

USER GUIDE



COREL
WordPerfect
Lightning



Welcome to Corel WordPerfect Lightning	1
Starting and exiting Lightning	1
Using the Help	2
Workspace tour	3
About Corel Corporation	4
Working with documents	7
Opening documents	7
Importing documents and graphics	8
Selecting text or graphics in a document	8
Copying text or graphics in a document	9
Viewing documents	10
Navigating documents	11
Searching documents	12
Saving and closing documents	12
Working with notes	15
Creating notes	15
Adding content to notes	16
Changing the appearance of notes	16
Modifying font settings	17
Creating and applying lists	18
Indenting text	19
Adding tables to notes	20
Adding images and lines to notes	20
Adding hyperlinks to notes	21
Saving and closing notes	21
Capturing images of note and document content	23
Capturing images	23
Organizing content	25
Working with folders	25
Displaying content	26

Sharing content	27
Sending documents and notes by e-mail	27
Sending notes to a word processor	28
Sending documents to a word processor	29
Posting notes on a WordPress.com blog	30
Deleting and restoring content	33
Deleting notes, documents, and folders	33
Restoring deleted content	34
Printing	35
Printing notes and documents	35
Storing content online	37
About the Joyent Connector suite of applications	37
Creating an online account	39
Connecting to an online account	40
Tips for working with WordPerfect Lightning	43
Opening documents	43
Taking notes	44
Organizing information	45
Sending content by e-mail	45
Creating polished documents	46
Accessing online resources	47



Welcome to Corel WordPerfect Lightning

Corel® WordPerfect® Lightning™ is a free, downloadable word processor that allows you to create and capture content in a variety of ways. You can use WordPerfect Lightning as a notebook, a project folder, and a document viewer, all in one.

WordPerfect Lightning consists of three tools that allow you to view, capture and create content. The Viewer is a document-viewing application that allows you to open and navigate WordPerfect, Microsoft® Word, and PDF documents. The Notes window allows you to create and reuse content in a note format. To organize your projects, WordPerfect Lightning includes a Navigator window, which allows you to group your documents and notes into project folders.

In this section, you'll learn about

- starting and exiting Lightning
- exploring the work area
- using the Help
- Corel Corporation

Starting and exiting Lightning

You can start Lightning, which opens the Navigator. From the Navigator, you can begin a variety of tasks, such as creating and opening notes and viewing documents. You can also set Lightning as your default document viewer, which means that every time you open a WordPerfect, Microsoft Word or PDF document, it opens in the Viewer window.

When you are finished, you can exit Lightning. Exiting Lightning also closes all open documents and notes.


To start Lightning

- Click **Start** ▶ **All Programs** ▶ **Corel WordPerfect Lightning** ▶ **Corel WordPerfect Lightning**.

To make Lightning the default document viewer

- 1 In Windows Explorer, right-click a WordPerfect, Microsoft Word, or PDF document and select **Open With** ▶ **Choose Program**.
 - 2 In the **Programs** list, choose **WordPerfect Lightning**.
 - 3 Enable the **Always use the selected program to open this kind of file** check box.
 - 4 Click **OK**.
- Repeat steps 1 to 4 for each document type.

To exit Lightning

- Click the **Close** button  in the upper-right corner of the Navigator.
The Navigator closes, including all open notes and documents.

Using the Help


WordPerfect Lightning includes an online Help system to help you learn to use the application efficiently. The following is a list of the types of Help that WordPerfect Lightning provides:

Online – lets you retrieve all the information you need and then return to your work. Online help topics open in a separate window on your screen. You can keep the Help window open for quick and easy reference.


Tips – provides quick tutorials for accomplishing a task or a related set of tasks. Tips are periodically shown in the messaging window at the bottom of the Navigator.

Getting Started Guide – provides information on performing basic tasks. This PDF guide is available in the **Linked Documents** folder in the Navigator.


WordPerfect Lightning User Guide – contains the same comprehensive information that is available in the Web-based Help system. This PDF user guide is installed with WordPerfect Lightning, so you can refer to it when you are not connected to the Web.

You can view the user guide from either the Navigator or the Viewer by clicking the arrow next to the **Help** button , selecting **User Guide & Tips**, and then choosing the user guide from the list of resources.

To access Help topics

- 1 From either the Navigator or the Viewer, click the **Help** button , and select **Help Topics**.
- 2 Click one of the following tabs:
 - **Contents** – lets you browse through the topics in the Help
 - **Index** – lets you use the index to find a topic



You can also access Help topics from within a Note window by clicking the arrow next to the **Note** button  and selecting **Help**.

Workspace tour

WordPerfect Lightning consists of three main components, each of which allows you to perform different functions. From the Viewer, you can open and view documents. From the Notes window, you can create notes. From the Navigator, you can organize your documents and notes. This section will help you become familiar with each component.

Navigator window

The Navigator is a folder-based application in which you can organize your notes and documents. It looks very much like an instant messaging window and provides a familiar tree structure.

You can

- create, store, and access WordPerfect Lightning notes
- print and e-mail WordPerfect Lightning notes
- produce images of anything appearing on-screen
- access helpful Tips & Tricks for getting the most out of WordPerfect Lightning

Notes window

The Notes window is a small word processing tool in which you can capture your ideas by typing or pasting content. It gives you access to standard word-processing features, such as fonts and font styles, bullets and numbering, text alignment, tables, and color. The Notes window even lets you insert graphics or pictures in your notes.

You can

- create new notes
- format your text for later reuse
- e-mail and print notes
- add graphics or pictures to your notes

Viewer window

You can use the Viewer window to open and view WordPerfect, Microsoft Word and PDF documents. You can send a document to WordPerfect for editing, and you can print documents. You can also save documents to the Navigator or to your local hard drive.

You can


- view PDF, WordPerfect, and Microsoft Word files
- copy and reuse text from PDF, WordPerfect, and Microsoft Word files
- export information to e-mail, WordPerfect, Microsoft Word, or WordPerfect Lightning notes
- easily produce images of anything appearing on-screen

About Corel Corporation

Corel is a leading developer of graphics, productivity, and digital media software, with more than 100 million users worldwide. The company's product portfolio includes some of the world's most popular and widely recognized software brands, including CorelDRAW® Graphics Suite, Corel® Paint Shop Pro®, Corel® Painter™, Corel DESIGNER®, Corel® WordPerfect® Office, WinZip®, and iGrafx®. In 2006, Corel acquired InterVideo, makers of WinDVD®, and Ulead, a leading developer of video, imaging, and DVD authoring software. Designed to help people become more productive and express their creative potential, Corel's full-featured software products set a higher standard for value in being easier to learn and use. The industry has

responded with hundreds of awards recognizing Corel's leadership in software innovation, design, and value. Corel's products are sold in more than 75 countries through a well-established network of international resellers, retailers, original equipment manufacturers, online providers, and Corel's global Web sites. With its headquarters in Ottawa, Canada, the company has major offices in the United States, the United Kingdom, Germany, China, and Japan. Corel's stock is traded on the NASDAQ under the symbol CREL and on the TSX under the symbol CRE.

To access the WordPerfect Lightning Web site

- Click the **Help Topics** button , and select **WordPerfect Lightning Website**.



Working with documents

An important feature of WordPerfect Lightning is that it lets you open and view documents. Using the Viewer, you can view WordPerfect, Microsoft Word, and PDF documents. You can reuse text in a document by copying it and sending it to WordPerfect, the Clipboard, or a note.

You can change your viewing preferences by enlarging or reducing the display of a document. To navigate through a document, you can jump to a specific page or use the scrollbar to move from page to page.

When you are finished with a document, you can save it to the Navigator, or save it to your local drive.


In this section, you'll learn about

- opening documents
- importing documents and graphics
- selecting text in a document
- copying text in a document
- viewing documents
- navigating documents
- searching documents
- saving and closing documents

Opening documents

You can open a document from either the Viewer or the Navigator.

To open a document

- 1 From either the Viewer or the Navigator, click the **Open** button  on the toolbar.

- 2 Choose the folder where the document is stored.
- 3 Choose a file type from the **Files of type** list.
- 4 Choose a file.
- 5 Click **Open**.



If you know where a file is located, you can type the full path and filename in the **File name** box.

You can also open a document by right-clicking the file name and clicking **Open with** ► **WordPerfect Lightning Viewer**.

Importing documents and graphics

WordPerfect Lightning lets you import PDF, WPD, DOC, and TXT files by dragging them to the Navigator. PDF, WPD, and DOC files appear as documents; TXT files appear as notes.

WordPerfect Lightning lets you import graphics by dragging them to the Navigator. Each graphic that you drag to the Navigator opens automatically in its own note window.

To import a document

- Click a file, and drag it to the Navigator.



PDF, WPD, and DOC files appear as documents; TXT files appear as notes.



You can import several files at once. To select consecutive files in a list, click them while holding down **Shift**. To select nonconsecutive files, click them while holding down **Ctrl**. Drag the selected files to the Navigator.

Selecting text or graphics in a document

By selecting text or graphics in a document, you specify the content to be copied. When selecting, you can either highlight the text or graphic, or marquee select the

area, which draws a box around the text or graphic that you want to copy. You can also deselect text or graphics.

To select text or a graphic

- Drag across the text or graphic.



You can also drag around the text or graphic to marquee select it. When you use this selection method, the area is enclosed in a box.


To deselect text or a graphic

- Click anywhere outside the selected text or graphic.


Copying text or graphics in a document

You can copy text or graphics in a document for various purposes. You can place copied material in a new note, in the Clipboard, or in a new WordPerfect document.

To copy text or a graphic to the Clipboard

- 1 Select the text or graphic.
- 2 Click the arrow beside the Copy button  and select Copy to Clipboard.

To copy and paste text or a graphic to a new note

- 1 Select the text or graphic.
- 2 Click the arrow beside the Copy button  and select Copy to Note.

The Notes window appears and displays the copied content in a new note.



Copying both a graphic and text results in only the text being placed the note. To copy a graphic to a note, ensure that you copy the graphic only.

To copy text or a graphic to a new WordPerfect document

- 1 Select the text or graphic.

2 Click the arrow beside the **Copy** button  and select **Copy to WordPerfect**.



Copying both a graphic and text results in only the text being placed in the document. To copy a graphic to a document, ensure that you copy the graphic only.



Viewing documents

You can customize the document view by enlarging or reducing the display or by changing the size of the document window.

The Viewer lets you rotate the page display of a PDF document.

You can view general information about a PDF document, such as the filename, title, subject, and author, as well as detailed information such as the creation date, revision date (if applicable), page size, and number of pages in a PDF document. This information is generated automatically and cannot be modified in the Viewer.

To enlarge or reduce the display of a document

To	Do the following
Display the entire page, including margins, in the document window	Click the Full page button  on the status bar.
Display the entire width of the page, including the left and right margins, in the document window	Click the Page width button  on the status bar.
Choose a preset zoom option	Click the zoom picker on the status bar, and select a zoom option.
Choose a custom zoom option	Move the zoom slider on the status bar to the left or right.



You cannot enlarge or reduce the page display of a PDF document.

To minimize or maximize the document window

- Right-click the Viewer title bar, and click either **Minimize** or **Maximize**.



To restore a document window to its original size, right-click the title bar, and click **Restore**.

To rotate the page display of a PDF document


- Click the Rotate Clockwise button  or Rotate Counterclockwise button .



You can rotate a page display in 90-degree increments.

Rotating a page display changes the page view, not the orientation of the page in the Viewer.


To view information for a PDF document

- 1 Open the PDF document.
- 2 Click the **Info** button .


To

Do the following

Copy document information to the Clipboard

Click the arrow beside the Copy button , and select **Copy to Clipboard**.

Copy and paste document information to a new note

Click the arrow beside the Copy button , and select **Copy to Note**.
The Notes window appears and displays the copied content in a new note.





Navigating documents

You can navigate documents in several ways. You can scroll through the document, or you can jump to a specific page.

To scroll through a document

- Drag the scroll box on the vertical scroll bar.


To jump to a page in a document

To	Do the following
Jump to the first page	Click the First page button  on the status bar.
Jump to the last page	Click the Last page button  on the status bar.
Jump to the next page	Click the Next page button  on the status bar.
Jump to the previous page	Click the Previous page button  on the status bar.

Searching documents

You can search for words, phrases, or individual characters in a document.


To search a document

- 1 Click the **Find** button  on the toolbar.
- 2 In the **Find** box, type the word or words that you want to find.
- 3 Click one of the following:
 - **Find next** — finds the next instance of the word in the document
 - **Find prev** — finds the previous instance of the word in the document


Saving and closing documents

As you work with a document, you can save it either locally on your computer or to the Navigator. When you are finished with a document, you can also close a single document, or close all documents open in WordPerfect Lightning.


To save a document locally

- 1 Click the arrow beside the Save button , and select **Save a Copy**.
- 2 Choose the folder in which you would like to save the document.
- 3 Type a name in the **File name** box.
- 4 Click **Save**.

To save a document to the Navigator

- Click the arrow beside the Save button , and select **Save to Notebook**.
The document is saved in the **Notebook** folder in the Navigator.

To close a document

- Click the Close button  at the upper-right corner of the document.

To close all documents

- From the Navigator, click the **Close all Documents** button .



Working with notes

WordPerfect Lightning lets you create notes for a variety of purposes. For example, notes can serve as the building blocks for a document. You can also create notes for project organization, such as lists, task reminders, or comments about a document or Web page.

You can create a note from scratch, or you can paste content into a new note. You can also change the appearance of notes by adding images, changing the background color, and modifying the font settings.

When closed, notes are saved automatically to a root folder in the Navigator. You can then move the note to another folder in the Navigator.

In this section, you'll learn about

- creating notes
- adding content to notes
- changing the appearance of notes
- modifying font settings
- creating and applying lists
- indenting text
- adding tables to notes
- adding images and lines to notes
- adding hyperlinks to notes
- saving and closing notes



Creating notes

You can create notes in one of three ways: from within the Navigator, from existing notes, or from documents in the Viewer.



To create a note

- From the Navigator, click the **New Note** button .

You can also

Create a note from an existing note	In a note window, click the arrow next to the Note button  , and choose New Note .
Create a note from a document in the Viewer	Select the text, click the arrow next to the Copy button  , and choose Copy to Note .



To keep a note open on your desktop, click the arrow next to the **Note** button , and choose **Keep on Top**. When you want to close the note, click the **Close** button .

Adding content to notes

A quick way to add content to a note is to paste text or images copied from another source, such as a document, a Web page, or another note. You can also type text into a note.

To type text in a note

- 1 Click in the note where you want to type.
- 2 Type the text you want to add.


To paste text or images into a note

- 1 Copy the text or image you want to paste.
- 2 Click in the note where you want to insert the text or image.
- 3 Right-click, and choose **Paste**.


Changing the appearance of notes

You can change the appearance of a note in several ways. You can change the background color, add a background image, or change the size of a note.

To change the background color of a note

- 1 Click the arrow next to the Note button , and choose **Note Properties**.
- 2 Click the **Background color** picker.
- 3 In the **Basic colors** area, choose a color.
- 4 Click **OK**.

To add a background image to a note

- 1 Click the arrow next to the Note button , and choose **Note Properties**.
- 2 Type a path and filename in the **Background image** box.
- 3 Click **OK**.



You can browse for an image file by clicking the button next to the **Background image** box.

To change the size of a note

- 1 Place the cursor over the outer edge of a note.
The cursor changes to a double-sided arrow.
- 2 Drag the cursor to resize the note.



You can also change the size of a note by dragging the corners, which proportionally resizes the note.

Modifying font settings





You can change the look of text in notes by modifying the font settings. You can change the font face, size, and appearance.

To change the font face

- 1 Select the text.
- 2 On the toolbar, click the arrow next to the font face box, and choose a font face.

3 Click **OK**.

You can also


Change the color of selected text	Select the text, click the Color button  on the toolbar, and choose a color from the Color Picker . Click OK .
Change the size of selected text	Select the text, click the Font Size box on the toolbar, and choose a font size.
Apply bold formatting to the selected text	Select the text, and click the Bold button  .
Italicize the selected text	Select the text, and click the Italics button  .
Underline the selected text	Select the text, and click the Underline button  .

Creating and applying lists

You can use bulleted and numbered lists in notes to organize text. Numbered lists organizes content into sequential steps. Bulleted lists can be used to organize text into lists that do not require a particular order.

You can create a list from scratch, or you can apply a list format to existing text.


To create a bulleted list

- 1 Click in the note where you want the bulleted list to begin.
- 2 Click the **Bulleted List** button .
- 3 Type the text, and press **Enter**.
Perform this step for each entry in the list.




You can discontinue a bulleted list by clicking before the first word in a line and pressing **Backspace**.

To apply a bullet format to existing text

- 1 Select the text.
- 2 Click the **Bulleted List** button .


To create a numbered list

- 1 Click in the note where you want the numbered list to begin.
- 2 Click the **Numbered List** button .
- 3 Type the text, and press **Enter**.
Perform this step for each entry in the list.



You can discontinue a numbered list by clicking before the first word in a line and pressing **Backspace**.


To number existing text

- 1 Select the text.
- 2 Click the **Numbered List** button .

Indenting text

Indenting text moves the selected text to the right. You can indent text in notes for a variety of reasons, such as marking the beginning of a paragraph, emphasizing text, or displaying an excerpt from another source.


To indent text

- 1 Position the cursor before the text you want to indent.
- 2 Click the **Right Indent** button .



Indenting text in a note moves the entire paragraph. To indent a single word or sentence, position the cursor after the word or sentence and press **Enter** to create a new paragraph.

To remove an indent from text


- 1 Click at the beginning of a line of text.
- 2 Click the **Left Indent** button .

Adding tables to notes

A table is a collection of information consisting of rows and columns. Each square within a table is an editable area called a cell. You can type text in each cell.

You can add a table anywhere in a note.

To add a table to a note


- 1 Click the **Arrow** button , and choose **Table**.
- 2 Specify values in the following boxes:
 - **Rows**
 - **Columns**
- 3 Click **Insert**.

Adding images and lines to notes

You can insert an image anywhere in a note. Depending on the alignment options you choose, you can set the text to wrap around the image.

You can also insert a horizontal line into a note. Horizontal lines can be used to emphasize a title, or to provide a visual break between concepts or ideas.


To add an image to a note

- 1 Click in the note where you want to insert the graphic.
- 2 Click the **Insert** button , and select **Image**.
- 3 Type the path and filename of the image in the **Picture Source** box.
If you don't know the exact path and filename, you can locate the image by clicking **Browse**.

You can also

Set a border width for the image	In the Layout area, type a number in the Border Thickness box. The higher the number, the thicker the border becomes.
Align the image within the page	In the Layout area, choose an alignment position from the Alignment list.
Set the spacing between the image and surrounding text	In the Spacing area, type numbers in the Horizontal and Vertical boxes. The higher the numbers, the more space is added between the image and surrounding text.


To add a horizontal line to a note

- 1 Click in the note where you want to add the horizontal line.
- 2 Click the **Insert** button , and choose **Horizontal Line**.

Adding hyperlinks to notes

You can add a hyperlink to a note. Hyperlinks are clickable links that provide instant access to Web pages, e-mail messages, or FTP sites.


To add a hyperlink to a note

- 1 Click in the note where you want to insert the hyperlink.
- 2 Click the **Insert** button , and choose **Hyperlink**.
- 3 Choose a hyperlink type from the **Type** list.
- 4 Type the URL for the link in the **URL** box.


Saving and closing notes

When you close a note, it is saved automatically in the Navigator. You can close a single note, or all open notes. You can also change the title of a note in the Note Properties dialog box. WordPerfect Lightning automatically creates a title for each note, consisting of the first few words of the note.


To change the title of a note

- 1 Click the Note button , and choose **Note Properties**.
- 2 Type a new title in the **Note title** box.

To save and close a note

- Click the Close button  in the upper-right corner of the note.

To close all notes

- From the Navigator, click the **Close All Notes** button .



Capturing images of note and document content

When working with a note or document in WordPerfect Lightning, you can capture an area of text and graphic as an image. You can then send that image to a new note, to the Clipboard, or to a new WordPerfect document.

You can also capture an image of anything on your desktop. After you begin an image capture, you can pause the process, rearrange the contents of your desktop, and then resume the image capture.


In this chapter you'll learn about

- capturing images

Capturing images

You can capture images of note content within the Notes window, or images of document content from the Viewer. After you create an image, you can send it to a new note, to the Clipboard, or to a new WordPerfect document.


To capture an image from the Navigator or Viewer

- 1 Click the arrow next to the Snapshot button , and choose one of the following options:
 - **Take Snapshot to New Note** — copies the image to a new note
 - **Take Snapshot to WordPerfect** — copies the image to a WordPerfect document
 - **Take Snapshot to Clipboard** — copies the image to the Clipboard
- 2 Make a selection by dragging around the area that you would like to include in the image.

You can also

Pause an image capture	Press Pause . To resume the image capture, press Pause again.
Use the keyboard to capture an image	Press the Spacebar , use the Arrow keys to define the image capture area, and press the Spacebar again to capture the image. You can move the cursor from corner to corner in the image capture area by pressing Tab .
Redefine an image capture area	Before you release the left mouse button or press the Spacebar to capture the image, press Backspace .
Cancel an image capture	Press Esc .

To capture an image from the Notes window

- Click the Note button , and choose one of the following:
 - **Take Snapshot to New Note** — copies the image to a new note
 - **Take Snapshot to This Note** — copies the image to the active note

You can also

Pause an image capture	Press Pause . To resume the image capture, press Pause again.
Use the keyboard to capture an image	Press the Spacebar , use the Arrow keys to define the image capture area, and press the Spacebar again to capture the image. You can move the cursor from corner to corner in the image capture area by pressing Tab .
Redefine an image capture area	Before you release the left mouse button or press the Spacebar to capture the image, press Backspace .
Cancel an image capture	Press Esc .



Organizing content

You can use the Navigator to organize your documents and notes. You can create and name folders to store associated files, and you can move files from folder to folder. To easily find documents and notes in large projects, you can choose to display files by content type, such as WordPerfect, Microsoft Word, PDF, or note. You can also choose to display open items only.


In this chapter you'll learn about

- working with folders
- displaying content

Working with folders

At the core of the Navigator is the ability to create folders to store and organize content such as documents and notes. You can create new folders and move them up and down in the Navigator tree. You can also rename folders, if necessary. As you add notes and documents to the Navigator, you can move them into folders that you have created.

To create a folder

- 1 Click in the Navigator tree where you would like to place the new folder.
By default, new folders are created at the root level.
- 2 Click the New Folder button  in the Navigator menu.

To move a folder

- Drag the folder to a new position in the Navigator tree.


To rename a folder

- 1 Right-click a folder, and select **Rename** from the menu.
The folder title becomes an editing area.
- 2 Type a new name for the folder in the editing area.


Displaying content

You can choose how to display documents, and notes in the Navigator. You can narrow down your search for content by displaying only certain content types, such as notes, WordPerfect, PDF, and Microsoft Word documents. In addition, you can also choose to display open items only.

To select which content types to display

- 1 From the Navigator, click the **Show** button .
- 2 Choose one of the following:
 - **Notes** – displays only notes.
 - **WPD** – displays only WordPerfect documents.
 - **DOC** – displays only Microsoft Word documents.
 - **PDF** – displays only PDF documents.
 - **All** – displays all content types.



You can choose to display only open notes or documents by clicking the **Show** button  and choosing **Opened Items Only**.



Sharing content

WordPress Lightning lets you easily share the content that you have viewed or created. You can e-mail a note or document, or send the note or document to WordPress for editing.

In this section, you'll learn about


- sending documents and notes by e-mail
- sending notes to a word processor
- sending documents to a word processor
- posting notes on a WordPress.com blog

Sending documents and notes by e-mail


WordPress Lightning contains an e-mail feature that allows you to send content to a friend quickly and easily. You can send both notes and documents by e-mail. The e-mail feature opens an e-mail message in your default e-mail client. Notes are included in the body of the e-mail, and documents are included as attachments.

When you sign up for online storage space, you receive a Web-based e-mail account from Joyent. You can access your e-mail account from Lightning. For information on using your e-mail account, refer to the Joyent Documentation Wiki.


To e-mail a document

- 1 From the Navigator, select the document.
- 2 Click the arrow next to the **Send to** button , and choose **Send to Mail Recipient**.




You can also e-mail a document from within the Viewer by clicking the arrow next to the **Save** button  and choosing **Send to Mail Recipient**.


To e-mail a note

- 1 From the Navigator, select the note.
- 2 Click the arrow next to the **Send to** button , and choose **Send to Mail recipient**.



You can also e-mail a note from within the Notes window by clicking the **Send to Mail Recipient** button  in the lower-left corner.

To access your online e-mail account

- From the Navigator, click the arrow next to the **Go online** button , and choose **Use online e-mail**.




For information on using your e-mail account, refer to the Joyent Documentation Wiki.


Sending notes to a word processor

You can send a note to WordPerfect or Microsoft Word to create a more formal document out of the note content. The tools in a word processor let you apply more advanced formatting, control page layout, check grammar and spelling, and use other more advanced features for refining your document.

You can choose to set a default word processor in which to open your documents; alternatively, you can choose a word processor each time you want to create a document from note content.

To send notes or documents to Microsoft Word, you must have the **Send to Word Processor** module installed with WordPerfect Lightning. You can install the **Send to Word Processor** module from the Viewer or a note by clicking the arrow next to the **Send to** button , choosing **Send to Word Processor**, and following the instructions on your screen.


To set a default word processor

- 1 From the Navigator, click the **Settings** button  on the toolbar.
- 2 In the **Settings** dialog box, click **Send to word processor**.
- 3 Choose one of the following options:
 - **Send to WordPerfect**
 - **Send to Microsoft Word**
 - **Let me choose each time**
- 4 Click **OK**.




You must have WordPerfect or Microsoft Word installed in order to complete this task.



You can also send a note to a word processor from within the Notes window by clicking the **Send to Word Processor** button  in the lower-left corner.

To send a note to a word processor


- 1 From the Navigator, select the note.
- 2 Click the arrow next to the **Send to** button , and choose **Send to Word Processor**.

The note content appears in a new document window within your word processor.




You must have WordPerfect or Microsoft Word installed in order to complete this task.




You can also send a note to a word processor from within the Notes window by clicking the **Send to Word Processor** button  in the lower-left corner.

Sending documents to a word processor

You can send a document to WordPerfect or Microsoft Word to use advanced editing features. You can send any document that is open in the Viewer, regardless of document type.

To send notes or documents to Microsoft Word, you must have the **Send to Word Processor** module installed with WordPerfect Lightning. You can install the **Send to Word Processor** module from the Viewer or a note by clicking the arrow next to the **Send to** button , choosing **Send to Word Processor**, and following the instructions on your screen.

To send a document to a word processor


- 1 From the Navigator, select the document.
- 2 Click the arrow next to the **Send to** button , and choose **Send to Word Processor**.

The document content appears in a new document window within your word processor.



You must have WordPerfect or Microsoft Word installed in order to complete this task.





You can also send a document to a word processor from within the Viewer by clicking the arrow next to the **Save** button  and choosing **Send to Word Processor**.

Posting notes on a WordPress.com blog

WordPerfect Lightning lets you post notes on your WordPress.com blog. When you post a note, its title appears as the title of your blog entry.





Before you can post notes, you must establish a connection to your blog by entering your account information in WordPerfect Lightning. You need to provide the name and URL of your blog, as well as your login user name and password.

To connect to a WordPress.com blog


- 1 From the Navigator, click the **Settings** button  on the toolbar.
- 2 In the **Settings** dialog box, click **Blogging**.
- 3 Click the **Add new blog account** button .

- 4 Type the name of your blog in the **Name of blog** box.
- 5 Type the URL for your blog in the **Blog URL** box.
- 6 Type your user name in the **User name** box.
- 7 Type your password in the **Password** box.
To save your password, enable the **Save password** check box.
To confirm your connection settings, click **Verify**.
- 8 Click **OK**.


You can also

Set a default blog account	Choose a blog account, and click the Set as default blog account button  .
View a blog	Choose a blog account, and click the View blog button  .
Delete a blog account	Choose a blog account, and click the Remove blog account button  .
Change connection settings for a blog	Choose a blog account, and click the Edit blog account button  . In the Blog Account Details dialog box, make changes to any of the settings.

To post a note on a blog

- 1 From the Navigator, select the note.
- 2 Click the arrow next to the **Send to** button , and choose **Send to Blog**.



You can also send a note to a blog from within the note by clicking the **Send to Blog** button  in the lower-left corner.



Deleting and restoring content

You can delete notes, documents, and folders from the Navigator. When you delete an item, it is sent to the Deleted Items folder. From this folder, you can delete the item permanently or restore the item to its previous location.

In this section, you'll learn about

- deleting notes, documents, and folders
- restoring deleted content

Deleting notes, documents, and folders

You can delete notes, documents, and folders from the Navigator. When you delete a folder, the entire contents of the folder are also deleted.

To mark a note, document, or folder for deletion

- 1 From the Navigator, select the item.
- 2 Press **Delete**.

The item is moved to the **Deleted Items** folder.



You can also delete an item by right-clicking it and choosing **Delete**, or by selecting the item and clicking the **Delete** button .

To delete a note, folder or document permanently


- 1 From the **Deleted Items** folder in the Navigator, select the note, folder, or document.
- 2 Press **Delete**.

The item is permanently deleted from the Navigator.

Restoring deleted content

You can restore a note, document, or folder that has been sent to the **Deleted Items** folder. Restoring an item returns it to the folder where it originally resided.

To restore a deleted note, document, or folder

- 1 From the **Deleted Items** folder in the Navigator, select the note, document, or folder.
- 2 Click the **Restore** button .



Printing

WordPerfect Lightning lets you print single or multiple copies of notes and documents. You can print entire notes or documents or specify only selected pages for printing.


In this section, you'll learn about

- printing notes and documents

Printing notes and documents

You can print items from within the Navigator, the Viewer, or the Notes window. You can print single or multiple copies of an entire note or document, or of selected pages only.


To print a note

- 1 From the Navigator, select a note.
- 2 Click the **Print** button .
- 3 In the **Select Printer** area, choose a printer.
- 4 Click **Print**.



You can print multiple copies of a note by typing a number in the **Number of copies** box.

To print a WordPerfect or Microsoft Word document

- 1 From the Viewer, click the **Print** button .
- 2 In the **Select Printer** area, choose a printer.
- 3 In the **Page Range** area, enable one of the following options:

- **All** – prints the entire file.
- **Selection** – prints the current page.
- **Pages** – prints the pages specified in the **Pages** box.


If you enable the **Pages** option, type the page numbers of the pages you want to print in the **Pages** box.

4 Click **Print**.



To print multiple copies, type a number in the **Number of copies** box. If you want the copies collated, enable the **Collate** option.

To print a PDF document

- 1 From the Viewer, click the **Print** button .
- 2 In the **Name** list, choose a printer.
- 3 In the **Page Range** area, enable one of the following options:
 - **All** – prints the entire file.
 - **Current page** – prints the current page.
 - **Page from** – prints the pages specified in the **Page from** and **to** boxes.

If you enable the **Page from** option, type a page number for the first page you want to print in the **Page from** box, and a page number for last page in the **to** box.

4 Click **OK**.



To print multiple copies, type a number in the **Copies** box.



Storing content online

The Joyent Connector online productivity and collaboration application suite is an excellent complement to WordPerfect Lightning. Connector is Web-based software, so there is nothing for you to install on your computer. You simply access it like any other Web site, which means you will always have the latest version. WordPerfect Lightning lets you upload your notebook from the Navigator to Connector, where you can share up to 200 MB of notes and documents with other online users.

In this section, you'll learn about

- the Joyent Connector suite of applications
- creating an online account
- connecting to an online account

About the Joyent Connector suite of applications

The Joyent Connector productivity and collaboration application suite is Web-based software, so there is nothing for you to install on your computer. You simply access it like any other Web site, which means you always have the latest version.

The Connector suite consists of a number of online applications, including:



Mail

All Connector users are assigned an e-mail address. Mail includes Spam protection and lets you attach files directly from your computer or existing files you have previously uploaded to Connector.



Calendar

Calendar helps you keep track of events of all kinds. You can even import calendars from any program that supports the standard iCalendar format (.ics).



People

This contact management application ensures that your personal and business contacts are accessible to you from almost anywhere.



Files

This online storage application lets you back up and share documents, images, and other kinds of files. You can upload up to five files at one time.



Bookmarks

This application lets you store Web addresses that you use frequently, so you can easily access them from any Internet-connected computer. Moreover, bookmarking Web pages in Joyent Connector allows you to make bookmarks part of your workflow and collaboration.



Lists

This flexible list and outline maker helps you organize your thoughts, tasks, a big project — whatever you want.

These applications are placed within a unified, consistent user interface. Each of the applications has the same controls and overall features.

You can access your information from any Internet-connected Web browser, anywhere, anytime. Yet because your data resides on Joyent's own cutting-edge infrastructure, you can also be assured that it is safe and secure.

For more information about the Joyent Connector, refer to the Joyent Documentation Wiki.


Creating an online account

You can create an online account by providing information such as your first name, your last name, an e-mail address, and a user name. You must also provide some information to ensure that your account has a unique online address. To create this unique address, you must provide a domain name, which becomes part of the online address for your account. If the domain name is taken by another user, then you are prompted to provide another name. You must also provide an organization name, which is simply a way for you to identify the type of account you are creating. The organization name appears in the browser title bar.

You can use your online account as a backup storage space for your notes and documents, and as a method of sharing your content with other users.

Included with the online storage space is the Joyent Connector, a suite of Web-based productivity and collaboration applications. For more information about the Joyent Connector, refer to the Joyent Documentation Wiki.

To create an online account

- 1 From the Navigator, click arrow next to the **Go online** button , and choose **Go to Lightning online**.
- 2 Choose **I want to create an account**.
- 3 In the **Create an account** dialog box, type your first name, last name, and user name in the boxes provided.
- 4 Type your e-mail address in the **E-mail address** box.
- 5 Type a unique identifier for your online account address in the **Domain** box.
- 6 Type an organization name in the **Organization** box.
- 7 Type the password you want to use for your account in the **Password** and **Confirm Password** boxes.
- 8 Click **Submit**.



If the domain name you provided is already in use, you are prompted to provide a different domain name.


Note that your domain name must contain at least one character and cannot contain spaces. Also, the first and last characters of the name cannot be digits.

Connecting to an online account

After you create an online account, you can access it from the Navigator. You can upload files from the Navigator to your online account, or you can download files from your online account to the Navigator. This process of uploading or downloading your files is called synchronization.


When performing a synchronization, you must be aware that you are uploading or downloading the entire contents of your notebook, including the **Deleted Items** folder. Synchronizing overwrites all existing files. For example, when you upload your notebook from the Navigator to your online account, all of the files stored in your online account are overwritten by the files you are uploading. Overwriting also occurs when you download files from your online account to the Navigator. For this reason, it is recommended that you double-check to ensure that you do not overwrite your most recent notes and documents.

To log into an online storage account

- 1 From the Navigator, click arrow next to the **Go online** button , and choose **Go to Lightning online**.
- 2 Choose **I want to connect to an existing account**.
- 3 In the **Domain** box, type the domain name for your account.
- 4 In the **User Name** and **Password** boxes, type your user name and password.
- 5 Click **OK**.

A Web page appears, representing your online account.

To upload files to an online account

- 1 From the Navigator, click the arrow next to the **Sync** button , and choose **Upload my notebook**.


In the **Status** area, a list is dynamically generated, showing the notes and documents being transferred to your online account. When all of the notes and documents are uploaded, the list stops moving.

- 2 Click **OK**.



You cannot access WordPerfect Lightning while the notes and documents are being uploaded to your online account. You can access WordPerfect Lightning after the synchronization is complete.

To download files from an online account

- 1 From the Navigator, click the arrow next to the Sync button , and choose **Download my notebook**.

In the **Status** area, a list is dynamically generated, showing the notes and documents being transferred to the Navigator. When all of the notes and documents are downloaded, the list stops moving.

- 2 Click **OK**.



You cannot access WordPerfect Lightning while the notes and documents are being downloaded to the Navigator. You can access WordPerfect Lightning after the synchronization is complete.



Tips for working with WordPerfect Lightning

WordPerfect Lightning blends the powerful features of desktop applications with the versatility of Web-based office software to give you something new — an easily accessible tool that lets you not only quickly assemble ideas, information, and images, but also store and organize these items for future use. In addition, WordPerfect Lightning integrates with a variety of online products and services, which lets you collaborate anytime and anywhere.


You can get the most out of WordPerfect Lightning by learning to perform just a few simple procedures. The tips presented in this section let you easily create notes, capture and edit information, and share information with others.

- opening documents
- taking notes
- organizing information
- sending content by e-mail
- creating polished documents
- accessing online resources

Opening documents

You can open WordPerfect, Microsoft Word, and PDF files from within the Viewer in WordPerfect Lightning. Each document you open appears in a new viewing window.

To open a document

- 1 From either the Viewer or the Navigator, click the **Open** button  on the toolbar.
- 2 Choose the folder where the document is stored.

- 3 Choose a file type from the **Files of type** list.
- 4 Choose a file.
- 5 Click **Open**.



If you know where a file is located, you can type the full path and filename in the **File name** box.



Taking notes

WordPerfect Lightning acts as your digital memory, letting you quickly capture your ideas in notes. You can copy text and graphics as images into your notes from e-mail or the Web. You can then send that image to a new note, to the Clipboard, or to a new WordPerfect document.


To create a note

- From the Navigator, click the **New Note** button .

You can also

Create a note from an existing note	In a note window, click the arrow next to the Note button  , and choose New Note .
Create a note from a document in the Viewer	Select the text, click the arrow next to the Copy button  , and choose Copy to Note .

To copy and paste text or a graphic to a new note

- 1 Select the text or graphic.
- 2 Click the arrow next to the **Copy** button , and choose **Copy to Note**.
The Notes window appears and displays the copied content in a new note.



Copying both a graphic and text results in only the text being placed the note. To copy a graphic to a note, ensure that you copy the graphic only.


Organizing information

You can use WordPerfect Lightning as a fast and simple organizer for all your ideas and documents — it's like a word processor, notebook, whiteboard, and filing cabinet combined into a single tool.

Every note you create is automatically saved in the Navigator. After you've created a few 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.

To save a document to the Navigator


- Click the arrow next to the **Save** button , and choose **Save to Notebook**.

The document is saved in the **Notebook** folder in the Navigator.


Sending content by e-mail

WordPerfect Lightning lets you easily share the content that you have viewed or created. You can e-mail a note or document to a friend, or send the note or document to WordPerfect for editing.


To e-mail a note

- 1 From the Navigator, select the note.
- 2 Click the arrow next to the **Send to** button , and choose **Send to Mail recipient**.




You can also e-mail a note from within the Notes window by clicking the **Send to Mail Recipient** button  in the lower-left corner.

To e-mail a document

- 1 From the Navigator, select the document.
- 2 Click the arrow next to the **Send to** button , and choose **Send to Mail Recipient**.




You can also e-mail a document from within the Viewer by clicking the arrow next to the **Save** button  and choosing **Send to Mail Recipient**.

Creating polished documents

When you have all the information you need and want to create something polished, WordPerfect Lightning does something no other word-processing product can do: it seamlessly integrates with a full-featured office suite — Corel WordPerfect Office.

To send a document to a word processor


- 1 From the Navigator, select the document.
- 2 Click the arrow next to the **Send to** button , and choose **Send to Word Processor**.

The document content appears in a new document window within your word processor.




You must have WordPerfect or Microsoft Word installed in order to complete this task.



You can also send a document to a word processor from within the Viewer by clicking the arrow next to the **Save** button  and choosing **Send to Word Processor**.

To send a note to a word processor


- 1 From the Navigator, select the note.
- 2 Click the arrow next to the **Send to** button , and choose **Send to Word Processor**.

The note content appears in a new document window within your word processor.





You must have WordPerfect or Microsoft Word installed in order to complete this task.



You can also send a note to a word processor from within the Notes window by clicking the **Send to Word Processor** button  in the lower-left corner.

Accessing online resources

There are many ways to stay current with the latest WordPerfect Lightning updates and innovations. In addition to posting an online blog, the WordPerfect Lightning Web site hosts user forums, where you can find tips from users and share any of your own comments. 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 .



B

- background images 16
- blogs
 - connecting to WordPress.com 30
 - posting notes on WordPress.com ... 30
- bulleted lists
 - adding to notes 15, 18

C

- capturing images 23
- closing
 - documents 7
 - notes 21
 - WordPerfect Lightning 1
- copying text and graphics 7, 9
- Corel Corporation
 - about 4

D

- default document viewer 2
- documents
 - closing 7, 12
 - closing all 12
 - deleting 33
 - displaying 26
 - e-mailing 27
 - importing 8
 - opening 7, 43
 - printing 35
 - restoring 33, 34
 - rotating 10
 - saving 7, 12
 - scrolling 11
 - searching 12
 - sending to a word processor 29

- sending to WordPerfect 27
- storing 25
- viewing 7, 10
- zooming 10

- dragging folders 25

E

- editing notes
 - in Microsoft Word 28
 - in WordPerfect 28
- e-mailing
 - documents 27
 - notes 27
- exiting WordPerfect Lightning 1

F

- folders
 - creating 25, 26
 - deleting 33
 - moving 25
 - renaming 25
 - restoring 34

Fonts

- changing color 17
- changing font face 17
- changing size 17

G

- graphics
 - adding to notes 15
 - capturing 23
 - copying 9
 - importing 8
 - selecting 8, 9

H**Help files**

- accessing 2
- tips 2
- user guide 2

highlighting text 8

hyperlinks

- adding to notes 15

I**images**

- adding to notes 15
- capturing 23
- copying 9
- selecting 8

importing

- documents 8
- graphics 8
- text 8

indenting text 15, 19

L**lists**

- creating 18

M**moving**

- folders 25

N**note titles**

- changing 22

notes

- adding background color 16, 17
- adding background images 16, 17
- adding images 20

- adding lines 20, 21
- adding tables 20
- changing titles 22
- closing 21
- creating 15, 16, 44
- deleting 33
- displaying 26
- e-mailing 27
- pasting content 16
- posting on a blog 30
- printing 35
- resizing 16
- restoring 33, 34
- saving 15, 21
- sending to a word processor 28
- sending to WordPerfect 27
- storing 25
- typing content 16

numbered lists

- adding to notes 15, 18

O**opening**

- documents 7, 43
- WordPerfect Lightning 1

P

pasting content into notes 16

printing 35

- documents 35
- notes 35

R**renaming**

- folders 25

resizing

- document windows 10

notes	16	typing content into notes	16
restoring		V	
notes and documents	33, 34	viewing documents	7, 10, 11
S		W	
saving		Web site	
documents	7	WordPerfect Lightning	4, 5
notes	15, 21	word processor	
scrolling documents	11	sending documents to	29
searching		sending notes to	28
documents	12	WordPerfect Lightning	
for notes and documents	26	accessing the Web site	5
selecting text and graphics	7, 8, 9	making the default document viewer . . .	2
snapshots		work area	
taking	23	exploring	3
starting WordPerfect Lightning	1	Z	
storing		zooming	10
documents	25		
notes	25		
T			
tables			
adding to notes	15, 20		
text			
copying	7, 9		
importing	8		
indenting	15, 19		
selecting	7, 8, 9		

