apply the necessary formatting.

Entering labels

- 1) Quattro Pro recognizes text as labels.
- 2) The word LABEL appears on the Application Bar when the active cell contains text.



Quattro Pro does not calculate labels. All labels are left-aligned within the cell. You can change the alignment in two ways, by entering a quotation before the text in the cell or by applying formatting to the cell. For more information about setting alignment for labels, see “Formatting cell content” on page 184.

When you enter labels, you can enter several lines of text into an single cell. Labels that exceed the width of cells, overlap adjacent cells if the adjacent cells are empty. If adjacent cells are not empty, overlapping information appears truncated. You can view the entire cell contents in the input line, wrap the text to the next line within the cell, or adjust the size of the rows and columns to show the entire label. You can also force Quattro Pro to read values as labels by entering any one of the following label characters before the value: “ ^ . You can also apply cell restrictions to force a cell to always interpret its contents as one type. For more information about setting cell restrictions, see “Restricting data” on page 174.

To enter a label

- 1 Click a cell and begin typing.
- 2 Press ENTER when you have finished typing.

To enter several lines of data in a cell

- 1 Click a cell.
- 2 Click Format, Selection.
- 3 Click the Alignment tab.
- 4 Enable the Wrap Text check box.
- 5 Type the first line of text.
- 6 Press ALT+SHIFT+ENTER to move to the next line.

To begin a label with a value

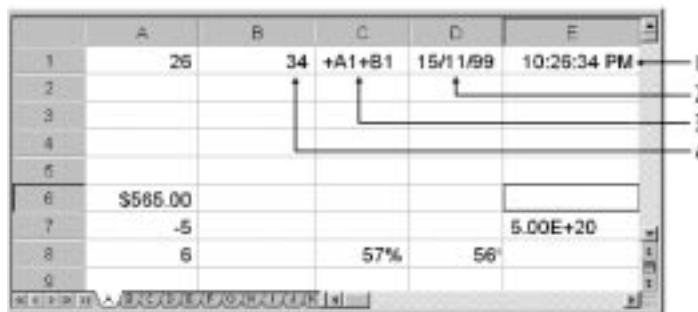
Do the following...

Left-aligned	Enter ' before the value
Right-aligned	Enter " before the value
Centered	Enter ^ before the value

Entering values

You can enter the following types of values into a cell:

- 1) Times
- 2) Dates
- 3) Formulas
- 4) Numbers



Unlike labels, values can be calculated. The format for a value depends on the type of value they are and the default settings. Values do not overlap cells in the same way labels do. Instead, values display differently depending on the number format you choose.

Values divide into three subcategories:

- numbers
- dates and times
- formulas

Some characters act as both numbers and formulas depending on the context in which they are used. For example, a minus symbol (-) before a number indicates a negative number while a minus symbol (-) between two numbers indicates subtraction.

Numbers

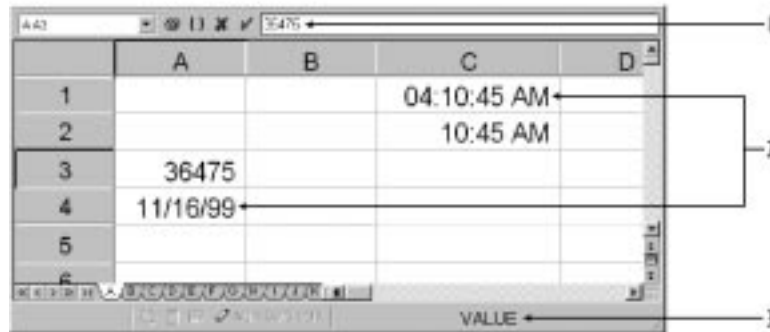
Numbers can only consist of the following:

- numerals (0 to 9)
- negative symbol (-) for negative numbers
- positive symbol (+) for positive numbers
- currency symbols such as \$ or £
- a decimal
- a trailing %
- an E for scientific notation

Characters that do not fit in a cell appear in exponential format.

Dates and times

- 1) The Input line displays the integer value of dates and times
- 2) Dates and times are read as values
- 3) VALUE is displayed on the Application Bar when a cell containing a date or time is selected.



Quattro Pro stores all dates as serial integers so it can calculate dates as values. The minimum serial integer is -109,571 which equals January 1, 1600; the maximum, 474,816 which equals December 31, 3199. This serial number appears in the input line when you select the cell.

While Quattro Pro reads dates and times as values, it applies specific formatting and calculation criteria to them depending on the date and time criteria you set as your defaults. When you type a date, the cell formatting automatically switches to the date format you typed. Once you enter a date or time, you can change to another date or time format. For more information on setting numeric formats, see “Editing and formatting spreadsheets” on page 183.

Format	Example
DD-MMM-YY	11-Nov-99
DD-MMM	11-Nov
MMM-YY	Nov-97
MM/DD/YY	11/16/99
MM/DD	11/16
HH:MM:SS: AM/PM	04:10:45AM
HH:MM:AM/PM	10:45 AM

To enter a date or time

- 1 Click a cell.
- 2 Type the date or time according to one of the available date formats and press ENTER.

To enter the current date

- 1 Click a cell.
- 2 Click Insert, Date.

Formulas

Formulas are mathematical expressions used to calculate values. Quattro Pro automatically right-aligns all formulas. For more information about performing calculations using formulas, see “Working with formulas” on page 177.

Filling cells automatically

The QuickType™ feature allows you to automatically repeat labels. QuickType remembers the data you’ve inserted in a column and, once it recognizes the initial letters or sequence you are typing, automatically inserts the data.

The QuickFill™ tool also saves you time by automatically filling a selection of cells with any series you start.

To fill a selection of cells using QuickFill

- 1 Select a block or blocks of cells.
- 2 Type the first value or first few values of the series (for example, January or 10, 20, or 1st Quarter).
- 3 Drag across the cells you want to fill, including the original cells.
- 4 Right-click the selection and click QuickFill.

Restricting data

You can set restrictions on a cell to make Quattro Pro read the cell data as a specific data type, regardless of what the data is. You must set restrictions if you want Quattro Pro to interpret numeric or formula data as a label. For example, Quattro Pro reads a phone number as a formula unless you set cell constraints that specify the phone number is to be read as a label only, or you type a label character before the phone number. For more information about label characters, see “Entering labels” on page 170.

To restrict cells

- 1 Select the cells that you want to restrict.
- 2 Click Format, Selection.
- 3 Click the Constraints tab.
- 4 Enable one of the following buttons:
 - General — to accept both labels and dates
 - Labels Only — to accept only labels
 - Dates Only — to accept only dates

Working with cell comments

.....
You can annotate cell data with comments.

- 1) The annotated cell.
 - 2) The cell comment.
-



Quattro Pro lets you add comments to your cell content. Cells that have a comment attached have a red triangle in the top-right corner of the cell. The comments appear in a call-out when you place the pointer over the cell.

To insert a cell comment

- 1 Click a cell.
- 2 Click Insert, Comment.
- 3 Type the comment, and click outside the comment bubble.

To read a cell comment

- Point to a cell that has a small red triangle in its upper-right corner.

To edit or delete a cell comment

- 1 Right-click a cell that contains a comment.
- 2 Click one of the following:
 - Delete Comment — to delete a cell comment
 - Edit Comment — to edit a cell comment

Performing simple calculations

-
- 1) You can calculate cells instantly using QuickSum.
 - 2) Calc-As-You-Go displays running totals of the selected cells.
-



You can perform simple calculations on data in a spreadsheet using the QuickSum™ and Calc-As-You-Go™ tools.

Calc-As-You-Go

The Calc-As-You-Go tool, located on the bottom-right side of the Application Bar, displays five common calculations for selected cells: sum, average, the number of cells that contain numeric data, and the largest and smallest values in the range of cells. When you select a cell or cells, the Calc-As-You-Go area of the Application Bar automatically displays the five common calculations for the selection.

QuickSum

The QuickSum tool lets you total numbers in a row or column instantly. The row or column cannot contain blank cells.

To total numbers using QuickSum

- 1 Click the blank cell at the bottom of a column of numbers (or to the right of a row of numbers).
- 2 Click the QuickSum button.

Setting cell addresses

When you reference data in formulas, functions or macros you can refer to the cell three ways, by

- relative cell address
- absolute cell address
- cell name

Relative cell address

When you set a relative cell address, the formula calculates the cells relative to its current location in the spreadsheet. When a cell that contains a formula changes its cell address, the formula changes the cells it calculates to calculate the addresses relative to its new location. For example, if you created a formula in cell A3 to add cells A1 and A2, and then move the formula to cell D3, the formula would adjust to add cells D1 and D2. By default, cell formulas calculate relative cell addresses.

Absolute address

When you set an absolute address in a formula, the formula always references the same cells regardless of its location on the spreadsheet. For example, if you created a formula in cell A3 to add cells A1 and A2, and then moved the formula to cell D3 on the same spreadsheet, the formula would still calculate cells A1 and A2.

You can set an absolute address in two ways: by setting the cells properties or by entering a dollar sign before the portion of the cell address you want to make absolute. For example,

- `A1` makes both coordinates of address A1 absolute
- `$A1` locks the address into column A, but lets the row coordinate change
- `A$1` locks the address into row 1, but lets the column coordinate change
- `$A:A$1` locks the address into sheet A and row 1, but lets the column coordinate change

Cell names

You can set a formula to calculate a cell name. This means the formula calculates the values associated with a name, rather than an address. The formula calculates the data associated with the cell name regardless of where the data is.

Working with formulas

You can create formulas to perform calculations. Formulas are equations that calculate a final value, such as the difference between the values in two cells or the total of values in a column. You can also create text string formulas that calculate to a label.

Performing calculations using formulas

-
 1) You can enter formulas into cells
 2) Quattro Pro interprets formulas as values.



When you enter a formula, type + before the address or name to identify it as a formula rather than a label. You can also start a formula with a parenthesis to establish the order of operations.

Once you have entered the formula, it is replaced by the resulting value. You can view the formula in the input line. Formula cells are tagged with a small blue triangle in the lower-left corner of the cell.

You can create simple formulas using the following operators and operands.

Operator/operand	Example
Addition(+)	100+25
Subtraction(-)	100-25
Multiplication(*)	100*25
Division(/)	100/25
Exponents(^)	3 ^ 2
Fractions	12 ½*6
Parentheses	4*(2+3)
Cell address	+A10-3
Cell name	+Total-Expenses

To create a simple formula

- 1 Click a blank cell, type +, and type a formula.
- 2 Press Enter when you have finished creating the formula.

To insert a cell address in a formula

- 1 Type + in the cell where you want to enter a formula.
- 2 Click the cell that contains the data you want to put in the formula.
- 3 Click in the formula cell to the right of the +.

To insert a cell name in a formula

- 1 Type + in the cell where you want to enter a formula.
- 2 Type the cell name.

To insert an absolute cell in a formula

- 1 Type + in the cell where you want to enter a formula.
- 2 Type \$ before the cell addresses you want to make absolute.

Copying formulas

- 1) You can copy formulas from one cell to another.
- 2) The copied formula adjusts to reflect the relative cell address.

	A	B	C	D
1	4		30	
2	5		35	
3		9		
4				
5				
6				
7				
8				

	A	B	C	D
1	4		30	
2	5		35	
3		9		
4			65	
5				
6				
7				
8				

You can copy formulas by cutting and pasting them into new locations, or by selecting and dragging them across your spreadsheet.

When you copy and paste a formula in a cell, the cell address automatically changes in the formula to reflect the cell's new location. All formulas calculate based on a relative address unless you specify otherwise. For more information about setting cell addresses, see "Working with formulas" on page 177.

To copy a formula

- 1 Click the cell that contains the formula you want to copy.
- 2 Click Edit, Copy.
- 3 Click the cell where you want to paste the formula.
- 4 Click Edit, Paste.

To copy a formula by dragging it

- 1 Select the cell you want to copy.
- 2 Move the pointer to the edge of the cell until the pointer turns into a four-headed arrow.
- 3 Press CTRL while dragging the formula to the new location.

Correcting and tracing errors in formulas

You can edit formulas and trace errors. To edit a formula, you select the cell and type the change. When a cell contains a formula error, the letters ERR appear in red in place of the formula result. You may get errors because of a problem with a cell the formula references. To locate the source of the error, you can use the Auditing tool to trace precedent and dependent cells.

Using the Trace Precedents option of the Auditing tool, you can view all cells that provide data to, or influence, a formula cell. The Trace Precedents option outlines all first-level precedent cells in blue. A first-level precedent cell is a cell which provides data directly to the formula being traced. Once you have identified the first level cells you can apply the Trace Precedents option to these cells to find the cells that influence them and repeat the process until you find the cell causing the error.

Using the Trace Dependents option of the Auditing tool, you perform the same trace in the reverse order. When you apply the Trace Dependents option to a cell, you can see all formulas that use the data from the selected cell. You can repeat the process to trace all the formula cells that are dependent on those formulas, and so on.

To edit a formula

- 1 Double-click a formula cell.
- 2 Type a new formula.

To trace a formula through a notebook

- 1 Click a formula cell.
- 2 Click Tools, Auditing, Trace Precedents.
- 3 Click Tools, Auditing, Show Auditing Toolbar to display the Auditing toolbar.
- 4 Click the Trace Precedents button to display the next (second) level of precedents.
- 5 Continue to click the Trace Precedents button until no more precedents display.



To trace cell dependents in a notebook

- 1 Click a cell.
- 2 Click Tools, Auditing, Trace Dependents.
- 3 Click the Trace Dependents button to see if the formula cells are, in turn, used by other formulas.
- 4 Click the Trace Dependents button until no more dependents appear.



Working with spreadsheet functions

- 1) The function appears in the Input line as you enter it into the cell.
- 2) In this illustration, the function calculates cells A2 and B2.
- 3) The function is stored in cell C3.

	A	B	C	D
1				
2	0	4	@SUM(A2..B2)	
3	1	5	6	
4	2	6	8	
5	3	7	10	
6	6	22	28	

Instead of composing formulas, you can use spreadsheet functions. Spreadsheet functions are built-in formulas. For example, the spreadsheet function @SUM totals cells; @AVG returns the average of cells; and @SUBTOTAL returns a subtotal.

If you type a spreadsheet function in a cell, its arguments appear on the Application Bar at the bottom of the screen. Arguments are the data used in the calculation.

You can select individual functions from a function list or build a formula that contains functions. You can also nest spreadsheet functions to create a formula. Nesting means placing one function within another function. For example, @ROUND(@AVG(C14..F24),2) is a formula that finds the average of the data in a cell range and rounds the average off to two decimal places.

To see a list of spreadsheet functions

- 1 Click Insert, Function.
- 2 Scroll through the available functions.

To create a formula using a spreadsheet function

- 1 Click a blank cell.
- 2 Click Insert, Function.
- 3 Choose a function, and click the Next button.
- 4 In the Formula Composer™ dialog box, complete your formula in the Expression text box.
The Outline pane on the left shows a breakdown of your formula.
- 5 Click the Finish button.

From here

For more information about...	In the online Help Index, type...
Using Project Templates	templates
Opening notebooks	open
Working with data	enter data
Entering text	labels
Entering values	values
Entering dates and times	dates and times
Using QuickFill	QuickFill
Restricting data	restrict data
Entering cell comments	cell comments
Calculating data	simple calculations
Entering functions and formulas	functions; formulas
Setting cell addresses	cell addresses
Naming cells	naming cells
Tracing formula errors	Auditing tool



EDITING AND FORMATTING SPREADSHEETS

Quattro Pro allows you to edit, copy and format cells and spreadsheets, and add margins, headers, and footers to notebooks. You can also protect cells and objects to prevent other users from changing them.

You can format your spreadsheet data.

	A	W	I	Z
Ocimum	123	345	467	276
Primula	456	765	872	238
Punica	346	987	482	953
Laurus	758	567	142	185
Ipsum	1683	2664	1963	1652

Editing, moving, copying, and deleting cell content

Quattro Pro lets you edit, move, copy, or delete cell data. You can copy or delete just the contents of the cell or the contents and any accompanying formatting. You can also edit or delete cell comments. If you delete the wrong data, you can restore that data using the Undo feature.

To edit a cell

- 1 Double-click the cell.
- 2 Type the new data.

To edit a cell comment

- 1 Right-click the cell.
- 2 Click Edit, Comment.

To move or copy the contents of a cell

- 1 Select the cell you want to move or copy.
- 2 Scroll over the selected cell until the pointer turns into a four-way arrow.
- 3 Do one of the following:
 - To move a cell, drag the cell to a new location.
 - To copy a cell, press CTRL while dragging the cell to a new location.

To move or copy data to another notebook

- 1 Open the source and destination notebooks.
- 2 Select a cell in the source notebook.
- 3 Drag the cell to the destination spreadsheet tab.
- 4 When the destination notebook opens, place the cell anywhere in the notebook.

To delete...	Do the following...
Cell contents but not the formatting	Click the cell and type new data, or click the cell and press DELETE.
Cell contents and formatting	Select the cell, right-click, and click Clear.
A cell comment	Right-click the cell, and click Delete Comment.

To undo a deletion

- Click Edit, Undo.

Formatting cell content

You can apply general formatting properties such as font size and type to values and labels. Quattro Pro also provides numeric formats such as currency, decimal placement and dates which can only be applied to values.

Quattro Pro lets you create styles for your notebook. Styles allow you to apply several formatting properties simultaneously to a text selection, and to maintain formatting consistency throughout your document.

Formatting values

Quattro Pro recognizes values as currency, dates, or times only if you enter them in a legal currency, date, or time format, otherwise Quattro Pro may interpret them as labels.

The International currency, date, and time formats correspond to the International settings located in the Settings dialog box (click Tools, Settings, International). If you change these settings, you must conform to the new settings when you enter currency, dates, or times. By default, Quattro Pro displays times in long form as HH:MM:SS (for

example, 09:32:30), and in short form as HH:MM (for example, 09:32). Once you have entered a date or time, you can reformat it to any setting you choose.

You can create your own numeric formats to customize the appearance of numbers, dates, and times. Every time you create a format, it is saved in the Custom Formats list box and added to the Custom Formats list box of all open notebooks. The format is saved in an open notebook only if you apply the format to a cell in that notebook. For more information about custom formats, see “Using custom numeric formats” in the Quattro Pro online help.

Numeric formats do not affect the cell values; they affect only the way values are displayed. If you paste a formatted cell into another notebook, the custom format is also copied.

To change International date, time, and currency formats

- 1 Click Tools, Settings.
- 2 Click the International tab.
- 3 Enable one of the following buttons:
 - Currency
 - Date Format
 - Time Format
- 4 Enable the button that corresponds to the currency, date, or time format you want.

To change the numeric format for cells

- 1 Select the cells you want to format.
- 2 Click Format, Selection.
- 3 Click the Numeric Format tab.
- 4 Enable the button that corresponds to the format you want.
 - If the format you enable allows a variable number of decimal places, type a number from 0 to 15 (the default is 2) in the Enter Number of Decimal Places box.
 - If you enable General, numbers display exactly as you enter them (unless the column width is too narrow).
 - If you enable Currency, choose the country whose currency symbol you want to use.
 - If you enable Fraction, choose a fraction format.
 - If you enable Date, choose a date format.
 - If you enable Time, choose a time format.
 - If you enable Custom, choose a format you have created from the Custom Formats list box.

Formatting data

You can set font properties for labels and values. For example, you can change the font color or apply an underline to your data. You can also copy the cell formatting of one cell and paste it into another cell.

To change font properties

- 1 Select the cells you want to change.
- 2 Click Format, Selection.
- 3 Click the Cell Font tab.
- 4 Choose a font face, size, and color and enable a font appearance and accounting style.

To copy and paste cell formatting

- 1 Click the cell that contains the formatting you want to copy.
- 2 Click the QuickFormat button.
- 3 Click the cell where you want to paste the formatting.
- 4 When you have finished, click the QuickFormat button again to deselect it.



Creating and applying styles

You can apply several preset styles to text. A style is several combined text properties. For example, 12 point Helvetica left aligned is a style that you might use for a heading. Styles create a uniform look for notebooks. Applying a style is faster than setting each property individually. You can also create your own styles.

When you define a style, you can choose which properties to set and which to disable. The disabled properties have no effect in the cells to which you apply this new style. This lets you create partial styles that affect only a few properties at a time, and combine new and existing properties.

You can copy the format of the cell and paste it elsewhere in the spreadsheet or notebook.

To apply a predefined style

- 1 Select a cell or group of cells.
- 2 Choose a style from the Style list box on the Property Bar.

To define a style

- 1 Click Format, Styles.
- 2 Type a name for the new style in the Define Style For list box.
- 3 Enable the check boxes that correspond to the properties you want to include in this style.

- 4 Click any of the following buttons to set the properties for the style:
 - Alignment — sets the alignment properties for the cell
 - Format — sets the cell format properties
 - Protection — enables or disables cell protection
 - Line Drawing — sets the properties for cell lines
 - Shading — sets the shading, pattern, and color properties for the cell
 - Font — sets the font type for text in the cell
 - Text Color — sets the font color for text in the cell

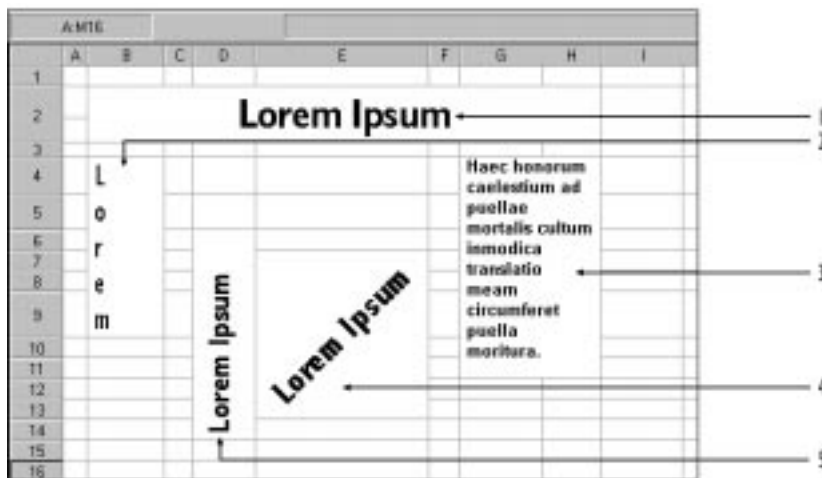
To copy property settings from a cell or a style

- 1 Click Format, Styles.
- 2 Click Merge.
- 3 Do one of the following:
 - Enable the Style button and choose the style name from the Select Style list box to merge another style.
 - Enable the Cell button and type the cell address in the Select Cell box.

Formatting cells

You can align and format data in several ways:

- 1) Joined cells
- 2) Vertical text
- 3) Wrapped text
- 4) 45° angle
- 5) Rotated



Data is automatically aligned in a cell according to the default alignment setting: numbers and formula results are right-aligned, and labels and dates are left-aligned. However, you can format a cell to align data to the left, right, or center of a cell.

You can combine cells using the Join feature. Joining cells lets you create titles and vertical side bars across multiple cells. In joined cells, you can center and align text and numbers as you would in a single cell.

To change text alignment in a cell

- 1 Select a cell or group of cells.
- 2 Click Format, Selection.
- 3 Click the Alignment tab.
- 4 Consider the following options:
 - Horizontal — sets the horizontal text alignment options you want to apply to the cell selection
 - Vertical — sets the vertical alignment of the text in the cell
 - Text Orientation — sets the orientation of the text in the cell
 - Cell Options — lets you wrap text or join cells in the cell selection

To join cells

- 1 Drag across the cells you want to join.
- 2 Click Format, Selection.
- 3 Click the Alignment tab.
- 4 Enable the Join Cells check box.

To unjoin cells

- 1 Drag across the cells you want to unjoin.
- 2 Click Format, Selection.
- 3 Click the Alignment tab.
- 4 Disable the Join Cells check box.

To center text across joined cells

- 1 Enter text in the left-most cell of the cells you want to center.
- 2 Drag to select the left-most cell and additional cells to the right.
- 3 Click Format, Selection.
- 4 Click the Alignment tab.
- 5 Enable the Center Across Block button.

Formatting spreadsheets

Format a spreadsheet by adding borders and color to your cells, and by resizing your rows and columns to better accommodate data. You can format a spreadsheet yourself, or use

SpeedFormat. SpeedFormat automatically applies a predefined format to your spreadsheet.

Adding borders to cells

You can add lines to your spreadsheet using the Line Drawing tool. With the Line Drawing tool, you can draw borders around cells. You can also set the thickness and color of the lines in the borders.

Using the Line Drawing tool you can apply more than one border to selected cells. For example, you can apply a double-lined border to the outside edge of a selection, and draw single lines between the columns and rows within the selection.

The Line Drawing tool provides a mock-up of the selection you want to apply lines to called a sample box. You can use the sample box to indicate where lines will be drawn on the selected cells. For example, clicking the outer edges of the sample box draws border lines only on the outside of the selection; clicking the inner lines in the sample box draws border lines between every row and column in the selected cells.

To add borders to selected cells

- 1 Select the cells to which you want to add a border.
- 2 Click Format, Selection.
- 3 Click the Border tab.
- 4 Click Border Type and choose a border from the list.
- 5 Click Border Color and select a border color from the list.
- 6 Click one of the following buttons:
 - All — applies the line attributes to all the gridlines of the cell selection
 - Outline — applies the line attributes to only the exterior gridlines of the cell selection
 - Inside — applies the line attributes to only the interior gridlines of the cell selection

To remove lines in a border

- 1 Follow steps 1 to 3 of the “To add borders to selected cells” procedure.
- 2 Click No Line type.
- 3 Click the lines you want to remove in the sample box.

Adding color

You can color-code spreadsheet tabs. For example, you can make all tabs for Expenses one color and all tabs for Revenue another color.

You can also use colors to identify data ranges. With the spreadsheet Conditional Color property, you can change the color of specific types of data: values above or below a

specified range, and ERR values. For example, you can display all negative values in red or display all values greater than 1,000 in green. You can also change the available colors in the color palette.

To color-code a spreadsheet tab

- 1 Right-click a sheet tab, and click Sheet Properties.
- 2 Click the Tab Color tab.
- 3 Disable the Use System Color check box.
- 4 Choose a color from the color picker.

To add color to a range of data

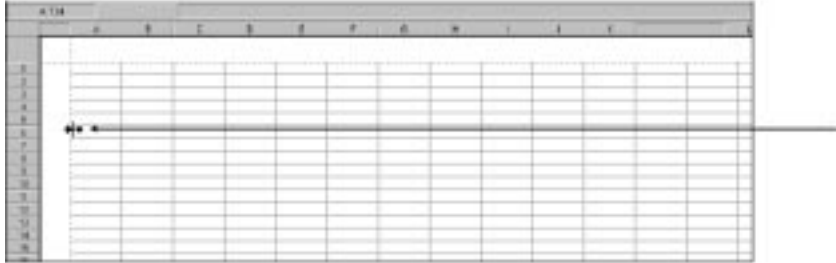
- 1 Right-click a sheet tab, and click Sheet Properties.
- 2 Click the Conditional Color tab.
- 3 In the Smallest Normal Value text box, type the smallest value to which you want to apply conditional color.
- 4 In the Greatest Normal Value, type the largest value to which you want to apply conditional color.
- 5 In the Option section, enable one of the following buttons:
 - Below Normal — sets the color of cells whose values are below the Smallest Normal Value
 - Normal Color — sets the color of cells whose values fall within the range set by Smallest Normal Value and Greatest Normal Value
 - Above Normal Color — sets the color of cells whose values are above the Greatest Normal Value
 - ERR Color — sets the color to use for ERR and NA values generated by formula errors
- 6 Choose the color that you want to associate with the option you chose in the previous step.
- 7 Repeat steps 5 and 6 and enable a different color for as many Options as you want to color code.
- 8 Check the Enable box to apply the colors you set to the spreadsheet.

To edit available colors

- 1 Click Format, Notebook.
- 2 Click the NBPalette tab.
- 3 Click a color.
- 4 Click the Edit Color button.
- 5 Choose a new color from the color picker.

Sizing rows and columns

You can resize rows and columns by dragging borders.



Rows and columns often need to be sized to accommodate data. You can resize them in three ways: by dragging borders, by specifying exact measurements, and by using QuickFit. When data extends past the boundary of a cell, you can use the QuickFit tool to automatically make the rest of the column or row adjust to the width or height of that cell. You can also change the column width for an entire spreadsheet, and resize several rows or columns at the same time.

To resize a row or column by dragging

- 1 Point the cursor at the border buttons at the beginning of each row or column.
- 2 When the pointer turns into a double arrow, drag to change the size of the row or column.

To resize a row and column using exact measurements

- 1 Click a row or column.
- 2 Click Format, Selection.
- 3 Click the Row/Column tab.
- 4 Enable the button that corresponds to the units of measurement you want to use for the Column width.
- 5 Enable the Set Width button and type a maximum measurement in the box.
- 6 Enable the button that corresponds to the units of measurement you want to use for the row height.
- 7 Enable the Set Height button and type a maximum measurement in the box.



- If a column does not resize to the widest value, double-click the column heading at the top of the notebook and the resizing is reapplied to the column.

To resize rows and columns using QuickFit

- 1 Click the border of a row or column you want to resize.
- 2 Click Format, QuickFit.

To change the column width for a spreadsheet

- 1 Right-click a spreadsheet tab, and click Sheet Properties.
- 2 Click the Default Width tab.
- 3 Enable one of the following buttons:
 - Characters — sets the column width to measure in text characters regardless of font size or type
 - Inches — sets the column width to measure in inches
 - Centimeters — sets the column width to measure in centimeters
- 4 Type the column width in the Column Width box.

To resize several rows or columns at the same time

- 1 Click the border of a row or column.
- 2 Click on the border of any of the selected rows or columns and drag to the desired width or height.



- Press CTRL to select more than one row or column.
-

Setting page margins

Margins determine how many rows and columns fit on each page. You can set margins by dragging in Page View or by specifying exact measurements. Margins can be set in inches or centimeters.

To set margins by dragging

- 1 Click View, Page.
- 2 Drag a dotted margin line.

To set margins exact measurements

- 1 Click File, Page Setup.
- 2 Click the Print Margins tab.
- 3 Type margins for Top, Bottom, Left, and Right in the Margins section.



- Remember to specify in for inches and cm for centimeters.
-

Adding headers and footers

You can add headers and footers to your spreadsheets and notebooks. Headers and footers are lines of text that print at the top and bottom of each page. For example, a header can be a report title; a footer can be a page number. Headers and footers can only be viewed in Page View or Print Preview mode.

To view a header or footer

- Do one of the following:
 - Click View, Page.
 - Click File, Print Preview.

To insert a header or footer

- 1 Click File, Page Setup.
- 2 Click the Header/Footer tab.
- 3 Enable the Create check box in the Header or Footer section or enable both check boxes.
- 4 Type the text for the header or footer or both.
- 5 To specify font properties for the header or footer text, click Font.

Protecting cells and objects

You can protect cells and objects in a spreadsheet to prevent anyone from editing them. You can allow editing of specific parts of a spreadsheet by disabling protection of those cells or objects. Objects include floating charts and graphics, linked and embedded objects, drawn objects, and QuickButtons.

To protect a spreadsheet

- 1 Open the spreadsheet you want to protect.
- 2 Click Format, Sheet.
- 3 Click the Protection tab.

- 4 Consider the following options:
 - To protect all cells on the sheet, enable the Enable Cell Locking check box.
 - To protect all floating objects on a sheet, enable the Enable Object Locking check box.

To disable protection

- 1 Open a spreadsheet.
- 2 Click Format, Sheet.
- 3 Click the Protection tab.
- 4 Disable the check box that corresponds to the protection you want to disable.

From here

For more information about...	In the online Help Index, type...
Editing cell content	edit data
Formatting cell data	formatting cells
Copying cell content	copy cell content
Pasting text only and combining files	paste special
Adding cell comments	cell comments
Formatting values, dates and times	numeric formats
Creating custom numeric formats	custom numeric formats
Applying styles	styles
Applying borders and colors to spreadsheets	borders
Resizing rows and columns	resizing rows and columns
Setting page margins	margins
Adding headers and footers	headers and footers
Applying cell protection	protecting data
Aligning data	aligning data



ANALYZING AND SUMMARIZING DATA

18

Quattro Pro lets you analyze and summarize your spreadsheet data in different ways. You can manipulate your data by filtering, sorting, grouping and combining it. You can perform regression analysis to show how one or more sets of variables affect a single value and you can create frequency distribution tables that show how many cell values fall within a given range of values.

Quattro Pro also lets you access data from an external database and summarize the imported data with the Quattro Pro Cross Tab Report feature.

Sorting, filtering, grouping and combining data

Quattro Pro lets you manipulate your data in several ways. Using the QuickFilter tool or the Sort Tool, you can sort and filter data. Using the Outline tool you can group data automatically, and using the Paste Special feature you can combine files. For more information about combining data, see “Combining files using Paste Special” in the Quattro Pro online help.

Sorting and filtering data using QuickFilter

The QuickFilter tool allows you to quickly sort or filter rows of data. For example, if your data includes a list of sales personnel and their monthly sales, you can specify that you want to display only the sales people who sold over \$1,000.

To sort and filter data using QuickFilter

- 1 Click a data field.
- 2 Click Tools, QuickFilter.
- 3 Click the filter button on the column you want to sort or filter.
- 4 Click Sort (A-Z) to sort in ascending order, or click Sort (Z-A) to sort in descending order.



- To filter data by a single value, click a value from the list that appears in the list box. For example, if your data lists personnel, you can select sales from a job description list to display only sales personnel.

Sorting data with the Sort tool

The Sort tool allows you to sort multiple criteria. For example, if you have five columns of information in an address book, you can sort by last name, then by first name, then by location. All the last names starting with “A” appear in alphabetical order. Each criteria you sort by is referred to as a key.

Sorting begins with the first column. If two entries in that column are identical, Quattro Pro looks at the second column. If the first two fields are identical, the third key determines sort order, and so on. For example, if LAST NAME is the first and only sort key, the list depicted in the following graphic sorts as shown.

This illustration shows the results of a sort.

- 1) Before the sort.
- 2) After the sort.

The illustration shows two screenshots of a spreadsheet. The top screenshot, labeled '1) Before the sort', shows a table with columns A (FIRST_NAME) and B (LAST_NAME). The rows are: 1. Adam Wong, 2. Alicia Fernandez, 3. Herman Schwartz, 4. Susie Fernandez, 5. Lawrence Jones, 6. Maria Fernandez, 7. John Fernandez. The bottom screenshot, labeled '2) After the sort', shows the same data sorted by last name: 1. Susie Fernandez, 2. Alicia Fernandez, 3. John Fernandez, 4. Maria Fernandez, 5. Lawrence Jones, 6. Herman Schwartz, 7. Adam Wong. Arrows indicate the transition from the first to the second state.

To sort data using the Sort tool



- 1 Click Tools, Sort.
- 2 Click the Pointer Button.
- 3 Select the cells you want to sort.
- 4 Assign sort criteria to sort keys.
Quattro Pro sorts the data by the first key, then the second, and so on.
- 5 Enable the Ascending check box to sort a key in ascending order, or disable the Ascending check box to sort in descending order.
- 6 Click Options if you want to further customize the sort.

Grouping data automatically

The Outline tool sorts row or column cells into groups so you can show summary cells, such as totals and averages, while hiding detailed cells. When you group data, you must have both summary cells and detail cells.

For example, you may have a spreadsheet which shows all of the charitable contributions made by employees in an organization. You only want to know the total contributions made on a departmental level; you don't need to know the details of how much each employee contributed. Using the Outline tool you can automatically create an outline that displays only the department name and the amount of contributions per department for that year. The Outline tool hides the contributions of each employee (detail cells) and shows only the total amounts for each department (summary cells).

To group data automatically

- 1 Add summary data cells in adjacent rows or columns to group data.
- 2 Click any cell in the notebook.
- 3 Click Tools, Outline, Auto Outline.

Analyzing data using Quattro Pro Experts

Quattro Pro Experts help you perform analyzing and summarizing tasks effectively. For example, Experts guide you through statistical analysis, scenario substitution, solutions for linear and nonlinear problems, data consolidation, and home or business budgets.

Analysis Tools

The Analysis Tools Expert offers you a list of 19 analysis tools divided into three categories: home finance, numerical, and statistical. The home finance category contains an amortization and a mortgage refinancing tool. The numerical category contains several numeric tools, such as Histograms, Exponential Smoothing, and the Fourier tool. The statistical category contains analysis tools including, Correlation, Covariance, and the z-Test tool. For information about analyzing cell data, see "Analyzing data" in the Quattro Pro online help.

To analyze data using statistical analysis tools

- 1 Select the cells you are analyzing; make sure the cells are arranged properly and contain numeric data only.
- 2 Click Tools, Numeric Tools, Analysis.
- 3 Choose an analysis tool from the Analysis Experts Window.
- 4 Follow the Expert steps.

"What-if" Expert

The "What-if" Expert helps you project the results of substituting a number of values for one or more variables in a formula. Also called sensitivity tables, what-if tables can answer questions like: "What if my company's expenses increase 10%, 20%, 30%?" or, "What if production increases 10% to 25% at the same time?"

To create a "What-if" table

- 1 Click Tools, Numeric Tools, What-If.
- 2 Follow the "What-If" Expert steps.

Optimizer Expert

The Optimizer Expert helps you find optimal solutions for numeric expressions. You can evaluate formulas that contain one or more variables to solve sets of linear and nonlinear equations, find minimum or maximum values, and locate values that satisfy limits or constraints. Once you define a problem, you can save Optimizer Expert settings for future use.

To solve problems with the Optimizer Expert

- 1 Enter a single formula into a cell.
The formula should reference any variable cells you have assigned.
If you are solving a set of expressions, enter their left terms into cells.
- 2 Click Tools, Numeric Tools, Optimizer.
- 3 If you have a goal-seeking problem with one formula, enter its location in the Solution Cell input box.
- 4 Enable one of the following buttons:
 - Max{bmc emdash.bmp}maximizes the formula
 - Min{bmc emdash.bmp}minimizes the formula
 - None{bmc emdash.bmp}chooses a default solution cell
 - Target Value{bmc emdash.bmp}makes the solution cell formula reach an exact value
- 5 Type the variable cell or cells in the Variable Cell(s) input box.
You can enter them as a selection (A1..A4) or as lists (A1, B1, C1).

Scenario Expert

The Scenario Expert lets you create and display groups of scenarios. A scenario is a set of values you use to generate specific results. For example, suppose you create a presentation that contains cost projections based on varying expenses. You can use this Expert to set up an array of scenarios that allows your client to see the pros and cons of each option.

To create and display groups of scenarios

- 1 Click Tools, Scenario, New.
- 2 Follow the Scenario Expert steps.

Consolidate Expert

The Consolidate Expert lets you combine cells using statistical operators and functions (SUM, AVG, COUNT, MIN, MAX, STD, STDS, VAR, VARS). You can add cells, count cells, and perform other statistical operations.

To consolidate data from multiple sources

- 1 Click Tools, Consolidate, New.
- 2 Follow the Consolidate Expert steps.

Budget Expert

The Budget Expert helps you create a formatted budget document. You can choose a home budget, business budget, or an income statement.

To create a budget

- 1 Click Tools, Numeric Tools, Budget.
- 2 Follow the Budget Expert steps.

Analyzing data using regression analysis and frequency distribution tools

Quattro Pro lets you analyze data using regression analysis and frequency distribution tools.

Regression

Regression analysis answers the question, “To what extent can one or more independent variables explain and predict a dependent variable?” For example, you can estimate how the number of hours worked affects production, or how advertising expenditures affect sales. You can create regression analysis tables that show how sets of independent variables affect a certain set of dependent variables.

Make sure the data cells you compare in regression analysis have an equal number of rows.

To perform regression analysis

- 1 Select data that you believe is a dependent variable that influences independent variables; for example, quarterly revenues.
- 2 Click Tools, Numeric Tools, Regression.
- 3 Specify the column that contains the dependent data.
- 4 Specify the column(s) of independent data.

- 5 Specify the upper-left cell of the cells where you want Quattro Pro to write the regression information.
- 6 If you want to force the y-intercept value to zero, set Y Intercept to zero.

Frequency distribution tool

Frequency distribution tables show how often a value appears in specified cells. For example, you can determine how often numbers between two and five appear in a specific block of cells. The block of cells is called a range. A selection of several ranges is referred to as a bin of ranges.

To create a frequency distribution table

- 1 Select a bin of ranges to analyze and place them in a single column.
The column must have a column of blank cells to the right of it (where the results will be written). The ranges must be in ascending order. Separate multiple ranges with commas.
- 2 Click Tools, Numeric Tools, Frequency.
- 3 Specify the value area(s) and the cells to analyze.
- 4 Specify the bin cells (the values you set up in step 1).
- 5 Quattro Pro calculates the frequency distribution of values in each bin range and enters the results to the right of the bin cells.

Working with external databases

You can access and retrieve data from Paradox or any Borland Database Engine using the Quattro Pro Import feature.

You can also use the Notebook Query feature to search for data in a database file created with Paradox, or dBASE (II, III, and IV). Notebook Query lets you extract data from a database translating the file into a Quattro Pro format.

You can also access data from an Online Analytical Processing (OLAP) database, for example, Microsoft Access. For more information about importing data from OLAP-compliant databases, see "Using OLAP in Cross Tab Reports" on page 202.

To import data from an external database

- 1 Click Insert, External Data, Expert.
- 2 Choose the type of data you want to import from the Data Type list box.
- 3 In the Database Path section, click the database you want to import or type the path where it is stored, then click Next.

- 4 Click the tables in the database that you want to import, then click Next.
- 5 Double-click the fields you want to import.
- 6 As necessary, set import options, join tables, and define filters.
- 7 Click the Finish button.

To search a database using Notebook Query

- 1 Click Tools, Data Tools, Notebook Query.
- 2 Specify the criteria table, database, and output cells.
- 3 Click the Extract button.

Quattro Pro copies the data from the external database file and pastes it into the output cells.

Summarizing data using Cross Tab Reports

Cross Tab Reports are a useful way to display and explore data stored in OLAP databases. Cross Tab Reports allow you to summarize large amounts of data from spreadsheets created with Quattro Pro and from external databases. In a Cross Tab Report, you can rotate rows and columns to see different summaries of the source data, filter the data, or display the detail cells for specific areas of the table. With Cross Tab Reports, you can analyze information based on two or more variables.

Cross Tab Reports are dynamic. A dynamic report is a report with responsive data. For example, if you drag a cell to a new location, all columns affected by the new location change. A dynamic report may contain drop-down arrows, links to other data, or sensitive data that reveals its origin when clicked. For more information about Cross Tab Reports and OLAP databases, see “Summarizing data using Cross Tab Reports” in the Quattro Pro online help.

To build Cross Tab Reports

- 1 Click a spreadsheet cell containing data.
- 2 Click the Report button on the Cross Tabs Report toolbar.
The source data is highlighted.
- 3 In the Cross Tabs Report dialog box, drag a field from the Fields list into one of the following positions of the Layout area:
 - Rows
 - Columns
 - Data
 - Pages



- Dragging a field to the Pages position is optional. Fields placed in the Pages position appear in the upper-left corner of the Cross Tab Report and have a drop-down list so that you can select the desired field item to view. If fields are placed in the Pages position, you can expand the report. For more information about expanding Cross Tab Reports, see "Expanding Cross Tab Reports" in the Quattro Pro online help.
- You can drag more than one field into each position of the Layout area but fields cannot appear more than once in each position.
- The Cross Tab Report is placed on cell A1 of the next available, unprotected sheet, unless you select an alternate destination in the Destination box.
- After you summarize your data, you might find it useful to display your Cross Tab Report as a chart. For more information about creating charts, see "Presenting spreadsheet data in a chart" in the online Help.

Using OLAP in Cross Tab Reports

Quattro Pro lets you use OLAP technology in Cross Tab Reports to provide you with fast, interactive access to data located in an external database. OLAP does more than store and retrieve data. With OLAP, you can transform raw data into meaningful strategic information by creating a model that supports explanatory reporting and forecasting.

You can run queries; generate reports on the fly; and manipulate dynamic reports to filter, sort, hide, and display data.

To select a OLAP data sources

- 1 Click the Report button on the Cross Tabs Report toolbar.
- 2 Enable the OLAP Report button in the Report Type dialog box.
- 3 Type a user ID and password in the Connect to Provider dialog box.
- 4 Select a data source in the Cross Tabs Data Sources dialog box.

To import OLAP Cross Tab Reports

- 1 Click an empty cell on your sheet.
- 2 Click the Report button on the Cross Tabs Report toolbar.
- 3 Enable the OLAP Report button in the Report Type dialog box.
- 4 Click OK.
- 5 Select a data source in the Cross Tabs Data Sources dialog box.
- 6 Type a user ID and password in the Connect to Provider dialog box.
- 7 Click Import Report in the Cross Tabs Report dialog box.
- 8 Click a report in the Import Templates Dialog box.



- You can also click the Import button in the Cross Tabs Report dialog box to import OLAP Cross Tabs reports.

From here

For more information about...	In the online Help Index, type...
Sorting data	sort
Filtering data	filter
Combining data	consolidate
Using statistical analysis tools	statistical analysis
Creating What-If tables?	What-If tables
Using Optimizer	Optimizer
Using Scenario tool	Scenarios
Performing regression analysis	regression analysis
Creating frequency distribution tables	frequency distribution table
Importing external databases	external databases, importing
Using Notebook Query	notebook databases, querying
Working with Cross Tab Reports	cross tabs
Using OLAP technology	OLAP, reports, cross tabs

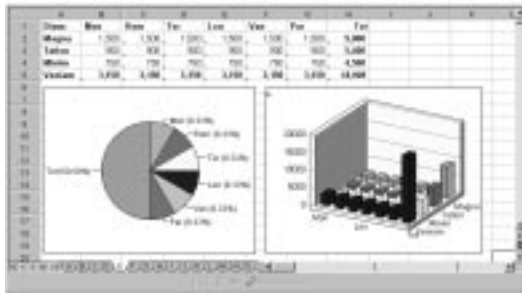


PRESENTING DATA GRAPHICALLY

Charts, maps, and graphics can convey trends and patterns in numeric data. Using the graphics and charting tools in Quattro Pro, you can convert your spreadsheet data into charts, graphics, and maps, and add stylized text and clipart. You can also present your data in a slide show. Any charts, graphics, or maps created in Quattro Pro can be saved as Windows .BMP, .GIF, or .JPEG files.

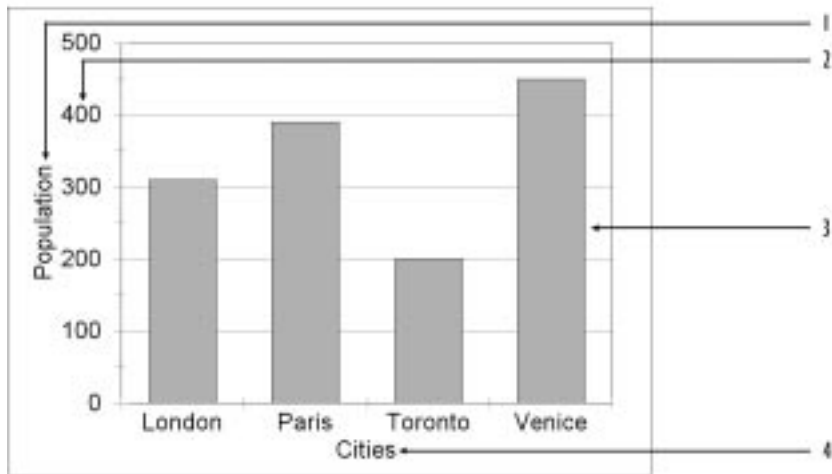
Working with chart data

You can represent spreadsheet data in chart form.



Charts convey data in a visual representation. To create a chart, you must have at least one data series. A data series is a set of numbers representing the values of something you are measuring or reporting. For example, if you create a table with city names in the first row and population numbers in the second row, you can create a bar chart that compares the populations of these cities.

.....
This illustration shows how a data series would be plotted on a chart. This bar chart shows the following:
1) y-axis title
2) incremented population scale
3) plotted population data series
4) x-axis title
.....



The above chart contains one data series: the individual city populations. The chart also contains an x-axis and a y-axis. The x-axis labels explain what each bar on the chart measures, and the y-axis labels identify the values the bars measure against.

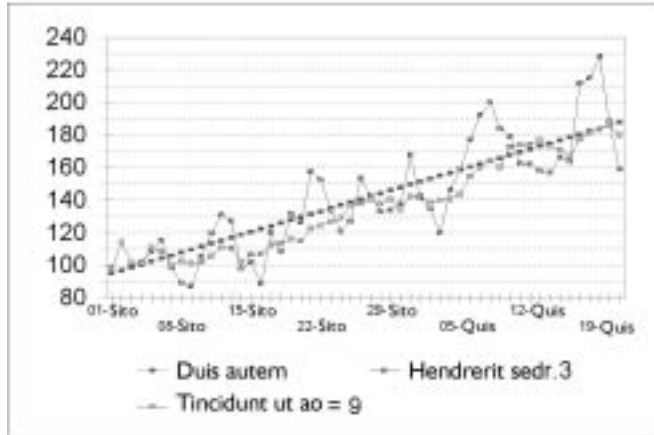
When data changes in the spreadsheet, the chart is updated. You can also represent the same data using different types of charts. If you select a different chart type or rearrange chart data, the chart automatically rebuilds to reflect the changes.

Choosing a chart type

You can present data in the following types of charts: area/line, bar, pie, column, and specialty chart. When creating a chart, you must enter at least one set of values or data series. The following charts are available in the Chart Expert.

Area/line charts

.....
You can create area
and line charts.
.....



Line charts plot data series values as points, then connect the points in each data series with a line. Area charts (except 3-D unstacked area charts) plot cumulative rather than individual values. The first data series is plotted without modification. The second data series is plotted using the top of the first data series as the baseline. The third data series is charted on top of the second, and so on. The following line and area charts are available in Quattro Pro.

- 2-D Line charts show how values change over time. The 2-D Line chart is the easiest chart to read when there are many data series plotted.
- Ribbon charts are essentially line charts plotted on 3-D grids, with each line flattened out into a segmented ribbon. Ribbon charts are good for showing trends over time, but individual points are less visible than on standard line charts.
- Rotated Line charts, like standard line charts, show the pattern of values over time, but the x-axis and y-axis positions are reversed. The rotation leaves more room for long x-axis labels.
- 2-D Area charts best show how each series affects the whole over time. Although only the first line plotted is an accurate pattern (a dip in a further series might appear as a rise if values beneath it are high), the size of the area corresponding to each series represents its contribution to the whole.
- 3-D Area charts are like 2-D Area charts, except series are plotted as three-dimensional areas inside a frame of two walls and a base.
- Rotated Area charts reverse the x-axis and y-axis, so areas are stacked side-by-side. The width of an area indicates the series contribution to the whole.

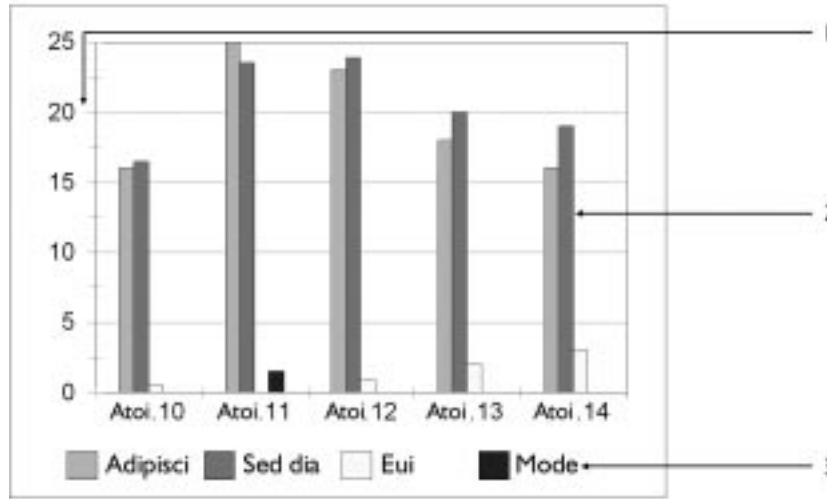
- 3-D Unstacked Area charts plot actual series values, not cumulative values. The first series is plotted at the back of the chart; additional series are drawn in front of it. Like line charts, 3-D unstacked area charts are useful for showing changes over time.

For more information about area and line charts, see “Working with line and area charts” in the Quattro Pro online help.

Bar charts

A bar chart contains the following:

- 1) y-axis scale
- 2) plotted data series
- 3) bar legend



Bar charts represent each value in a series as a bar. Values are plotted against the y-axis scale; the taller the bar, the greater the value. You can choose from the following types of bar charts.

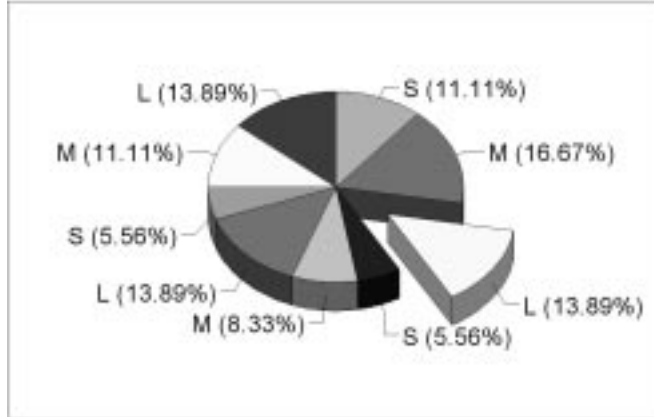
- 2-D Bar charts show each series value as a bar plotted against the y-axis scale. When you plot more than one series, the bars appear side by side, providing a good comparison of corresponding values in different series.
- 3-D Bar charts plot series as columns with square tops and bases on a three-dimensional grid. The first series is plotted across the front of the chart, from left to right. Bars that represent additional series are plotted, in order, in front of the first.
- 2.5-D Bar charts are similar to 3-D Bar charts, except the bars of all series are drawn next to each other (rather than in front of each other) on the three-dimensional grid. Each bar projects all the way to the back of the grid.
- Step charts look similar to 3-D Bar charts, but adjacent bars touch, to emphasize the progression of values in the series. In this way, the step chart serves the same purpose as a 3-D Unstacked Area chart, but the steps give greater emphasis to individual values.

- Rotated Bar charts plot values as horizontal bars. You might use this chart type instead of a standard bar chart when you want to emphasize that values "move forward," rather than increase. This is also a good bar chart choice if you have long x-axis labels.
- Rotated 2.5-D Bar charts plot the values in each series as horizontal plates that project from the front to the back of a three-dimensional grid. The first value in the first series is plotted on the base of the chart, and corresponding values of additional series are layered on top, in order.
- Rotated 3-D Bar charts display series values as horizontal columns on a three-dimensional grid. The first series is plotted at the back of the chart, and additional series are drawn in front of the first. Unlike standard 3-D Bar charts, which display legend text along the z-axis, a rotated 3-D Bar chart has a legend box.
- Multiple Bar charts plot each series in its own small bar chart, to provide side-by-side comparisons of different sets of data. Even though each series looks like a separate chart, a multiple bar chart is really one chart. Each unit displays the same y-axis scale, x-axis divisions, and so forth. Any changes to one chart unit are reflected in all the others. You can plot as many series as you like in a multiple bar chart, but the plot for each series gets smaller as you add new series.
- Line-Bar and Area Bar are combination charts. Combination charts mix bars, lines, and areas in the same chart, to highlight a series or to provide a contrast between different series in the chart.
- High-Low Bar charts are used when showing stock market activity and volume (number of shares exchanged that day). The bar in a High-Low chart represents the volume.

For more information about bar charts, see "Working with bar charts" in the Quattro Pro online help.

Pie charts

.....
You can create pie
charts.
.....



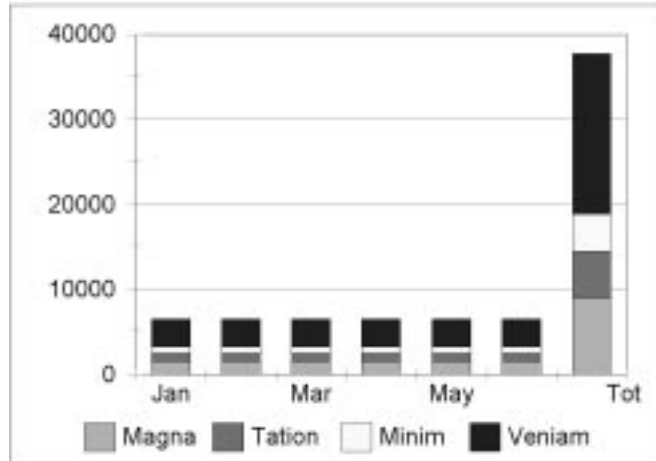
Pie charts plot each value in a series as a "slice" of the "pie." A basic pie chart is referred to as a 2-D pie chart. You can choose from the following types of pie charts:

- 3-D Pie charts have a thicker look for a more dramatic appearance, but otherwise are exactly like 2-D pie charts.
- 2-D Multiple Pie charts display different data series as side-by-side pie charts. Use this chart type to provide a comparison of how individual values in the series affect the whole, and how these proportions change from series to series.
- 3-D Multiple Pie charts display data a little more dramatically than the 2-D version, but you use them in the same way, to provide comparisons of how each value in a series affects the whole, and how these proportions change from series to series.
- Doughnut charts are like pie charts with holes. They can be either 2-D or 3-D.

For information about pie charts, see "Working with pie, doughnut, and column charts" in the Quattro Pro online help.

.....
You can create
column charts.
.....

Column charts



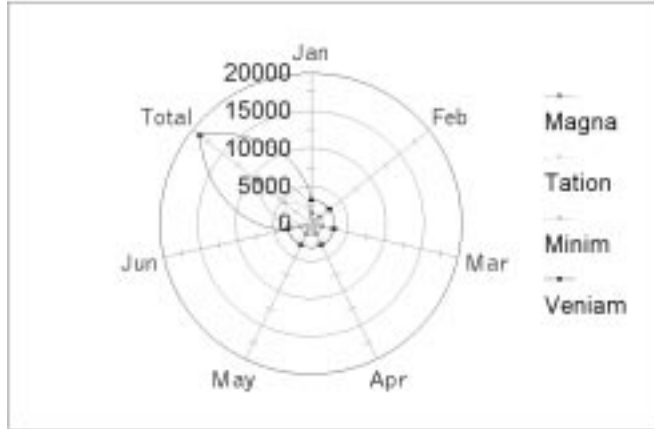
Column charts represent values as sections of a vertical rectangle. The first value in the series is plotted on the bottom; additional series are stacked on top, in order. You can choose from the following types of column charts:

- 2-D Multiple Column charts display each series as an individual column chart. Like multiple pie charts, multiple column charts provide a comparison of how individual values in the series affect the whole, and how these proportions change from series to series.
- 3-D Column charts plot series values as sections of a column. Like the 2-D version, 3-D column charts plot series values from the bottom up.
- 3-D Multiple Column charts plot each series as individual 3-D column charts. They have the same purpose as 2-D multiple column charts.

For more information about column charts, see “Working with pie, doughnut, and column charts” in the Quattro Pro online help.

Specialty charts

.....
You can create
specialty charts.
.....



Specialty charts are used for specific types of data. You can create the following types of specialty charts: surface, XY, and Radar.

- Surface charts plot rows and columns as lines that form a "mesh" on a 3-D frame. When you chart a square array of cells, values in columns correspond to mesh lines from left to right. Rows of data correspond to mesh lines from front to back. Each data point is represented by an intersection of two mesh lines. The way the surface of the mesh is shaded depends on the type of surface chart (3-D Surface, 3-D Contour, or 3-D Shaded Surface) you choose.
- XY charts plot data against two scaling axes.
- Radar charts are circles with a line for each x-axis value extending from the center to the edge, like the spokes of a wheel. Y-axis values for each series are charted on the spokes.

For more information about Specialty Charts, see "Working with specialty charts" in the Quattro Pro online help.

Creating a chart

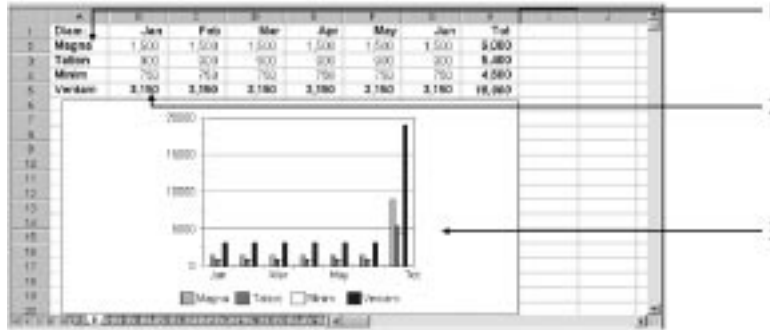
Quattro Pro provides three tools for creating charts:

- QuickChart™
- Chart Expert
- custom charting tool

The QuickChart tool automatically creates a chart from the data you select. The Chart Expert guides you through the process of creating a chart and automates many charting

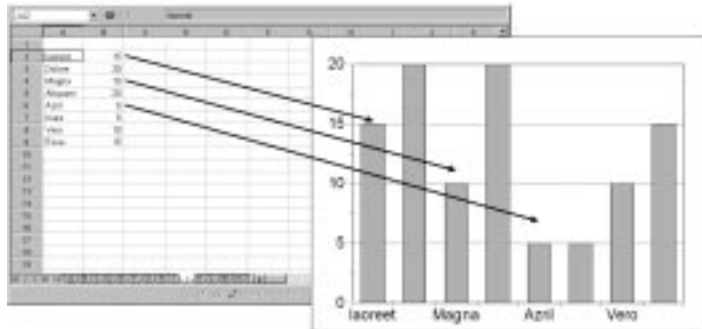
tasks. Using the Chart Expert you can choose a chart type from a selection of available chart types, or choose Expert's Choice which allows the Chart Tool to choose a chart type, based on the data you have selected. You can also use the custom charting tool to manually create complex charts. For information about the custom charting tool, see "Presenting Spreadsheet data in chart form" in the Quattro Pro online help.

.....
 You can place a chart beside the data it illustrates, as a floating chart. This illustration shows:
 1) Labels
 2) Values
 3) Floating chart



You can create a chart on the spreadsheet as a floating chart or place it on a separate page. QuickChart and Chart Expert allow you to create floating charts and full page charts; the custom charting tool only allows you to create full page charts. You can convert a window chart to a floating chart at any time. For more information about using the custom charting tool, see "Presenting spreadsheet data in chart form" in the Quattro Pro online help. All charts appear as icons on the Objects sheet.

.....
 When you create a bar chart, the column of data converts to bars on the chart.



When you create a chart, you select the block of data you want to display in the chart. In a chart with an x and y axis, Quattro Pro interprets the first row or column of labels as x-axis labels, and the second column or row of values as data series. Quattro Pro determines the range of the y-axis based on the range of data in the selected block of data.

To create a chart using QuickChart

- 1 Drag to select the data you want in the chart, including column labels that you want to appear as axis labels in the chart.
- 2 Click the QuickChart button.
- 3 On the spreadsheet, drag to create a chart frame.



To create a chart using the Chart Expert

- 1 Drag to select the data you want in the chart, including column labels that you want to appear as axis labels in the chart.
- 2 Click Insert, Chart.
- 3 Follow the prompts in the Chart Expert.
- 4 On the spreadsheet, drag to create a chart frame.



- Do not include blank cells in your selection of data.
-

Viewing charts

You can view a chart in its own window, or on the Objects sheet. When you are working on a chart, you can view it in an enlarged window. You can also view three dimensional charts from different perspectives.

To view a chart in its own window

- 1 Click View, Objects.
- 2 Double-click a chart.

To view a floating chart in an enlarged window

- Right-click the chart, and click Open.

To change a 3-D chart from different perspectives

- Click Chart, Perspective.

Editing charts

You can add data to charts and edit charts. For example, you can add the latest monthly sales figure to a Sales chart or rearrange data in the chart to view information from a different perspective. You can also rename and delete charts.

To edit a chart

- 1 Click on the chart you want to edit.
- 2 Click Chart, Edit Chart.
- 3 Choose the chart from the list box.
- 4 Double-click the area of the chart you want to edit.
A different properties dialog box appears for each type of chart.
- 5 Select the formatting options you want to change.

To add rows or columns of data in a chart

- 1 Click on the chart to which you want to add rows or columns.
- 2 Click Chart, Edit Chart.
- 3 Choose the chart from the list box.
- 4 Click Chart, Series.
- 5 Place the insertion point in a blank data series row and enter the range of cells you want to add to the chart.

To delete rows or columns of data in a chart

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Select and delete the data series you no longer want.
- 3 Select and delete the legend if it no longer applies.

To rearrange rows or columns of data in a chart

- 1 Select the chart you want to rearrange.
- 2 Click Chart, Series.
- 3 Enable one or both of the following buttons:
 - Swap Rows/Columns — changes rows into columns and vice versa
 - Reverse Series — changes the order of the data series

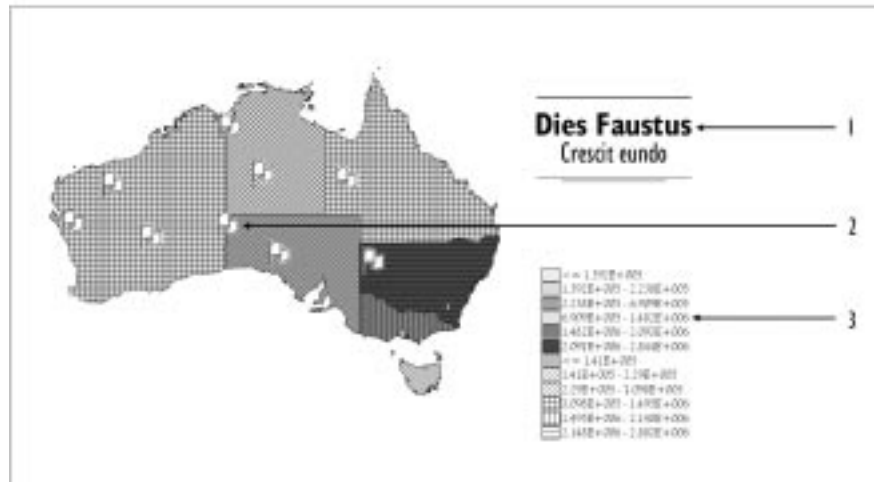
To rename a chart

- 1 Click View, Objects.
- 2 Right-click the icon of the chart you want to rename and click Icon Properties.
- 3 Type the new name in the Enter Text box.

Working with maps

You can represent geographical data using maps and overlays. This map contains the following:

- 1) Title
- 2) Pin overlay
- 3) Legend



Maps can expose trends and show data according to regional boundaries. You can distinguish regions using colors and patterns, and mark points on the map with labels or pins.

Using the Map Expert, you can create, edit, move, and resize a map. A map can appear next to data on a spreadsheet or in its own window.

Maps must be installed on your computer before you can create one from your data. For example, if you have data from states in India and want to display the data in a map, Quattro Pro does not recognize the states as part of India unless the India by State map is installed. When you install Quattro Pro, perform a Custom Install to install the map tool.

All region names must be of the same type. For example, you cannot use France, Germany, and Sicily as region names in the same map because Sicily is part of Italy, and not a nation. If you replace Sicily with Italy, you can display the data in a Western Europe map. For region names, you can enter country names (Britain, France, Germany, and so on) or enter standard abbreviations (GB, FR, DE).

You can plot only geographical data in a map. For example, geographical data can be the number of cars in each California county, or product sales by state in Australia.

To create a map, you select data from a spreadsheet. Quattro Pro places the information in the Map Expert. Quattro Pro can interpret the data correctly only if you enter the data into your spreadsheet in the appropriate order. For more information about selecting data for maps, see "Adding maps to spreadsheets" in the Quattro Pro online Help.

To create a map on a separate page

- 1 Select the cell references containing the map data.
The first cell must contain the first map region name.
- 2 Click Insert, Graphics, Map.
- 3 Follow the directions in the Map Expert.
When you reach the Step 4 of 5 window in the Map Expert, enable the Map Window button in the Destination section to create the map on a separate page.



- You can create a blank map by not entering any cell references in the color or pattern boxes in the Step 1 of 5 window of the Map Expert.

To edit a map

- 1 Right-click a map, and click Map Properties.
- 2 In the dialog box, select formatting as required.

To move or resize a map

- 1 Select a map by clicking its borders.
- 2 Drag to move the map or drag a handle to size it.

Working with TextArt

You can choose from a variety of TextArt, for example:

- 1) Headings
- 2) Stylized text
- 3) Text boxes



You can create stylized text using the TextArt tool. Both text in a box and TextArt objects can be added to a chart or map.

To create stylized text

- 1 Click Insert, Graphics, TextArt.
- 2 Select a TextArt style from the TextArt Gallery dialog box.
- 3 Select formatting options from the TextArt dialog box.
- 4 Type the text.

To create text in a box

- 1 Click Insert, Shape, Text Box.
- 2 Place the pointer where you want to begin the box, and drag.
- 3 Begin typing.

To...

Do the following...

Add a text box to a chart or map

Double-click the chart or map and follow the "To create text in a box" procedure.

Edit a text box

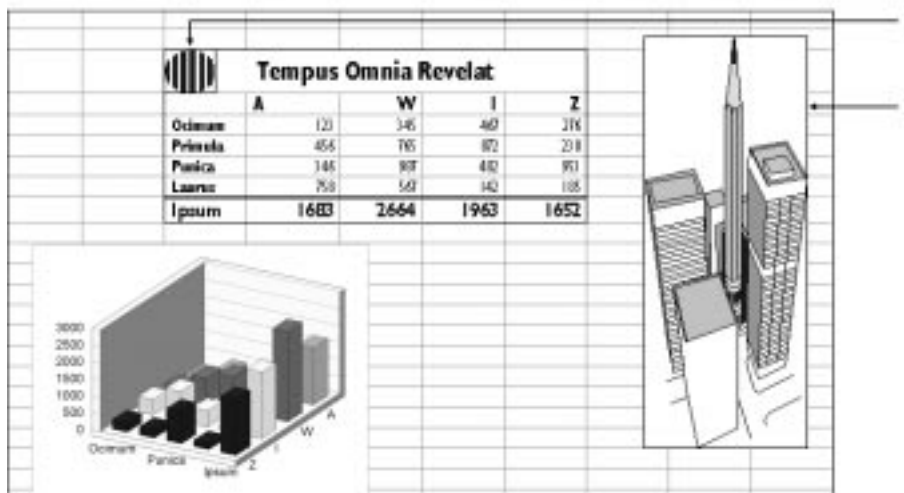
Double-click the text in the box.

Delete a text box

Select the box and press DEL.

Working with graphics and clipart

This illustration shows uses for graphics and clipart.
1) Use an image for a company logo.
2) Use an image to represent data.



You can create graphics, such as arrows, lines, circles, and squares and add clipart images. You can move, copy, resize, or delete the graphics you add.

Graphics exist in a layer on top of notebook pages. This means that you can move and size the graphics without affecting the data on the spreadsheet. The Scrapbook stores clipart images, photos, and other media files. For more information about using the Scrapbook,

see “Using Scrapbook” in the Quattro Pro online help. You can launch Corel Presentations from Quattro Pro to draw graphics and create slide shows.

To draw arrows, lines, and shapes

- 1 Click Insert, Shape, and click a shape.
- 2 Drag to create the shape.

To...	Do the following...
Move a shape	Select the shape, and drag it to a new location.
Copy a shape	Hold down CTRL while dragging the shape.
Resize a shape	Select the shape and drag a sizing handle.

To insert a clipart image

- 1 Click Insert, Graphics, Clipart.
- 2 Choose a graphic, and drag it to your spreadsheet or object.

To...	Do the following...
Resize a clipart image	Select the image and drag a sizing handle.
Move a clipart image	Right-click the image border, and drag the image.
Resize a clipart image	Double-click the image, click it again, and drag a sizing handle.

To draw a graphic in Corel Presentations

- Click Insert, Graphics, Draw Picture.

Working with slide shows

You can use Quattro Pro to create, edit, and play slide shows. You can create your slides from the Objects sheet.

.....
You can create slide
shows on the Light
Table.
.....



When you create a slide show, you enter the Light Table view. The Light Table has its own menu and toolbars. You can add, edit, and move slides in the Light Table view. When you add slides to a slide show, the Desktop splits into two panes: the Objects sheet and the Light Table.

Quattro Pro provides pre-designed master slides. A master slide is a template you create for the background of each slide. For example, you can create a master slide that contains a color scheme for your slides or displays a company name at the bottom of every slide.

You can also create transition effects between slides.

To create a slide show

- 1 Click View, Objects.
- 2 In the Objects sheet, select the objects you want to turn into slides.
- 3 Click Tools, New Slide Show.
- 4 Type a name for the slide show in the Slide Show Name text box.

To select several objects from the Object sheet simultaneously

- Press SHIFT while you're selecting.

To go to the Light Table

- 1 Click View, Objects.
- 2 Double-click a slide show icon.

To create your own master slide

- 1 In the Light Table, click Slides, New Master Slide.
- 2 Right-click any part of the slide you want to change, and click Properties.
The properties option varies depending on what you clicked.
- 3 In the dialog box, select formatting as required.

To change the master slide

- 1 In the Light Table, click the background.

- 2 Click Slide Sorter Properties.
- 3 Click the Master Slide tab.
- 4 Choose the chart you want to set as the master slide.

Adding, editing, and moving slides

From the Objects sheet, you can add slides to your slide show presentation and edit and move slides. When you edit a slide, your changes also affect the original chart or graphic object. However, deleting a slide does not remove the corresponding object from the notebook.

To add slides to your slide show

- 1 In the Light Table, click Window, Tile Top to Bottom.
- 2 Drag chart icons to the Light Table or to the slide show icon.

To edit a slide show

- 1 Click View, Objects.
- 2 Double-click the icon for the slide show.
- 3 Right-click a slide, and click Edit Slide.
The slide appears in its own window.
- 4 Right-click any part of the slide you want to change, and click Properties.
This option varies depending on what you clicked.
- 5 In the dialog box, select formatting as required.

To edit the text in a slide

- Retype the text on the notebook page.

To move a slide

- In the Light Table, drag the slide to a new position.

Using transition effects

A transition effect determines how your slide show moves from one slide to the next. You can choose transitions such as dissolve, tilt up or down, spiral, and curtain up and down. You can also specify the amount of time each slide appears. You can set a transition effect as the default transition for all slides in a slide show.

To set a transition effect

- 1 Right-click a slide, and click Slide Properties.
- 2 Click the Slide Effects tab, and choose a transition effect.

To standardize transition effects for all slides

- 1 In the Light Table, right-click the background, and click Slide Sorter Properties.
- 2 Click the Default Effect tab.
- 3 Choose a default transition effect.

Playing a slide show

Once you have created slides and applied transition effects to them, you can play a slide show. If you don't want the pointer to display when you run a slide show, you can hide it. You can also manually move through a slide show using a few commands.

To play a slide show

- In the Light Table, right-click the background, and click Play Slide Show.

To hide the pointer

- 1 Click View, Objects.
- 2 Right-click the slide show icon on the Objects sheet, and click Slide Show Properties, Show Pointer, No.

To...	Do the following...
Go to the next slide	Left-click or press any key except BACKSPACE.
Go to the previous slide	Right-click or press BACKSPACE.
Go to a specific slide	Click both mouse buttons at the same time, or press F5.
Stop the slide show	Press ESCAPE.

From here

For more information about...	In the online Help Index, type...
Creating charts	charts
Editing charts	charts, customizing
Creating maps	maps
Creating slide shows	slide shows
Working with graphics	graphics, clipart



MANAGING DATA AND FILES IN QUATTRO PRO

20

From within Quattro Pro, you can open and save files created in other spreadsheet and database program formats. You can also import data, or embed or link to files created in other file formats. Embedding copies data while linking references data. When you import data, it will not include any formatting or control codes associated with the original application it was created in. When you embed or link to an object or file, you also embed or link to its source application. When you edit that object or file, the source application is launched from within Quattro Pro.

When you work with embedded and linked files, you usually work with two files: the source file, which is the source of the copied or referenced data and the container file, which contains the copied or referenced data.

Opening and saving files

The following table shows the types of files Quattro Pro can open and save. Quattro Pro uses the extension to determine the file format to save it in.

Extension	Application file type
.QPW	Quattro Pro 9
.WB3	Quattro Pro 7 and 8
.WB2	Quattro Pro for Windows, version 6.0
.WB1	Quattro Pro for Windows, versions 1.0 and 5.0
.WQ1	Quattro Pro for DOS
.WQ2*	Quattro Pro for DOS, versions 5.0 and 5.5
.XLS	Microsoft Excel, versions 5.0, 7.0 and 97
.WKS	Lotus 1-2-3, version 1A
.WK1	Lotus 1-2-3, version 2.x
.WK3	Lotus 1-2-3, version 3.x, 1-2-3 for Windows
.WK4	Lotus 1-2-3, versions 4 and 5
.WKE	Lotus 1-2-3, educational version

.DB	Paradox
.DBF	dBASE III, dBASE II, III Plus, IV and dBASE for Windows
.TXT	tab-delimited text
.CSV	comma-delimited values
.DIF	VisiCalc
.SLK	Multiplan (SYLK)
.HTML/.HTM	HTML version 3 (tables only), includes XML
.WPD*	WordPerfect (all versions)
.QIF	Quicken Interchange format

* Open only, not save

Opening a file with another file format

When you open a file created by one of the programs listed in the previous table, you must include the file extension when you select the file. If you don't do this, Quattro Pro may find several files with the same name and choose the file with the highest ranking file extension (see the following table). For example, if Quattro Pro finds two files, one named MyFile.WK1 and the other named MyFile.WB3, it opens the file with the extension .WB3 because it has the highest ranking. The following table lists the order in which file types are ranked.

File extension	Rank
.QPW	10
.WB3	9
.WB2	8
.WB1	7
.WQ2	6
.WQ1	5
.WK1	4
.WK3	3
.WKS	2
.XLS	1

To open a file from another program

- 1 Click File, Open.
- 2 Select the file extension from the File Type list box.
- 3 Type the filename in the File Name text box.
Make sure you include the correct file extension.



- If you are opening a .WK3 file, Quattro Pro also opens any Impress file it includes. If you are opening other 1-2-3 files, Quattro Pro opens any included Impress or Allways files.

Saving a file in another file format

To save a file for use in one of the programs associated with the file formats listed on page 223, include the appropriate extension and make sure you choose the appropriate file type. For example, to save the notebook MyFile for use with Quattro Pro for Windows version 1, you must specify the filename MyFile.WB1.

Only the contents of the current sheet or, if it is empty, the first non-empty sheet of a notebook are saved when saving to all non-Quattro Pro formats except Lotus 1-2-3 3.x (.WK3).

If you use unique Quattro Pro features such as linking or presentation-quality graphics, you may see a warning when you try to save the file in a format other than Quattro Pro Version 9. The warning states which features will be lost when the file is saved. If you do not want to lose the features, save the file as a QPW v9 (*.QPW) file.

To save a Quattro Pro file in another format

- 1 Click File, Save As.
- 2 Select the file format from the File Type list box.
- 3 In the Filename field, enter the filename and the extension for the file format you want to save the file in.

Importing data

Quattro Pro can import text files and separate their contents into columns and rows. You can paste selected data as text only or save the file in ASCII text format without any control codes or other word-processor formatting.

Every sheet in the imported file that contains data is placed on a new sheet in the active notebook. If only one sheet is imported, it is given the name of the imported file. If multiple sheets are imported, the new sheets are named in the default letter sequence.

If a text file is delimited with tabs, you can just open the file rather than import it; Quattro Pro will start a new column each time it encounters a tab in the text. If a file is not delimited with tabs, you can specify how to arrange it into columns and rows when you open it; this is called parsing your data.

QuickColumns™ automatically parses text from a file into columns. You can use QuickColumns to import a text file and rearrange the text in columns at the same time. You can also set QuickColumns to perform customized parsing.

To import data as text only

- 1 In the source application, select and copy the data you want to paste into Quattro Pro.
- 2 Click Edit, Copy.
- 3 In Quattro Pro, click Edit, Paste Special.
- 4 Choose the Text Only, or Unformatted text option from the As list box.
- 5 Click the Paste button.

To import text files

- 1 Click File, Open.
- 2 Select ASCII Text (*.txt) from the File type list.
A text file can have any extension except one reserved for other file formats.
- 3 Select a text file.
- 4 Select one of the following parse settings from the Parse Settings list:
 - Automatic
 - Delimited auto
 - Fixed width auto



- Make sure no lines in the file are longer than 30,000 characters, the maximum size of a cell. Characters beyond the 30,000-character limit are not imported.
 - If the text contains more than one million rows, excess rows are copied to the next notebook sheet.
-

To import a text file using QuickColumns

- 1 Click Tools, Data Tools, QuickColumns.
- 2 Click the Folder button located beside the Text Source text box.
- 3 Select the source file.
- 4 In the Destination text box, enter the first cell where the parsed data will be copied.
The Destination text box lists the active cell in the spreadsheet.
- 5 Click the Format button to view how the data will appear in the spreadsheet.

To customize QuickColumns parse settings

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Click the Settings button to specify the Parse Settings for QuickColumns.
- 3 Enable any of the following settings in the General section:
 - Apply formatting to spreadsheet — automatically applies the existing spreadsheet formatting to the imported text
 - Set spreadsheet column widths — applies the column widths specified in the Preview pane to the destination cells
 - Set page length to — allows you to specify the number of lines per page in the Lines text box
- 4 Select the character you want Quattro Pro to identify as a label indicator from the Text Qualifier text box.
- 5 Click the Delimited button in the Data Type section.
- 6 Select a delimiter character for each of the following types of data break:
 - End of Cell — the selected character or characters indicate the start of a new cell within a row
 - End of Row — the selected character or characters indicate the start of a new row
 - End of Sheet — the selected character or characters indicate the start of a new spreadsheet
- 7 Click Save, and specify a .QPX filename, to save your current settings.

Embedding and linking data

Embedding information involves inserting data into a container application's file. The embedded information is saved in the container's data file. In contrast, when you link information, you insert only a reference to the information — the actual information remains in the source application. Quattro Pro uses Object Linking and Embedding (OLE) to embed and link data, pictures, sound clips, video clips, and other objects.

When you embed data, it is fully contained in the container application. If you send the container file to someone or copy or move it to a new location, the embedded data is included. However, if changes are made to the original source file, the embedded data is not updated in the container file. Linked data updates when the source document changes, and is useful for linking to information that needs to stay current. By default, when you insert files or objects they are automatically embedded.

You can embed or link objects only from applications that support OLE, and you can embed or link Quattro Pro objects only in applications that can act as OLE containers. OLE-compliant applications must be available on your system before you can embed or link objects created in them.

Embedding data

You can embed an existing file or object into a notebook or create a new object in another OLE application directly in the Quattro Pro notebook. Once you have embedded an object, you can edit it in the source application from the notebook. Choose embedding for information that is not likely to change, such as your company logo or a chart of last year's sales that uses final, unchanging figures.

To embed a file into an existing notebook

- 1 Click Insert, File.
- 2 In the File Name box, type the name of the file you want to insert.
- 3 In the Before Sheet box, type the location in the active notebook where you want to insert the file.



- You can also drag the mouse to link or embed objects from other applications. The way you drag can vary. In most applications, dragging moves an object, holding down SHIFT and dragging links an object, and holding down CTRL and dragging embeds an object. See the documentation for the application you are using.

To embed new data or graphics as an object

- 1 In Quattro Pro, click the cell where you want to embed the object.
- 2 Click Insert, Object.
- 3 Enable the Create New button.
- 4 Choose a source application from the Object Type list.
- 5 To display the object as an icon, enable the Display As Icon check box.
- 6 Create the object and click outside of the source application window.
The embedded object appears in the Quattro Pro spreadsheet.



- If you choose Create New, a new blank object appears. If the source application supports in-place activation for editing, the object is activated for in-place editing. Otherwise, a new window opens and the source application runs in the new window. Use the source application's editing commands and tools to create and manipulate data.

To embed an existing object

- 1 Select a cell in the notebook sheet approximately where you want to place the object.
- 2 Click Insert, Object.
- 3 Enable the Create From File button to create an embedded object from an existing file.

- 4 Type the file path and name in the File text box or click Browse to locate it.

The file appears in the notebook as an OLE object. It is selected but not activated for in-place editing.



- To display the new object as an icon enable the Display As Icon check box. This option is a convenient way to save space on the screen when you do not need to view the information at all times.
-

To edit objects embedded in Quattro Pro

- 1 Double-click the object.
The source application opens in Quattro Pro.
- 2 Edit the object.
- 3 Click outside the source application window to return to Quattro Pro.
- 4 Save the file as usual.

Linking data

Links are formulas with filenames in them. You can type a link as a sheet reference and cell reference preceded by the filename in brackets using the following format:

+ [Drive:\Path\Filename.Extension]Sheet:Cell reference

The plus sign is needed only when the link is the first item in a cell entry; otherwise, Quattro Pro regards the reference as a label. For example, the following formula enters the value from cell B9 on sheet C in the BUDGET.WB3 file from the C:\ARCHIVE folder into the active cell:

+ [C:\ARCHIVE\BUDGET.WB3]C:B9

The container notebook must be a Quattro Pro file. The source files can be in any spreadsheet format that Quattro Pro supports. A source file can also be an Internet file. A file does not have to be open for you to link to it; you can type a link to a closed file. When you open a container notebook, you can update references and load only the linked values from supporting files, leaving the supporting files closed. This is useful when all of your linked files will not fit into memory. Linking closed files has one disadvantage: you cannot update closed files. For best results, structure linked files hierarchically, with links that flow only one way, allowing you to work on one file at a time. As long as you start with the file at the bottom of the hierarchy, proceed upward, and update the references for each file you open, the values will always be correct.

To create a notebook link

- 1 Click File, Open to open the file you want to reference.

You can open Quattro Pro notebooks, spreadsheets in other formats, or a file on the Internet.

- 2 Type + or at the appropriate place in the formula, activate the target notebook you want to reference. You can do this in one of the following ways:
 - click anywhere in the source notebook
 - click a window listed on the Application Bar
 - open the Window menu and choose the Window from the numbered list at the bottom of the menu
 - press the Next Window key, CTRL+F6, until you are in the notebook you want
- 3 Finish typing the formula, and press ENTER.

The selector returns to its original place in the primary notebook and enters the cells (along with the name of the linked file) in the input line.



- If you enter a spreadsheet function (such as @SUM) that allows multiple cell references, can enter a comma after the first cell reference (this returns you to the primary notebook), then point to the next cells in any notebook. After the last one, type) (close parenthesis) to complete the spreadsheet function, then press ENTER to complete the formula. For example, your formula might look like this:
`@SUM([NOTEBK1]A:A1,[NOTEBK2]A:B1)`
- By default, the last-selected cell in the target notebook appears in the formula. To change the reference to another cell or cells, point elsewhere in the notebook.

To paste a link

- 1 In the source notebook, select the cells to which you want to link.
The selections can be noncontiguous.
- 2 Click Edit, Copy.
- 3 In the destination notebook, select the upper-left cell of the destination cells for the links.
- 4 Click Edit, Paste Special.
- 5 Click the Link button.



Each pasted cell contains a formula beginning with a plus sign followed by

- the file name in brackets (if different from the active notebook)
 - the sheet name and a colon (if different from the active sheet)
 - the cell address
-

To link data between applications

- 1 In the source application, select the data you want to link to in Quattro Pro.
- 2 Click Edit, Copy.
- 3 In Quattro Pro, click the cell where you want to place the linked data.
- 4 Click Edit, Paste Special.
- 5 Choose the proper file format from the As list box.
- 6 Click the Paste Link button.

To link to a URL address

- Type the URL in brackets in the cell of the container file.

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Importing Lotus 1-2-3 files	Lotus 1-2-3
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SECTION 4

Corel Presentations 9



Chapter 21: Welcome to Corel Presentations 9

Chapter 22: Getting started with Corel Presentations

Chapter 23: Creating, playing, and publishing slide shows

Chapter 24: Working with text

Chapter 25: Object animation, slide transitions, and multimedia elements

Chapter 26: Working with drawings

Chapter 27: Working with graphic objects and shapes

Chapter 28: Working with data charts

Chapter 29: Working with organization charts

Chapter 30: Working with clipart and bitmap images



WELCOME TO COREL PRESENTATIONS 9

21

Corel Presentations is a graphics presentation program that lets you create high-quality slide shows and drawings, which can include text, data charts, organization charts, and graphic objects.

A slide show consists of a series of slides, which are separate, self-contained pages presented in succession using transitions, which control how slides are introduced. In addition, you can add animation and multimedia elements, such as sound and movie files to your slide shows.

A drawing is a single-page document, such as a poster, banner, or flyer. It can contain data charts, organization charts, bitmaps, clipart, text, and drawn objects. A drawing can be added to a slide or to a file created in another application, such as a WordPerfect document or in Internet applications.

Use Corel Presentations to produce professional-looking project proposals, interactive demonstrations, multimedia presentations, flyers, signs, banners, and more. You can also create slide show presentations for large monitors, portable presentations, slide shows for the Internet or an intranet, overhead transparencies, 35mm slides, and printed color or black-and-white copies of your slide shows.

What's new in Corel Presentations 9?

Corel Presentations 9 has the following new features:

Microsoft PowerPoint Export

You can now export slide shows in the Microsoft PowerPoint file format. This lets you use Microsoft PowerPoint to play Corel Presentations slide shows.

Corel RealTime Preview

Corel RealTime Preview lets you preview such things as fonts, color and fills before you apply them. For example, if you want to preview a font, point your cursor to a font in the font list box to view a preview of it in the Font Preview window. When you pause on a font, a preview of your text in that font is displayed on the page.

Install-As-You-Go

Install-As-You-Go lets you minimize the hard disk space required by WordPerfect Office 2000 applications. If you select a non-installed item, Corel Presentations asks if you would like to install it. As a result, you can minimize your disk space.

Shapes

You can add over 100 predefined lines, shapes, arrows, call-outs, flowchart elements, and buttons to your slides and drawings. Some of the shapes have glyphs, small diamond-shaped handles, to give you increased editing control.

Convert To Polygon

Convert To Polygon lets you convert shapes to a polygon. Once a shape is converted to a polygon, you can apply 3-D effects, use QuickWarp™, contour text to a shape, and use the Combine tool to combine the polygon with another object.

Image tools

The Image tools let you apply special effects to shapes, bitmap images, and vector images in your slide shows and drawings. For example, you can use the Brightness tool to increase or decrease the brightness of tones in an image.

Scrapbook

The enhanced Scrapbook gives you faster access to folders of clipart images organized by category. You can search and preview images, then drag and drop or copy and paste the images to drawings, charts, slide shows, spreadsheets, letters, papers, or reports. You can also create your own categories and view automatic updates of thumbnails. The enhanced Scrapbook also lets you preview sounds, movies, and bitmap images.

Internet publisher

The redesigned Internet publisher guides you through the process of publishing your slide show in HTML format. You can choose page styles, colors, and buttons to customize the look of your HTML slide show.

Publishing to PDF

You can publish Corel Presentations drawings and slide shows to Portable Document Format (PDF). This format preserves the fonts, images, graphics, and formatting of an original application file. It is platform-independent and can be viewed, shared, and printed by PC, UNIX, and Macintosh users.

You can view and print PDF files using the Adobe Acrobat Reader or a Web Browser that has the Adobe Acrobat Reader plug-in. The Adobe Acrobat Reader is included with Corel Presentations 9 and can be installed from the WordPerfect Office 2000 CD.

From here

For information about	In the online Help Index, type
Using Corel RealTime Preview	Corel RealTime Preview
Drawing shapes	shapes, drawing
Using the Image tools	image tools, using
Publishing to PDF	PDF, publishing
Exporting in the Microsoft PowerPoint file format	Microsoft PowerPoint, exporting in



GETTING STARTED WITH COREL PRESENTATIONS

22

Corel Presentations lets you produce professional looking slide shows and drawings within a well structured environment. When working in Corel Presentations, it is important to understand slide show basics, such as slide show components, using the Master Gallery, and using objects in your slide drawings.

The three slide show views give you different options when creating slide shows: Slide Outliner, Slide Editor, and Slide Sorter. These views make it easier for you to design and edit your slides.

The Custom Audiences feature which customizes one slide show for different audiences will also be introduced. You can also add speaker notes to your slide shows, which you can use as a guide when you present a slide show.

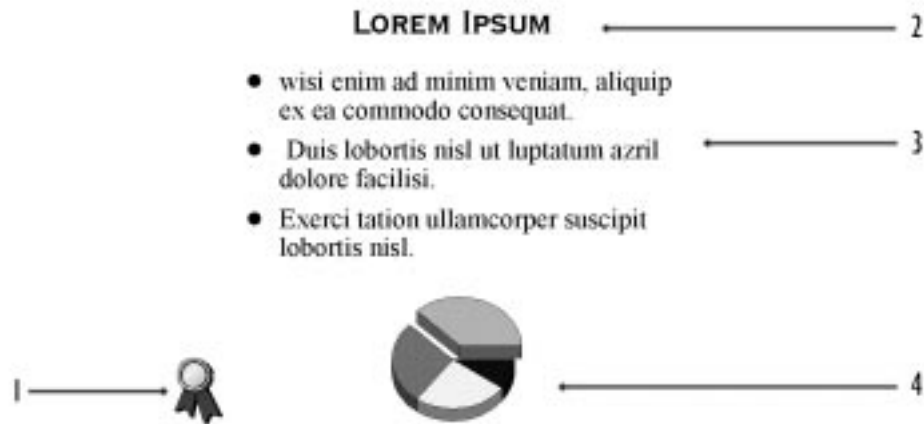
Understanding the components of a slide show

A slide show consists of a series of slides, which are separate, self-contained pages presented in succession. You can use the predefined backgrounds, called masters, and predefined slides provided with Corel Presentations to create your slide show or create your own custom backgrounds and slide layouts.

The slide structure consists of three layers: the slide layer, the layout layer, and the background layer. The slide layer is where you add all your objects to a slide, such as text and graphic objects. The layout layer contains the pre-defined objects in the layouts: titles, subtitles, bulleted lists, data charts, and organization charts. Objects on the layout layer overlay any objects on the background layer. The background layer gives your slide its color and page size. You can place clipart, charts, bitmaps, text, and other objects on the background layer, where they will appear behind the objects on the layout and slide layers. If you put an object on the background layer, you cannot move or edit it on the slide.

.....
A slide can include
several objects:

- 1) Clipart
 - 2) Formatted text
 - 3) Bulleted list
 - 4) Data chart
-



If you play a slide show, you can add transitions, which control how slides are presented. In addition, you can add animation and multimedia elements, such as sound and movie files to your slide shows.

Using masters and layouts

Corel Presentations provides a collection of slide show masters in the Master Gallery. Each master is a set of professionally designed slide backgrounds and layouts that include predesigned objects, such as titles, bulleted lists, and charts. Choosing a predesigned layout allows you to concentrate on the content of the slide show rather than on designing a layout and background.

To choose a master

- 1 Click Format, Master Gallery.
- 2 Choose a slide show category from the Category list box.
- 3 Click the master you want to use in the slide show.

Using slide show views

Corel Presentations lets you create, edit, and sort your slide show in three views.

- Slide Editor — lets you create, view, and edit one slide at a time
- Slide Outliner — lets you create an outline for your slide show
- Slide Sorter — lets you display a thumbnail sketch of each slide and change the order of slides

To change the view

- Click one of the following tabs at the right side of the drawing window:
 - Slide Editor — changes to Slide Editor view from any other view
 - Slide Outliner — changes to Slide Outliner view from any other view
 - Slide Sorter — changes to Slide Sorter view from any other view

Using the Slide Editor

Use the Slide Editor to add, view, and edit individual slides in your slide show. You can add and edit text, objects, and data and organization charts in the Slide Editor. You can zoom in on text and objects to see them in greater detail.

To insert slides

- 1 Click Insert, New Slide.
- 2 From the New Slide dialog box, choose a slide layout from the Layout Gallery.
- 3 In the Number To Add box, type the number of slides you want to add.

Using the Slide Outliner

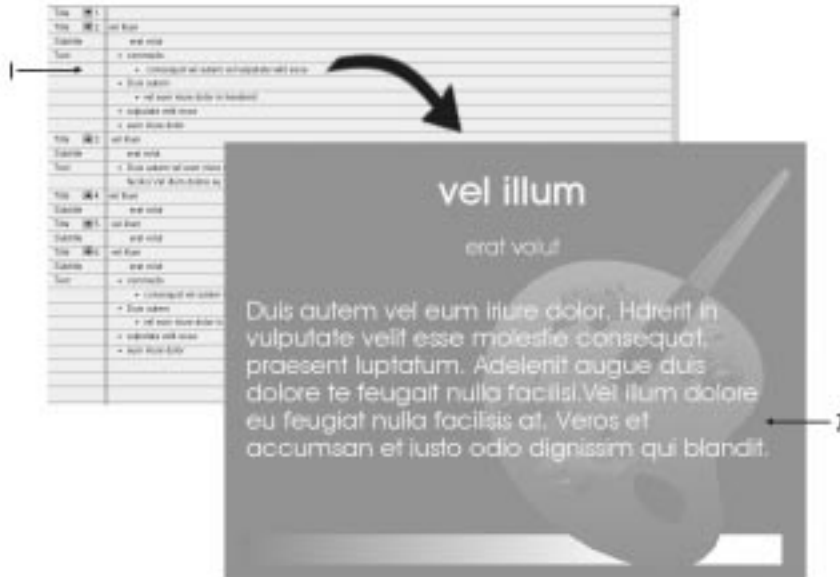
You can use the Slide Outliner to create an outline for your slide show. You can specify a layout then type the text for each slide.

If you are using a layout, you can type the text for slide titles, subtitles, text slides, bulleted list slides, and combination slides in the Slide Outliner. You can also add speaker notes to slides in the Slide Outliner and spell check all your slides at once.

You can also insert an outline created using WordPerfect. Each first-level paragraph number becomes a slide title. Any second or third level paragraph numbers become text in the slide.

Once you have created your slide show in the Slide Outliner, you can return to the Slide Editor to add clipart, data charts, organization charts, and other objects to the slides in your show.

- 1) The Slide Outliner lets you view and create slide outlines.
- 2) The information inserted in the Slide Outliner appears on a slide.



To create an outline

- 1 Click View, Slide Outliner.
- 2 Type a title and press ENTER.
- 3 Type a subtitle and press ENTER.
- 4 Type text for the rest of the slide.
- 5 Click Insert, New Slide.
- 6 Click a slide layout.
- 7 Repeat steps 2 to 6 until your outline is complete.

To insert a WordPerfect outline

- 1 Click View, Slide Outliner.
- 2 Click where you want to insert the outline.
- 3 Click Insert, File.
- 4 In the Look In list box, choose the drive where the WordPerfect document containing the outline is stored.
- 5 Double-click the folder in which the file is stored.
- 6 Click the WordPerfect document (.WPD file).
- 7 Click the Insert button.

To spell check the outline

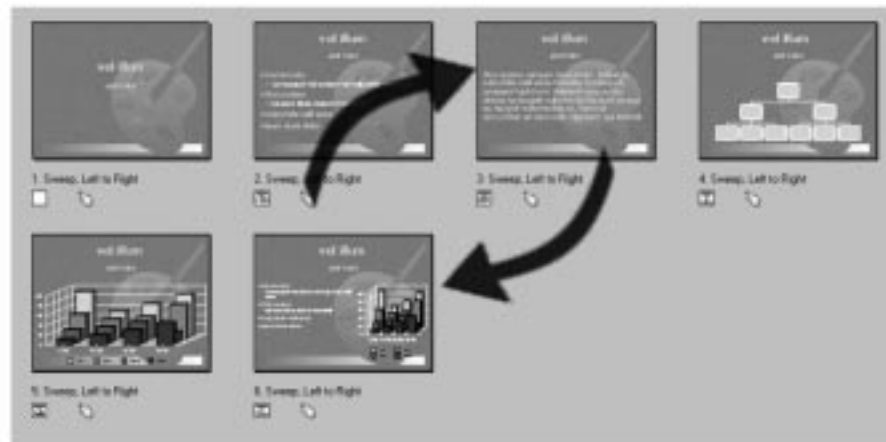
- Click Tools, Spell Check.

Using the Slide Sorter

The Slide Sorter displays thumbnail sketches of each slide in your slide show. You can change the order of your slides by dragging the slides. Once you drag a slide to a new position, Corel Presentations reorders and rennumbers each slide.

You can also select slide options and display detailed information about the settings used for each slide in a current slide show. For example, you can see which layout is used in each slide; whether or not a slide has speaker notes or sound clips. Skipped slides are dimmed in the Slide Sorter.

The Slide Sorter lets you rearrange the order of slides in your slide show.



To change the order of slides

- 1 Click View, Slide Sorter.
- 2 Drag a slide to a new position.

To manually display slides

- 1 Click Format, Slide Properties, Display Sequence.
- 2 Enable the Manually (Using Mouse Click Or SPACEBAR) check box to advance slides using the space bar or a mouse click.
- 3 Enable the Apply To All Slides In Slide Show check box to apply the manual display to all slides.

Creating Custom Audiences

Custom Audiences lets you create different versions of a slide show by specifying which slides you want to skip while presenting your slide show. Instead of re-creating the presentation or saving several different .SHW files, you can use Custom Audiences to tailor a single presentation to each audience.

For example, you need to present a new organizational structure to the employees in your company. However, you are required to present the new organizational structure to the various departments in your company. In that case, you can use custom audiences to structure the slide show in such a way that each department is shown how the new organizational structure affects their department specifically.

To create custom audiences

- 1 Click Tools, Custom Audience.
- 2 Click New.
- 3 Type a name in the text box that appears in the Names section.
- 4 Click OK.
- 5 Click View, Slide Sorter.
- 6 Select the slide you want to skip.
- 7 Click the Skip button.

Adding speaker notes

You can create speaker notes for each slide in a slide show. You can then print the speaker notes and use them as cue cards or as handouts for your audience. If you decide to publish your slide show to the Internet, you can include your speaker notes with each slide.

- 1) You can add text from a slide to speaker notes.
- 2) You can print a thumbnail of a slide on speaker notes.
- 3) Speaker notes can include slide text and corresponding notes.



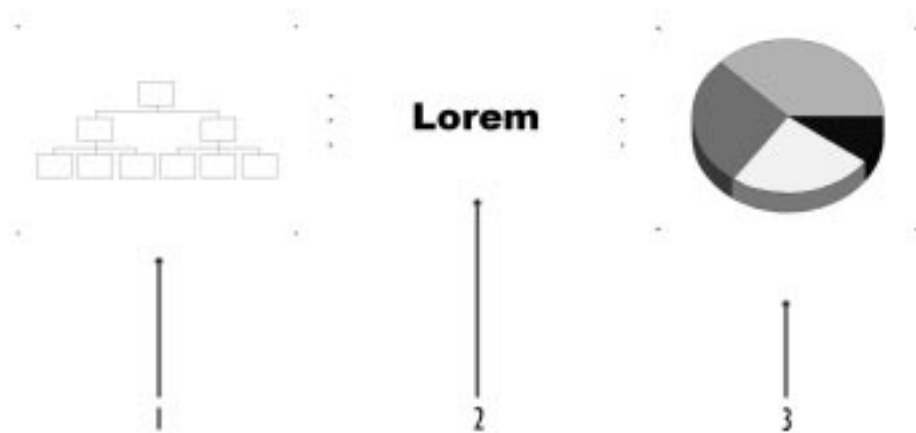
To add speaker notes

- 1 Click Format, Slide Properties, Speaker Notes.
- 2 Do one of the following:
 - Type your Speaker Notes in the Speaker Notes text box.
 - Click the Insert Text From Slide button.

Selecting objects

Corel Presentations treats all the elements you add to slides and drawings as objects. You must select an object, such as a text box, chart, or shape, before you can arrange, edit, or move it. Small solid squares appear at each corner and at the sides of a selected object. These small squares are called handles.

Corel Presentations
treats all elements
you add to a slide as
objects.
1) Organization
charts
2) Text
3) Data charts



To select an object

- 1 Click the Selection tool.
- 2 Click the item you want to select.

To select multiple objects

- Hold down CTRL and click the objects you want to select.

To select all objects in the window or slide

- Right-click and click Select All.

Sizing objects

Sizing an object makes it larger or smaller while keeping its original proportions intact. Stretching an object extends it horizontally or vertically.

Corel Presentations also lets you rotate and skew objects. Rotating an object turns the object around a rotation point. Skewing an object changes the object's angle and shape. It is useful if you want to make a figure appear like its in motion.

To size an object

- 1 Select an object.
- 2 Drag a corner handle to size the object.



- To size an object proportionally, hold down ALT and drag a handle to size or stretch the object.
-

To stretch an object

- 1 Select an object.
- 2 Drag a side handle to stretch the object.

To rotate an object

- 1 Select an object.
- 2 Right-click the object, and click Rotate.
- 3 Drag a corner rotation handle to rotate the object.

To skew an object

- 1 Select an object.
- 2 Right-click the object, then click Rotate.
- 3 Drag a side handle to skew the object.

Shaping and positioning objects with precision

Using the grid, alignment guides, and ruler, you can draw and position objects with precision. Alignment guides are lines you drag from the ruler to form guidelines across the drawing window. The grid, alignment guides, and ruler do not appear on printed slides or drawings.

To enable the grid and alignment guides

- Click View, Grid/Guides/Snap, then click any of the following:
 - Display Grid
 - Snap To Grid
 - Display Guides
 - Snap To Guides
 - Clear Guides

To enable the ruler

- Click, View, Ruler.

From here

For information about	In the online Help Index, type
Using the Master Gallery	Master Gallery, using
Creating layouts	layouts, creating
Creating slide backgrounds	backgrounds, creating
Working with custom audiences	custom audiences, using
Using Speaker Notes	speaker notes, using



CREATING, PLAYING, AND PUBLISHING SLIDE SHOWS

23

When creating a slide show, you can either start a new slide show or use one of the predefined projects provided with Corel Presentations. You can select from projects such as business plans, product launches, sales presentations, and more.

You can also create portable slide shows which are run from a diskette. Portable slide shows let you play Corel Presentations slide shows on computers that don't have Corel Presentations installed.

Once your slide show is created, you can publish your slide show in different formats. You can print your slide show, speaker notes, and audience notes to accompany your slide show.

You can publish Corel Presentations drawings and slide shows to Adobe PDF to transform them into electronic documents. The PDF version of your documents can be distributed across platforms, while maintaining the appearance of the original version of the document. PDF files can be viewed and printed using the Adobe Acrobat Reader or a Web browser that has the Adobe Acrobat Reader plugin. Corel Presentations 9 includes the Adobe Acrobat Reader; you can install it from your WordPerfect Office 2000 CD.

Corel Presentations lets you publish your slide show to the Internet. Once your presentation is on the World Wide Web, people can view your slide show without using a special viewer and without having Corel Presentations installed on their computer.

You also have different options for playing your slide shows. You can play the slide show by controlling it manually. You can also play the slide show in a loop, which makes it play continuously.

Creating slide shows

Corel Presentations lets you open existing slide shows. You can create new slide shows, or new slide show projects.

To open an existing slide show

- 1 Click File, Open.
- 2 Choose the drive where the slide show is stored from the Look In list box.
- 3 Double-click the folder in which the slide show is stored.
- 4 Double-click the slide show name.

To start a slide show

- 1 Click File, New.

To start a slide show from a master

- 1 Click File, New.
- 2 Choose a category from the Category box.
- 3 Double-click a master in the Master Gallery.

To start a slide show project

- 1 Click File, New From Project.
- 2 Click the Create New tab.
- 3 Choose Corel Presentations 9 from the list box.
- 4 Choose the type of project you want to create from the Projects list.
- 5 Click the Create button.

Saving and closing slide shows

You must save a slide show to save your changes before you close it. You can use Save to save a new slide show, update changes you have made to a slide show, save a single slide as a graphics file, save a slide show in a different folder, or save a slide show with a new name.

You can save a slide show using the Corel Presentations slide show format and the Microsoft PowerPoint file format.

To save a slide show

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

To exit Corel Presentations

- Click File, Exit.

Creating a portable slide show

Use Show on the Go™ to copy the slide show files and the Corel Presentations application files necessary to run the slide show to a diskette. You can then play the slide show on any computer that uses the Windows operating system, even if it doesn't have Corel Presentations installed.

To create a portable slide show

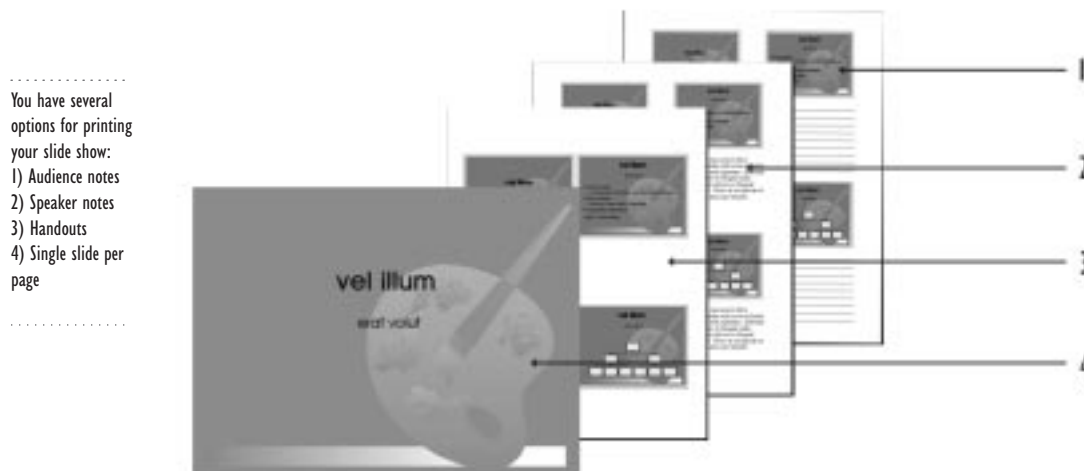
- 1 Click File, Show on the Go.
- 2 Click Create.
- 3 Click Change if you want to modify the name, file destination, system, and display type.

To play a portable slide show

- 1 Insert the disk that contains your runtime slide show.
- 2 Click Start on the Windows taskbar, and click Run.
- 3 Type the path and filename of your portable slide show in the Open box.
- 4 Press ESC to exit the slide show.

Printing slide shows

Corel Presentations lets you print a slide show when you want paper copies, for example, when you want to hand out slides to your audience. You can also print drawings, such as posters, banners, and signs. You can print speaker notes, audience notes, and handouts.



To print a slide show

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.
- 3 Enable the Slides check box.
- 4 Click the Details tab.
- 5 Choose a resolution setting from the Resolution list box.

The higher the print resolution you choose, the more time it takes to print the slide show.

- 6 Enable the Adjust Image To Print Black And White check box.
- 7 Disable the Print Background check box if you want to print your slides without the background colors.
- 8 Click Print.

To print speaker notes, handouts, or audience notes

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.
- 3 Enable one of following check boxes:
 - Speaker Notes — prints speaker notes
 - Handouts — prints speaker handouts
 - Audience Notes — prints audience notes
- 4 Click Print.

Working with PDF files

When you publish Corel Presentations drawings and slide shows to PDF, they are transformed into electronic documents in Portable Document Format (PDF). This format preserves the fonts, images, graphics, and formatting of an original application file. It is platform-independent and can be viewed, shared, and printed by PC, UNIX, and Macintosh users. You do not need to have the Adobe Acrobat Distiller or the Adobe PDF Writer installed on your computer to create PDF files. For information about creating PDF files, see the online Help.

PDF files can be viewed and printed using the Adobe Acrobat Reader or a Web Browser that has the Adobe Acrobat Reader plugin. The Adobe Acrobat Reader is included with Corel Presentations 9 and can be installed from the WordPerfect Office 2000 CD. For information about publishing to PDF, see the online Help.

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 an Internet slide show in HTML format

You can publish a slide show to the Internet in HTML format. When you publish a slide show in HTML format, Corel Presentations converts each slide into a JPG, GIF, or PNG image. These images are then placed in one or more HTML files. Each HTML file represents one Web page. Use Publish To HTML to publish a slide show without special effects, animation, transitions, sounds, and movie files.

You can select a Web page layout, and the color of Web page text, backgrounds, and hyperlinks. You can allow users to download the original version of your show with sounds, transitions, animation, and advance options intact.

Use Show It!™ to publish your Internet slide show with animations, transitions, sounds, and movie files. You can view the show by clicking or pressing SPACEBAR to advance slides.

To publish a slide show in HTML format

- 1 Click File, Internet Publisher.
- 2 Follow the instructions in the Internet Publisher dialog box.

To create an Internet slide show

- 1 Open the slide show you want to display on the Internet.
- 2 Click File, Internet Publisher.
- 3 Click the Next button.
- 4 Do one of the following:
 - Enable the Create A New Layout button.
 - Enable the Use An Existing Layout button, and click a layout from the layout list.
- 5 Click Next.
- 6 Enable the Show It! button.
- 7 Follow the instructions in the Internet Publisher dialog box.

Playing slide shows

Corel Presentations lets you play an entire slide show or play just one slide to see how it looks. When playing a slide show, you can manually control the slide show or you can program the slide show to play continuously. If a slide show is programmed to play continuously, you must press the ESC button to stop the slide show.

You can also use QuickPlay to play the slide you are working on or all of the slides remaining in the show.

To play a slide show manually

- 1 Click View, Play Slide Show.

- 2 Choose a slide from the Beginning Slide list box.
- 3 Click Play.
- 4 Do one of the following:
 - Click the left mouse button or press the SPACEBAR to advance to the next slide.
 - Click the right mouse button or press PAGE UP to return to the previous slide.
 - Press the ESC button to end the slide show.

To play a slide show continuously

- 1 Click Slide Properties, Display Sequence.
- 2 In the Display Next Slide Section, enable the After A Delay Of check box.
- 3 Type a number in the Seconds box to specify the amount of time between each slide.
- 4 Enable the Apply To All Slides In Slide Show check box.
- 5 Click OK.
- 6 Click View, Play Slide Show.
- 7 Choose a slide from the Beginning Slide list box.
- 8 Enable the Repeat Slide Show Until You Press 'ESC' check box.
- 9 Click Play.

To play a slide show using QuickPlay

- 1 Click the QuickPlay tab on the right side of the Corel Presentations desktop.
- 2 Press the ESC button to end the slide show.

From here

For information about	In the online Help Index, type
Creating projects	Create, slide show projects
Using WordPerfect outlines	WordPerfect, outlines
Using QuickPlay	QuickPlay, using
Publishing to PDF	PDF, publishing
Using Show on the Go	Show on the Go, using
Publishing to the Internet	Internet Publisher, using
Publishing to Show It!	Show It!, publishing with



Corel Presentations lets you add lines of text and paragraphs to your slides and drawings.

When adding text to slides, you must first create text boxes to type in your text. There are three types of text boxes: text boxes, single line boxes, and bulleted list boxes. These boxes are treated as objects; therefore, you can size and move text boxes as you would other objects.

If you are using slide masters, predefined text boxes have been added to the slides for you. For example, there are text boxes for titles, subtitles, and bulleted lists. Default formatting options, such as font size, are applied to the text that is typed in these predefined text boxes.

The text you type in all text boxes can be formatted. For example, you can change font attributes, text color, text fill, and text outlines. In addition, line spacing and justification can also be changed.

You can add special effects to text by creating text using TextArt. TextArt is text that is treated like a graphic object. The TextArt feature lets you change the shape, dimension, and texture of text.

When creating bulleted lists, you can change the bulleted list properties, such as the text font and the shape of the bullets. You can also change bullet justification and bullet level.

Creating text boxes

You can create single line text boxes, bulleted lists, or text boxes that contain several paragraphs. As you're typing in the text, the text automatically wraps at the edges of the area you define.

-
- 1) Title text boxes let you add titles to your slides.
 - 2) You can add bulleted lists.
-



To create a single line text box

- 1 Click the Text Line button from the Text Object Tools flyout.
- 2 In the drawing window, drag to draw the text box.
- 3 Type your text.
- 4 Click outside the text box to close it.

To create a text box

- 1 Click the Text Box button from the Text Object Tools flyout.
- 2 In the drawing window, drag to draw the text box.
- 3 Type your text.
- 4 Click outside the text box to close it.

To create a bulleted list

- 1 Click Insert, Bulleted List.
- 2 Click in the drawing window to define the text area.
- 3 Type the text for the first bullet.
- 4 Press ENTER to insert a new line at the same bullet level.
- 5 When you're finished typing the text, click outside the bulleted list.

Importing text in a text box

If you created your text in another application, such as WordPerfect, you can import the text in a text box. Corel Presentations lets you import various text file formats including WordPerfect documents (.WPD), Microsoft Word files (.DOC), and text files (.TXT).

To import text into a text box

- 1 Click the text box where you would like to import text.
- 2 Click Insert, File.
- 3 Choose the file you want to import, then click Insert.
- 4 Choose a file format from the Convert File Format From list box.

Changing text format

Corel Presentations lets you change the format of text. You can change the font attributes, the color fill, and the outline of text. You can change the text format before you type or apply changes when you have finished typing.

To change font attributes

- 1 Select the text you want to format.
- 2 Click Format, Font.
- 3 Choose a font from the Font Face list box.
- 4 Choose a font style from the Font Style list box.
- 5 Choose a font size from the Font Size list box.
- 6 Consider one of the following options:
 - Enable the Bold check box.
 - Enable the Underline check box.
 - Enable the Italic check box.

To change the font attributes of text in a bulleted list

- 1 Double-click a bulleted list.
- 2 Click Format, Bulleted List Properties.
- 3 Click a level from the list of bullet levels.
- 4 Choose a font face from the Font Face list box.
- 5 Choose a font style from the Font Style list box.
- 6 Choose a font size from the Size list box.
- 7 Consider the following options:
 - Enable the bold check box.
 - Enable the Underline check box.

- Enable the Italic check box.

To change the color of a font

- 1 Select the text you want to format.
- 2 Click Format, Font.
- 3 Click the Text Color button.
- 4 Choose a color from the color palette.

To change text outline

- 1 Select the text you want to format.
- 2 Click Format, Font.
- 3 Click the Outline tab.
- 4 Click the Color button.
- 5 Choose a text outline color from the color palette.
- 6 Click the Style button.
- 7 Click an outline style button.
- 8 Type the number for the outline width in the Width box.

To change line spacing

- 1 Select a text box.
- 2 Click Format, Line Spacing.
- 3 In the Spacing text box, type the number of lines that you want to appear between lines of text.

To indent paragraphs

- 1 Double-click a text box.
- 2 Click Format, Paragraph, Indent.

To justify text

- 1 Select the text you want to justify.
- 2 Click Format, Justification, and click one of the following:
 - Left
 - Right
 - Center
 - Auto

Using TextArt

The designs created using TextArt are graphic images, which can be used in other WordPerfect Office 2000 applications and can also be used in other Windows applications as an OLE object.

You can transform the shape and direction of your TextArt. You can also select the font, font style, and justification of the text. You can also shape the TextArt using patterns, colors, and other options, or you can select from a wide variety of predesigned shapes.

To create text using TextArt

- 1 Click Insert, Graphics, TextArt.
- 2 Click the General tab.
- 3 Click a shape in the Shapes box.
- 4 Choose a font from the Font list box.
- 5 Choose a font style from the Font Style list box.
- 6 Choose a text justification from the Justification list box.
- 7 Choose a Smoothness level from the Smoothness list box to increase or decrease the number of segments used to shape a curved line.
- 8 Type your text in the Type Here box.

Changing bulleted lists

You can change the format of a bulleted list. You can change: the font attributes of text in a bulleted list; the bullet style for each level in a bulleted list or for all levels; and the justification of a bullet level. You can also add frames to bulleted lists.

The bulleted list items are displayed at the following levels:

- 1) first
- 2) second
- 3) fourth



To change the justification of a bullet level

- 1 Double-click a bulleted list.
- 2 Click Format, Bulleted List Properties.
- 3 Click the Bullets tab.
- 4 Click a level from the list of bullet levels.
- 5 Choose a bullet justification from the Justification list box.



- Choosing Auto Justification indents each successive bullet level.

To move a bullet right one level

- Press TAB.

To move a bullet left one level

- Press SHIFT+TAB.

To change the shape of a bullet

- 1 Double-click a bulleted list.
- 2 Click Format, Bulleted List Properties.
- 3 Click the Bullets tab.
- 4 Click a level from the list of bullet levels.
- 5 Choose a bullet shape from the Bullet Shape list box.
- 6 Choose a bullet size from the Relative Size list box.

- 7 Choose a bullet style from the Bullet Set list box.

Adding frames to text boxes

Frames can be added to title boxes, subtitle boxes, and bulleted lists. You can choose the style and the position of the frame.

1) The bulleted list is displayed in a frame.



To add a frame to a title box

- 1 Double-click a title box.
- 2 Click Format, Title Properties.
- 3 Click the Box tab.
- 4 In the Position section, enable one of the following check boxes:
 - Above
 - Below
 - Above and Below
 - Behind
- 5 In the Shape section, enable one of the following check boxes:
 - Rectangle
 - Rounded Rectangle

- Octagon

6 Choose a frame type from the Type list box.

To add a frame to a subtitle box

- 1 Double-click a title box.
- 2 Click Format, Subtitle Properties.
- 3 Click the Box tab.
- 4 In the Position section, enable one of the following check boxes:
 - Above
 - Below
 - Above and Below
 - Behind
- 5 In the Shape section, enable one of the following check boxes:
 - Rectangle
 - Rounded Rectangle
 - Octagon
- 6 Choose a frame type from the Type list box.

To add a frame to a bulleted list

- 1 Double-click a bulleted list.
- 2 Click Format, Bulleted List Properties.
- 3 Click the Box tab.
- 4 In the Position section, enable one of the following check boxes:
 - Above, Below, Above and Below, or Behind
- 5 In the Shape section, enable one of the following check boxes:
 - Rectangle
 - Rounded Rectangle
 - Octagon
- 6 Choose a frame type from the Type list box.

From here

For information about	In the online Help Index, type
Adding clipart bullets	bulleted lists, clipart
Importing text in text boxes	importing, text



OBJECT ANIMATION, SLIDE TRANSITIONS AND MULTIMEDIA ELEMENTS

You can create dynamic presentations using slide transitions, object animation, and multimedia elements in your slide shows.

A slide show consists of a series of slides presented in succession using slide transitions. Slide transitions control how each slide is introduced, creating a smooth visual progression for the audience. The default transition advances slides and their objects at the same time, but you can choose to advance them separately.

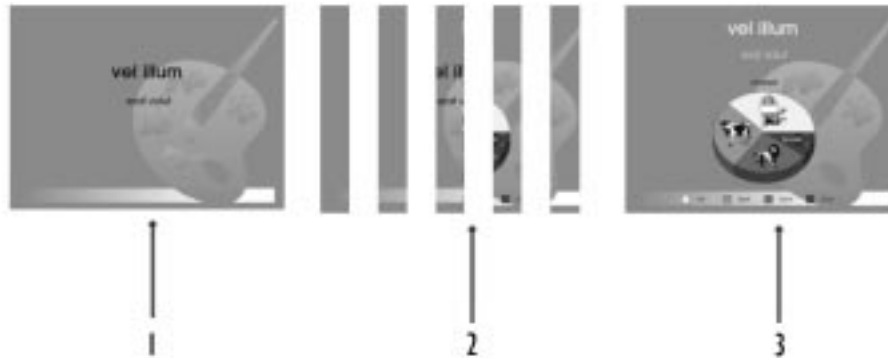
Animating a bulleted list allows you to display each bullet in a bulleted list one at a time. It gives you control over the amount of bulleted list text you want to display to your audience. You can also animate other graphic objects and clipart.

You can also create compelling multimedia slide shows by adding sound and movie files. For example, you can add WAVE sound files or MPEG movie files.

Adding transitions

When choosing a slide transition, you select the effect you want to apply to the slide, the speed of the transition, and, in some cases, the direction of the effect. You can choose a variety of transition effects, such as stars and stretch to corner. You can apply a different transition effect to each slide or apply the same transition effect to the entire slide show.

- 1) You can apply transitions to your slides.
- 2) The Lines Sweep transition is applied to a slide.
- 3) The transition moves you to the next slide.



To add a transition to a slide

- 1 Click a slide.
- 2 Click Format, Slide Properties, Transition.
- 3 Choose a transition effect from the Effects list box.
- 4 Choose a transition direction from the Direction list box if you want to apply a direction to the transition.
- 5 Enable one of the following Speed check boxes:
 - Fast
 - Medium
 - Slow
- 6 Enable the Apply To All Slides In Slide Show check box to apply the transition to all the slides in the slide show
- 7 Enable the Do Not Include This Slide (Skip) if you want to skip a slide, and choose the slide you would like to skip from the From Slide list box.

Adding animation effects to a bulleted list

Animation effects can be applied to bullet items in a bulleted list. If you created a bulleted list using the bulleted list master, you can make bullets appear one at a time on a slide by sliding across the screen, creating a cascade effect. You can also animate each bullet in place. For example, you can have each bullet fade in and out. When applying bullet animation, you can also specify the speed in which the bullets appear.

If you create a bulleted list using the Bulleted List Text tool, the bulleted list is treated as an object. For more information about animating objects, type “Animating objects” in the online help index.

To add animation to a bulleted list

- 1 Select a bulleted list.
- 2 Click Format, Bulleted List Properties.
- 3 Click the Bullet Animation tab.
- 4 Enable one of the following check boxes in the Animation Type section:
 - Animate Object in Place — animates the object in place on the slide
 - Animate Object Across Screen — animates the object by moving across the slide
- 5 Choose an animation effect from the Effects list box.
- 6 Choose an animation Direction from the Direction list box, if you want to apply a direction to the animation.
- 7 Enable one of the following check boxes in the Speed section:
 - Fast
 - Medium

- Slow
- 8 Enable the Display One At A Time check box to display main level bullets and sub-level bullets one at a time during a slide show.
 - 9 Consider enabling the following check boxes:
 - Highlight Current Bullet — highlights one bulleted item at a time and dim all other bullets on the slide
 - Display In Reverse Order — starts the cascade effect with the last bullet in the chart and progress to the first bullet

Animating objects

Corel Presentations lets you animate graphics, such as clipart or a bitmap image, that you have inserted in a slide. You can choose to animate the object in place or move it across the screen. You can also control the speed in which the object is displayed.

You can also animate several objects on a slide by choosing in which order you want to have them displayed.

To add an animation effect to an object

- 1 Select an object on the slide.
The object can be a drawing or a clipart image.
- 2 Click Format, Object Properties, Object Animation.
- 3 Enable one of the following Animation Type check boxes:
 - Animate Object in Place — animates the object in place on the slide
 - Animate Object Across Screen — animates the object by moving across the slide
- 4 Choose an animation effect from the Effects list box.
- 5 Choose an animation direction from the Direction list box if you want to apply a direction to the animation.
- 6 Enable one of the following Speed check boxes:
 - Fast
 - Medium
 - Slow

To add an animation effect to multiple objects

- 1 Select an object on the slide.
The object can be a drawing or a clipart image.
- 2 Click Format, Object Properties, Object Animation.
- 3 Enable one of the following Animation Type check boxes:
 - Animate Object in Place — animates the object in place on the slide

- Animate Object Across Screen — animates the object by moving across the slide
- 4 Choose an animation effect from the Effects list box.
 - 5 Choose an animation direction from the Direction list box if you want to apply a direction to the animation.
 - 6 Enable one of the following Speed check boxes:
 - Fast
 - Medium
 - Slow
 - 7 In the Object Display Sequence list box, choose the order in which the object should be displayed.

Adding multimedia elements

Corel Presentations lets you insert WAVE, MIDI, and CD tracks to your slide shows. You can add sound to your slides if sound hardware is installed and correctly set up on your computer.

You can also add movie files to your slide show. Corel Presentations allows you to insert Audio Video Interleaved (.AVI), QuickTime (.MOV), Moving Pictures Experts Group (.MPEG), and QuickTime (.QT) video files.

.....
 You can add
 multimedia files,
 such as sounds and
 movies to your slide
 shows.



To add a WAVE or MIDI sound file to a slide

- 1 Select a slide.
- 2 Click Format, Slide Properties, Sound.

- 3 Click one of the following buttons in the Sound Files And Settings section:
 - The browse button in the WAVE file text box to choose a Wave file.
 - The browse button in the MIDI file text box to choose a MIDI file.
- 4 Enable the Loop Sound check box if you want the selected sound file to play continuously during a slide show until another sound file begins.
- 5 Move the volume level slider to adjust the volume level of the selected sound file.
- 6 Enable one of the following check boxes:
 - Apply To All Slides In Slide Show — applies the sound file to all the slides in the slide show
 - Do Not Include This Slide (Skip) — skips a slide (you must specify a slide in the From Slide list box)
 - Enable the Save Within Slide Show Document check box — saves the MIDI or WAVE sound file in the slide show. This increases the slide show file size, but also ensures that the sound will be available for playback. Use this option if you want to create a portable slide show.

To add a CD track

- 1 Select a slide.
- 2 Click Format, Slide Properties, Sound.
- 3 Click the browse button in the CD File box.
- 4 Type a description in the Description text box.
- 5 Type the number of the CD track you want to use in the Track box.
- 6 Disable the From Beginning check box and do all of the following:
 - Type a number in the Minutes check box.
 - Type a number in the Seconds check box.
 - Type a number in the Frame check box.
- 7 Enable the To End check box.
- 8 Move the volume level slider to adjust the volume level of the selected sound file.
- 9 Enable the Apply To All Slides In Slide Show check box if you want to add the CD track to all the slides in the slide show.



- To play an entire CD track from beginning to end, you must keep the From Beginning and To End check boxes enabled.
-

To add a movie file

- 1 Click Insert, Movie.
- 2 Choose the drive where the movie file is stored from the Look In list box.

- 3 Double-click the folder in which the movie file is stored.
- 4 Click the file.

From here

For information about	In the online Help Index, type
Using the Scrapbook	Scrapbook, adding elements
Recording sounds	sounds, recording



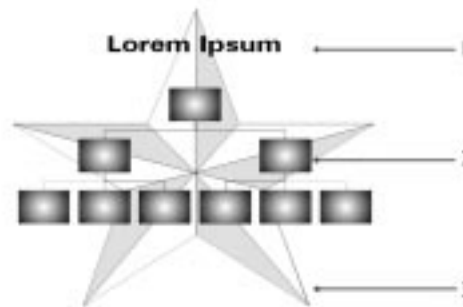
WORKING WITH DRAWINGS

26

You can use Corel Presentations to create and print drawings: single-page documents that can contain data charts, organization charts, bitmaps, clipart, text, bulleted lists, and drawn objects. You add these elements to a drawing just as you would to a slide show. Drawings, unlike Corel Presentations slide shows, cannot contain transitions, animations, sound files, or movie files.

You can save Corel Presentations drawings in various file formats such as WordPerfect graphic, Windows bitmap, JPG, and GIF. This allows you to use the drawings you create in other applications, such as WordPerfect document or an Internet Web page.

.....
These are some of
the objects you can
add to drawings:
1) Text
2) Organization
charts
3) Clipart
.....



Opening and starting drawings

Corel Presentations makes it easy for you to open an existing drawing or start a new drawing.

To start a drawing

- 1 Click File, New From Project.
- 2 Click the Create New tab.
- 3 Choose Corel Presentations 9 from the list box.

- 4 Choose Presentations Drawing from the Projects list.
- 5 Click the Create button.

To open an existing drawing

- 1 Click File, Open.
- 2 Choose the drive where the drawing is stored from the Look In list box.
- 3 Double-click the folder in which the drawing is stored.
- 4 Double-click the drawing name.

Saving and closing drawings

You can save a drawing in various file formats, such as WordPerfect graphic and Windows Bitmap. Saving a drawing in the WordPerfect graphic file format lets you edit the drawing in the same way it was created. For example, if you include a data chart in your drawing, you can open the WordPerfect graphic file and edit the data chart by opening the datasheet to change the data. This also applies to other items, such as organization charts, text, and bulleted lists. The WordPerfect graphic file format is the only graphic file format that lets you do this.

If you save your drawing in any other graphic file format, such as a Windows Bitmap or JPG, the drawing becomes a graphic image and you can no longer edit the drawing as it was created. For example, if you added a data chart, you cannot change the data in the data chart.

To save a drawing

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

To close a drawing

- Click File, Close

Printing drawings

When printing, you can choose to print the full drawing or selected items in the drawing. You can also print the current view of your drawing. For example, you can zoom in on an area of a drawing and print that view.

To print drawings

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.
- 3 Enable the Full Document check box.
- 4 Click Print.

To print a selected item

- 1 Select the item you want to print.
- 2 Click File, Print.
- 3 Choose a printer from the Current Printer list box.
- 4 Enable the Selected Objects check box.
- 5 Click Print.

To print a current view

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.
- 3 Enable the Current View check box.
- 4 Click Print.

From here

For information about	In the online Help Index, type
Adding clipart to drawings	Clipart, adding
Using graphic file formats	file formats, graphics
Creating bitmaps	bitmaps, creating
Adding shapes	shapes, adding



WORKING WITH GRAPHIC OBJECTS AND SHAPES

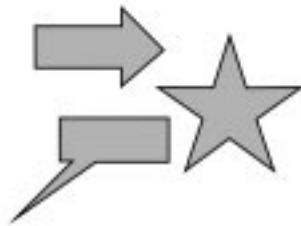
Corel Presentations lets you create over 100 shapes using the Corel Presentations drawing tools. These shapes can be added to your slide shows and drawings.

You can change the way a shape looks by applying fills to the shapes you create. Fills consist of colors, bitmaps, color gradients, or patterns.

You size and move shapes as you would other objects. Some shapes have glyphs, small diamond-shaped handles, which give you increased editing control.

You can use the Image tools to apply special effects to shapes and graphic objects, such as clipart, bitmap images, and vector images. For example, if you created a design using shapes and want it to appear in the background layer of your slide, you can use the Watermark tool to lighten the design.

.....
 These are a few of
 the shapes you can
 create in Corel
 Presentations.



Adding shapes

Shapes are drawing objects, which can be used to design professional-looking logos and designs. Corel Presentations lets you add the following shapes to drawings and slides: line shapes, basic shapes, arrows, callout shapes, flowchart elements, action shapes, and star shapes.

To add a shape

- I Open one of the following Shapes flyouts:
 - Line Object Tools
 - Basic Shapes
 - Arrow Shapes

- Flowchart Shapes
 - Star Shapes
 - Callout Shapes
 - Action Buttons
- 2 Click the shape you want to draw.
 - 3 Position the cursor where you want to start drawing.
 - 4 Drag diagonally to draw the shape.

To delete a shape

- 1 Click a shape.
- 2 Press DELETE.



- To delete an object while you are drawing it, press ESC to cancel the drawing.
-

Filling shapes

An object is any item you create or place in a slide. Objects include clipart, lines, shapes, graphics, and text.

You must select an object before you can change its properties. If you do not select an object, the new settings affect each new object you create until you change the properties.

You can change how an object looks by changing the colors in the fill pattern of an object. Fills are colors, bitmaps, color gradients, or patterns that are applied to areas of your object.

Every object with a fill pattern has two colors — a background color and a pattern color. Pattern fills are pregenerated, symmetrical images that are tiled to fill selected objects. An object with a gradient has a background color and a gradient color. A gradient fill is a complex fill that displays a progression between two colors. By using gradient fills, you can create a direct blend from one color to another.

You can also change the texture of an object. A texture is a bitmap file you can use to fill an object. You can also use any bitmap file as a fill. You do not need to specify a fill color for an object with a texture fill.

To change a fill style

- 1 Select an object.
- 2 Click Format, Object Properties, Fill.
- 3 In the Fill Style section, click one of the following fill buttons:
 - Pattern — to apply a pattern fill to an object

- Gradient — to apply a gradient fill to an object
- 4 Click the Foreground button, then choose a color from the color palette.
 - 5 Click the Background button, then choose a color from the color palette.
 - 6 Click a fill in the Fill Palette.

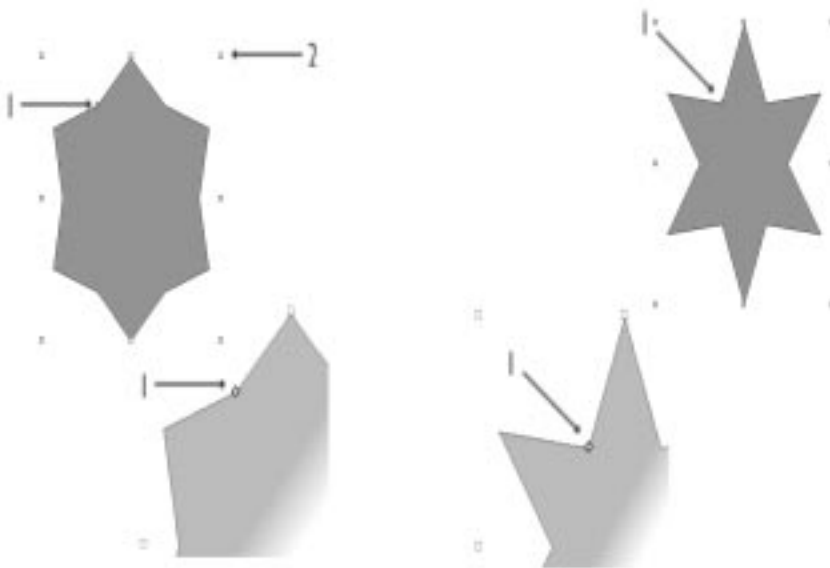
To change a fill texture

- 1 Select an object.
- 2 Click Format, Object Properties, Fill.
- 3 In the Fill Style section, click one of the following fill buttons:
 - Texture — to apply a texture to an object
 - Picture — to apply a bitmap image to an object
- 4 From the Category list box, choose a fill category.
- 5 Choose a fill from the Fill Palette.

Sizing a shape

You can also alter an object by using glyphs. Glyphs are small diamond-shaped handles that you can drag to alter the design of the shape.

-
- 1) Use the diamond shaped glyphs to change the look of your shapes.
 - 2) Handles can be used to change the size of your shapes.
-



To manipulate a shape using a glyph

- 1 Click a shape.
- 2 Drag a glyph until you achieve the desired effect.

Using Image Tools

The Corel Presentations image tools let you completely alter the look of your shapes, clipart, and bitmap images. For example, the Grayscale tool changes the color attributes of a selected object to shades of grey. You can also use other image tools, such as Contrast, Threshold, and Brightness. With the Brightness, Contrast, and Black and White image tools, you can adjust the amount of the effect you want to apply to your image.

To use the Brightness, Contrast, and Black and White image tools

- 1 Click a shape, clipart, or bitmap image.
- 2 Click Tools, Image Tools.
- 3 Click one of the following image tools:
 - Brightness, Contrast, or Black and White
- 4 Click the percentage of the effect you want to apply.

To use image tools

- 1 Click a shape, clipart, or bitmap image.
- 2 Click Tools, Image Tools.
- 3 Click one of the following image tools:
 - Watermark
 - Gray Scale
 - Invert Colors
 - Silhouette
 - Outline
 - Coloring Book
 - Outline All
 - Transparent

From here

For information about

In the online Help Index, type

Using Convert To Polygon
Moving shapes

Convert To Polygon, using
objects, moving



WORKING WITH DATA CHARTS

Corel Presentations lets you create data charts in your slide shows and drawings. Data charts help you display numeric information. A chart presents a set of data as a picture. It may uncover a trouble spot, display a trend, or illustrate a correlation between categories of data.

Corel Presentations includes a Data Chart Gallery, which is a collection of predesigned charts and color schemes that simplify the task of formatting charts. You can choose the type of data chart you want to create from the Data Chart Gallery.

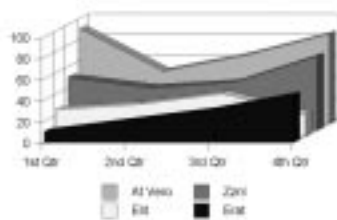
When creating a data chart, you must enter your data in the datasheet. The datasheet is designed like spreadsheet. You enter and edit the data the chart displays in the datasheet. You can also insert formulas into the datasheet and import spreadsheet data, from other applications such as QuattroPro.

Choosing a data chart type

Corel Presentations lets you choose different types of data charts. Each chart type has features that enhance your data in different ways.

Area charts

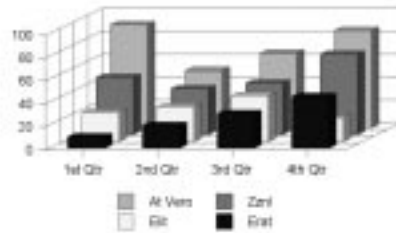
.....
This illustration
shows a
3-Dimensional area
chart.
.....



Use area chart to show change over time and to emphasize the amount of change rather than the rate of change. You can also create 2 dimensional area charts.

Bar charts

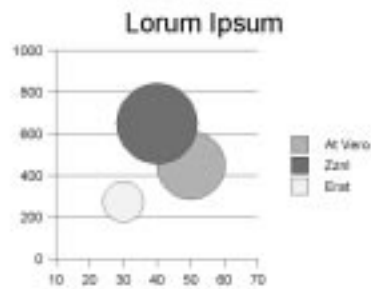
.....
This illustration
shows a 3-D bar
chart.
.....



Use bar charts to compare totals over time and to show trends. You can also create 2 dimensional bar charts.

Bubble chart

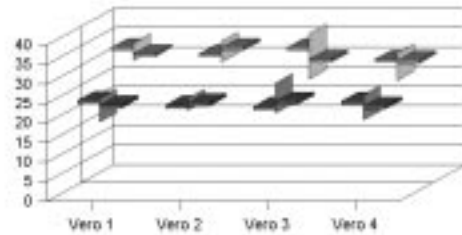
.....
This illustration
shows a bubble chart
with 4 types of data.
.....



Use bubble charts to show three types of data (for example, time, latitude, and size) in a single chart.

High-Low

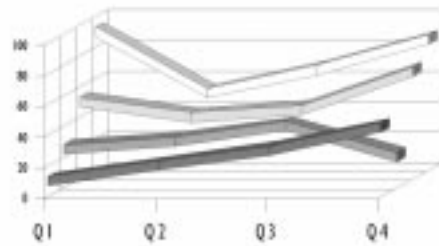
.....
This illustration
shows a high-low
chart.
.....



Use high-low charts to show the high, low, open, and close quotes for a stock in a specific time period. You can create 2 dimensional high-low charts.

Line chart

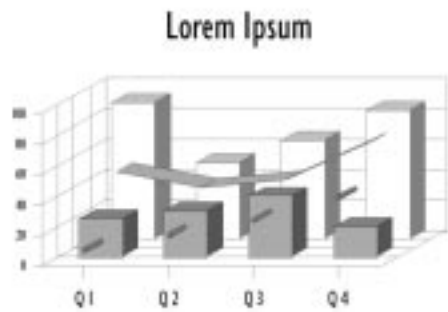
.....
This illustration
shows a 3-D line
chart.
.....



Use line charts to show change over time, to emphasize the rate of change rather than the amount of change, or to show a trend for a set of dates. You can create 2 dimensional line charts.

Mixed chart

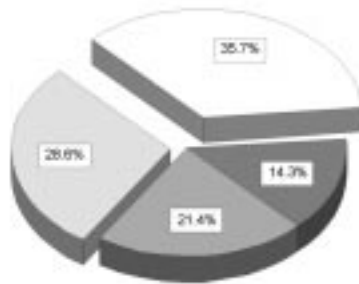
.....
This illustration shows a mixed chart. This chart includes a bar chart and a line chart.
.....



Use mixed charts to emphasize specific data or to highlight a trend. You can create 2 dimensional mixed charts.

Pie chart

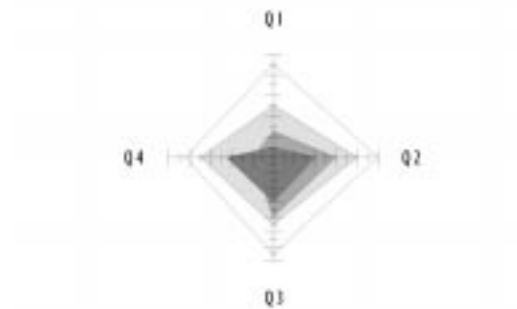
.....
This illustration shows a 3-D pie chart with data labels.
.....



A pie chart presents values as percentages (slices) of a whole (pie). You can create 2 dimensional surface charts.

Radar chart

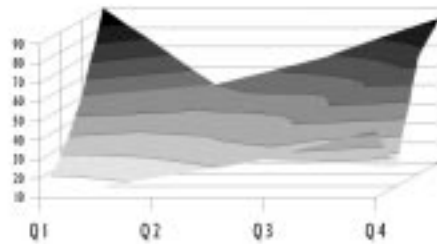
.....
This illustration
shows a radar chart.
.....



Radar charts show growth trends and can also simplify series comparisons; the series with the highest values occupies the most area.

Surface chart

.....
This illustration
shows a surface
chart.
.....



Surface charts show a three-dimensional representation of data, such as temperature ranges or land elevations. You can create 2 dimensional surface charts.

Table chart

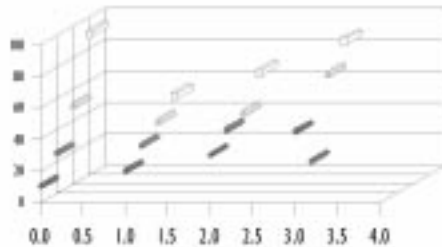
.....
This illustration
shows a table chart.
.....

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Jan	88	90	88	88
Feb	88	80	88	79
Mar	28	30	48	20
Apr	18	20	38	45

Table charts show precise figures in an organized manner.

XY Scatter Charts

.....
This illustration
shows an XY scatter
chart.
.....



XY scatter charts show the interception points of one set of X values and one or more sets of Y values to detect a correlation.

Creating and saving data charts

When you create a data chart, you choose a chart style and a datasheet appears in the Drawing Window. Use the datasheet to enter or import chart data. The data you enter in the datasheet creates the data chart.

You can save data charts in various ways. For example, you can save the chart data without saving the rest of the chart so that you can use the data in other charts, slide shows, and other applications. You can also save a slide that contains a data chart without saving the entire slide show. The slide is converted into a graphic so that you can use it in other applications.

If you save your data chart in a graphic file format, such as a Windows Bitmap or JPG, the data chart becomes a graphic image and you can no longer treat it as a data chart. Saving a data chart in the WordPerfect graphic file format lets you edit the data chart in the same way it was created. For example, you can edit the data chart by opening the datasheet to change the data. The WordPerfect graphic file format is the only graphic file format that lets you do this.

To create a data chart

- 1 Click Insert, Data Chart.
- 2 In the Drawing Window, drag where you want the chart to appear.
- 3 Choose a chart from the Chart Type list box.
- 4 Enable the Use Sample Data check box.
- 5 Enable the 3-D check box.
- 6 Click a chart style button.

To save chart data

- 1 Double-click a data chart.
- 2 Click View, Datasheet.
- 3 Select a datasheet cell.
- 4 Click Data, Export.
- 5 Choose the drive where you want to store the chart data from the Save In box.
- 6 Double-click the folder in which you want to save the chart data.
- 7 Type a name for the chart data in the File Name box.
- 8 Choose a file type from the File Type list box.

To save a data chart slide as a graphic

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

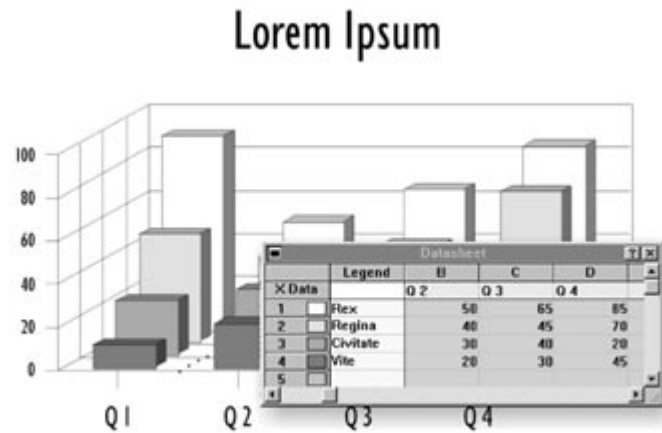
Adding and editing chart data

Using the datasheet, you can add, edit, cut, copy, paste, transpose, and exclude chart data. The datasheet appears as a floating palette in the drawing window when you create a data chart. Use it as a spreadsheet to enter, edit, or import the data the chart displays.

A datasheet cell must contain numeric data in order to be plotted in a chart (unless the cell is a Label or a Legend cell). Numeric data is right justified in the cell. Text or date

entries are left justified. If you press the Spacebar to delete cell data instead of using Delete, the cell appears empty, but it still contains a space.

.....
The datasheet lets
you add and edit
data chart data.
.....



To add and edit chart data

- 1 Double-click a data chart.
- 2 Click View, Datasheet.
- 3 Double-click a cell.
- 4 Type your data in the Data box.

To add a row or column in a datasheet

- 1 Double-click a data chart.
- 2 Click View, Datasheet.
- 3 Click where you want to add a row or column.
- 4 Click Edit, Insert.
- 5 Enable one of the following check boxes:
 - Row
 - Column
- 6 Type the number of rows or columns you want to insert in the Number To Insert box.

To delete a row or column

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click where you want to delete a row or column.
- 3 Click Edit, Delete.

- 4 Enable one of the following check boxes:
 - Row
 - Column
- 5 Type the number of rows or columns to delete in the Number To Delete box.

Importing and exporting data in the datasheet

Corel Presentations lets you import spreadsheet files created in other applications, such as Quattro Pro, and datasheet data saved in the ASCII or ANSI file into your data chart. When you import data, it will overwrite any existing data in the chart. When you import spreadsheet files, you can also import data charts that may have been created. You can import the data chart data and attributes by choosing them from the list of range names.

You can also export your datasheet data by saving it in the ASCII or ANSI file format. The data is then delimited by tabs, commas, and spaces.

When importing your spreadsheet data you can control how the data is imported. For example, you can link the imported data to an existing chart. Therefore, if you make changes to the chart data in a spreadsheet application, such as Quattro Pro, it automatically updates the Corel Presentations chart data every time you open up the chart.

The following are the spreadsheet formats you can import into Corel Presentations:

- Quattro Pro (version 2 — 9)
- Lotus 1-2-3 for Windows (versions 4 — 5)
- Lotus 1-2-3
- Microsoft Excel
- PlanPerfect

To import spreadsheet data

- 1 Double-click a chart.
- 2 Click View, Datasheet.
- 3 Click in the datasheet.
- 4 Click Data, Import.
- 5 Choose Spreadsheet from the Data Type list box.
- 6 Enable any of the following check boxes:
 - Transpose Data — switches data from column to rows and rows to columns
 - Clear Current Data — deletes all the data that is already in the datasheet
 - Link To Spreadsheet — links the imported data to the data chart
 - Import At Current Cell — imports data the selected cell

- 7 In the Filename box, type the path and filename of the file containing the spreadsheet data.
- 8 If applicable, do one of the following:
 - Choose the range name to import from the Named Ranges list box.
 - Type the range of data numbers in the Range box.

To export data

- 1 Double-click a chart.
- 2 Click View, Datasheet.
- 3 Click in the datasheet.
- 4 Click Data, Import.
- 5 Choose a file format and delimiter type for the exported data from the File Type list box.

Using formulas

Corel Presentations lets you apply standard mathematical formulas to entire rows and columns in the datasheet.

To add a formula to a datasheet

- 1 Double-click a chart.
- 2 Click View, Datachart.
- 3 Click a datasheet cell in the row or column in which you want to place the results.
- 4 Click Data, Formulas.
- 5 In the Use Data Found In The Same section, enable one of the following check boxes:
 - Row
 - Column
- 6 Select the formula you want to use from the Use The Function list box.
- 7 Do one of the following:
 - In the Calculate The section, type a number or letter in the Row(s) box.
 - In the Calculate The section, type a number or letter in the Columns(s) box.
- 8 Do one of the following:
 - In the Place The Results In section, type a number or letter in the Row(s) box.
 - In the Place The Results In section, type a number or letter in the Column(s) box.
- 9 If applicable, do one of the following:
 - Type a number in the Average Before, After box to specify how many cells before and after each cell to include in the moving average.

- Type a number in the Order Of Curve Fit box to specify the value for n in a polynomial equation.
- Type a number in the Number To Forecast box to specify a value for fit formulas to predict future values.



- Use 0 as the results row to indicate the variable row for a scatter chart.

Formatting data charts

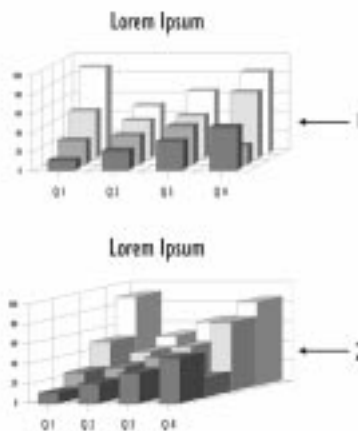
You can format a data chart in several ways. For example, you can change the 3-D perspective options of a 3-D chart.

You can change the series colors in a chart. A series represents a row of data from the datasheet. You can choose fill and line options for each series in a chart. When you click on a series in a data chart, this will open the Series Properties dialog box.

You can also change the placement of grid lines and tick marks on the X and Y axes in your chart.

A chart frame is a group of lines enclosing the back, front, left, right, top, and bottom of a chart. Each line represents a data value. You can select the border width, color, fill attributes, and base height of the frame.

These illustrations show two 3-D perspectives.
1) Default
2) Modified



To change perspective in 3-D charts

- 1 Double-click a 3-D data chart.

- 2 Click Chart, Perspective.
- 3 Type a number in the Horizontal box to adjust the horizontal displacement
- 4 Type a number in the Vertical box to adjust the vertical displacement.
- 5 Enable the Right Angle Axes check box to make 45-degree angles in your chart.
- 6 Click Preview.

To change colors in a series

- 1 Double-click a data chart.
- 2 Click Chart, Series.
- 3 Click the Fill tab.
- 4 Click the arrow keys at the top of the dialog box to select a series.
- 5 Click the Foreground button, then choose a color from the color palette.
- 6 Click the Background button, then choose a color from the color palette.
- 7 Click Preview.

To fill a series with a pattern or gradient

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 In the Fill Style section, click one of the following fill buttons:
 - Pattern
 - Gradient
- 3 Click the Foreground button, then choose a color from the color palette.
- 4 Click the Background button, then choose a color from the color palette.
- 5 Click a fill in the Fill Palette.
- 6 Click Preview.

To fill a series with a texture or picture

- 1 Follow steps 1 to 3 from the “To change colors in a series” procedure.
- 2 In the Fill Style section, click one of the following fill buttons:
 - Texture
 - Picture
- 3 Choose a fill category from the Category list box.
- 4 Choose a fill from the Fill Palette.
- 5 Click Preview.

Adding data chart titles

You can also add a title and subtitle to your chart. These titles are in addition to the slide title and subtitle, not in place of them.

To add a chart title

- 1 Double-click a data chart.
- 2 Click Chart, Title.
- 3 Click the Title Options tab.
- 4 Enable the Display Chart Title check box.
- 5 Type a chart title in the Display Chart Title box.
- 6 Click the Title Font tab.
- 7 Choose a font from the Face list box.
- 8 Type a number in the Size box.
- 9 In the Appearance section, consider the following options:
 - Enable the Bold check box.
 - Enable the Underline check box.
 - Enable the Italic check box.

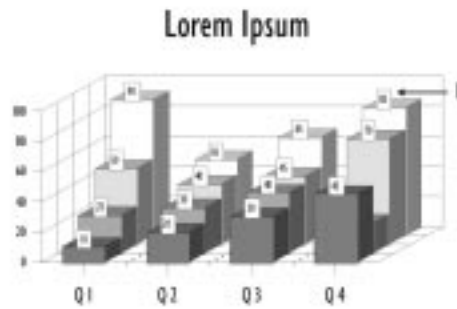
To add a chart subtitle

- 1 Double-click a data chart.
- 2 Click Chart, Subtitle.
- 3 Click the Subtitle Options tab.
- 4 Enable the Display Chart Subtitle check box.
- 5 Type a chart subtitle in the Display Chart Subtitle box.
- 6 Click the Subtitle Font tab.
- 7 Follow steps 7 to 9 from the previous procedure.

Adding data labels and legends

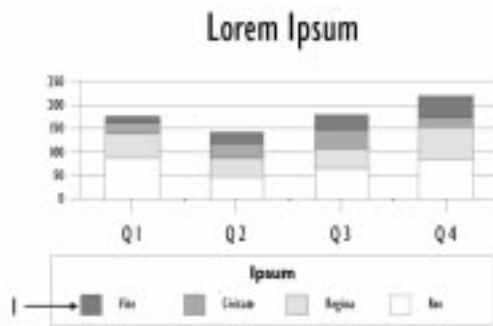
Data labels identify the data in your data chart. For example, you can add a data label to a pie slice or to a time period.

.....
 1) This bar chart has data labels which are positioned outside the bars in the chart.



The legend consists of a list of the colors, patterns, or symbols used in the chart to show which series of data corresponds to which marker on the chart. In the legend, each data series found in your chart is identified by a name.

.....
 1) This chart has a data legend located at the bottom of the data chart.



To add data labels to a chart

- 1 Double-click a data chart.
- 2 Click Chart, Data Labels.
- 3 Enable the Display Data Labels check box.

- 4 Click the Position tab.
- 5 Choose one of the following options:
 - Inside — positions the labels inside data representations
 - Outside — positions the labels outside data representations
- 6 Click Preview.

To add data labels to a pie chart

- 1 Double-click a pie chart.
- 2 Click View, Datasheet.
- 3 Type labels for the series in the Labels 1 column of Pie Chart 1.
- 4 Click Chart, Data Labels.
- 5 Choose a position for the series value from the Value list box.
- 6 Choose a position for the series percentage from the Percent list box.
- 7 Type a number in the Digits box if you want to specify how many digits display after decimal points.
- 8 Choose a position for the label of each pie slice from the Label list box.
- 9 Choose the length of the lines that will connect labels to the pie chart slices from the Leader list box.
- 10 Consider one of the following label orientations:
 - One Line — lists the value and label text horizontally.
 - Stacked — lists the value and label text vertically.
- 11 Click Preview.

To add a legend to a data chart

- 1 Double-click a data chart.
- 2 Click Chart, Legend.
- 3 Click the Type/Position tab.
- 4 Enable the Display Legend check box.
- 5 Enable one of the following check boxes in the Legend Type section:
 - Horizontal — places the legend horizontally
 - Vertical — places the legend vertically
- 6 Enable the check box that corresponds to where you want the legend to appear.
- 7 Click Preview.

To add a legend title

- 1 Double-click a data chart.
- 2 Click Chart, Legend.

- 3 Enable the Display Legend Title check box.
- 4 Type a legend title in the Display Legend Title box.
- 5 Click the Title Font tab.
- 6 Choose a font from the Face list box.
- 7 Type a number in the Size box.
- 8 In the Appearance section, consider the following options:
 - Enable the Bold check box.
 - Enable the Underline check box.
 - Enable the Italic check box.

From here

For information about	In the online Help Index, type
Importing Graphic File Formats	importing, graphic file formats
Using sample data	Data charts, sample data
Formatting data charts	Data chart, formatting
Changing grid properties	grid properties, changing
Using formulas in data charts	formulas, using in data charts
Importing spreadsheet data	importing, spreadsheet data
Saving data chart style	saving, data chart style
Changing data chart perspective	Data chart, perspective
Displaying data tables	Data tables, displaying
Sorting chart data	Datasheet, sorting data



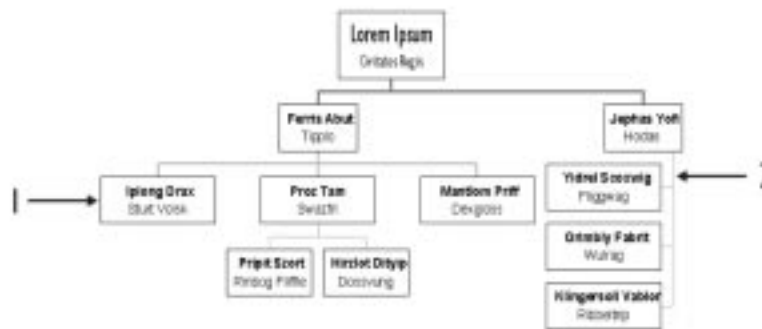
WORKING WITH ORGANIZATION CHARTS

A Corel Presentations organization chart can be added to slide shows and drawings to display the structure of an organization. You can also use an organization chart to display a chain of command, create a diagram, illustrate a work flow, or design a family tree.

You can use the organization chart in a slide show or save it as a graphic that you can use in other applications. For example, you can add an organization chart to a WordPerfect document or a Corel WordPerfect document.

Use the organization chart tools provided in Corel Presentations to create the organization chart that best displays the information you need to convey. After you have created the organization chart, you can modify the layout and size of an organization chart.

This illustration shows two different chart branch styles:
1) Single style
2) Left/top style



Creating and saving organization charts

When you start an organization chart, you must choose a layout for it. The layout determines the orientation and structure of the organization chart. Corel Presentations provides five layout categories for organization charts.

You can select only one layout when you create an organization chart; for example, you can choose single or staggered. However, you can change the layout later. For information about changing layouts, see “Changing how organization charts look” on page 303.

You can save an organization chart different ways. If the organization chart is part of a slide show, you can save the entire slide show or save the slide that contains the organization chart in a graphic file format. Saving the slide in a graphic file format allows you to use the organization chart in a file created in another application, such as WordPerfect.

If you save your organization chart in a graphic file format, such as a Windows Bitmap or JPG, the data chart becomes a graphic image and you can no longer treat it as an organization chart. Saving an organization chart in the WordPerfect graphic file format will let you edit the organization chart in the same way it was created. For example, you can change the branch structure of the organization chart. The WordPerfect graphic file format is the only graphic file format that lets you do this.

To create an organization chart

- 1 Click Insert, Organization Chart.
- 2 Drag to define a chart area.
- 3 Click a chart layout button.

To save an organization chart slide as a graphic file

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

Using WordPerfect outlines

If you created an outline of your organization chart in WordPerfect, you don't need to type the information again in your organization chart. Corel Presentations lets you import a WordPerfect outline into your organization chart. For information about creating a WordPerfect outline, see "About outlines and numbered lists" in WordPerfect's online Help.

Corel Presentations lets you save the outline of an organization chart in the WordPerfect file format (.WPD). This allows you to use the outline in other applications and to import the outline into Corel Presentations to create organization charts.

To create an organization chart using a WordPerfect outline

- 1 Double-click an organization chart.
- 2 Click Chart, Import Outline.
- 3 Choose the drive where the outline file is stored in the Look In list box.
- 4 Double-click the folder in which the outline file is stored.

- 5 Double-click the outline file.



- You can also import a chart outline in the WordPerfect format (.WPD) by dragging an outline file icon onto the chart from Windows Explorer. The new organization chart information is added to the chart where you drop it; it does not overwrite the information already in the chart.
-

To save an organization chart as a WordPerfect outline

- 1 Double-click a chart to select it.
- 2 Click Chart, Export.
- 3 Choose the drive where you want to store the outline file from the Save In box.
- 4 Double-click the folder in which you want to save the outline file.
- 5 Type a name for the outline file in the File Name box.
- 6 Choose WordPerfect Document from the File Type list box.

Adding boxes to organization charts

You can add boxes to your organization chart. A box can hold any type of information; people and positions, if you are showing the organization chart of a company; ancestors, if you are showing a family tree; or process steps, if you are showing a diagram.

You can add subordinates and staff beneath a selected box. You can add coworkers at the same level as a selected box, under the same manager. You cannot add a coworker to the top position of the organization chart. You can add managers above the selected box.

You can also move boxes to change their positions on the organization chart. When you move a box, all its subordinate boxes also move. You cannot move the top position of the organization chart.

To add a subordinate position

- 1 Double-click an organization chart.
- 2 Select the box to which you want to add a subordinate.
The subordinate is added under the box you select.
- 3 Click Insert, Subordinates.
- 4 Type the number of subordinates you want to add in the Number Of Subordinates To Insert box.

To add a staff position

- 1 Double-click an organization chart.
- 2 Select the box to which you want to add a staff position.

- 3 Click Insert, Staff.
- 4 Type the number of staff you want to add in the Number Of Staff To Insert box.

To add a coworker position

- 1 Double-click an organization chart.
- 2 Select the box to which you want to add a coworker.
- 3 Click Insert, Coworkers.
- 4 Type the number of coworkers you want to add in the Number Of Coworkers To Insert box.
- 5 Enable one of the following check boxes:
 - Left — inserts coworkers to the left of the selected box
 - Right — inserts coworkers to the right of the selected box

To add a manager position

- 1 Double-click an organization chart.
- 2 Select the box to which you want to add a manager position.
- 3 Click Insert, Manager.

To move a box

- 1 Double-click an organization chart.
- 2 Drag the box to a new position on the chart.

Adding fields to boxes and editing fields

Corel Presentations lets you add information to boxes by adding fields. For example, you can add a field named “Telephone Number” to record employee telephone numbers in a company organization chart. When you create a field, it is added to all selected boxes.

You can edit the fields and change the format of text in a field. For information on changing the text font and appearance, and the color and fill of text, see “Changing text format” on page 261.

.....
 You can add fields to
 boxes in organization
 charts.



To add fields to boxes

- 1 Double-click an organization chart.
- 2 Click the box you want to edit.
- 3 Click Format, Box Fields.
- 4 Type the name of the field you want to add in the Add New Field box, then click Add.
- 5 Consider one of the following options:
 - Move Up — Moves the selected field up one level in the Current Fields list box
 - Move Down — Moves the selected field down one level in the Current Fields list box

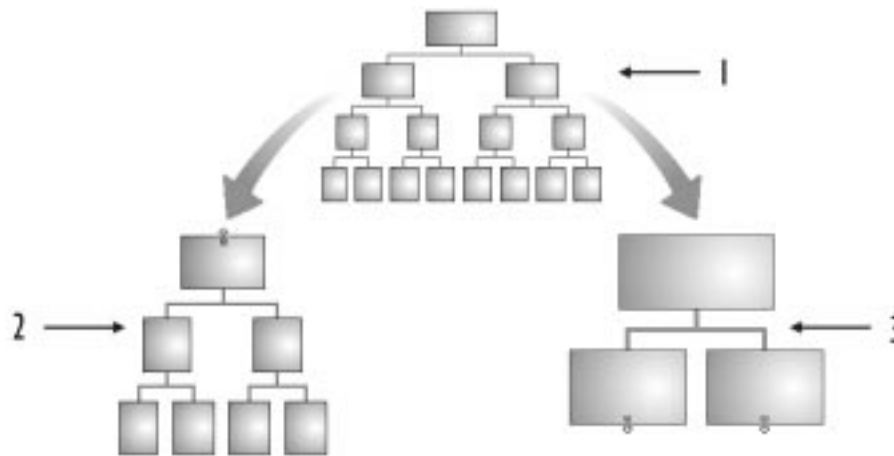
To edit the contents of a box

- 1 Double-click an organization chart.
- 2 Double-click a field in a box, and type in the new text.

Changing organization chart views

Corel Presentations lets you look at your organization chart using different views. You can use zoom to chart to view the entire organization chart. Use the zoom to branch tool to zoom to a selected box and its subordinate boxes. This hides the rest of the organization chart. Use collapse subordinates to hide subordinate boxes. To display collapsed boxes, use expand subordinates.

-
- 1) The entire organization chart is displayed using Zoom To Chart.
 - 2) A selected branch is displayed using Zoom To Branch.
 - 3) All the subordinate positions found beneath the selected box are hidden using Collapse Subordinates.
-



To zoom to an organization chart

- 1 Double-click an organization chart.
- 2 Click View, Zoom To Chart.

This displays the entire organization chart, but does not expand currently collapsed boxes.

To zoom to a branch of an organization chart

- 1 Double-click an organization chart.
- 2 Select a box in the branch that you want to view.

This displays the box you selected and its subordinate positions.

- 3 Click View, Zoom To Branch.

To hide subordinate boxes

- 1 Double-click an organization chart.
- 2 Select the box that has subordinates you want to collapse.
- 3 Click View, Collapse Subordinates.

To display collapsed subordinate boxes

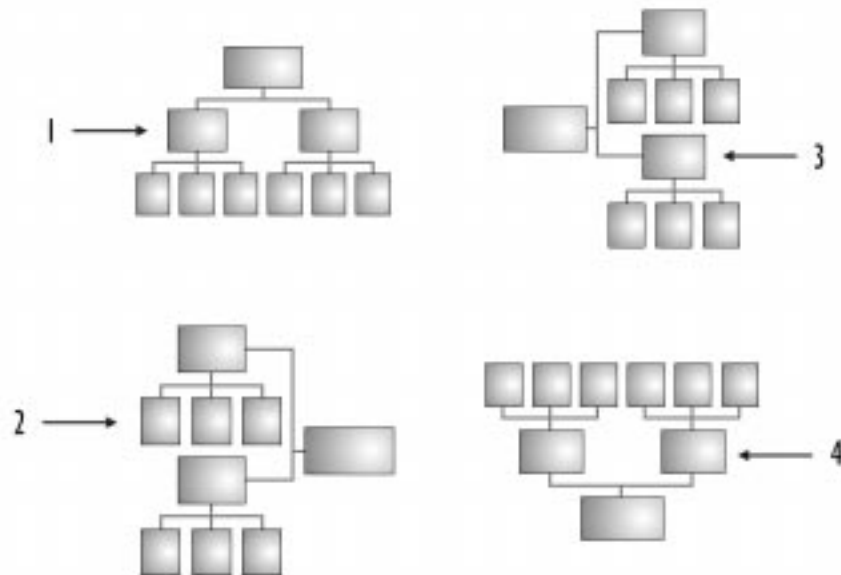
- 1 Double-click an organization chart.
- 2 Select the box that has collapsed subordinates.
- 3 Click View, Expand Subordinates.

Changing the format of organization charts

You can format an organization chart by changing its orientation structure. The orientation determines the direction of each branch in your organization chart, for example top to bottom.

You can change the structure of a specific branch or of the entire chart. Changing the branch or chart structure will change the appearance of your chart. For example, if you want to create an organization chart that is shaped like a pyramid, choose the Single structure. If you want to design a flat, horizontal organizational chart, choose the Right/Bottom structure.

.....
This illustration
shows the following
organizations:
1) Top to Bottom
2) Right to Left
3) Left to Right
4) Bottom to Top
.....



To change branch orientation

- 1 Double-click an organization chart.
- 2 Select a branch from the organization chart.
- 3 Click Format, Orientation.
- 4 Click one of the following orientation buttons:
 - Top To Bottom
 - Left To Right
 - Right To Left
 - Bottom To Top



- If you want to change the orientation of the entire chart, click Edit, Select, All to select the entire chart before applying the change.

To change branch structure

- 1 Double-click an organization chart.
- 2 Select a branch from the organization chart.
- 3 Click Format, Branch Structure.
- 4 Click one of the following structure buttons:
 - Single
 - Staggered
 - Left/Top
 - Right/Bottom
 - MultipleIf applicable, type a number in the Columns box.

To change the structure of an entire chart

- 1 Double-click an organization chart.
- 2 Click Edit, Select All.
- 3 Click Format, Branch Structure.
- 4 Click one of the following structure buttons:
 - Single
 - Staggered
 - Left/Top
 - Right/Bottom
 - MultipleIf applicable, type a number in the Columns box.

From here

For information about

In the online Help Index, type

Changing box fill

boxes, filling

Changing box border

box borders, changing

Changing box connectors

box connectors, changing

Changing box spacing

box spacing, changing



WORKING WITH CLIPART AND BITMAP IMAGES

30

Corel Presentations lets you add clipart and bitmap images to your slide shows and drawings. A bitmap image can include imported images, scanned photographs, or images that you have created using shapes and fills. Bitmaps can be created and edited in Corel Presentations.

Corel Presentations includes a large collection of clipart images that you can use in slides, drawings, and charts. Some of the clipart images are located in the Scrapbook found on your hard drive; other clipart images are located in the WordPerfect Office 2000 CD.

You can combine clipart with text, charts, and other clipart to create logos and illustrations. You can also use clipart and shapes to enhance banners, flyers, and signs.

Understanding bitmap concepts

When creating and editing bitmap images in Corel Presentations, you may want to familiarize yourself with the following concepts.

Bitmap images and vector images

Corel Presentations uses two types of graphic formats: bitmap and vector. Vector images, such as clipart images, are defined mathematically as a series of points joined by lines. Graphical elements in a vector file are self-contained entities with properties (such as color, shape, outline, size, and position on the screen) included in its definition. You can move and change the properties of a vector image again and again, while maintaining its original clarity and crispness and without affecting other objects in the image.

Bitmap images are made of individual dots, called pixels that are arranged and colored differently to form a pattern. Increasing the size of a bitmap increases individual pixels, which makes lines and shapes appear jagged. Reducing the size of a bitmap distorts the original image because pixels are removed to reduce the image size. Because a bitmap image is a collection of pixels, you cannot change the size, shape, or location of individual pixels. You can, however, apply effects to the entire image.

Bitmap editor

Corel Presentations includes a Bitmap Editor that lets you create and edit bitmap images. The Bitmap Editor lets you refine small details by editing pixels. You can also make drastic changes and apply special effects to the bitmap images. To open the Bitmap Editor, you need to create a bitmap or double-click an existing bitmap image.

You can use the Bitmap Editor to retouch photographs, edit bitmap images, and create original bitmap images. The Bitmap Editor provides you with a broad range of bitmap editing tools and drawing tools. The bitmap images can then be added to your slide shows and drawings.

Inserting, saving, and closing bitmap images

You can insert new and existing bitmap images in slide shows and drawings. The Bitmap Editor is launched when you insert a new bitmap.

You cannot save bitmap images while you work in the Bitmap Editor. You must first close need to close the Bitmap Editor, which inserts the bitmap into your current slide show or drawing, then save the bitmap image.

To insert an existing bitmap image

- 1 Click Insert, Graphics, From File.
- 2 Choose the drive where the bitmap is stored in the Look In list box.
- 3 Double-click the folder in which the bitmap is stored.
- 4 Choose the file.
- 5 Click the Insert button.

To insert a new bitmap image

- 1 Click Insert, Graphics, Bitmap.
- 2 In the drawing window, drag to define a bitmap area.

To open a bitmap image in the Bitmap Editor

- Double-click a bitmap image.

To save a bitmap image as a graphic

- 1 Click, File, Close Bitmap Editor.
- 2 Click File, Save.
- 3 Enable the Selected Items check box.
- 4 Choose the drive where you want to store the bitmap image from the Save In box.
- 5 Double-click the folder in which you want to save the bitmap image.
- 6 Type a name for the bitmap image in the File Name box.
- 7 Choose one of the following file formats from the File Type list box:
 - Windows Bitmap
 - Compressed Bitmap
 - Corel Photo-Paint bitmap
 - GEM Paint Bitmap

- Joint Photographic Experts Group
- Mac Paint Bitmap
- PC Paintbrush
- Portable Network Graphics
- Scitex CT Bitmap
- Targa Bitmap
- Tagged Image File Format
- Wavelet Compressed Bitmap

8 Click Save.

9 In the Predefined Sizes list box, select a bitmap image size or select User Defined.

10 For a user defined bitmap image size, type a value in the following boxes:

- Width
- Height

11 In the Units Of Measure list box, select one of the following units of measure:

- Pixels
- Centimeters
- Inches

12 In the Resolution list box, select a bitmap resolution.

13 If applicable, select the number of bits and colors for your bitmap in the format section.

14 If applicable, enable the Compressed check box.

To close a bitmap image

- Click File, and click one of the following:
 - Cancel Bitmap — closes without saving
 - Close Bitmap Editor — closes and saves changes

Adding clipart images

You can preview clipart images in the Scrapbook before you insert them in your slides. The clipart images are organized into category folders. You can find clipart images in Corel Presentations or you can import them from a CD-ROM. You can also insert other graphic files in your slides.

To add a clipart image to a slide

- 1** Click Insert, Graphics, Clipart.
- 2** Click the clipart tab.
- 3** Drag the image you want to insert into the drawing window.

To add a clipart image from a CD-ROM to a slide

- 1 Insert the CD-ROM into the CD-ROM drive.
- 2 Click Insert, Graphics, Clipart.
- 3 Click the CD Clipart tab.
- 4 Drag the clipart image you want to insert into the drawing window.

To import a graphics file into a slide

- 1 Click Insert, Graphics, From File.
- 2 Choose the drive where the graphic is stored from the Look In list box.
- 3 Double-click the folder in which the graphic is stored.
- 4 Choose the file you want to insert.

Combining clipart images with other objects

You can combine clipart with other objects to make your slides more interesting and effective. Corel Presentations lets you overlay text on clipart, clipart on other clipart, and clipart on charts. When you group text and clipart, they are treated as a single object, which is useful for moving and rotating.

.....
This illustration
shows text layered on
a clipart image.
.....



You can overlay objects to create logos, pictures, diagrams, and more. You can also use clipart images on the background layer of a slide and overlay the changes with text and graphics.

.....
This illustration
shows clipart images
layered and grouped
together.
.....



To overlay text on a clipart image

- 1 Select the clipart image you want to add text to.
- 2 Open the Text Object Tools flyout, and click the Text Box button.
- 3 In the clipart image, drag the area to the width you want the text box to be.
- 4 Type your text.
- 5 Format your font.
- 6 Hold down the CTRL button, and select the clipart image and the text box.
- 7 Click the Group button to group the clipart and the text.

To overlay clipart images

- 1 Click Insert, Graphics, Clipart.
- 2 Click the Clipart tab.
- 3 Drag two clipart images into the drawing window.
- 4 Size and overlay the clipart images.
- 5 Hold down the CTRL button, and select the clipart images.
- 6 Click the Group button to group the clipart images.

To overlay a clipart image on a data chart

- 1 Open a data chart.
- 2 Click Insert, Graphics, Clipart.
- 3 Click the Clipart tab.
- 4 Drag a clipart image into the drawing window.
- 5 Size the clipart image and place it on the data chart.
- 6 Hold down CTRL and click the clipart image and the data chart.
- 7 Click the Group button to group the clipart image and data chart.

To use a clipart image as a background

- 1 Click Edit, Background Layer.
- 2 Click Insert, Graphics, Clipart.
- 3 Click the Clipart tab.
- 4 Drag a clipart image into the drawing window.
- 5 Click the Slide Layer tab to return to the Slide Editor.

Converting a vector image to a bitmap image

You can convert a vector image to a bitmap image and then use the Bitmap Editor to edit the image. Bitmap images redraw faster than vector images do, so converting vector images to bitmap images is useful if you plan to insert the images in a slide show or publish a slide show to the Internet.

To convert a vector image to a bitmap image

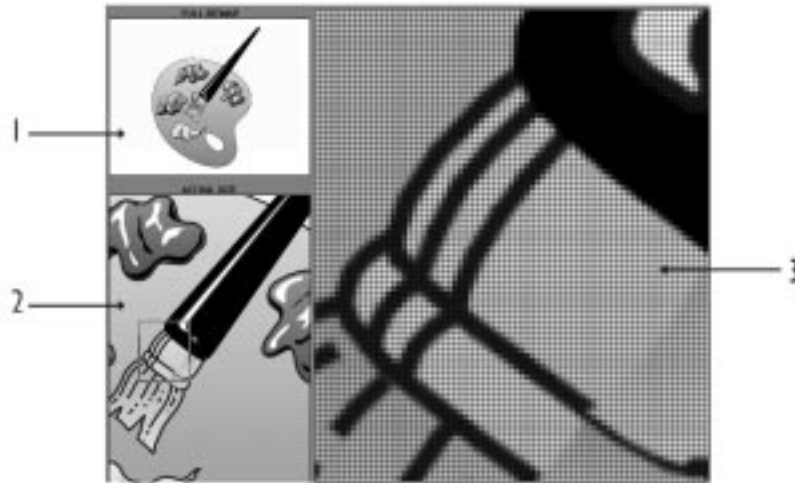
- 1 Click a vector image.
- 2 Click Tools, Convert To Bitmap.
- 3 Click Convert.

Viewing bitmap images

Zooming in and out of your bitmap lets you view it at the precise level of magnification that you require when performing editing tasks. For example, if you are editing an intricate part of a bitmap image, you can zoom in to see it more clearly. When you finish editing, you can zoom out to view the entire image. The zoom view allows you to edit pixels individually.

In the Bitmap Editor, you can view bitmap images in the following ways

- 1) Full Bitmap
- 2) Actual size
- 3) Zoomed view



To zoom in on a bitmap image

- 1 Click View, Zoom.
- 2 Do one of the following:
 - In the Full Bitmap window, move the rectangle.
 - In the Actual Size window, move the rectangle.

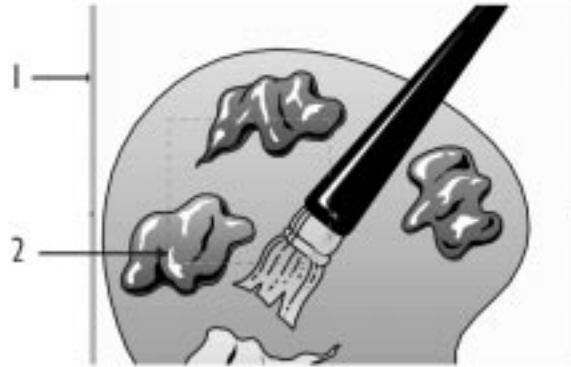
To zoom out

- Click View, Zoom.

Selecting bitmap images

Use Select Area in the Bitmap Editor to define the area of a bitmap you want to cut, copy, erase, move, duplicate, paste, or apply special effects to. When you select an area of a bitmap, all pixels inside that area are selected. Once a bitmap area is selected, it is surrounded by a dashed rectangle.

-
- 1) The bitmap frame surrounds the bitmap image.
 - 2) The Select Area tool was used to select an area of the bitmap image.
-



To select a bitmap image

- Double-click a bitmap image.
This opens the Bitmap Editor.

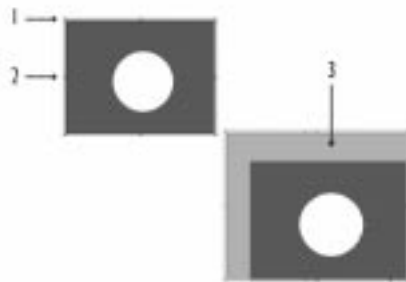
To select an area of a bitmap

- 1 Click Edit, Select Area.
- 2 In the bitmap, drag to select an area of the bitmap.

Sizing bitmap images

In the Bitmap Editor, the bitmap image is contained within a bitmap frame. You can change the size of the bitmap frame. Increasing the size of the bitmap frame does not stretch the bitmap; however, it increases or decreases the area that surrounds the bitmap, which changes its size and position when it is inserted in a slide or drawing.

-
- 1) The corner handle lets you size the bitmap frame.
 - 2) The side handle lets you size the bitmap frame.
 - 3) Changing the size of the bitmap frame does not change the size of the bitmap.
-



You can also change the frame size to crop your bitmap. For example, if you scan a photograph with a white border around it, you can make the bitmap frame smaller to remove the unwanted border. Any part of the bitmap image left outside of the resized frame is deleted when you insert the bitmap in a drawing or a slide.

-
- 1) The photograph can be cropped.
 - 2) Making the bitmap frame smaller will remove the white border.
 - 3) The white border has been cropped by resizing the bitmap frame.
-



To size a bitmap frame

- 1 Do one of the following:
 - Click a corner handle of the bitmap frame.
 - Click a side handle of the bitmap frame.
- 2 Drag the handle of the bitmap frame until you achieve the desired size.

Using bitmap tools

Corel Presentations provides six bitmap tools to help you paint and edit bitmap images.

The following table describes the bitmap tools:

Click...	To...
Eraser	Erase part of your bitmap image by making the pixels transparent.
Selective Replace	Edit patterned fills by replacing foreground colored pixels with background colored pixels.
Paint Brush	Create a freehand line on your bitmap images using solid colors, patterns, gradients, pictures, and textures.
Flood Fill	Fills areas of your bitmap images with a single color, pattern, gradient, texture, or picture.
Pickup Color	Pick up or “capture” a hard-to-duplicate color from part of a bitmap image to use with a bitmap tool.
Air Brush	Create a spray paint effect on your bitmap image.

To use the Eraser tool

- 1 Click Insert, Eraser.
- 2 Click Format, Brush.
- 3 Choose a brush shape from the Brush Shape list box.
- 4 Type the number of pixels across the Eraser tool will cover in the Brush Width box.

To use the Selective Replace tool

- 1 Click Insert, Selective Replace.
- 2 Click Format, Brush.
- 3 Choose a brush shape from the Brush Shape list box.
- 4 Type the number of pixels across the Selective Replace tool will cover in the Brush Width box.

To use the Paint Brush tool

- 1 Click Insert, Paint Brush.
- 2 Click Format, Brush.

- 3 Choose a brush shape from the Brush Shape list box.
- 4 Type the number of pixels across the Paint Brush will cover in the Brush Width box.
- 5 Click OK.
- 6 Click the Fill Pattern button, and click a pattern from the Fill Pattern palette.
- 7 Click the Foreground Fill Color button, and choose a color from the color palette.
- 8 Click the Background Fill Color button, and chose a color form the color palette.

To use the Air Brush tool

- 1 Click Insert, Air Brush.
- 2 Click Format, Brush.
- 3 Choose a brush shape from the Brush Shape list box.
- 4 Type the number of pixels across the Air Brush will cover in the Brush Width box.
- 5 Type a number to specify the percentage of pixels within the brush area that will change color in the Air Brush Density box.
- 6 Click OK.
- 7 Click the Foreground Fill Color button, and choose a color from the color palette.

To use the Pickup Color tool

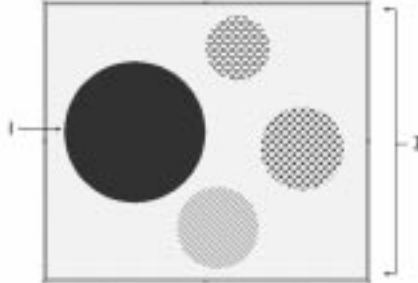
- 1 Click Insert, Pickup Color.
- 2 Click the color you want to reproduce from the bitmap.
The color you choose appears in the Foreground Fill Color box.
- 3 Choose a painting tool to apply the color to your bitmap.

Applying fills to bitmap images

Corel Presentations lets you fill your bitmaps using four fill categories: pattern, gradient, texture, and picture. Fills are useful for creating backgrounds, adding color to shapes or text, applying textures, and creating effects.

You can also use the Flood Fill tool to apply a fill to a bitmap image. You cannot use the Flood Fill tool to replace areas that contain gradients, pictures, textures, or blended colors. If you want to change the fills in one these areas, select the area, erase the fill, and then proceed to apply the new fill to a clean area.

.....
1) Uniform color fills
can be applied to
bitmap images.
2) Pattern and
texture fills can be
applied to bitmap
images.
.....



To change a fill style to pattern or gradient

- 1 Click Format, Object Properties, Fill.
- 2 In the Fill Style section, click one of the following fill buttons:
 - Pattern
 - Gradient
- 3 Click the Foreground button, then choose a color from the color palette.
- 4 Click the Background button, then choose a color from the color palette.
- 5 Click a fill in the Fill Palette.

To change a fill style to texture or picture

- 1 Click Format, Object Properties, Fill.
- 2 In the Fill Style section, click one of the following fill buttons:
 - Texture
 - Picture
- 3 From the Category list box, choose a fill category.
- 4 Choose a fill from the Fill Palette.

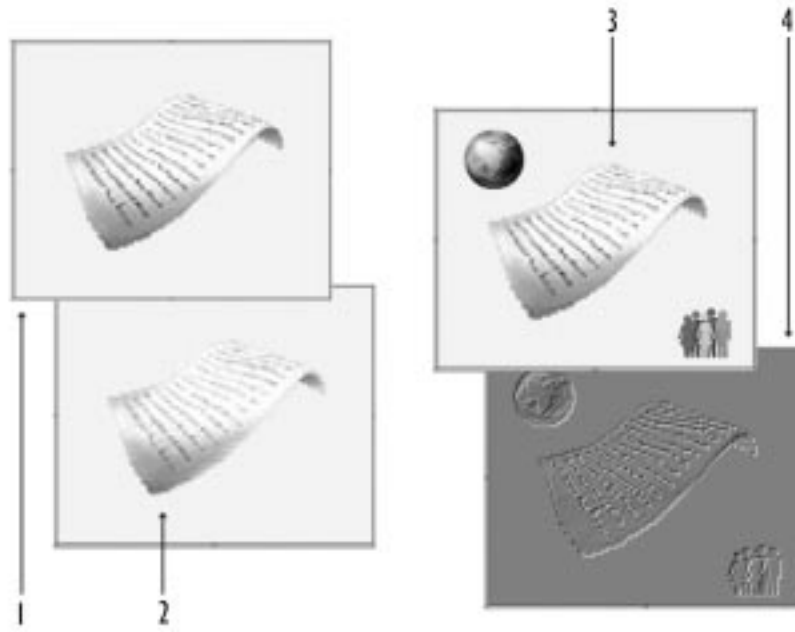
To use the flood fill tool

- 1 Do one of the following:
 - Follow steps 1 to 5 from the “To change a fill style to pattern or gradient” procedure.
 - Follow steps 1 to 4 from the “To change fill style to texture or picture” procedure.
- 2 Click Insert, Flood Fill.
- 3 Click the area of the bitmap where you want to apply the fill.

Applying special effects

The Bitmap Editor provides the numerous special effects to help you change the look of your bitmap images. For example, you can use the Emboss effect to give text a three-dimensional look.

.....
This illustration shows bitmap images before and after special effects have been applied to them.
1) Before
2) After the Rain effect
3) Before
4) After the Emboss effect
.....



To apply special effects to a bitmap image

- 1 Click Tools, Special Effects.
- 2 Choose a special effect from the Effects list box.
- 3 Enable the Full Image check box.
- 4 Do any of the following in the Options section:
 - To control the amount of the effect applied to your bitmap image, enable a check box in the Amount section.
 - To choose the percentage of the effect applied to your bitmap image, type a number in the Percent box.
 - To choose the strength of the effect applied to your bitmap image, type a number in the Size box.
 - To choose the direction in which the effect is applied, enable a check box in the Direction section.

To apply a special effect to a bitmap selection

- 1 Select an area of your bitmap.
- 2 Click Tools, Special Effects.
- 3 Choose a special effect from the Effects list box.
- 4 Enable one of the following check boxes:
 - Inside Area — applies the special effect inside the selected area
 - Outside Area — applies the special effect outside the selected area
- 5 Do any of the following in the Options section:
 - To control the amount of the effect applied to your bitmap image, enable a check box in the Amount section.
 - To choose the percentage of the effect applied to your bitmap image, type a number in the Percent box.
 - To choose the strength of the effect applied to your bitmap image, type a number in the Size box.
 - To choose the direction in which the effect is applied, enable a check box in the Direction section.

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Exporting bitmaps	exporting, bitmaps
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SECTION 5

Paradox 9



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- Chapter 32:** Exploring Paradox
- Chapter 33:** Planning your database
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- Chapter 35:** Working with forms
- Chapter 36:** Working with reports
- Chapter 37:** Working with queries
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WELCOME TO PARADOX 9

31

Paradox is a powerful and easy-to-use relational database program that helps you organize, track and retrieve information. You can also create sophisticated forms, charts and reports to display your information. You can run Paradox as a standalone system on a single computer, or as a multi-user system on a network.

Paradox contains Experts that guide you through the process of creating tables, forms, reports, charts, mailing lists, and queries. Or, if you prefer, you can create these objects on your own.

Paradox also features ObjectPAL, an object-based, event-driven development language that you can use to create customized database applications.



- Not all editions of WordPerfect Office 2000 include Paradox. If you are interested in learning more about this application, contact Corel Customer Support.

What's new in Paradox 9?

Paradox 9 introduces several new features and has streamlined many existing features.

The Welcome Screen

The Welcome screen displays when you first start Paradox 9. From this screen, you can choose to start a new database, open an existing database, create a database using a template, run a Paradox Expert, open the online tutorial, or view the What's New screen.

Tutorial

The tutorial is a series of lessons designed to provide you with the skills you need to create a simple database.

Visual Database Designer

The Visual Database Designer allows you to create a graphic layout of the tables in your database and the relationships between them.

The Query Expert

The Query Expert helps you build a query on one or many tables in your database and displays the results in an Answer table.

The Find Duplicate Expert

The Find Duplicate Expert creates a query that finds records with duplicate field values in a single table and displays the results in an Answer table.

Spell Checker

The Spell Checker lets you find and correct spelling errors in tables and forms.

Web Form Designer

The Web Form Designer helps you create platform-independent dynamic HTML Web forms with embedded Java applets.

Dynamic HTML Publishing

Dynamic HTML publishing enables you to publish your tables and reports to a Web page as dynamic HTML documents. This feature is designed to work with any Web server.

Paradox JDBC Driver

A Java DataBase Connectivity (JDBC) driver is included with Paradox 9 as part of a Java development kit for standard Structured Query Language access to Paradox databases from Java-based programs.

Compatibility and integration features

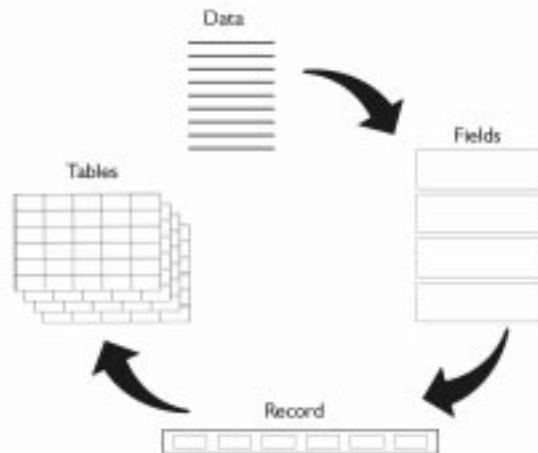
Paradox 9 can:

- publish reports to WordPerfect (.WPD), Rich Text Format (.RTF), and Microsoft Word (.DOC)
- store JPEG images in a table
- import and connect to Microsoft Access 97 databases through a native driver (requires Microsoft Data Access Components 2.0 to be installed on your system)
- support backward compatibility through the Borland Database Engine

Introducing relational databases

In a database, data is stored in fields: one data item in each field. All fields pertaining to one subject are referred to as a record, and all records are stored in tables. In a relational database, data is separated into individual tables that are related or linked to one another.

Database structure



For example, if you store data about your personal library, the book title, author, publisher, and publication date are individual fields. All the fields relating to one book form a record, and book records are stored in a table. All the data pertaining to one book is still considered to be one record, even though it may be divided across many tables.

By separating different types of data into separate tables, you keep the repetition of data to a minimum. For example, if your library includes several books written by the same author, it would be a waste of disk space to enter all the information about the author (name, birth date, etc.) for each book record. Instead, you place the information relating to authors in one table and the information relating to books in another. These two tables are linked under a field that is common to both of them, so that information about the author can be referenced when viewing information about a book.

Database terminology

The following terms will give you a better understanding of database concepts and the features of Paradox.

Term	Definition
Data	The values (for example, words or numbers) that are stored in your database.
Table	An arrangement of cells in rows and columns used to store data.

Field	A vertical column of cells in a table, each containing data of the type and category defined by the field. For example, a table containing book data would have fields for the title, author, and date published.
Record	A horizontal row of cells that together make up a complete entry in the table — one cell under each field.
Database	A collection of information organized into linked tables.
Key	A field that uniquely identifies a record and that is used sort the records in a table. In a relational database, tables are linked under their primary keys.
Composite key	A key composed of more than one field.
Secondary index	A field or group of fields used as an alternate method to the key to sort a table.
Field type	A category of data storage that determines the characteristics of the values in a field, for example, alphanumeric, numeric, or graphic.
Table structure	The arrangement of data in a table and any special conditions attached to that data. For example, the structure of a table includes the name, type, and size of data stored in each field, along with any rules for data entry and properties assigned to the table.
Data model	A graphic representation of the relationship between tables in a database
Relationship	An association between tables. Relational databases may involve four types of table association: one-to-one, one-to-many, many-to-one, and many-to-many.
Data normalization	An arrangement of data into separate tables. Each record in a table should contain the fewest number of fields necessary to establish a unique category for the table.
Referential integrity	A database rule that ensures that the links between like data in separate tables cannot be broken
Validity checks	Rules imposed on a field to ensure that the data entered in the field meets certain criteria.

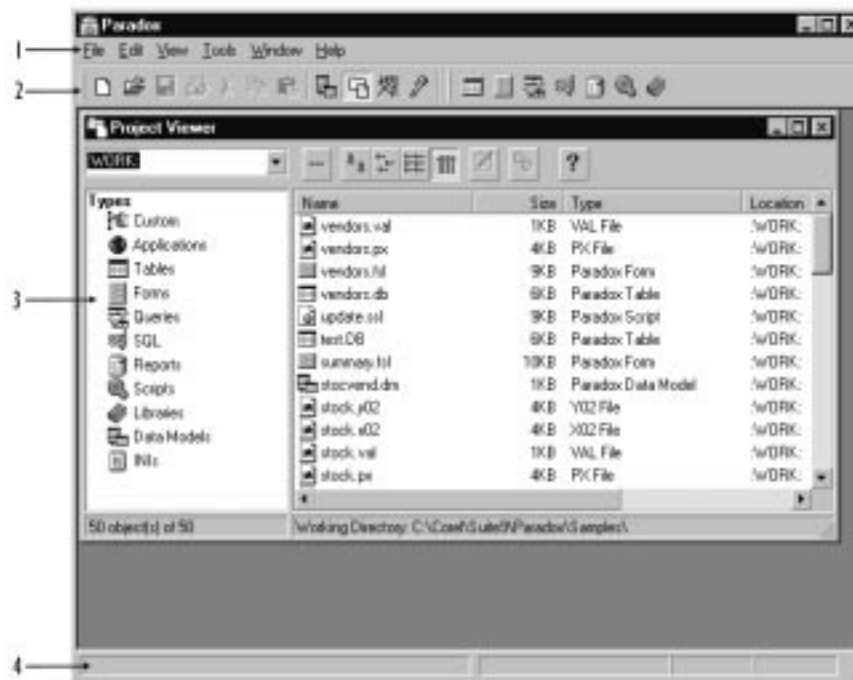


This chapter guides you through the main windows used in Paradox and identifies the various features you can use to create and maintain your database.

The desktop

The Paradox desktop consists of the following:

- 1) Menu bar
- 2) Toolbars
- 3) Project Viewer
- 4) Status bar



Menu Bar — appears directly below the Title Bar and displays Paradox menus. Clicking a menu name displays a list of commands.

Toolbars — appear below the Menu Bar and display the main set of Paradox tools.

Project Viewer — opens automatically when you start Paradox. The Project viewer displays the contents (tables, forms, reports, etc.) of the current working directory.

Status Bar — appears at the bottom of the desktop and provides information about the actions you perform.

Using the Project Viewer

Paradox treats each database as a project (for example, tables, forms, and reports) and organizes the files that make up a project into folders. The Project Viewer is a file manager that allows you to browse through folders and to set the path where your files are located as your current working directory.

The Project Viewer window is divided into two panes. The left pane lists the objects available in Paradox. The right panel displays the names of the files for the selected object type. Each object is represented by an icon and each has its own file extension:

Object Type	File Extension
Tables	.DB
Listing of related table files*	.FAM
Memo field tables*	.MB
Primary indexes*	.PX
Table view settings*	.TV
Validity checks*	.VAL
Secondary single-field indexes*	.XNN, .YNN
Composite secondary indexes*	.XGN, .YGN
Saved forms	.FSL
Delivered forms	.FDL
Query-By-Example queries	.QBE
Structured Query Language queries	.SQL
Saved reports	.RSL
Delivered reports	.RDL
Saved scripts	.SSL
Delivered scripts	.SDL
Saved libraries	.LSL
Delivered libraries	.LDL
Data models	.DM
Configuration files	.INI

* Files relating to tables (with extensions .FAM, .MB, .PX, .TV, .VAL, .XNN, .YNN, .XGN, .YGN) are generated by Paradox and should not be opened or edited directly.

The Welcome screen

The Welcome screen displays when you start Paradox. You can choose from six options:

- New Database lets you view a completed database in the Visual Database Designer.
- Open Database — lets you choose an existing database.
- Database Templates — opens the Paradox Database Expert, from which you can choose a templates for creating a personal, business, or corporate database.
- Paradox Experts — lets you choose an Expert, which provides easy-to-follow steps that help you quickly perform common tasks, such as creating tables, reports and mailing labels.
- Tutorial — opens the Paradox online tutorial.
- What's New — takes you through the new features in Paradox 9.



PLANNING YOUR DATABASE

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A good plan is the key to creating an efficient, highly flexible database and to maintaining the integrity of your data. By following a few basic steps, you'll save time and eliminate the problems that could arise from a poorly planned database.

When you plan a database, you must identify all the information you want to retrieve. From this, you define and organize the data you want to store and maintain. When your plan is complete, you can start to build your database using the tools offered in Paradox.

Identify the information

Make a list of all of the information you want to retrieve from your database. Do you want to generate monthly reports, mailing labels, or invoices? What information do you want these documents to display? Identify all the information that each list, document or report will contain. Be as specific as possible. Consider making a mockup or sample of any document you want produced. Consider also where your information will come from and how you are going to enter it into your database. Identifying the information you want to retrieve helps you decide what data you need to store.

Define the fields

Separate all the information listed into individual pieces of data. Each piece of data will become a field in a table. For each field, you will need to identify a name, data type, and size. The name will become the name of a field, so use something meaningful and specific. For the data type, select the appropriate option from the list available in Paradox, such as alphanumeric, number, money, and date. For size, you need to determine the number of characters you require to store that piece of data in the field.

Group fields into tables

Look for repeating patterns of fields. Group related fields into sets, one set for each subject. For example, a set of fields pertaining to authors, might include the author first name, author last name, date of birth, nationality, and a unique author number. Each set of like fields will become a table.

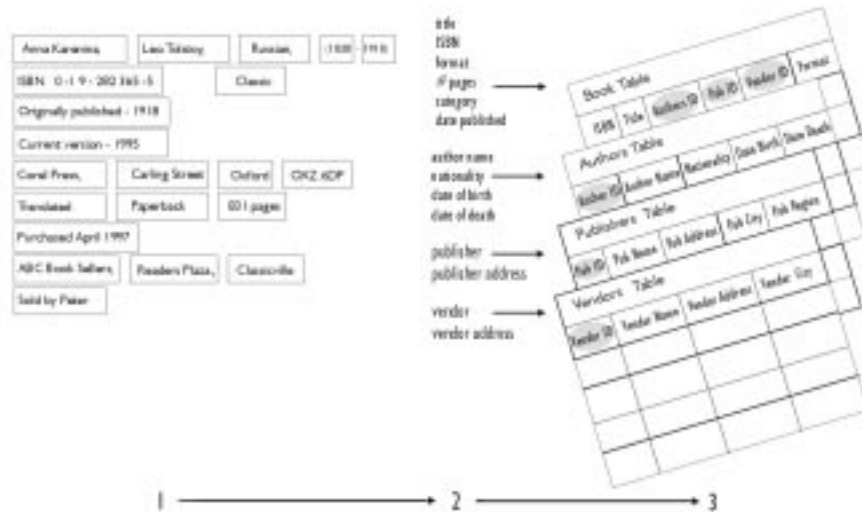
Choose key fields

Identifying key fields early in the planning process helps you create individual tables faster. These may also be the fields you will use when you want to retrieve information from your database. Choose unique identifiers as your key fields.

Link the tables

Decide which fields are going to link your tables. If you have planned your tables carefully, the only fields in your database that will be duplicated from one table to another are the fields you use for linking purposes. If we use the example of a book collection database, the book table would use the International Standard Book Number (ISBN) as the unique key. The author table may also contain a unique key, such as author number, but must contain a linking field to tie the information back to the book table. By including only one additional field, the author ID in the book table, you can easily establish a link.

- 1) Book data split into fields.
- 2) Fields grouped into sets.
- 3) Sets become tables, linked under key fields (shaded).



Establish relationships

Once you have an idea of how your data will be grouped, you need to establish how your tables will work together to share information, ensuring referential integrity as you build your database. One of your tables takes on the role as the parent table. The other tables are child (detail) tables. See “Establishing referential integrity” on page 341 for a description of parent-child table relationships available in Paradox.

From here

For information about...

In the online Help index, type...

Creating tables

tables

Key fields

key fields, creating

Referential integrity

referential integrity

WORKING WITH TABLES AND RECORDS



In a database, information is stored in tables. There are three aspects to every database table:

- Table structure — the arrangement of fields, data types and sizes. By carefully designing your table fields, you build a solid framework to house your data in an orderly fashion.
- Special table properties — the rules that dictate what and how data can be entered. This aspect of table creation is critical to ensuring that the data you enter into your table is correct, complete, and complies with a prescribed format.
- Table records — the groups of values or data that make up your table.

Paradox table
structure

Customer No.	Name	Street	City	State/Prov
1	1,221.00 Kessel Dive Shoppe	4-976 Seagrass Pl	Kapehu	HI
2	1,231.00 Unesco	PO Box 2447	Freemont	
3	1,351.00 Dight Divers	1 Neptune Lane	Kala Napoo	
4	1,364.00 Cayman Divers World Unlimited	PO Box 541		Grand Cayman
5	1,398.00 Tom Sawyer Diving Centre	633-1 Third Frydeshoj	Cristensted	St. Croix
6	1,360.00 Blue Jack Aqua Centre	20-730 Paddock Lane	Waipahu	HI
7	1,384.00 VIP Divers Club	32 Main St	Cristensted	St. Croix
8	1,610.00 Ocean Passage	PO Box 9745	Kaunaloa	HI
9	1,610.00 Ocean Passage	252 989 Ave	Segeta	
10	1,612.00 Aquatic Aquatics	PO Box JA-77 A.A.		Jamaica
22	1,551.00 Marnet Divers Club	872 Queen St	Kitchener	Ontario
23	1,960.00 The Depth Charge	16243 Underwater Fwy	Maitland	FL
24	1,563.00 Blue Spots	203 12th Ave. Box 746	Corvallis	OR
25	1,624.00 Makai SCUBA Club	PO Box 9634	Kaunaloa	HI
26	1,646.00 Action Club	PO Box 5451-F	Tarpon	FL
27	1,661.00 Jamaica SCUBA Centre	PO Box 68	Negril	Jamaica

Creating a table structure

The basic aspects of a table structure are field names, types, and sizes. It is important to plan your table structure carefully from the outset so that you don't run into problems later on, as you add data.

You can create your table from scratch, defining each field to suit your needs exactly, or you can create a table based on a predefined template using the Table Expert. With either approach, you can restructure your table after it is created.

There are a few rules to follow when creating the field names for a table. Field names must be unique within the table, they must be less than 26 characters in length, and they cannot contain spaces or special characters, such as @, #, {}, [], (), \$, %, ^, &, or *.

Choose your field sizes according to the number of characters in the longest entry you expect to make for each field. It would be easy to make all your field sizes very large, but remember that large fields take up more disk space (whether they are full or not). Paradox automatically assigns sizes for certain field types, such as number, money, short, and long integer.

Choose a field type according to the type of data you want to store in the field. The following table outlines the various field types available in Paradox:

Type (symbol)	Description
Alpha (A)	Contains letters, numbers, and other printable ASCII characters. Maximum size: 255 characters.
Number (N)	Contains numbers ranging from -10^{307} to 10^{308} with 15 significant digits. These fields are best used for performing calculations.
Money (\$)	Contains only numbers. Displays decimal places and \$ symbol.
Short (S)	Contains whole numbers ranging from -32,767 to 32,767.
Long Integer (I)	Contains 32-bit signed whole numbers ranging from -2147483648 to 2147483647.
BCD (#)	Binary Coded Decimal numbers. Use when performing calculations that require a higher level of precision than the Number field provides. Maximum size: 32 characters.
Date (D)	Contains date information. Displays in a variety of formats.
Time (T)	Contains time-of-day information formatted as hh:mm:ss or as specified in Windows Control Panel.
Timestamp (@)	Contains both time and date values.
Memo (M)	Contains character strings too long for an Alpha field. Up to 240 characters display in the table.
Formatted memo (F)	Allows you to set the text typeface, style, color, and size of the character string. Up to 240 characters display in the table.
Graphic (G)	Contains files in .BMP, .PCX, .TIF, .GIF, and .EPS file formats.
OLE (O)	Contains files or objects from other Windows applications.
Logical (L)	Stores values representing "True" or "False."
Autoincrement (+)	Begins with the number 1 and adds one number for subsequent records.

Binary (B)	Stores data that ObjectPAL can access.
Bytes (Y)	Stores data that ObjectPAL can access.

To create a table structure

- 1 Click File, New, Table.
- 2 Click the Blank button, and then click OK.
- 3 Click the first row in the Field Name column and type a name for the first field.
- 4 Press TAB and choose a field type.
Based on the field type you selected, a field size may be automatically assigned by Paradox. You can change the number in some cases.
- 5 Repeat steps 5 and 6 until all your field information is entered.
- 6 Click the space between the record number and the name of the field you want to define as your primary key field.
- 7 Click the Create button.

To create a table structure using the Table Expert

- 1 Click File, New, Table.
- 2 Click the Table Expert button.
- 3 Follow the instructions provided by the Table Expert.

Saving your tables

After you create the table structure and define its properties, you need to save and name the table. When you save your table, the name of the folder identified in the Save In box should identify the folder where you want to store all files relating to your database.

To save your table

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



- Unless your table contains advanced features associated with recent versions of Paradox, it is saved as a version 4 file. This makes the table compatible with as many versions of Paradox as possible.
-

Setting validity checks

Validity Checks ensure that the values entered into your database tables meet certain criteria. You can set minimum and maximum numeric values to ensure that entered data falls within a certain range. You can set a default value to appear in a field automatically, which saves data entry time in cases where the same value is used for the majority of records. You can identify a picture template to ensure that entered data always follows the same format. You can also indicate whether a value must be entered in a field before the record is complete.

To set minimum, maximum, and default values for a field

- 1 Click the field name on which you want to set a minimum value.
- 2 Press TAB to move your cursor to the Min column.
- 3 Type the value you want to set as the minimum value.
- 4 Press TAB to move your cursor to the Max column.
- 5 Type the value you want to set as the maximum value.
- 6 Press TAB to move your cursor to the Default field.
- 7 Type the value you want to use as the default.

To set a picture template

- 1 Click the Picture column for the field name to which you want to assign a picture template.
- 2 Choose one of the predefined options or choose Picture Assistant from the list.
If you chose a predefined option, your picture template is set. If you chose Picture Assistant, complete the following steps.
- 3 In the Picture Assist dialog box, click the Add button.
- 4 Type a picture name in the Picture Name column.
- 5 Press TAB to move to the Picture Code column.
- 6 Choose your code from the code syntax provided and type the code in the Picture Code column.
- 7 Press TAB to move to the Sample Value column, and type a value.

To set a field as mandatory

- Click the Required Field column for the appropriate field name.

Establishing a secondary index

Secondary indexes help you to sort the records in your table and to retrieve data. When you create a secondary index on a field, the table's records sort under that field instead of under the key field (the default). You can also create a composite secondary index based

on one or more than one field. You can choose from the following options when setting your index:

- **Unique** — requires that the value entered exists only once. If Paradox detects a duplicate value, a warning message appears and the index is not created.
- **Maintained** — instructs Paradox to update the index each time the table changes. This setting is essential to speed up queries and to support linked tables.
- **Case sensitive** — determines whether capitalization is considered when sorting records.

To establish a secondary index

- 1 Click **Format, Restructure Table**.
- 2 Click the **Secondary Index** tab and click the **Add** button.
- 3 Type a name for the index.
Usually this takes the name of the field on which you set the index.
- 4 Choose a field from the **Fields** list, and click the **Right Arrow** button.
- 5 Enable the check box for any of the **Unique**, **Maintained**, or **Case Sensitive** options.
- 6 Click the **Add** button. Repeat steps 2 to 4 to set another index, if desired.

Creating a lookup table

Lookup tables provide a quick way to access acceptable values for a given field. They also control the accuracy of the data entered into your database. When you create a lookup table, its fields must have identical attributes (field name, type and size) to the fields in the table to which values will be copied.

There are two lookup type options for lookup tables:

- **Current Fields** — only the current field gets its value from the lookup table even if the current table and the lookup table have other fields in common.
- **Applicable Fields** — all fields of the current table that correspond to fields in the lookup table take their values from the lookup table.

There are two viewing access types for lookup tables:

- **Fill Only** — does not allow the user to view the lookup table when editing a table and informs the user when the value is invalid. This option is useful when you want to keep values in your lookup table secure. An authorized user will know the correct value.
- **Fill And View** — allows the user to display and select values from the lookup table while editing a table.

To create a lookup table

- 1 Click Format, Restructure Table.
- 2 Click the Table Lookup tab.
- 3 Choose the field to which you want to assign the lookup from the Fields (Current Table) list.
- 4 Click the Right Arrow button to move the field name to the Field column.
- 5 Choose the table you want to use as the lookup table from the Lookup list.
- 6 Click the Left Arrow button to move the table name to the Lookup Table column.
- 7 Enable a Lookup Type option.
- 8 Enable a Lookup Rights option.

Creating Passwords

Passwords let you control who has access to your data. You can assign a master password for your table and you can assign auxilliary passwords to give access at the table and field levels. You must create a master password before you can assign an auxilliary password.

The following table-level access rights are available:

- All — gives full rights to all table functions, including the ability to change and delete passwords.
- Insert & delete — records can be added, edited, and deleted. The table cannot be deleted or restructured.
- Data entry — records can be added or edited but not deleted. The table cannot be deleted or restructured.
- Update — only non-key fields can be edited.
- Read Only — the user can only view data.

The following field-level access rights are available:

- Full — there are no restrictions.
- Read Only — the user can only view data.
- None — the user has no rights to this field and Paradox does not display the values in this field.

To assign a master password

- 1 Open the table to which you want to assign a password.
- 2 Click Format, Restructure Table.
- 3 Click the Passwords tab.
- 4 Click the Define button.

- 5 Type your password in the Password box.
- 6 Type the same password again in the Verify Password box.

To assign an auxiliary password

- 1 Follow steps 1 to 3 from the previous procedure.
You will have to enter the master password to open the table.
- 2 Click the Add button.
- 3 Type a name for the auxiliary password at the cursor.
- 4 In the Table Rights section, enable the check box for the appropriate table-level access rights.
- 5 In the Field Rights section, click a field to which you want to assign access rights.
- 6 Click the Access cell to the right of the field name, and choose the appropriate level of field access from the list box.



- In the case of linked tables, you must add the password to the child table before the parent table.



- Passwords are case-sensitive.
-

Establishing referential integrity

Referential integrity is very important when creating multiple relationships between tables. Referential integrity ensures that the values in a table are valid. It requires a field or group of fields in one table (the child table) to refer to the key of another table (the parent table) to determine valid values. When you establish referential integrity, Paradox checks the validity of a value before accepting it in the referential integrity table.

The following update rules are available in a referential integrity relationship:

- Cascade — any change you make to a value in the key field of the parent table is automatically made in the linked field of the child table.
- Prohibit — you cannot change a value in the parent table key field if there are records that match that value in the child table.

To establish referential integrity







- 1 Click File, Open, Table.
- 2 Choose a table from the Look In list and click the Open button.
- 3 Click Format, Restructure Table.
- 4 Click the Referential Integrity tab.

- 5 Choose a parent table from the Parent Table list box.
- 6 Click the Add button, and type a name in the Link Names box.
- 7 Choose a child table from the Current Table list.
- 8 Choose the field from the child table that you want to use as the link and click the Left Arrow button to add it to the Child Fields list.
- 9 Enable the button for the appropriate update rule.

Navigating between records

Paradox provides you with several ways of navigating between records to view, enter, and edit data. You can click any field, press TAB, or use the arrow keys to move between records.

The following toolbar buttons are also provided to navigate between records:

Button	Action
	First Record Move to the first record in the table.
	Previous Set Move up one record set (the number of records displayed in the table window).
	Previous Record Move up one record.
	Next Record Move down one record.
	Next Set Move down one record set (the number of records displayed in the table window).
	Last Record Move to the last record in the table.

Adding, editing and deleting records

You can add or delete complete records in your tables or you can modify existing records. When you add a record, it is sorted into the table automatically, based on the key field. You can change a value in an individual field in a record simply by typing over the old value. Some fields (for example, key fields) may have restrictions to the way they can be edited because the change could affect the data in a linked table (see “Establishing Referential Integrity” on page 341).

To add records to a table

- 1 Click File, Open, Table.
- 2 Choose a table from the Look In list and click the Open button.
- 3 Click View, Edit Data.
- 4 Click Record, Insert.
- 5 Click the first field in the new record and type data for the field.

- 6 Press TAB or click the next field to enter the data in that field.
- 7 Repeat steps 4 and 5 until all the data has been entered for the record.
- 8 Press TAB at the end of the last field to add the record to the table.
- 9 Repeat steps 3 to 7 to add another record.

To edit a record

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click View, Edit Data.
- 3 Locate the record you want to change using the scroll bars.
- 4 Click in the field you want to change.
- 5 Type new data in the field.
- 6 Repeat steps 4 and 5 to change additional fields.

To delete a record from your table

- 1 Follow steps 1 and 2 from the “To add records to a table” procedure.
- 2 Click View, Edit Data.
- 3 Locate the record you want to change using the scroll bars.
- 4 Click the record marker at the left-hand end of the record you want to delete.
- 5 Click Record, Delete.



- You cannot retrieve a record once it has been deleted.
-

Locating records

Paradox provides you with several ways of finding records and specific values in large tables. The Locate command lets you find fields, records, or specific values. If your table is in Edit Data mode, you can also use the Locate command to locate and replace field values.

To locate a field

- 1 Click File, Open, Table.
- 2 Choose a table from the Look In list and click the Open button.
- 3 Click Record, Locate, Field.
- 4 Choose the field name you want to find from the Fields list.

To locate a record

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click Record, Locate, Record Number.
- 3 Type the record number of the record you want to find in the Locate Record Number box.

To locate a specific field value

- 1 Follow steps 1 and 2 from the “To locate a field” procedure.
- 2 Click Record, Locate, Value.
- 3 Choose the field under which you want to search from the Field list box.
- 4 Type the value you want to find in the Value box.
- 5 Enable the Case Sensitive option if you want to locate only values with the same case as the value you typed in the Value box.

To locate and replace a specific field value

- 1 Follow steps 1 and 2 from the “To locate a field” procedure.
- 2 Click View, Edit Data.
- 3 Click Record, Locate, Replace.
- 4 Choose the field under which you want to search from the Field list box.
- 5 Type the value you want to replace in the Value box.
- 6 Type the new value in the Replace With box.
- 7 Enable the Case Sensitive option if you want to locate only values with the same case as the value you typed in the Value box.

Adding and deleting table fields

You can add or delete fields in your tables after you have created them.

To add a field

- 1 Click Tools, Utilities, Restructure.
- 2 Choose a table from the Look In list and click the Open button.
- 3 Click the first row in the Field Name column and type a name for the first field.
- 4 Press TAB and choose a field type.

Based on the field type you selected, a field size may be automatically assigned by Paradox. You can change the number in some cases.

To delete a field

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Click the number of the field you want to delete.
- 3 Press CTRL + DELETE.

Resizing table rows and columns

You can change the row height, or the column width in your tables. If your table has many fields, you might want to narrow the columns so that they all display in the table window. If your fields have long names or contain long strings of data, you can widen the columns so that they display fully.

- 1) Horizontal grid line
- 2) Field heading
- 3) Vertical grid line

Customer No.	Name	Street	City	State/Prov.	Zip/Postal Code
1,221,000	Paula Tina Thomas	41076 Englewood Hwy	Chicago Illinois	IL	60670
1,221,000	Thomas	PO Box 2447	Freeport		
1,351,000	Sight Dive	1 Neptune Lane	Kato Paphos		
1,354,000	Cayman Divers World Unlimited	PO Box 541		Grand Cayman	
1,368,000	Tam Sawyer Diving Centre	8001 Third Psychology	Charleston	St. Croix	00820

To change the row or column size of a table

- 1 Click File, Open, Table.
- 2 Choose a table from the Look In list and click the Open button.
- 3 Point to a horizontal grid line or on a vertical grid line.
- 4 When the pointer changes to a double-headed arrow, resize the row or column.



- You can also change the fonts, colors, and grid style in your table. See “Changing the Appearance of tables” in the online Help.

From Here

For information about...	In the online Help index, type...
Creating a table structure	table structures
Validity checks	validity checks
Secondary indexes	secondary indexes
Lookup tables	lookup tables
Password security	passwords
Referential integrity	referential integrity
Editing table data	editing data
Locating records	locating
Resizing rows and columns	rows, columns



Forms are database objects that provide you with an efficient way of viewing, adding and editing records in your tables. A form looks something like an application dialog box. It has fields that contain data stored in tables, and buttons that let you navigate between records. Forms can be designed to view one record at a time, or groups of records. You can also design a form to view and edit data in two or more linked tables.

If you want your form to view data from more than one table, you must create a data model first. A data model is a graphical representation of your tables and the way that they are linked.

There are three different views or modes in which you can work with a form:

- Form Design — provides all the tools you need to create a form.
- View Data — lets you see your data.
- Edit Data — lets you view and make changes to your data.

Creating a form

Once you know what information your form will include and which tables it will draw information from, you can choose from one of three methods to create your form:

- Quick Form — the fastest way to create a form based on one table. It displays all the fields for a single record in a table.
- Data model — a data model serves as the reference for creating a form based on two or more linked tables. You must create the data model beforehand. See “Creating a data model” on page 348.
- The Form Expert — guides you through the process of creating a form based on one or more tables. If you are using more than two tables, you must create a data model first. See “Creating a data model” on page 348.

To create a Quick Form

- 1 Click File, Open, Table.
- 2 Double-click a table in the Look In list.
- 3 Click Tools, Quick Design, Quick Form.

Quick Form example



To create a form using a data model

- 1 Click File, New, Form.
- 2 Click the Data Model button.
- 3 Choose Data Model from the list box at the bottom of Data Model dialog box.
- 4 Drag a data model from the list to the right-hand panel, and click OK.
- 5 Choose Field Layout and Style options, and click OK.
- 6 Click the Run button.



To create a form using the Form Expert

- 1 Click Tools, Experts.
- 2 Click Form, and click the Run Expert button.
- 3 Follow the steps in the Form Expert.

Creating a data model

A data model is the graphical representation of two or more linked tables and the nature of the relationship between them. If you are creating a form or report that accesses data from more than one table, you must link the tables first.

In order to link your tables, you need to identify a common field between the two. That field becomes your linking field. Paradox recognizes three possible relationships between linking fields:

- One-to-one — a unique field in a table is linked to a unique field in another table. There is a direct relationship between the tables in which there is only one record in either table for the unique value.
- One-to-many — a unique value in the linked field of a parent table is linked to a non-unique field in a child table. For example, a single customer may have many orders for products.

- Many-to-one — a parent table of several non-unique records is linked to a child table that contains only unique values. For example, you could link a table that contains customer information with a table that contains telephone numbers and area codes. There are many customers per area code, but each customer name is unique.

To create a data model



- 1 Click Tools, Data Model Designer.
- 2 Click the Browse button in the Modeler Palette and choose the folder where your tables are located.
- 3 From the Modeler Palette, click a table and drag it to the Designer window.
- 4 Repeat step 3 until all your tables are displayed in the Designer window.
- 5 Click the linking field on one of your tables and drag to the corresponding field in another table.

The nature of the relationship is determined automatically, based on the direction you dragged the linking field (from parent table to child table, or vice-versa).
- 6 Repeat step 5 until all your tables are linked.
- 7 Click File, Save.
- 8 Type a name for the data model in the File Name box and Click Save.

To remove a link

- 1 Click the link in the Designer window.
- 2 Click Edit, Unlink Table.

Adding objects to your form

You can enhance the appearance and functionality of your form by adding design objects. Add boxes, ellipses, or lines to physically divide groups of buttons or fields into separate areas and add text objects to label the areas. To view data in a table field that is not currently included on your form, you can add a field object. To make navigation and editing of table fields easier, you can add button objects. To make the addition of text, field, and button objects easier, an Expert is launched as soon as the object is added to the form.

To add a text object



- 1 Click File, Open, Form.
- 2 Double-click a form in the Look In list.
- 3 Click View, Design Form.
- 4 Click the Text tool.
- 5 Click the position on the form where you want to place the text.
- 6 Follow the steps in the Text Expert.

To add a box, ellipse, or line

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click one of the following tools:
 - Box
 - Ellipse
 - Line
- 3 Click and drag over the form where you want draw the object.



To add a field object

- 1 Follow steps 1 to 3 from the “To add a text object” procedure.
- 2 Click the Field tool.
- 3 Follow the steps in the Field Expert.



To add a button object

- 1 Follow steps 1 to 3 from the “To add a text object” procedure.
- 2 Click the Button tool.
- 3 Follow the steps in the Button Expert.



Moving or deleting objects

Each field, button, and text item on your form is treated as a separate object. These objects can be selected, moved, and deleted when the form is open in Design mode.

To move an object on your form

- 1 Click File, Open, Form.
- 2 Double-click a form in the Look In list.
- 3 Click View, Design Form.
- 4 Click an object to select it.

You may have to click the object more than once. Selection handles appear around the object when it is selected.
- 5 Drag the object to a new position on the form.

To delete on object on your form

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Press DELETE.

Changing the color of objects

Color can be used to create visual interest on your form or to focus attention on a particular object.

To change the color of an object

- 1 Click File, Open, Form.
- 2 Double-click a form in the Look In list.
- 3 Click View, Design Form.
- 4 Click an object to select it.

You may have to click the object more than once. Selection handles appear around the object when it is selected.

- 5 Right-click the object, and click Properties.
- 6 Click the General tab.
- 7 Click a color in the palette.



- The Color property is only available for certain types of design objects.
-

Using forms to add, edit, or delete records

You can use forms to add records to your tables and to edit or delete records. A form is a useful tool for accessing the data in your tables because it presents the data in an easy-to-understand format (usually one record at a time).

You can navigate between records using a form in the same manner as you would navigate in a table. See “Navigating between records” on page 342.

To add a record using a form

- 1 Click File, Open, Form.
- 2 Double-click a form in the Look In list.
- 3 Click View, Edit Data.
- 4 Click Record, Insert.
- 5 Enter data in the fields.

Press TAB to move from one record to the next.

- 6 Click Record, Insert.

To edit an existing record using a form

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Navigate to the record you want to edit.

- 3 Click the field you want to edit.
- 4 Type new data in the field.

To delete a record using a form

- 1 Follow steps 1 to 3 from the “To add a record using a form” procedure.
- 2 Navigate to the record you want to delete.
- 3 Click Record, Delete.



- You cannot retrieve a deleted record.
-

Printing a form

Although forms are intended for use primarily as screen-based documents, it is possible to print a form. When you print a form, Paradox prints only the current record, unless you open the form as a report. In this case, a series of form windows is printed, each containing a distinct record.

To print a form's design

- 1 Click File, Open, Form.
- 2 Double-click a form in the Look In list.
- 3 Click View, Design Form.
- 4 Click File, Print.

If your form page is larger than the printer paper, Paradox trims the form design.

To print a form as a report

- 1 Follow steps 1 and 2 from the previous procedure.
- 2 Enable the Open As Report check box.
- 3 Click Open.
- 4 Click File, Print.

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For information about...	In the online Help index, type...
Creating forms	layout, create
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WORKING WITH REPORTS

A report is a document that allows you to present your data. Reports can be used to create mailing labels, financial statements, and invoices. Reports are the best way to prepare your data for printing. Paradox reports can display data from one or many tables, using a variety of layouts.

There are two different modes or views in which you can work with a report:

- Design Report — used to create the report and to make any changes to the report after it has been saved and named. No record information appears in this view.
- Run Report — allows you to see and print your records

Sample report

Customer No	Name	Street	City	State/Prov	Zip/Postal Code
122,221.00					

Bahamas

Customer No	Name	Street	City	State/Prov	Zip/Postal Code
1,231.00	Unisco	PO Box 2647	Freetown	Nassau	
2,953.00	SCUBA Heaven	PO Box Q-8874	Freetown	Nassau	
2,955.00	Shannon-La Sports Center	PO Box D-5456	Freetown	Nassau	
5,304.00	Tara Tara Tara	PO Box H-4573	Freetown	Nassau	

Belize

Customer No	Name	Street	City	State/Prov	Zip/Postal Code
1,984.00	Adventure Undersea	PO Box 744	Belize City		

Belizeville

Customer No	Name	Street	City	State/Prov	Zip/Postal Code
8,215.00	Underwater SCUBA Center	PO Box 5991	Sanmar		5188

Creating a report

Paradox offers three methods for creating a report:

- Quick Report — the fastest way to create a report based on one table. It displays all the records for a single table.
- Data Model — a data model serves as the reference for creating a report based on two or more linked tables. You must create the data model beforehand. See “Creating a data model” on page 348.

- The Report Expert — guides you through the process of creating a report based on one or more tables. If you are using more than two tables, you must create a data model first. See “Creating a data model” on page 348.

To create a Quick Report

- 1 Click File, Open, Table.
- 2 Double-click a table in the Look In list.
- 3 Click Tools, Quick Design, Quick Report.

To create a report using a data model

- 1 Click File, New, Report.
- 2 Click the Data Model button.
- 3 Choose Data Model from the list box at the bottom of Data Model dialog box.
- 4 Drag a data model from the list to the right-hand panel, and click OK.
- 5 Enable the Multi-Record button, and click OK.
- 6 Click the Run button.



To create a report using the Report Expert

- 1 Click Tools, Experts.
- 2 Click Report, and click the Run Expert button.
- 3 Follow the steps in the Report Expert.

Creating mailing labels

Paradox helps you create mailing labels from name and address fields in your tables. The Label Expert creates a special report that divides address-related table records into individual groups. The Expert lays out the report to match various types of standard label stock so that you can print your mailing labels directly.

To start the Label Expert

- 1 Click Tools, Experts.
- 2 Click Mailing Label, and click the Run Expert button.
- 3 Follow the steps in the Label Expert.

Adding text and graphics to your reports

You can enhance the appearance of your report by adding text and graphics. Add text objects to label different areas of the report (for example, your company name on the title bar). Add pre-existing graphic objects (for example, your company logo) to give your

report a finished, professional appearance. To make the addition of text objects easier, an Expert is launched as soon as the object is added to the form.

To add a text object

- 1 Click File, Open, Report.
- 2 Double-click a report in the Look In list.
- 3 Click View, Design Report.
- 4 Click the Text tool.
- 5 Click the position on the report where you want to place the text.
- 6 Follow the steps in the Text Expert.



The Text Expert guides you through choosing the desired typeface, size, style and color, and selecting a special effect and alignment.

To add a graphic object

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Graphic tool.
- 3 Click and drag over the spot on your report where you want to add the graphic.
Make the frame roughly the same size as the graphic.
- 4 Click Edit, Paste From.
- 5 Browse to the folder containing your graphic file.
- 6 Double-click the graphic file.
- 7 Click Open.



Paradox accepts graphic files in .BMP, .PCX, .TIF, .GIF, .EPS, and .JPG format.

Moving or deleting objects

Each item on your report is treated as a separate object. These objects can be selected, moved, and deleted when the report is open in Design mode.

To move an object on your report

- 1 Click File, Open, Report.
- 2 Double-click a report in the Look In list.
- 3 Click View, Design Report.
- 4 Click an object to select it.
- 5 Drag the object to a new position on the report.

To delete an object on your report

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Press DELETE.

Changing the color of objects

Color adds visual interest to your report and can serve to highlight certain information.

To change the color of an object

- 1 Click File, Open, Report.
- 2 Double-click a report in the Look In list.
- 3 Click View, Design Report.
- 4 Click an object to select it.
- 5 Right-click the object and click Properties.
- 6 Click the General tab.
- 7 Click a color in the palette.

Adding a chart to a report

A chart is a graphic representation of data. The Chart Expert lets you add a chart to your report, based on data from an existing table or from a table that is generated by a query. You can create a simple chart which takes data directly from the table, or you can create a chart which summarizes data from a field in the table and displays the summaries on the y-axis of the chart. You can also choose to present your data in two-dimensional or three-dimensional format. Once the Chart Expert has finished adding a chart to your report, you can resize or move it as required.

To add a chart to a report

- 1 Click File, Open, Report.
- 2 Double-click a report in the Look In list.
- 3 Click View, Design Report.
- 4 Drag over the area of the report where you want to place the chart.
- 5 Follow the steps in the Chart Expert.

To resize a chart






- 1 Click the chart.
- 2 Drag a selection handle to resize the chart.

To move a chart

- 1 Click the chart.
- 2 Drag the chart to a different area of the report.

Previewing a report

When you are working with your report in the Report Design window, you can switch to run view at any time to see what the document looks like with your information displayed on it. For large reports, it may be easier to use the navigation buttons to move between pages.

Button	Action
 First Page	Move to the first page of the report.
 Previous Page	Move back one page.
 Next Page	Move forward one page.
 Last Page	Move to the last page of the report.
 Go To Page	Open the Go To Page dialog box where you can specify the page you want to display.

To preview a report

- Click View, Run Report.

Printing a report

A report can be viewed as a screen document or can be printed. When you are ready to print your report, there are several items to consider regarding the look of your final document. Do you want portrait or landscape paper orientation? How many copies? Do you wish to print the entire report or only certain pages? If there is too much data to display on one page, how do you want to print the overflow information?

To print your report

- 1 Click File, Open, Report.
- 2 Double-click a report in the Look In list.
- 3 Click File, Print.
- 4 Enable the Full File button or enable the Page Range button and set a range in the boxes.
- 5 Type the number of copies you want to print in the Number Of Copies box.
- 6 From the Overflow Handling list box, select an option for printing data that is too wide to fit on the page.

To print with Landscape paper orientation

- 1 Follow steps 1 to 3 from the previous procedure.
- 2 Click the Properties button.
- 3 Enable the Landscape button, and click OK.

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For information about...	In the online Help index, type...
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Creating mailing labels	mailing labels
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WORKING WITH QUERIES

37

Paradox lets you use queries to retrieve data from your tables. You control how much information you want to retrieve by specifying fields and records that meet conditions you define. For example, you could design a simple query that finds all of the customers that made purchases of more than 1000 dollars in the past three months.

The data retrieved by the query is presented in a temporary table named ANSWER.DB. The data displayed in the answer table is a copy of the data from the original table. You can specify the order in which records are displayed in the answer table. By default, the answer table is stored in the Private working directory, which is located in the Paradox folder on your hard drive. It is automatically overwritten the next time you run a query unless you rename the table and save it to another directory.

You can also use queries with your data to perform basic calculations, and to change, insert, or delete certain values in records. You can run a query on an individual table or on several linked tables.

Paradox offers three methods for creating a query:

- Query By Example (QBE) — lets you create a query based on one or more tables by providing an example of the information you want to retrieve.
- The Query Expert — guides you through the process of creating basic queries.
- The Visual Query Builder (VQB) — lets you use a graphical interface to select tables, fields, and any other option you need to build a query in Structured Query Language (SQL). For more information on the VQB and Structured Query Language, see “Creating SQL queries” in the online Help.

Using Query By Example

When using the Query By Example method, you select the table or tables from which you want to retrieve data, specify the fields you want to appear in the answer table, and provide selection conditions for the data that is retrieved. You can also define example elements (a character or group of characters that represents a value in a field) to narrow the scope of the query.

In the query window, a check box under each field name is used to include it in the answer table. You determine how you want the field displayed by choosing one of five options:



- Blank — do not include this field.



- Check — display only unique values for this field.



- Check Plus — display all values for this field.



- Check Descending — display only unique values for this field in descending order.



- Check Group — specifies a group for set operations.

To create a single-table query

- 1 Click File, New, Query.
- 2 From the Look In list box, choose the folder that contains the table you want to query.
- 3 Double-click the table you want to query.
- 4 Click the check boxes for each of the fields you want to include in the answer table.
By default, the Check symbol is added to each check box you click. To add one of the other symbols (outlined above), right-click the check box and choose a symbol.
- 5 Click Query, Run Query.

Retrieving specific field values.

The screenshot shows a query window titled "Query : <Untitled>". It displays a table with columns "Customer No", "Name", "Street", "City", and "State/Prov". The "Name" and "State/Prov" columns are checked. Below the query window, a preview window titled "Table : :PRIV:ANSWER.DB" shows the following data:

	Name	State/Prov
1	Action Club	FL
2	Aquatic Drama	FL
3	Blue Sports Club	FL
4	Divers of Venice	FL
5	The Depth Charge	FL

To retrieve records containing specific field values

- 1 Follow steps 1 to 4 from the previous procedure.
- 2 Type the value you want to retrieve under the appropriate field.
- 3 Click Query, Run Query.



- The value you type in the query window must be of the same case and spacing as the value you want to retrieve.

To create a query using the Query Expert

- 1 Click Tools, Experts.
- 2 Click Query, and click the Run Expert button.
- 3 Follow the steps in the Query Expert.

Saving queries

Paradox lets you save your queries so that you can use them again. Saving a query is particularly useful in the case of complicated queries. By re-running a saved query, you ensure that the same selection conditions are used each time you want to retrieve data from your tables.

To save your query

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

Creating multi-table QBE queries

Paradox lets you retrieve data from two or more tables. The tables must be joined under a field that is common to both of them. In this way, a multi-table query is similar to a multi-table form or report. If you have already created a data model for the purpose of creating a form or report, you can base your multi-table query on the same data model. For more information on creating data models, see “Creating a data model” on page 348.

Joining tables under
common fields.



To create a multi-table query

- 1 Click File, New, Query.
- 2 From the Look In list box, choose the folder that contains the tables you want to query.
- 3 Hold down CTRL and click the tables you want to query.
- 4 Click the Open button.
- 5 Click the Join button.
- 6 Click the common field on each of the tables.
- 7 Click the check boxes for each of the fields you want to include in the answer table.

For more information on including query fields, see “Using Query By Example” on page 359.



- 8 Click Query, Run Query.

To create a multi-table query based on a data model

- 1 Click File, New, Query.
- 2 Click the Data Model button.
- 3 Choose Data Model from the list box at the bottom of Data Model dialog box.
- 4 Drag a data model from the list to the right-hand panel, and click OK.
- 5 Click the check boxes for each of the fields you want to include in the answer table.
For more information on including query fields, see “Using Query By Example” on page 359.
- 6 Click Query, Run Query.

Creating advanced QBE queries

You can use special operators in your queries to perform calculations on fields. For a complete description of Paradox query operators see “Query operators” on page 363.

To perform a calculation, you must type example elements below the names of the fields you want to use in the calculation. Example elements appear in red, and are used to represent the values in a field. The calculation appears as a mathematical formula consisting of query operators and example elements. You can type this formula in any unused field in the query window. The result of a calculation appears in an additional field in the answer table.

QBE queries can be used to perform a wide variety of advanced table functions, including adding, editing, and deleting records. For a complete description of advanced functions, see “Querying your database” in the online Help.

Calculating the value of a parts inventory. Qty is multiplied by List Price.

- 1) “qty” and “cost” are example elements
- 2) “CALC” and “*” are query operators

	Model	Qty * List Price
1	100-S-12	\$12,600.00
2	18-DV	\$8,400.00
3	225-G-85	\$17,360.00
4	231IA	\$29,250.00
5	32-B-90	\$24,885.00

To perform a calculation using a query

- 1 Click File, New, Query.
- 2 From the Look In list box, choose the folder that contains the table you want to query.
- 3 Double-click the table you want to query.

- 4 Click the check boxes for each of the fields you want to include in the answer table.
For more information on including query fields, see “Using Query By Example” on page 359.
- 5 Press F5 and type example elements in the fields you want to use in the calculation.
You must press F5 before typing each example element.
- 6 Type the formula you want to use in an unused field.
You must press F5 before typing each example element in the formula.
- 7 Click Query, Run Query.

Query operators

You can build complex queries by using query operators. There are seven categories of operators that you can use to retrieve matching records, display a range of data, perform calculations, search with a minimum of information using wildcards, change data, and compare sets of records.

Comparison operators	Definition
=	Equal to
>	Greater than; can be used in combination with “<” to define a search range
<	Less than, can be used in combination with “>” to define a search range
<=	Greater than or equal to
<=	Less than or equal to
Arithmetic operators	Definition
+	Add numbers or join alphanumeric values
-	Subtract
*	Multiply
/	Divide
()	Give precedence to
Wildcard Operators	Definition
@	Matches any single character in inexact matches; must be used in combination with “..” if used in a memo or formatted memo field

..	Searches any sequence of characters, including blank spaces in inexact matches; suited to searching text embedded in memo or formatted memo fields
----	--

Special operators

Definition

LIKE	Retrieves values that are similar to the value entered in inexact matches; Only the values that match the first letter of the criteria entered will be retrieved. LIKE cannot be used for binary, memo, formatted memo graphic, or OLE field types.
NOT	Does not match
BLANK	Contains no value. To exclude blank records from the search, use NOT BLANK in the field.
TODAY	Compares items with the current date; can be used in conjunction with comparison and arithmetic operators to isolate ranges of dates
OR	One condition or another or both must be met.
,	Both conditions must be met.
AS	Create this field name (provided by the user following the AS operator) and add to answer table.
!	Requests that all values be displayed, regardless of match; Specifies the table from which all records are to be used in a joined table query

Reserved words

Definition

CALC	Requests that the result be displayed in a new calculated field in the Answer table
CHANGETO	A global editing tool used to change matching values
INSERT	Inserts a specified value into records
DELETE	Deletes records with specified values

SET	Defines a record set of matching values for set comparisons
Summary operators	Definition
CALC AVERAGE	Calculates the average of the values
CALC COUNT	Displays the total number of matching values
CALC MAX	Displays the highest value for the field
CALC MIN	Displays the lowest value for the field
CALC SUM	Provides the total of the values for the field
CALC ALL	Calculates a summary based on all the values in a group, including duplicates
CALC UNIQUE	Calculates a summary based on all the unique values in a group
Set comparison operators	Definition
ONLY	Display only those values matching values in a defined set
NO	Display only those values that do not match any values in the defined set
EVERY	Display only values that match every value in a defined set
EXACTLY	Display only values that match all the values of a defined set and no others

From Here

For information about...	In the online Help index, type...
Using Query By Example	query by example
Multi-table queries	multi-table queries
Advanced queries	advanced queries
Query operators	query operators



WORKING WITH OBJECTPAL

38

ObjectPAL (Object Paradox Application Language) is an object-based, event-driven, visual programming language. You can use ObjectPAL to completely customized applications with entirely new buttons, menus, dialog boxes, prompts, warnings, and online Help. ObjectPAL can be used to extend the regular Paradox functions, or to create non-database applications.

ObjectPAL and Paradox are tightly integrated; the more you know about Paradox, the more you can take advantage of it in your ObjectPAL programming. If you think of ObjectPAL as a tool that extends the power of Paradox, you can discover ways of using the language to perform tasks that would be awkward, difficult, time-consuming, or impossible to perform without it.

ObjectPAL supports variables, control structures, such as IF, FOR, WHILE, LOOP, and many of the same data types as other programming languages. You can use methods and procedures supplied by ObjectPAL, or you can create your own custom methods and custom procedures.

Object-based

ObjectPAL works with objects. You create and work with objects such as fields, lines, ellipses, pushbuttons, and table frames when you design forms and reports. A formal definition states that an object consists of data and code. In ObjectPAL terms, objects have properties (color, position, and line width) and methods (code that defines how the object behaves) — properties are data, methods are code.

Paradox recognizes two kinds of objects: design objects and data objects. Design objects, such as buttons, list boxes, and other UIObjects, are used in forms. Data objects are files, data types, and programming structures.

Objects have properties

When you create an object, you create it with properties that define the appearance and behavior of the object. The properties of a box, for example, include size, position, color, and frame. Using ObjectPAL, you can create or change all the properties that you use in Paradox.

Objects exist in a context

The context of a given object is defined by the objects that contain it. This feature of ObjectPAL gives advanced programmers great flexibility and power. As a beginning

ObjectPAL programmer, all you have to remember is that the form contains all other objects. When you place objects in a form, you are giving those objects context.

Event-driven

An event-driven interface is one that responds only to specific system or user actions such as clicking the mouse button, moving the pointer over an object, pressing a key. Anything you do in Paradox generates an event.

Paradox recognizes certain actions or conditions within forms as events. When Paradox detects that an event has occurred, it executes the method associated with that event. There are different types of events that are appropriate for different types of objects. For instance, the pushButton event is recognized by a pushButton object, but not by a graphic object. There are, however, events that are recognized by all objects, such as the timer event, focus events, and opening and closing.

Methods

A method is code that defines how an object behaves in response to an event. The ObjectPAL language is made up of methods and procedures (special code not attached to a specific object). ObjectPAL methods fall into one of three categories: built-in event methods that are included with every Paradox object, methods in the ObjectPAL run-time library, and custom methods you create.

ObjectPAL objects are grouped by type. Objects of a given type have the same properties and methods. For example, all text files have properties in common and all tables have properties in common, but the properties of tables and text files are different. Tables and text files are objects of different types — you use one set of methods to operate on text files, and another to operate on tables.

Integrated Development Environment (IDE)

When you work with ObjectPAL, you work in the Integrated Development Environment consisting of the Object Explorer, the Editor, and the Debugger.

You access the Editor through the Object Explorer. The Object Explorer lets you view an object tree for the current form and provides a developer's interface to properties.

In an ObjectPAL Editor window you can write, edit, compile, and debug the ObjectPAL code that is attached to methods on a form, library, or script.

The ObjectPAL Debugger lets you interactively test and trace the execution of commands in your methods.

Using the Object Explorer

Paradox provides an interactive way of writing code through the Object Explorer. The Object Explorer has two panes: the Object Tree on the left visually displays the objects on your form and their relationship to each other; the four tabbed pages on the right list attributes for Appearance and Properties, types of Methods and Events.

Knowing where to place the code is crucial to the successful execution of the method. Where objects are placed on the form determines how the code is processed. ObjectPAL uses containership hierarchy, which means that code is processed in a specific order depending on how deeply the object is contained. For example, the highest level of containership on a form is at the form level, then the page level, then at the object level (any boxes, fields or buttons that are placed on the form). These levels are displayed in the Object Tree.

Using the ObjectPAL Editor

The ObjectPAL Editor provides the location for you to add new code or edit existing code. You can also copy, cut and paste code from code examples available in the ObjectPAL Help into the Editor window.

The Editor window contains two list boxes under the Title bar. The list box on the left allows you to move between the objects in your document. The list box on the right shows all possible events or methods for the object selected.

Using the Debugger

The debug environment includes the Debugger window, the Watches window, the Breakpoints window, the Tracer window, and the Call Stack. For example, you can choose to have the Debugger open automatically when you are in design mode or when you are running a form.

Using the Debugger, you can set breakpoints so that you can execute instructions up to a certain point, then stop and see what has happened; you can inspect or watch variables to make sure values are being manipulated as you intended; you can execute a method one line at a time (called single-stepping), or step over methods and procedures that you know are bug-free; and finally, you can list and view the methods and procedures on the call stack (those called since your form started running).

To View ObjectPAL code

1. With a form open in Design view, select an object.
2. Click Tools, Object Explorer.
3. Click the Events tab or the Methods tab.
All events or methods associated with that object are listed.
4. Double-click a method or event.



- Within the Editor window you can select any type or method name and press F1 to get help on that type or method. If there is only one Help topic for the selected item, pressing F1 takes you directly to that topic. If Help contains multiple topics for the selected word, you'll see a list of topics. Choose a topic and click Display.

ObjectPAL Help

The Paradox online Help contains a separate file on ObjectPAL, called ObjectPAL Reference. This file introduces you to the basic concepts and helps you to understand and learn the language. It also contains a complete language reference section providing descriptions and code examples for elements, methods and procedures. The code examples available in this file can be copied and pasted directly into the ObjectPAL Editor.

The ObjectPAL tutorial is available for beginning programmers. The tutorial takes you through the core concepts of the language, introduces when and why you would use it, and familiarizes you to the process of writing ObjectPAL code.

To access the ObjectPAL help and Tutorial

- Click Help, ObjectPAL Reference or ObjectPAL Tutorial.

From Here

For information about...	In the ObjectPAL Help index, type...
Event-driven behaviour	event Model, overview
Object-Based	objects
Methods	methods, overview, and then choose overview: about methods
Integrated Development Environment	IDE, overview: the integrated development environment
Object Explorer	object explorer, overview
ObjectPAL Editor	ObjectPAL editor
Debugger	debugger window



PARADOX AND THE INTERNET

39

Paradox provides tools to convert your tables and reports to an HTML document so you can display your data on a web page. You can use the HTML Table Expert and the HTML Report Expert to publish static or dynamic documents. Static publishing takes a snap shot of your table or report and publishes that information to a Web page. The web page will not reflect any changes to your data unless you publish another, more up-to-date table or report.

With dynamic publishing, Paradox loads a table or report template onto your Web page and stores information about the table or report in the Web Server Repository. In a document dynamically generated by the Corel Web Server, each time the user accesses your Web page, the Corel Web Server Control sends a request to the Web Server Repository. The request launches a series of procedures that retrieves the data in your current table or report and displays in on the Web page. In a document dynamically generated by the Paradox Report Server, each time the user accesses your Web page, the Web Server launches the Servlet managed by JRun, which sends a request to the Web Server Repository. The request launches a series of procedures that retrieves the data in your current table or report and displays in on the Web page. The dynamic publishing features work with any web browser.

In addition to publishing your data, you can also import HTML documents. The HTML Import Expert lets you import tables or lists from Web pages into Paradox tables.

Publishing a table to the Internet

You can use the HTML Table Expert to publish your tables as either static or dynamic HTML documents. The Expert lets you choose which fields you want to include, text color, and background color.

To publish a table to HTML

- 1 Click File, Open, Table.
- 2 Double-click the table you want to open.
- 3 Click File, Publish To HTML.
- 4 Follow the steps in the HTML Table Expert.

Publishing a report to the Internet

You can use the HTML Report Expert to publish your reports to the Internet as either static or dynamic HTML documents. The Expert lets you choose a title, the background color, the text color, and how you want your data to appear.

To publish a report to HTML

- 1 Click File, Open, Report.
- 2 Double-click the report you want to open.
- 3 Click File, Publish As, HTML.
- 4 Follow the steps in the HTML Report Expert.

Importing HTML information from the Internet

The HTML Import Expert helps you import tables or lists from HTML files into an existing Paradox table or a new table that you create. If you create a new table, you can define the name, type, and size of each field directly from the Expert. For more information on defining fields see “Creating a table structure” on page 335.

To import an HTML file

- 1 Click File, Import.
- 2 Click the HTML Expert button.
- 3 Follow the steps in the HTML Import Expert.

From Here

For information about...	In the online Help index, type...
Publishing to the Internet	Internet tools
Importing HTML files	HTML Import Expert



COMPATIBILITY WITH OTHER APPLICATIONS

40

Paradox files can be made compatible with a variety of applications, with little formatting or modification required to the data. You can publish reports to text, HTML, and word processor formats, import data from Microsoft Excel or other applications into Paradox tables, export data from Paradox to other applications, copy data from a Paradox table and paste it into a Quattro Pro spreadsheet, and insert Paradox table data into a text document. You can also open files created in previous versions of Paradox.

Publishing reports

Paradox lets you publish your reports to text (.TXT), WordPerfect (.WPD), Rich Text Format (.RTF), Microsoft Word 97 (.DOC), and HTML file formats. For more information on Publishing to HTML, see “Publishing a Report to the Internet” on page 372.

To publish a report

- 1 Click File, Open, Report.
- 2 Double-click the report you want to open.
- 3 Click File, Publish As, and then choose one of the following:
 - Text
 - RTF
 - WPD
 - DOC
- 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.



Importing and exporting data

Paradox allows you to import data into your tables from another application. You can choose to import data from a text file, an .HTML file, another database application, or a spreadsheet program such as Quattro Pro, Lotus 1-2-3 or Microsoft Excel. Three methods are available: Import, Text Expert, and HTML Import Expert. For more information on the HTML Import Expert see “Importing HTML information from the Internet” on page 372.

The Export feature allows you to move data from your Paradox tables to a text file, a WordPerfect document, a dBase table or a table created in an earlier version of Paradox. You can also export data to a spreadsheet program such as Quattro Pro, Lotus 1-2-3, or Microsoft Excel.

In the case of text files, Paradox can import and export text in delimited or fixed-length formats. A delimited text file encloses character data using quotation marks, separates its fields with commas, and ends each record using a carriage return. By defining the data in this fashion, Paradox is able to “read” and separate the imported information into individual fields in the table. A fixed-length text file generally uses tab stops to separate its data so that each field has a specified starting position and length.



To import data

- 1 Click File, Import.
- 2 Click the Import button.
-  3 Click the Browse button beside the From list box.
- 4 Choose the file that contains the data you want to import, and click Open.
- 5 From the From Type list box, choose the file extension of the file you chose in step 4.
-  6 Click the Browse button beside the To list box.
- 7 Choose the file into which you want to import data, and click Save.
You can also type the name of a new file.
- 8 From the To Type list box, choose the file extension of the file you chose in step 7.
- 9 Click the Import button.

To import data using the Text Expert

- 1 Click File, Import.
- 2 Click the Text Expert button.
- 3 Follow the steps in the Text Expert.

To export data

- 1 Click File, Export.
-  2 Click the Browse button beside the From list box.
- 3 Choose the table from which you want to export data, and click Open.
- 4 From the From Type list box, choose the file extension of the file you chose in step 3.
-  5 Click the Browse button beside the To list box.
- 6 Choose the file to which want to export data, and click Save.
You can also type the name of a new file.
- 7 From the To Type list box, choose the file extension of the file you chose in step 6.
- 8 Click the Export button.

Using Paradox table data in a Quattro Pro spreadsheet

You can copy individual fields or sections of tables from Paradox and paste them directly into a Quattro Pro spreadsheet. You can also establish a link between a cell in a Quattro Pro spreadsheet and a field in a Paradox table. When you link between Paradox and Quattro Pro, the linked field in the spreadsheet is updated every time the data in the source table is updated. When you copy one or more fields from a Paradox table and paste them into a Quattro Pro Spreadsheet, the field name is copied along with the data contained in the field.

To copy data from a Paradox table to a Quattro Pro spreadsheet

- 1 In Paradox, click the field you want to copy.
To select a block of fields, click and drag over the fields you want to copy.
- 2 Click Edit, Copy.
- 3 In Quattro Pro, click the cell in which you want to paste the Paradox data.
- 4 Click Edit, Paste.

To link a Paradox table field to a Quattro Pro spreadsheet

- 1 In Paradox, click the table field to which you want to link.
- 2 Click Edit, Copy.
- 3 In Quattro Pro, click the cell you want to link to Paradox data.
- 4 Click Edit, Paste Special.
- 5 Enable the Paste Link button, and click OK.

Creating a mail merge

You can use the Merge Expert to merge data from a table and embed it in a text document, such as a letter. The document does not need to exist before running the Merge Expert. The merge settings can be named and saved to run again at a later date. You can merge Paradox data with documents created in the following applications: WordPerfect, Paradox (reports), and Microsoft Word.

To create a mail merge

- 1 Click Tools, Experts.
- 2 Click Merge and Run Expert.
- 3 Follow the steps in the Merge Expert.

Working with previous versions of Paradox

Files created in previous versions of Paradox can be used in Paradox 9. Tables created in any version of Paradox can be opened directly in a newer version. However, some files,

such as forms, reports, and scripts, must be converted to Paradox 9 format before you can use them.

To convert files created in previous Windows versions of Paradox to Paradox 9



- 1 Open the file in Paradox 9.
- 2 Click the Run button.



- You can only convert undelivered objects. If your form, report or script is in delivered format (.FDL, RDL, or .SDL extension), you must run the source object (.FSL, RSL, or .SSL extension) in Paradox 9 and then deliver the converted object.

From Here

For information about...	In the online Help index, type...
Publishing to RTF	RTF, publishing to
Importing and exporting data	importing, data; exporting, data
Sending data to Quattro Pro	Quattro Pro, exporting data to
Mail merges	mail merge

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SECTION 6

CorelCENTRAL 9



Chapter 41: Welcome to CorelCENTRAL 9

Chapter 42: Using CorelCENTRAL Day Planner

Chapter 43: Using CorelCENTRAL Calendar

Chapter 44: Using CorelCENTRAL Memos

Chapter 45: Using CorelCENTRAL Card File

Chapter 46: Using CorelCENTRAL Address Book

Chapter 47: Using CorelCENTRAL Alarms

Chapter 48: Using a PalmPilot with CorelCENTRAL



WELCOME TO CORECENTRAL 9

41

CorelCENTRAL is a mini-suite of applications that help you effectively manage your time, tasks, appointments, and personal information. You can use CorelCENTRAL to plan your everyday schedule, write reminders to yourself, organize reference information, and manage all your business contact information. The applications in CorelCENTRAL 9 are CorelCENTRAL Day Planner, CorelCENTRAL Calendar, CorelCENTRAL Memos, CorelCENTRAL Card File, CorelCENTRAL Address Book, and CorelCENTRAL Alarms.

CorelCENTRAL Day Planner

CorelCENTRAL Day Planner lets you see the day's events and tasks at a single glance. When CorelCENTRAL Day Planner is not in use, you can hide it automatically to save desktop space. You can use CorelCENTRAL Day Planner to schedule tasks and events.

CorelCENTRAL Calendar

CorelCENTRAL Calendar lets you plan your activities days, weeks, months, or even years in advance. You can use CorelCENTRAL Calendar to organize your time efficiently and help you remember important days and projects. CorelCENTRAL Calendar and CorelCENTRAL Day Planner work together to organize your schedule. If you change a task or event in CorelCENTRAL Day Planner, it changes automatically in the default calendar, "My Calendar", in CorelCENTRAL Calendar.

CorelCENTRAL Memos

CorelCENTRAL Memos lets you write notes to remind you of appointments, special dates, and things to do. You can file the notes in different categories. For example, you can create a category for a work project and file all the notes about that project in that category.

CorelCENTRAL Card File

CorelCENTRAL Card File lets you keep track of personal information, inventories, reference material, and anything else you want to organize. CorelCENTRAL Card File is a versatile organizational tool, because it lets you decide what fields appear on the cards, you can design card files to store the specific information you need to record. You can store, organize, and easily retrieve information on any topic, such as an inventory of your books or CDs.

CorelCENTRAL Address Book

You can use CorelCENTRAL Address Book like a phone book and information center for all your personal and business contacts. CorelCENTRAL Address Book can store names and addresses, e-mail addresses, phone numbers, World Wide Web addresses, and more.

CorelCENTRAL Alarms

You can use CorelCENTRAL Alarms to create alarms to remind you of CorelCENTRAL CorelCENTRAL Calendar and CorelCENTRAL Day Planner events. You can also use CorelCENTRAL Alarms independently of CorelCENTRAL to create alarms that sound at certain times.

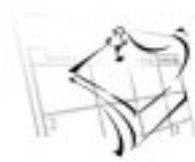
How CorelCENTRAL components work together

These applications are integrated to share data with each other to save you time and effort. Changes you make to tasks, subtasks, and events in CorelCENTRAL Day Planner, automatically appear on the default calendar, “My Calendar”, so you don’t have to create the task again in CorelCENTRAL Calendar.

If you...	CorelCENTRAL will...
Create a task or event in CorelCENTRAL Day Planner	Add it to the default CorelCENTRAL Calendar, “My Calendar”
Create a task or event in the default CorelCENTRAL Calendar, “My Calendar”	Add it to CorelCENTRAL Day Planner

From here

For information about...	In the online Help index, type...
Using CorelCENTRAL Day Planner	introduction, Day Planner
Using CorelCENTRAL Calendar	CorelCENTRAL Calendar, using
Using CorelCENTRAL Memos	CorelCENTRAL Memos, using
Using CorelCENTRAL Card File	CorelCENTRAL Card File, using
Using CorelCENTRAL Address Book	CorelCENTRAL Address Book, using
Using 3Com PalmPilot with CorelCENTRAL	PalmPilot, and CorelCENTRAL



USING CORELCENTRAL DAY PLANNER

CorelCENTRAL Day Planner shows your scheduled tasks and events when you start CorelCENTRAL 9. CorelCENTRAL Day Planner is integrated with CorelCENTRAL Calendar — events and tasks you schedule in the default calendar, called “My Calendar”, also appear in CorelCENTRAL Day Planner. You can use CorelCENTRAL Day Planner to keep track of your progress through the day’s tasks — mark your tasks finished as you complete them.

CorelCENTRAL
Calendar and
CorelCENTRAL Day
Planner share
information



- You can set CorelCENTRAL Day Planner to start automatically when you start Windows. For information about starting CorelCENTRAL Day Planner automatically, type “Day Planner, starting automatically” in the online Help index.

Starting CorelCENTRAL Day Planner

CorelCENTRAL starts automatically when you start Windows. If you have customized CorelCENTRAL Day Planner so that it does not start automatically when Windows starts, you must start CorelCENTRAL Day Planner yourself. When you are not using CorelCENTRAL Day Planner, it is automatically hidden to save desktop space. When you first install CorelCENTRAL Day Planner, it is located on the right edge of your desktop.

To start CorelCENTRAL Day Planner

- On the Windows taskbar, click the Start button, then click Programs, WordPerfect Office 2000, CorelCENTRAL 9.

To view CorelCENTRAL Day Planner


- Move your cursor to the edge of your desktop where CorelCENTRAL Day Planner is located.

Scheduling tasks and events


Tasks are duties that you accomplish, such as work assignments and projects. Events are occurrences, such as meetings and appointments. You can use CorelCENTRAL Day Planner to add tasks and events scheduled for one day, record your progress toward accomplishing a task, and delete tasks and events.

If you change or delete a task or event in CorelCENTRAL Day Planner, it changes or is deleted automatically in “My Calendar” in CorelCENTRAL Calendar.

To add a task

- 1 Right-click in the Task list, and click Add Task.
- 2 Type a name for the task in the Subject box.
- 3  Click the Mini-Calendar button in the Starting Date box, and click the left and right arrows at the bottom of the Mini-Calendar to choose the Year.
- 4 Click a month, then click a day in the Mini-Calendar.
- 5 Consider the following options:
 - Click the button in the Categories box and enable one or more categories in the Categories list.
 - Enable the Due Date check box and type a date in the box.
 - Choose an option from the Priority list box.
 - Type a number in the % Complete box.
 - Type a location in the Location box.
 - Type comments in the Notes box.

To add an event

- 1 Right-click in the Events list, and click New Event.
- 2 Type a name for the event in the Subject box.
- 3  Click the Mini-Calendar button in the Starting Date box, and click the left and right arrows at the bottom of the Mini-Calendar to choose the Year.
- 4 Click a month, then click a day in the Mini-Calendar.
- 5 Choose a time in the Start Time list box.

6 Choose a duration in the Duration list box.

7 Consider the following options:

- Enable the All Day Event check box.
- Type a location in the Location box.
- Type comments in the Notes box.

To delete a task or event

- Right-click the task or event, and click one of the following:
 - Delete Task — deletes the task
 - Delete Event — deletes the event

To record your progress on a task

- Right-click a task in the Task list, click Percent Complete, and click a percentage.

Adding subtasks to tasks and events

You can add subtasks to tasks and events. Subtasks represent smaller tasks you have to do before a task is completed or tasks that you have to do when an event happens. For example, a subtask of a task can be a phone call you have to make before arranging a meeting, and the subtask of an event can be a letter you have to send when someone has a birthday.

To add a subtask to a task or event

- 1 Do one of the following:
 - Right-click in the Task list, and click Add Task, and click the Add Task button.
 - Right-click a task in the Task list, click Edit Task, and click the Add Task button.
 - Right-click in the Events list, click Add Event, and click the Add Task button.
 - Right-click an event in the Events list, click Edit Event, and click the Add Task button.
- 2 Follow steps 2-5 from the “To add a task” procedure.

Viewing tasks and events

You can view the tasks and events you have scheduled for any date and time.

To view a date



- 1 Click the Mini-Calendar button in the Starting Date box, and click the left and right arrows at the bottom of the Mini-Calendar to choose the Year.
- 2 Click a month, then click a day in the Mini-Calendar.

To view a time

- Click one of the following buttons in the Events list:
 - Up Arrow — scrolls up
 - Down Arrow — scrolls down

Repeating tasks and events

You can make tasks and events repeat on your CorelCENTRAL Day Planner at regular intervals. For example, a repeating task can remind you to write your weekly status report. You can use repeating events to remind you of birthdays, anniversaries, and weekly meetings.

To repeat a task or event

- 1 Do one of the following:
 - Right-click a task in the Task list, and click Edit Task.
 - Right-click an event in the Events list, and click Edit Event.
- 2 Click the Repeat button, and choose your options.

Setting alarms for events

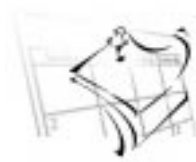
You can use alarms to remind you of events. To hear alarms, you must have a sound card properly installed on your computer. If you do not have a sound card, you can still see a visual reminder of your event.

To set an alarm for an event

- 1 Right-click an event in the Events list, and click Edit Event.
- 2 Click the Alarm button, and choose your options.

From here

For information about...	In the online Help index, type...
Changing settings	settings, CorelCENTRAL Day Planner
Adding subtasks	subtasks, adding (CorelCENTRAL Day Planner)
Editing events	events, editing (CorelCENTRAL Day Planner)



USING CORECENTRAL CALENDAR

43

CoreCENTRAL Calendar lets you schedule future tasks and events. You can use CoreCENTRAL Calendar to organize your time efficiently and help you remember important days and projects. CoreCENTRAL Calendar and CoreCENTRAL Day Planner work together to organize your schedule. If you change a task or event in CoreCENTRAL Day Planner, it changes automatically in the default calendar, “My Calendar”.

CoreCENTRAL Day Planner and CoreCENTRAL Calendar share task and event information.



Starting CoreCENTRAL Calendar

You can start CoreCENTRAL Calendar from the Windows taskbar.

To start CoreCENTRAL Calendar

- Click the Start button on the Windows taskbar, and click Programs, WordPerfect Office 2000, Utilities, CoreCENTRAL Calendar.

Starting and viewing calendars

You can use multiple calendars to schedule different tasks and events. For example, you can create one calendar for personal projects and another for work. You can view the tasks and events assigned to any date.

To start a new calendar

- 1 Click File, New.
- 2 Type a title in the Calendar Name box.
- 3 Type a path in the Path box.

To view a date



- 1 Click Calendar, Go To Specific Date.
- 2 Click the Mini-Calendar button in the Starting Date box, and click the left and right arrows at the bottom of the Mini-Calendar to choose the Year.
- 3 Click a month, then click a day in the Mini-Calendar.

Displaying holidays

You can display holidays for various countries.

To display holidays

- 1 Click Calendar, Holidays.
- 2 Enable the check boxes of the categories of holidays you want to display.



- Holidays displayed in the default calendar, “My Calendar”, are also displayed in CorelCENTRAL Day Planner.

Scheduling tasks and events

Tasks are duties that you need to accomplish, such as work assignments and projects. Events are occurrences, such as meetings and appointments. You can view tasks and events scheduled for any day; delete tasks and events; and record your progress toward accomplishing your tasks. If you change a task or event in the default calendar, “My Calendar”, it changes automatically in CorelCENTRAL Day Planner.

To add a task



- 1 Click Calendar, New Task.
- 2 Type a name for the task in the Subject box.
- 3 Click the Mini-Calendar button in the Starting Date box, and click the left and right arrows at the bottom of the Mini-Calendar to choose the Year.
- 4 Click a month, then click a day in the Mini-Calendar.
- 5 Consider the following options:



- Click the button in the Categories box, and enable one or more categories in the Categories list.

- Enable the Due Date check box and type a date in the box.
- Choose an option from the Priority list box.
- Type a number in the % Complete box.
- Type a location in the Location box.
- Type comments in the Notes box.

To add an event



- 1 Click Calendar, New Event.
- 2 Type a name for the event in the Subject box.
- 3 Click the Mini-Calendar button in the Starting Date box, and click the left and right arrows at the bottom of the Mini-Calendar to choose the Year.
- 4 Click a month, then click a day in the Mini-Calendar.
- 5 Choose a time in the Start Time list box.
- 6 Choose a duration in the Duration list box.
- 7 Consider the following options:
 - Enable the All Day Event check box.
 - Type a location in the Location box.
 - Type comments in the Notes box.

To record your progress on a task

- Right-click a task in the Task list, click Percent Complete, and click a percentage.

Adding subtasks to tasks and events

You can add subtasks to tasks and events. You can use subtasks to represent smaller tasks you have to do before the task is completed or tasks that you have to do when the event happens. For example, a subtask of a task can be a phone call you have to make before arranging a meeting, and the subtask of an event can be a letter you have to send when someone has a birthday.

To add a subtask to a task or event

- 1 Do one of the following:
 - Right-click in the Task list, click Add Task, and click the Add Task button.
 - Right-click a task in the Task list, click Edit Task, and click the Add Task button.
 - Right-click in the Events list, click Add Event, and click the Add Task button.
 - Right-click an event in the Events list, click Edit Event, and click the Add Task button.
- 2 Follow steps 2-5 from the “To add a task” procedure.

Repeating tasks and events

You can make tasks and events repeat on your calendars at regular intervals. For example, a repeating task can remind to write your weekly status report. You can use repeating events to remind you of birthdays, anniversaries, and weekly meetings.

To repeat a task or event

- 1 Do one of the following:
 - Click Calendar, New Task.
 - Right-click a task in the Task list, and click Edit Task.
 - Click Calendar, New Event.
 - Right-click an event in the Events list, and click Edit Event.
- 2 Click the Repeat button, and choose your options.

Setting alarms for events

You can use alarms to remind you of events. To hear alarms, you must have a sound card and speakers properly installed on your computer. If you do not have a sound card, you can still see a visual reminder of your event.

To set the alarm for an event

- 1 Right-click an event in the Events list, and click Edit Event.
- 2 Click the Alarm button, and choose your options.

Displaying dates

You can display a calendar by the day, week, or month.

To view by the day, week, or month

- Click View, and click one of the following options:
 - Day — to view a one day at a time
 - Week — to view one week at a time
 - Month — to view one month at a time

Viewing tasks

You can view tasks by category, completion status, or time period.

To view tasks by category, completion status, or time period

- 1 Click the Task Status button.

The Task Status button displays “All Tasks,” “All Completed Tasks,” or “All Tasks Not Yet Completed.”

- 2 Choose a Category from the In Category list box.
- 3 Enable one or both of the following check boxes in the With Status section:
 - Complete — to show finished tasks
 - Not Complete — to show unfinished tasksEnabling both check boxes displays both finished and unfinished tasks in the Task list.
- 4 Choose a time period from the From Time Period list box.

Printing calendars

You can print your calendars.

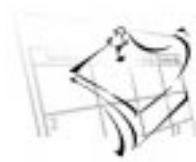
To print a calendar

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.
- 3 Type a number in the Number Of Copies box.
- 4 Enable one of the following buttons:
 - Day View — prints by day
 - Week View — prints by week
 - Month View — prints by month
- 5 Click the Mini-Calendar button in the Starting Date box, and click the left and right arrows at the bottom of the Mini-Calendar to choose the Year.
- 6 Click a month, then a day in the Mini-Calendar.
- 7 Type a number in the Number Of Days box.



From here...

For more information about...	In the online Help Index, type...
Viewing tasks	tasks, viewing (CorelCENTRAL Calendar)
Sorting the task list	tasks, sorting (CorelCENTRAL Calendar)
HTML publishing from CorelCENTRAL Calendar	calendars, publishing in HTML



USING CORELCENTRAL MEMOS

44

CorelCENTRAL Memos lets you write and store notes to yourself. You can file the notes in different categories. For example, you can create a category for a project and file all the notes about that project in that category.

Starting CorelCENTRAL Memos

You can start CorelCENTRAL Memos from the Windows taskbar.

To start CorelCENTRAL Memos

- Click the Start button on the Windows taskbar, and click Programs, WordPerfect Office 2000, Utilities, CorelCENTRAL Memos.

Writing memos

Memos are notes that you can use to record anything — telephone conversations, observations, poetry, things you have to remember. You can write in abbreviations, full sentences, even code.

To write a memo

- 1 Click File, New.
- 2 Type a name for your memo, and press ENTER.
- 3 Type the text for your memo in the Type In The Memo Text box at the right of the CorelCENTRAL Memos window.

Using categories

You can use categories to organize your memos, for example, you can create a category called Corel Presentations, and put all your memos on Corel Presentations in that category. You can create as many categories as you want. A memo can be in one category only.

When you open CorelCENTRAL Memos, the application displays the All Memos category. This category shows all memos in all categories. The Unfiled category contains all memos that have not been added to a category.

To create a category

- 1 Click Category, Add.
- 2 Type a name for the category in the New Category Name box.

To add a memo to a category

- 1 Right-click a memo, and click Move To Category.
- 2 Choose a category from the Select The New Category box.

To view a category

- Choose a category from the Category list box.

Printing memos

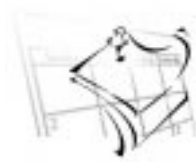
You can print memos.

To print memos

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.
- 3 Type a number in the Number Of Copies box.
- 4 Enable one of the following buttons:
 - Current Memo — prints the active memo
 - Selected Memo(s) — prints the memos you have selected
 - All Memos — prints all the memos in a group

From here

For more information about...	In the online Help index, type...
Memo categories	categories, creating (CorelCENTRAL Memos)
HTML publishing from CorelCENTRAL Memos	HTML, publishing from CorelCENTRAL Memos



USING CORELCENTRAL CARD FILE

45

CorelCENTRAL Card File lets you keep track of personal information, inventories, reference material, and anything else you want to organize. CorelCENTRAL Card File is a versatile organizational tool, because it lets you decide what fields appear on the cards, you can design card files to store the information you need to record.

You can create as many card files as you like and you can organize the cards in a card file into groups. For example, you can create a card file of your book collection and create a group within that card file called “Fantasy” for your fantasy novels.

Starting CorelCENTRAL Card File

You can start CorelCENTRAL Card File from the Windows taskbar.

To start CorelCENTRAL Card File

- Click the Start button on the Windows taskbar, and click Programs, WordPerfect Office 2000, Utilities, CorelCENTRAL Card File.

Starting new card files

You can create and delete card files.

To start a new card file

- 1 Click File, New.
- 2 Type a name for the card file in the Name To Display On Tab box.
- 3 Type a path for the card file in the Filename For Card File Box.

To delete a card file

- 1 Click File, Delete.
- 2 Click the file you want to delete in the Available Card Files list.

Adding fields and cards

Fields are categories of information that appear on each card. You can add a field for each category of information you want to store. Global fields are fields that appear on each card in the card file. Local fields are fields that appear on the selected card only. Global fields appear above the horizontal line in the list of fields. Local fields appear below the

horizontal line in the list of fields. You can use global fields for information that will be on every card and local fields for information unique to one or a few cards, but not all. For example, in an inventory of books, you can make a global field called “Title”, and you can make local fields called “Translator” on the cards for each book that has a translator.

You can add as many cards as you want to each card file.

To add a local field

- 1 Click Cards, New Local Field.
- 2 Type a name for the field.

To add a global field

- 1 Click Cards, New Global Field.
- 2 Type a name for the field.

To add a card

- 1 Click Cards, New Card.
- 2 Type information in each field.

Linking fields

The following table lists and describes the links that you can make from fields on cards:

Create a linked field to...	To...
A memo	Launch CorelCENTRAL Memos
Another card file	Open another card file
A file or application	Launch a file and/or its application
A folder on your computer	Open a folder in Windows Explorer
An email address	Send an email using the email application on your computer
A Web site	Go to a Web site using the Internet browser on your computer

To link a field

- 1 Click the field you want to link.
- 2 Click Tools, Link To, and click one of the following menu items:
 - Memos
 - Card File
 - File/Application

- Folder
 - Send Email
 - Web Site
- 3** Do one of the following:
- Click a memo in the Select box.
 - Click a card file tab, choose a group from the Groups list, and click a card.
 - Type the text you want to appear in the field in the Link Text box, click the Browse button, and browse to the file name or application.
 - Type the text you want to appear in the field in the Link Text box, click the Browse button, and browse to the folder.
 - Type an email address in the Enter An Email Address box.
 - Type the text you want to appear in the field in the Link Text box, and type the Web site address in the Location (URL) box.

Creating comment fields

A comment field lets you add notes that are attached to fields, but not included in them. You can use comment fields to record information that relates to a field but does not belong in it. For example, if you had two copies of a book in an inventory of your book collection, you could use a comment field to record which is copy 1 and which is copy 2.

To create a comment field

- 1 Click a field in the Field list.
- 2 Click Cards, New Comment Field.
- 3 Click New Field in the Comment field, and type a name for the Comment field.
- 4 Click the Comment field and type the comment.

Using groups

Cards in a card file can be divided into groups. For example, in a card file that inventories your book collection, you can create a group for poetry, a group for fiction, and another one for biographies. A card can belong to more than one group. For example, you can include a card in your work contacts group and your friends group.

To create a group

- 1 Click Cards, New Group.
- 2 Type a name in the Name box.

- 3 Enable one of the following buttons:
 - Empty — creates a group with no cards in it
 - Include Selected Cards — adds the selected cards to the new group
 - Include All Cards From Group — adds the cards in the selected group to the new group
- 4 Enable the Include Fields From New Group check box you want to include the fields from the selected group.

To add a card to a group

- 1 Click a card in the Cards list.
- 2 Click Cards, Assign Card To Group.
- 3 Click a group.

To view a group

- Choose a group in the Groups list.

Printing card files

You can print card files.

To print a card file

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.
- 3 Type a number in the Number Of Copies box.
- 4 Enable one of the following buttons:
 - Current Card — prints the current card
 - Selected Card(s) — prints the currently selected card(s)
 - All Cards In Group — prints all the cards in the group
- 5 Chose an option from the Print Format box.

For more information about...	In the online Help index, type...
Linking fields	linking fields, creating
Creating comment fields	comment fields, creating
Duplicating cards	duplicating, cards
Viewing cards in separate windows	cards, viewing in separate windows
Changing field properties	changing, field type
Reordering card files	reordering, card files



USING CORELCENTRAL ADDRESS BOOK

46

You can use CorelCENTRAL Address Book like a phone book and information center for all your personal and business contacts. CorelCENTRAL Address Book can store names and addresses, email addresses, phone numbers, World Wide Web addresses, and more.

Starting CorelCENTRAL Address Book

You can start CorelCENTRAL Address Book from the Windows taskbar. You can also start CorelCENTRAL Address Book from the Tools menu in WordPerfect 9.

To start CorelCENTRAL Address Book

- Click the Start button on the Windows taskbar, and click Programs, WordPerfect Office 2000, Utilities, CorelCENTRAL Address Book.

To start CorelCENTRAL Address Book from WordPerfect 9

- In WordPerfect 9, click Tools, Address Book.

Adding address books

You can create as many address books as you need.

To create an new address book

- 1 Click File, New.
- 2 Choose an address book type from the Address Book Type list.
- 3 Type a name for the address book in the Name box.



- For information about importing address books, type “importing, address books” in the online Help index.

Adding address entries

CorelCENTRAL Address Book lets you record different information according to the entry type you choose. If you choose Person, you can record personal information, as well as business information. If you choose Organization, you can record information about the

street and mailing addresses of that organization, as well as business telephone numbers and fax numbers. If you choose Resource, you can record the name, type, and owner of that resource. If you choose Group, you can record the names of the group members.

To add a new address entry

- 1 Click Address, New.
- 2 Choose an entry type from the Select Entry Type list.
- 3 Type text in the appropriate boxes.

Viewing address books and address entries

Viewing an address book lets you see a list of the address entries in it. Viewing an address entry lets you see all the information in the entry.

To view an address book

- Click an address book in the list of address books.

To view an address entry

- Double-click an address entry in the list of address entries.

Printing address books

You can print address books.

To print from CorelCENTRAL Address Book

- 1 Click File, Print.
- 2 Choose a printer from the Current Printer list box.
- 3 Type a number in the Number Of Copies box.
- 4 Enable one of the following buttons:
 - Current Record — prints the current record
 - Selected Record(s) — prints the currently selected record(s)
 - All Records — prints all the records in an address book
- 5 Chose an option from the Print Format box.

For more information about...

In the online Help index, type...

Viewing columns

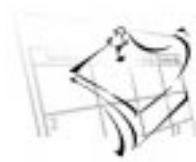
columns, viewing

Editing address entries

address entries, editing

Closing address books

address books, closing



USING CORELCENTRAL ALARMS

47

CorelCENTRAL Alarms lets you use your computer as an alarm clock. You can use CorelCENTRAL Alarms to remind you of important events, such as scheduled meetings and appointments. Unlike an alarm clock, you can set CorelCENTRAL Alarms to sound several times, not just once daily. Like an alarm clock, CorelCENTRAL Alarms has a snooze button that you can use to turn off the alarm and have it remind you again at a later time.

CorelCENTRAL Alarms and CorelCENTRAL

You can use CorelCENTRAL Alarms to remind you of events you add to your CorelCENTRAL Day Planner and CorelCENTRAL Calendar. You can set CorelCENTRAL Alarms to remind you of an event at a specific interval before the event, such as 15 minutes, or two days.

When you use CorelCENTRAL Alarms with CorelCENTRAL Day Planner or CorelCENTRAL Calendar, you can use any .WAV files on your computer as the alarm sound.

Starting CorelCENTRAL Alarms

You can start CorelCENTRAL Alarms from the Windows taskbar. By default, CorelCENTRAL Alarms starts automatically when you start Windows.

CorelCENTRAL Alarms must be running in order for alarms to sound. If you exit CorelCENTRAL Alarms, any alarms you set will not sound. The CorelCENTRAL Alarms icon appears in the Windows taskbar when CorelCENTRAL Alarms is running.

To start CorelCENTRAL Alarms

- Click the Start button on the Windows taskbar, and click Programs, WordPerfect Office 2000, Utilities, CorelCENTRAL Alarms.

To open CorelCENTRAL Alarms

- Right-click the CorelCENTRAL Alarms icon in the Windows taskbar, and click Edit Quick Alarm.

Setting alarms for CorelCENTRAL events

You can set alarms for CorelCENTRAL events in two ways: You can set a quick alarm which will remind you of an event at the time it occurs. You can also set an alarm to sound a specific amount of time before an event, such as 1 minute, or two days.

An alarm icon is displayed beside an event in the Events list of both CorelCENTRAL Day Planner and CorelCENTRAL Calendar when the alarm is set to sound for that event. You can add and delete quick alarms and alarms in the Events list in CorelCENTRAL Day Planner and CorelCENTRAL Calendar.

To set a quick alarm for a CorelCENTRAL event

- Right-click an event in the Events list, and click Alarm.

To set an alarm for a CorelCENTRAL event

- 1 Right-click an event in the Events list, and click Edit Event.
- 2 Click the Alarm button.
- 3 Type a time period in the Remind Me Before Event box.
- 4 Type a time period in the Snooze Interval list box.
- 5 Click the Browse button, and choose the WAV file you want to use as the alarm sound.

To delete an alarm for a CorelCENTRAL event

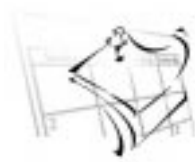
- Right-click an event that has an alarm, and click Alarm.

A check mark next to the Alarm menu item indicates there is an alarm set.



- CorelCENTRAL Alarms does not recognize fractions or decimals.
 - To hear alarms, you must have a sound card properly installed on your computer. If you do not have a sound card, you can still see a visual reminder.
-

For more information about...	In the online Help index, type...
Editing alarms	alarms, editing
Setting alarms	alarms, setting



USING A 3COM PALMPILOT WITH CORELCENTRAL

CorelCENTRAL lets you share information with your 3Com PalmPilot when you perform a HotSync. If you add information in your PalmPilot, it is added to the corresponding application in CorelCENTRAL; if you add information in CorelCENTRAL, it is added to the corresponding application in your PalmPilot.

.....
You can use
CorelCENTRAL with
your PalmPilot.
.....



You can enable and disable the PalmPilot conduits for any CorelCENTRAL application.



- WordPerfect Office 2000 does not include a 3Com PalmPilot.

Corresponding applications

The following PalmPilot and CorelCENTRAL applications correspond to each other:

PalmPilot application	CorelCENTRAL application
Date Book	CorelCENTRAL Calendar and CorelCENTRAL Day Planner
Address Book	CorelCENTRAL Address Book
Memo Pad	CorelCENTRAL Memos
To Do List	CorelCENTRAL Calendar and CorelCENTRAL Day Planner

Enabling and disabling CorelCENTRAL PalmPilot conduits

You can enable and disable CorelCENTRAL PalmPilot conduits from CorelCENTRAL Calendar, CorelCENTRAL Memos, and CorelCENTRAL Address Book.

To enable or disable CorelCENTRAL PalmPilot conduits

- 1 Click Tools, PalmPilot Conduits.
- 2 Enable or disable any of the following check boxes:
 - Address Book—Hotsyncs PalmPilot Address Book with CorelCENTRAL Address Book
 - Date Book—Hotsyncs PalmPilot Date Book with CorelCENTRAL Calendar and CorelCENTRAL Day Planner for events
 - To Do—Hotsyncs PalmPilot To Do List with CorelCENTRAL Calendar and CorelCENTRAL Day Planner for tasks
 - Memos—Hotsyncs PalmPilot Memo with CorelCENTRAL Memos
- 3 Restart HotSync Manager for the changes to take effect.

HotSyncing tasks, subtasks, and To Do List items

When you HotSync To Do List items from the PalmPilot, they become CorelCENTRAL tasks. When you HotSync CorelCENTRAL subtasks, they are treated as tasks, and become To Do List items.

To HotSync a PalmPilot with CorelCENTRAL

- 1 Click the Start button on the Windows taskbar, and click PalmPilot Desktop, HotSync Manager.
- 2 Place your PalmPilot in its cradle.
- 3 Click the HotSync button on the PalmPilot.

After HotSyncing PalmPilot and CorelCENTRAL, restart CorelCENTRAL to see changes.

From here

For information about...

Using 3Com PalmPilot with CorelCENTRAL

In the online Help index, type...

PalmPilot, using with CorelCENTRAL

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