GETTING STARTED

COREL
WordPerfect
Lightning

Getting started in Corel WordPerfect Lightning

Thank you for trying Corel® WordPerfect® Lightning™. This powerful word-processing tool helps you accomplish a wide array of tasks, such as viewing and printing documents, organizing your personal and professional projects, and reusing content from Web pages and documents. This short guide provides you with all of the knowledge you need to get started.

In WordPerfect Lightning, three simple tools let you create and reuse content in various ways:

- **Navigator** — This folder-based application works like a notebook, allowing you to store and organize your ideas and documents in one place.
- **Viewer** — The Viewer lets you view and print WordPerfect®, Microsoft® Word, and PDF documents.
- **Notes window** — This light, easy-to-use editing tool lets you paste existing content or write your own content. The Notes window also includes some text-formatting capabilities. You can create numbered and bulleted lists, change the font and the color of text, and add tables, hyperlinks, and images to your notes.

To get started with WordPerfect Lightning, try performing a few simple tasks.

Creating notes

First, create a note by clicking the **New Note** button in the upper-left corner of the Navigator.

Type a few words in the note. Notice that these words become the note's title:
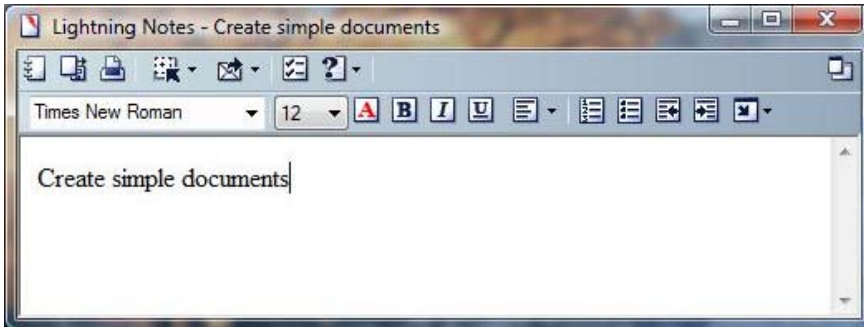
Next, open a Web page. Select the text and images that you want to copy, right-click, and choose **Copy**. Now, right-click in the note, and choose **Paste**. The content that you copied is now pasted in the note.

As you work, WordPerfect Lightning automatically saves the note in the Navigator. You can then reuse that note any way you see fit. For example, you can insert it into a new WordPerfect document, or you can simply hold onto it in the Navigator for safekeeping.

In the same note, try some basic text formatting. You can apply bold or italics to text, or resize text, using the buttons provided at the top of the Notes window.
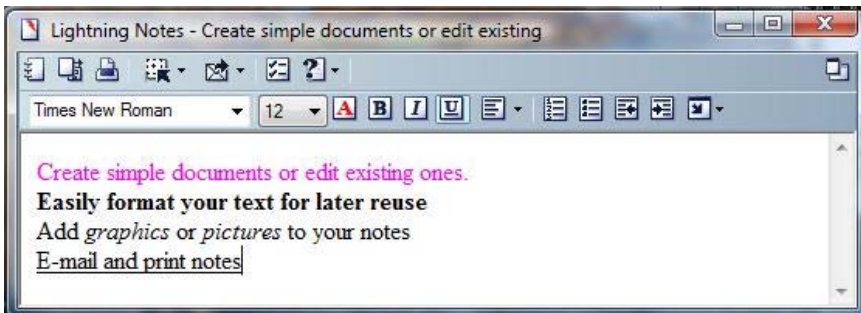

Working with documents

Like most people, you may frequently need to read and print documents. WordPerfect Lightning includes a document viewer that opens WordPerfect, Microsoft Word, and PDF documents. You can easily open a document in the Viewer by clicking the **Open Document** button at the top of the Navigator window.

With the document open in the Viewer, you can reuse the content in a number of ways. For example, you can take a picture of text and images by using the Snapshot tool,

which creates an image of the content. Click the **Snapshot** button ⬚, and then drag the area of the document that you want to reuse.
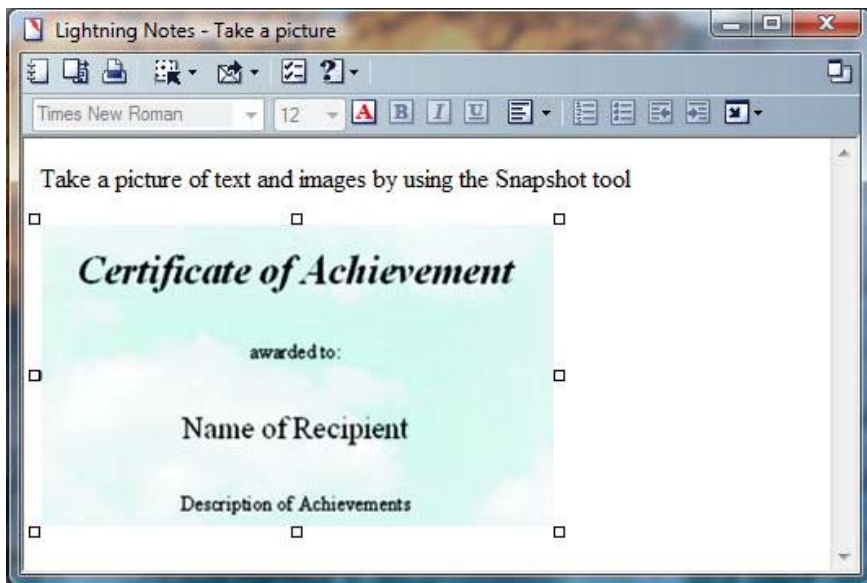

You can also copy text in a document to reuse in another format, such as a note. Select the text, and click the arrow next to the **Copy** button 📋. Choose either **Copy to Note**, **Copy to Clipboard**, or **Copy to Word Processor.**

Organizing content

After you've created a few notes, you can organize them in the Navigator.

Every note you create is automatically saved in the Navigator. To organize your notes, you can create folders in the Navigator and then drag your notes into them.
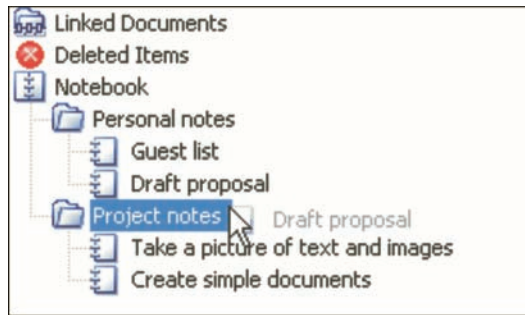
To create a folder, click the **New Folder** button in the Navigator.

Try naming the folder by right-clicking it and choosing **Rename**.
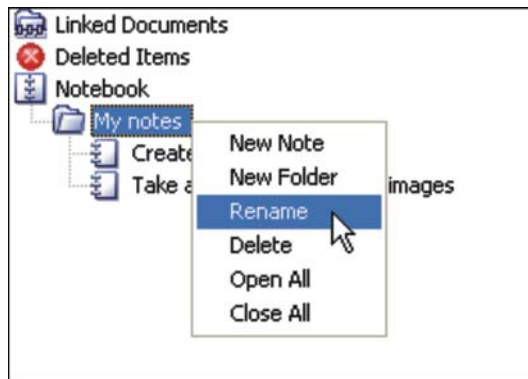
You can easily move any note, document, or folder around in the Navigator by dragging the item to a new location. Try dragging a note into the folder you just created.

The Navigator has many other uses. You can share your notes and documents with friends by using the built-in e-mail tool in WordPerfect Lightning. The Navigator includes a **Mail** button that opens an e-mail message with your default e-mail client. Documents are included as attachments in the e-mail, and notes are pasted right in the body of the e-mail.

Try e-mailing a note or document. Just select the note or document in the Navigator, click the arrow next to the **Mail** button , and choose **Send to Mail Recipient**.

Accessing online resources

There are numerous ways to stay current with the latest WordPerfect Lightning updates and innovations. The WordPerfect Lightning Web site hosts an online blog and user forums, where you find tips from users or share any feedback that you have. To access the Web site, click the arrow next to the **Help Topics** button , and select **WordPerfect Lightning Website**.

WordPerfect Lightning also provides an online Help system where you can access more detailed Help topics. To access the online Help system, click the **Help Topics** button .