

COREL®



WordPerfect® **OFFICE X5**

User Guide

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Part One: Overview

Welcome to Corel® WordPerfect® Office X5, a feature-rich suite of productivity software. WordPerfect Office X5 is designed for compatibility with Microsoft® Office and with industry-standard file formats such as PDF and HTML.

This user guide is intended to introduce you to the main programs and features of WordPerfect Office X5, and to help you get started using the software right away.



Not all of the programs and features described in this user guide are included in every edition of the software. For information on which programs and features are included in each edition of the software, please visit www.wordperfect.com.

Main programs in WordPerfect Office X5

WordPerfect Office X5 includes the following programs:

- Corel® WordPerfect® X5 — a word-processing program that lets you create professional-looking documents and publish them to a wide variety of formats. For more information, see “Part Two: WordPerfect” on page 17.
- Corel® Quattro Pro® X5 — a spreadsheet program that lets you manage, analyze, report, and share data. For more information, see “Part Three: Quattro Pro” on page 123.
- Corel® Presentations™ X5 — a program that lets you create high-quality slide shows and drawings. For more information, see “Part Four: Presentations” on page 193.

Additional features of WordPerfect Office X5

WordPerfect Office X5 also provides the following:

- utilities — help you accomplish various tasks quickly and easily. For more information, see “Part Five: Utilities” on page 263.
- writing tools — help improve the quality of your writing, and provide project-based tips on writing well. For more information, see “Part Six: Writing Tools” on page 267.
- support for macros and migration — includes tools and features for using macros to automate tasks, and for migrating from earlier versions of the software. For more information, see “Part Seven: Macros and Migration” on page 269.
- other resources — include accessibility features, extra content, and Web-based resources. For more information, see “Part Eight: Other Resources” on page 273.

Getting started with WordPerfect Office X5

Before delving into the finer aspects of WordPerfect Office X5, you may want to get started by reading the following chapters:

- “Welcome to WordPerfect Office X5” on page 3 — explains what’s new in WordPerfect Office X5, and helps you install and set up the software
- “Learning to use WordPerfect Office X5” on page 9 — introduces you to the documentation that is included with the software



Welcome to WordPerfect Office X5

In this chapter, you'll find these topics:

- What's new in WordPerfect Office X5?
- Using the WordPerfect Office X5 setup
- Registering WordPerfect Office X5
- Updating WordPerfect Office X5
- About Corel® Support Services
- About customer feedback
- About Corel®

What's new in WordPerfect Office X5?

WordPerfect Office X5 includes the following new features:

- Reference Center — provides you with centralized access to the Help files and new PDF manuals that install with the software, as well as links to Web-based resources. For information on the Reference Center and its documentation, see “Using the documentation” on page 9.
- integration with the Microsoft® SharePoint® technology — gives you direct access to Microsoft SharePoint document management systems from within WordPerfect, letting you quickly retrieve and store WordPerfect (WPD) documents. For information, see “Using Microsoft SharePoint with WordPerfect” on page 114.
- support for Web services — lets you create customized WordPerfect documents by querying the information stored in a networked

location. For information, please see “Linking and embedding data” in the WordPerfect Help.

WordPerfect Office X5 also includes the following enhancements:

- improved compatibility with Microsoft Office 2007 programs — lets you open and save files that use the Office Open XML (OOXML) format. For information, see the “Compatibility” chapters for WordPerfect (page 119), Quattro Pro (page 189), and Presentations (page 259).
- improved migration features — let you easily move to WordPerfect Office X5 from an earlier version of the software. For information, see “Using migration features” on page 270.

For a complete list of the new and enhanced features of WordPerfect Office X5, please visit www.wordperfect.com.

Using the WordPerfect Office X5 setup

The setup makes it easy to install WordPerfect Office X5 applications and components. It lets you

- install any applications included in your software package
- add and delete components in the current installation
- repair the current installation by reinstalling all application features

To install WordPerfect Office X5

- 1 Close all applications.
- 2 Insert WordPerfect Office X5 Disc 1 in the CD drive.

If the setup does not start automatically, click **Start** on the Windows® taskbar, click **Run**, and type **D:\Setup\Setup.exe** (where D is the letter that corresponds to the CD drive).

- 3 Follow the setup instructions for installing the software.



If the setup detects a previous version of WordPerfect Office on your computer, the **Upgrade** page lets you choose to replace this previous version with the current version.

The **Upgrade** page also lets you migrate the following customized settings from any previous version of WordPerfect Office that is detected:

- Most Recently Used (MRU) documents list
- any templates that you created
- any macros that you created
- address book
- QuickWords™
- user word lists

If you purchased the Oxford™ Dictionary upgrade for a previous version of WordPerfect Office, it is automatically migrated to the current version.

To add or delete components in a WordPerfect Office X5 installation

- 1 Close all applications.
- 2 On the Windows taskbar, click **Start ▶ Control panel**.
- 3 Do one of the following:
 - Windows 7 or Windows Vista® — Click **Uninstall a program**.
 - Windows® XP — Double-click **Add or remove programs**.
- 4 Do one of the following:
 - Windows 7 or Windows Vista — Double-click **WordPerfect Office X5** on the **Uninstall or change a program** page.
 - Windows XP — In the **Add or remove programs** dialog box, choose **WordPerfect Office X5** from the list, and click **Change/Remove**.

The setup appears.

- 5 Enable the **Modify** option, and then click **Next**.
- 6 Follow the setup instructions for modifying the software.

To repair a WordPerfect Office X5 installation

- 1 Follow steps 1 through 4 in the previous procedure.
- 2 Enable the **Repair** option, and then click **Next**.
- 3 Follow the setup instructions for repairing the software.

Registering WordPerfect Office X5

Registering Corel products is important. Registration provides you with timely access to the latest product updates, valuable information about product releases, and access to free downloads, articles, tips and tricks, and special offers.

WordPerfect Office X5 prompts you when it is time to register the product. There is no registration necessary when installing the product.

At any time, you can also register in one of the following ways:

- by visiting www.corel.com/support/register
- by phoning the Corel Customer Service Center nearest you. For more information, see “About Corel Support Services” on page 7.

Updating WordPerfect Office X5

WordPerfect Office X5 offers a messaging service that allows you to receive the latest information on WordPerfect Office X5. The messaging service helps keep your WordPerfect Office X5 installation up-to-date by informing you when critical updates become available, thus helping to ensure that you are always running the latest version of WordPerfect Office X5. You need to be online to access the messaging service.

For more information about the messaging service, you can access the Messages Help file.

To access the messaging service

- In WordPerfect, click **Help** ▶ **Messages**.

To update WordPerfect Office

- In WordPerfect, click **Help** ▶ **Check for updates**.

To modify the messaging settings

- In WordPerfect, click **Help** ▶ **Message settings**.

To access the Messages Help file

- 1 Click **Start** ▶ **Programs** ▶ **WordPerfect Office X5** ▶ **Reference Center**.
The **Overview** page of the Reference Center is displayed.
- 2 Click the **Messages Help** item.

About Corel Support Services

Corel Support Services can provide you with prompt and accurate information about product features, specifications, pricing, availability, services, and technical support. For the most current information on support services available for your Corel product, please visit www.corel.com/support.

About customer feedback

If you have any comments or suggestions about WordPerfect Office X5 or its documentation, please submit them by using the contact information at www.corel.com/contact.

You can also visit www.wordperfect.com for the latest news, tips and tricks, and upgrade information.

About Corel

Corel is one of the world's top software companies, with more than 100 million active users in over 75 countries. We develop software that helps people express their ideas and share their stories in more exciting, creative, and persuasive ways. Through the years, we've built a reputation for delivering innovative, trusted products that are easy to learn and use, helping people achieve new levels of productivity. The industry has responded with hundreds of awards for software innovation, design, and value.

Our award-winning product portfolio includes some of the world's most widely recognized and popular software brands, including CorelDRAW® Graphics Suite, Corel® Painter™, Corel DESIGNER® Technical Suite, Corel® PaintShop Photo™ Pro, Corel® VideoStudio®, Corel® WinDVD®, Corel® WordPerfect® Office, WinZip®, and the recently released Corel® Digital Studio™ 2010. Our global headquarters are in Ottawa, Canada, with major offices in the United States, United Kingdom, Germany, China, Taiwan, and Japan.



Learning to use WordPerfect Office X5

WordPerfect Office offers numerous learning resources.

In this chapter, you'll find these topics:

- Using the documentation
- Accessing information on the Corel Web site

Using the documentation


WordPerfect Office includes a wide variety of documentation, which can help you learn all about WordPerfect Office programs and features.



Not all components are available in all versions of WordPerfect Office. Unavailable components may include Corel applications and features, third-party utilities, and extra content files. References to these components may nevertheless appear within the applications and within the documentation.

The following resources are available to help you:

Documentation type	What it does
In-product Help	Lets you quickly retrieve all the information you need. Help displays in a separate window on your screen. For quick access, you can keep the Help window displayed on top of the application window.

Documentation type	What it does
Context-sensitive Help	Displays information relevant to the task you are currently performing. Context-sensitive Help provides help for menu commands, toolbar buttons, dialog boxes, and dialog box controls. You access context-sensitive Help by clicking the What's This?  button, and clicking the item you want information about.
QuickTips™	Provide information about icons and buttons on the toolbars and the Toolbox. QuickTips display in a balloon when you point to an icon or a button.
PerfectExpert™	Guides you through basic tasks and helps you create detailed projects. PerfectExpert includes the best features of QuickTask™, templates, and Coaches, combined with information from the online Help and the power of a natural-language interface, to assist you with everyday tasks.
PDF manuals	Provide a “book-based” approach to the documentation

New to WordPerfect Office X5 is the Reference Center, which provides all-in-one access to the Help files and PDF manuals that install with the software suite, as well as links to Web-based resources.

You can access Help either from within the Reference Center or directly from within a program. You can search the Help for specific information, and you can print specific Help topics or print entire sections of the Help.



If you want to access and search all the Help files for WordPerfect, Quattro Pro, or Presentations, you can use the new Help Finder tools provided by the Reference Center.

You can access context-sensitive Help, QuickTips, and the PerfectExpert directly from within a program.

Understanding the documentation conventions

The following table describes conventions used in the documentation.

When you see this	Do this
Click File ▶ New .	Click the File menu, and click New in the menu.
Click Format ▶ Justification ▶ Left .	Click the Format menu, click Justification , and click Left in the submenu that displays.
Enable a check box.	Click the check box to place a check mark or an "X" inside the box.
Disable an option.	Click the option to remove the indicator.
Select text.	Click and drag to highlight text.
Click an object.	Click anywhere on an object.
Right-click, and click Paste .	Press the right mouse button, and click Paste in the submenu that displays.
Press Enter .	Press the Enter key.
Ctrl + Shift	Press the Ctrl key and the Shift key at the same time.

To access the Reference Center

- 1 Do one of the following:
 - On the Windows taskbar, click **Start ▶ Programs ▶ WordPerfect Office X5 ▶ Reference Center**.
 - In WordPerfect, Quattro Pro, or Presentations, click **Help ▶ Reference Center**.
- 2 Click any tab to display the available documentation for that category.
- 3 Click any category entry to display its associated documentation.

To access the Help

- 1 Do one of the following:
 - In WordPerfect, Quattro Pro, or Presentations, click **Help ▶ Help topics**.
 - In the Reference Center, click a Help entry.
- 2 Click one of the following tabs:
 - **Contents** — lets you browse through topics in the Help
 - **Index** — lets you use the index to find a topic
 - **Search** — lets you search the full text of the Help for a particular word or phrase. For more information, see “To search the Help” on page 13.

You can also

Access macros Help

Do one of the following:

- In WordPerfect, Quattro Pro, or Presentations, click **Help ▶ Macro commands**.
 - In the Reference Center, click the **Macros and Migration** tab, and then click the **PerfectScript™ Help** entry.
-

You can also

Access CorelTUTOR™ Help

In WordPerfect, Quattro Pro, or Presentations, click **Help** ► **CorelTUTOR**.

To search the Help

- 1 Click the **Search** tab in the left pane of the Help.
- 2 Type a word or phrase in the search box.
For example, if you are looking for information about macros, you can type **macro** to display a list of relevant topics. To search for a phrase, type the phrase, and enclose it in quotation marks (for example, type **"writing tools"** or **"file formats"**).
- 3 Click the **List topics** button.
- 4 Choose a topic from the list that appears, and press **Enter**. The topic is displayed in the right pane of the Help.

If your search results do not include any relevant topics, check whether you spelled the search word or phrase correctly. Note that the English Help uses American spelling (for example, "color," "favorite," "center," and "customize"), so searching for British spellings ("colour," "favourite," "centre," and "customise") produces no results.



To determine the location of a displayed topic within the Help, click the **Contents** tab in the left pane of the Help.

You can also

Search for a word or phrase in a list of topics generated by the previous search

Enable the **Search previous results** check box.

You can also

Search for all forms of a word	Enable the Match similar words check box. For example, if you type “type” and enable this check box, the search results will include topics that contain the words “types” and “typing.”
Search only the titles of Help topics	Enable the Search titles only check box.
Repeat a recently performed search	On the search box, click the arrow that points down, and choose a word or phrase.


To print Help topics

To	Do the following
Print a section	Select the section you want to print, click Print , and enable the Print selected heading and all subtopics option.
Print a topic	Select the topic you want to print, click Print , and enable the Print selected topic option.



You can also print a topic by right-clicking the window and clicking **Print**.

To access context-sensitive Help

To get help for	Do the following
Menus	Point to a menu item for QuickTips information. You can also point to a menu item and press F1 .
Toolbar buttons	Point to a toolbar button for QuickTips information. You can also point to a toolbar button, press Shift + F1 , and click the button.
Dialog boxes	Click Help .
Dialog box controls	Click the Context-sensitive Help  button in an open dialog box, and click a control.



You can also access context-sensitive Help in a dialog box by pressing **F1**.

To access the PerfectExpert

- In WordPerfect, Quattro Pro, or Presentations, click **Help** ▶ **PerfectExpert**.

A check mark next to the **PerfectExpert** command indicates that the command is enabled, and the PerfectExpert panel displays in the left side of the document window.

Accessing information on the Corel Web site

You can access the Corel Web site directly from within WordPerfect, Quattro Pro, or Presentations. The Corel Web site gives you general product information, as well as information on support and training.

To access the Corel Web site

To access	Click
WordPerfect Office Web site	Help ► Corel on the Web ► WordPerfect Office Web site
WordPerfect Office Community site	Help ► Corel on the Web ► Office Community
Web-based resources	Help ► Corel on the Web ► Online resources
Technical support	Help ► Corel on the Web ► Technical support
Training	Help ► Corel on the Web ► Training



An active Internet connection is required to access Web-based resources.



The **Other Resources** page of the Reference Center provides access to additional resources on the Web.



Part Two: WordPerfect

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

Getting started with WordPerfect

The following chapters show you how to get started creating documents with WordPerfect:

- “WordPerfect basics” on page 19
- “Creating and opening documents” on page 23
- “Viewing and navigating documents” on page 27
- “Saving and closing documents” on page 31
- “Entering and inserting text” on page 35
- “Selecting and deleting text” on page 37
- “Finding and replacing text and codes” on page 39

Editing and formatting documents

The following chapters show you how to edit and format your documents:

- “Editing basics” on page 43
- “Formatting text” on page 47

- “Working with styles” on page 51
- “Formatting paragraphs” on page 55
- “Formatting pages” on page 59

Structuring documents

The following chapters show you how to structure your documents:

- “Using bulleted lists, numbered lists, and outlines” on page 67
- “Numbering the parts of a document” on page 71
- “Working with graphics” on page 75
- “Working with footnotes and endnotes” on page 79

Sharing documents and collaborating with others

The following chapters show you how to share your documents and collaborate with others:

- “Working with files” on page 83
- “Printing” on page 87
- “Performing merges” on page 91
- “Working with PDF files” on page 101
- “Reviewing and comparing documents” on page 105
- “Using a document management system with WordPerfect” on page 113
- “WordPerfect compatibility with Microsoft® Word” on page 119

For more information on WordPerfect

For even more information on WordPerfect, please see the Reference Center, which installs with WordPerfect Office X5. See “To access the Reference Center” on page 12.



WordPerfect basics

This chapter tells you how to perform basic operations in WordPerfect. You can explore the work area and gain a better understanding of the basic tools and features available for creating powerful word processing documents.

In this chapter, you'll find these topics:

- Starting WordPerfect
- Exploring the workspace
- Changing the workspace
- Quitting WordPerfect

Starting WordPerfect

Let's begin by starting WordPerfect.

To start WordPerfect

- On the Windows taskbar, click **Start ▶ Programs ▶ WordPerfect Office X5 ▶ WordPerfect X5**.

Exploring the workspace

The workspace in WordPerfect includes everything you see on your screen when you start the application. The large open area is the document window.

The menu bar, located at the top of the workspace, just below the title bar, provides access to most of the WordPerfect commands.

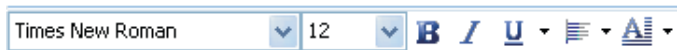
Toolbars

Many menu commands can be accessed through toolbars, located below the menu bar.



This is the WordPerfect toolbar.

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



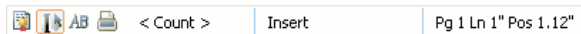
This is the property bar.

By default, the property bar is located above the document window.

The application bar

The application bar displays information about the status of the active WordPerfect document. By default, the application bar is located below the document window.

When you open a file, a document button with the name of the file appears on the application bar. You can use document buttons to quickly move between the documents. For more information about moving between documents, see “Navigating documents” on page 30.



This illustration shows items on the right side of the application bar.

Changing the workspace

WordPerfect lets you use different workspaces for creating documents. When choosing a workspace, you are specifying the toolbars, buttons, options, and menus that WordPerfect displays. The following workspaces are available:

- **WordPerfect Office mode** — displays the default WordPerfect workspace
- **Microsoft Word mode** — simulates the Microsoft Word workspace by positioning the WordPerfect features, including toolbars, keyboards, and menu items, where you would find the equivalent features in Microsoft Word. For more information about using Microsoft Word mode, see “Simulating the Microsoft Word workspace” on page 119.
- **WordPerfect Legal mode** — exposes the WordPerfect legal features, such as tools that let you create specialized legal documents such as cases and pleadings.
- **WordPerfect Classic mode** — lets you work in the familiar visual environment of Corel WordPerfect 5.1 and use its keystrokes.

To change the workspace

- 1 Click **Tools ▶ Workspace manager**.
- 2 Enable one of the following options:
 - **WordPerfect Office mode**
 - **Microsoft Word mode**
 - **WordPerfect Classic mode (version 5.1)**
 - **WordPerfect Legal mode**

Quitting WordPerfect

You can quit WordPerfect, which closes the application along with all of the documents you have open.

To quit WordPerfect

- Click **File** ► **Exit**.



You are prompted to save any modified documents before quitting.



Creating and opening documents

WordPerfect lets you start a document from a blank page or from a template. A blank page lets you customize every aspect of a document's text and layout. A template is a preformatted document that you can use as-is, or customize to best suit your needs.

In this chapter, you'll find these topics:

- Understanding the parts of a document
- Creating documents
- Opening documents

Understanding the parts of a document

A WordPerfect document consists of one or more of the following components.

Text

Text can be typed directly into WordPerfect or imported from text editors or other word-processing applications. For more information about adding text to a document, see "Entering and inserting text" on page 35.

Graphics

Graphics include shapes, drawings, pictures, and clipart. A shape is any object created with WordPerfect drawing tools. A drawing is created with Presentations menus and tools.

A picture is a bitmap, or graphic image, that has been imported into a WordPerfect document. Pictures can be imported from a CD or from photo-editing programs, such as Corel® PHOTO-PAINT™. You can also import pictures by using a scanner. Clipart images are images that can be brought into Corel applications and used as they are or edited. For more information about adding graphics to a document, see “Inserting graphics” on page 75.

Styles

A style is a collection of formatting attributes applied to characters, paragraphs, or documents. By formatting items with styles, you ensure consistent formatting throughout a document. Whenever you change the formatting in a style, you change the appearance of all items that use that style. For more information about formatting with styles, see “Using text styles” on page 51.

Templates

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

Macros

Macros are used to automate application tasks. For example, you can use WordPerfect macros to set margins, select a font, or create a merge file. For more information about macros, see “Using recordings, macros, and automation features” in the WordPerfect Help.

Creating documents

You can create a document in WordPerfect by using the default template, a blank document that includes formatting elements such as margin settings, tab settings, and toolbars. WordPerfect also includes ready-made project templates that you can open and use to create a wide range of documents, including letters, fax cover sheets, calendars, and business cards.


To create a document by using the default template

- Click **File** ▶ **New**.

You can also

Create a document from a project template Click **File** ▶ **New from project**.



You can also create a new document based on the default template by clicking the **New blank document**  button on the toolbar.


Opening documents

You can open word-processing documents that were created in WordPerfect or in another application. The advantage of opening, rather than importing a document created in another application, is that many of the formatting attributes in the original document, such as page size, margins, font properties, bullets, and underlining are preserved. Some of the features that are not supported include embedded pictures, hidden text, interline spacing, kerning, macros, multiple page layouts (the first one in the document is used throughout), and OLE objects. For more information about importing files, see “Import and export file formats for WordPerfect” in the WordPerfect Help.

To open a document

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the document is stored.
- 3 Choose a file.
- 4 Click **Open**.



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

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



Viewing and navigating documents

WordPerfect lets you customize the way you view and navigate documents. WordPerfect lets you switch document views. You can also use Reveal Codes, which lets you quickly format long or complex documents by viewing and editing formatting codes.

In this chapter, you'll find these topics:

- Switching document views
- Changing document display settings
- Using Reveal Codes
- Navigating documents



For additional topics, please see “Viewing and navigating documents” in the WordPerfect Help.

Switching document views

In WordPerfect, you can view documents in four ways: draft, page, two pages, and browser preview.

To switch the document view

- Click **View**, and click one of the following:
 - **Draft** — to hide some document elements such as footers, page breaks, margins, and watermarks
 - **Page** — to display the document the way it will look when printed

- **Two pages** — to display two consecutive pages in a document side by side
- **Preview in browser** — to display a document in HTML format

You can also

Display the ruler in **Two pages** view In **Two pages** view, click **View ▶ Ruler**.

Changing document display settings

WordPerfect lets you change document display settings in several ways. You can enlarge or reduce the page display.

You can cascade or tile multiple open documents.

To enlarge or reduce the page display

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



To enlarge or reduce the page display, the document must be in **Draft** or **Page** view.

To cascade multiple documents

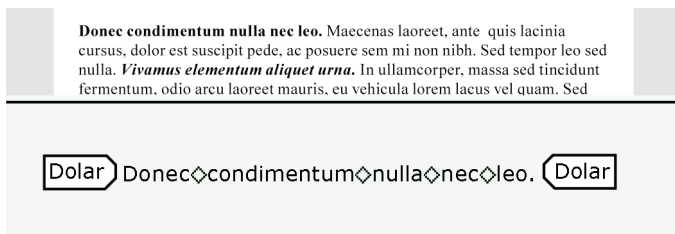
- Click **Window ▶ Cascade**.

To tile multiple documents

- Click **Window**, and click one of the following:
 - **Tile side by side**
 - **Tile top to bottom**

Using Reveal Codes

Formatting codes are inserted when you add text and formatting to a document. Reveal Codes gives you full control over document formatting, especially when copying and pasting text from various sources. For example, to remove bold formatting, you can turn on Reveal Codes, locate the **<Bold>** code, and then just drag it out of the Reveal Codes window. You can also double-click any code in the Reveal Codes window to make advanced alterations to the settings or styles. Codes are hidden by default; however, they can be displayed in a separate window below the active document.



This is how the text is displayed in the Reveal Codes window.

You can hide or display formatting codes.

To hide or display formatting codes

- Click **View ▶ Reveal Codes**.

A check mark beside **Reveal Codes** indicates that formatting codes are displayed.

Navigating documents

WordPerfect lets you navigate documents in several ways. You can move to a specific section of a document, or you can scroll through a document.


To move to a specific section of a document

- 1 Click **Edit** ► **Go to**.
- 2 Choose an option from **Go to what** list box.
- 3 Choose any applicable options from the area to the left of the list box.
- 4 Click **Go to**.



You can also access the **Go to** dialog box by pressing **Ctrl + G**.

To scroll through a document

- 1 On the toolbar, click the **Autoscroll**  button.
The pointer changes to the **Autoscroll** arrow.
- 2 Move the **Autoscroll** arrow in the direction you want to scroll.



The scrolling speed increases if you move the arrow further away from the **Autoscroll** tool.



You can disable **Autoscroll** by clicking anywhere in the document.



Saving and closing documents

WordPerfect lets you save and close documents.

In this chapter, you'll find these topics:

- Saving documents
- Closing documents

Saving documents

By default, you can save documents in WordPerfect 6–X5 format. This ensures cross-platform compatibility for documents saved in WordPerfect 6.x and later, and lets you save a document in an earlier version of WordPerfect. You can also save documents in formats other than WordPerfect, such as Microsoft Word.

WordPerfect lets you create backup copies of documents. Creating backup copies helps prevent the loss of your work if you close a document before saving it, or if a power failure occurs.

When you save a document, it may contain information that you do not want others to see. For example, the name of your computer or a document summary may be included in the file. This information is known as metadata, which is data used to identify, describe, and locate electronic resources on a network. Metadata is used to enhance the editing, viewing, filing, and retrieving of electronic documents. It is important to keep this information stored in the original document, but you can avoid sharing the metadata with others by saving a version of the document without including the metadata.

To save a document

- 1 Click **File** ▶ **Save**.
- 2 Choose the drive and folder in which you want to save the file.
To save a file in a format other than WordPerfect, choose a file format from the **File type** list box.
- 3 Type a name in the **Filename** box.
To embed the fonts in the document, enable the **Embed fonts using TrueDoc®** check box.
- 4 Click **Save**.

You can also

Save changes to a document	Click File ▶ Save .
Rename a file	Right-click the file, and click Rename . Type a new name in the Filename box.




If you have already saved the document, you will not be prompted to specify the drive, folder, and filename.

Embedding ensures that the information for all fonts used in a document is saved with the document. You may want to embed fonts if you are using an unusual font, or if you want to ensure that the font you are using is displayed properly.

A filename cannot exceed 255 characters.




You can also save a document by pressing **F3** or by clicking the **Save**  button on the toolbar.

To set timed document backups

- 1 Click **Tools** ▶ **Settings**.
- 2 Click **Files**.

- 3 On the **Document** page, enable the **Timed document backup every** check box.
- 4 Type a value in the **minutes** box.

You can also

Save backup files in a specific folder	In the Backup folder box, click the Browse  button. Choose the drive and folder in which you want to save backup files.
--	--

Save a backup file each time you save a document	Enable the Save original document as a backup at each save check box.
--	--

To save a document without metadata

- 1 Click **File** ► **Save without metadata**.
- 2 Choose the drive and folder in which you want to save the document.
By default, **_mtd** is added to the filename to identify that the file does not contain metadata.
- 3 Enable the **Keep original document open** check box.
If the **Keep original document open** check box is not enabled, the original document closes, and the metadata-free version remains open.
- 4 In the **Select metadata to remove** area, enable any of the following check boxes:
 - **Comments** — Comment information includes the comment writer's name, initials, and the date the comment was inserted in the document. If you want to remove both the comment text and the comment information, enable the **Content and information** option. If you want to remove only the comment information, enable the **Information only** option.

- Hidden text
- Annotations
- Undo/redo history
- Document summary data
- Headers
- Footers
- Hyperlinks
- OLE object information
- Routing slip

5 Click **Save**.

Closing documents

You can close WordPerfect documents.

To close a document

- Click **File** ▶ **Close**.



You are prompted to save any modified documents before closing.



You can also close a document by clicking the **Close** button on the menu bar.



Entering and inserting text

There are several ways to enter and import text into a WordPerfect document.

In this chapter, you'll find these topics:

- Entering text
- Inserting text

For information about selecting and deleting text, see “Selecting and deleting text” on page 37.

Entering text

You can enter text in the document window. You can use the shadow cursor to show where the text will be positioned.

You can also enter text in a text box so that it appears in a separate frame.

To enter text in a document window

- 1 Click in the document window.
- 2 Type text.

To enter text by using the shadow cursor

- 1 Click **View ▶ Shadow cursor**.

A check mark next to the menu command indicates that the shadow cursor is enabled.

- 2 Click anywhere on the page.
- 3 Type text.



The shadow cursor changes appearance to show how text will be aligned when you start typing. Small arrows beside the shadow cursor point in different directions when text is left-justified, centered, or right-justified.

To enter text in a text box

- 1 Click **Insert** ► **Text box**.
- 2 Type text.

Inserting text

You can insert text from another file.

If you have more than one document opened, you can use the application bar to insert text from one document to another document. For information, see “To insert selected text from another document” in the WordPerfect Help.

To insert the entire text of another document

- 1 Click where you want to insert the text.
- 2 Click **Insert** ► **File**.
- 3 Choose the drive and folder where the document is stored.
- 4 Choose a file.
- 5 Click **Insert**.



Selecting and deleting text

With WordPerfect, you have different options for selecting and deleting text.

In this chapter, you'll find these topics:

- Selecting text
- Deleting text

Selecting text

You can select text or deselect text, a tabular column, a rectangular block of text, or a range of text.

To select text

To select	Do the following
A character or word	Drag across a character or word.
A sentence	Click in a sentence. Click Edit ▶ Select ▶ Sentence .
A paragraph	Click in a paragraph. Click Edit ▶ Select ▶ Paragraph .
A page	Click on a page. Click Edit ▶ Select ▶ Page .
A document	Click Edit ▶ Select ▶ All .

To select

Do the following

A tabular column

Select the text from the first character in the tabular column to the last character in the tabular column, and then click **Edit ▶ Select ▶ Tabular column**.

A rectangular block of text

Select the text from the upper left corner to the lower left corner of the block, and then click **Edit ▶ Select ▶ Rectangle**.

A range of text in a document

Click **Edit ▶ Select ▶ Section**, choose an option from the **Select** list, and then type a value in the **Range** box.

To deselect text

- Click anywhere outside the selected text.

Deleting text

You can delete text.

To delete text

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



You can also delete text by clicking after the text you want to delete, and pressing **Backspace**.



Finding and replacing text and codes

WordPerfect lets you find and replace text and codes.

In this chapter, you'll find these topics:

- Finding and replacing text
- Finding and replacing formatting codes

Finding and replacing text

WordPerfect lets you find and replace text. You can search for words, phrases, or individual characters in a document. Once the text is found, you can replace some or all occurrences of the text with other text, or you can delete the text.

You can also find and replace forms of a word. For example, you can replace forms of the word "entry" with the word "insertion." Therefore, if the plural form, "entries," is found, it is replaced with the word "insertions." Furthermore, you can search for occurrences of words that are whole words, and not part of a larger word. For example, if you do a default search for the word "sum," you will find "sum," "summer," and "summit." If you do a whole-word search for the word "sum," you will find only occurrences of the word "sum."

To find and replace text

- 1 Click **Edit** ► **Find and replace**.
- 2 In the **Find** box, type the text you want to search for.
- 3 Type the replacement text in the **Replace with** box.

- 4 Click one of the following:
 - **Find next** — finds the next occurrence of the search text
 - **Find prev** — finds the previous occurrence of the search text
 - **Replace** — finds and replaces the next occurrence of the search text
 - **Replace all** — finds and replaces all occurrences of the search text

You can also

Find the next occurrence of the search text Press **Ctrl + Alt + N**.

Find the previous occurrence of the search text Press **Ctrl + Alt + P**.



You can delete all occurrences of a text string by typing the text you want to delete in the **Find** box and leaving the **Replace with** box empty.

You can search for a word or phrase you searched for previously by choosing the word or phrase from the **Find** list box.

To find and replace a form of a word

- 1 Click **Edit** ▶ **Find and replace**.
- 2 Click **Type** ▶ **Word forms**.
- 3 In the **Find** box, type the word you want to find.
- 4 Type the replacement word in the **Replace with** box.
- 5 Click one of the following:
 - **Find next** — finds the next occurrence of the word
 - **Find prev** — finds the previous occurrence of the word
 - **Replace** — finds and replaces the next occurrence of the word
 - **Replace all** — finds and replaces all occurrences of the word

To find and replace a whole word

- 1 Click **Edit** ► **Find and replace**.
- 2 Click **Match** ► **Whole word**.
- 3 In the **Find** box, type the word you want to find.
- 4 Type the replacement word in the **Replace with** box.
- 5 Click one of the following:
 - **Find next** — finds the next occurrence of the word
 - **Find prev** — finds the previous occurrence of the word
 - **Replace** — finds and replaces the next occurrence of the word
 - **Replace all** — finds and replaces all occurrences of the word

Finding and replacing formatting codes

You can search for and replace codes in a document. For example, if you search for a font size code, all font size codes are found.

You can also search for specific codes, such as a specific font size. For information, see “To find and replace a specific formatting code” in the WordPerfect Help.

To find and replace codes, you must first enable Reveal Codes. For more information about using Reveal Codes, see “Using Reveal Codes” on page 29.

To find and replace a general formatting code

- 1 Click **Edit** ► **Find and replace**.
- 2 Click **Match** ► **Codes**.

To choose a merge code, enable the **Display merge codes only** check box.
- 3 Choose a code from the **Find codes** list box.
- 4 Click **Insert**.

- 5 In the **Find and replace** dialog box, click in the **Replace with** box.
- 6 In the **Codes** dialog box, choose a replacement code from the **Replace codes** list box.
- 7 Click **Insert and close**.
- 8 Click one of the following:
 - **Find next** — finds the next occurrence of the code
 - **Find prev** — finds the previous occurrence of the code
- 9 Click **Replace**.

To replace all occurrences of a code, click **Replace all**.



Editing basics

After you create a document, you can edit it by using a variety of methods.

In this chapter, you'll find these topics:

- Cutting, copying, and pasting text and graphics
- Moving text and graphics
- Undoing, redoing, and repeating actions



You can also apply comments and digital signatures to documents. For information, see “Editing basics” in the WordPerfect Help.

Cutting, copying, and pasting text and graphics

You can cut or copy text or graphics and paste them to a new location in a document.




When you cut or copy information, it is stored on the Clipboard. You can paste it in the active document, in another document, or in another application.

You can also choose a specific format when you paste information from the Clipboard into WordPerfect. For example, you can copy text from another application as Rich Text Format (.rtf) or as simple text (.txt).

To cut, copy, and paste text and graphics

To	Do the following
Copy text or graphics to the Clipboard	Select the text or graphic, and click Edit ▶ Copy .
Cut text or graphics and move to the Clipboard	Select the text or graphic, and click Edit ▶ Cut .
Paste text or graphics in a document	Click where you want to insert the text or graphic, and click Edit ▶ Paste .
Add a selection to the current Clipboard contents	Select the text to add to the Clipboard, and click Edit ▶ Append .



You can also copy, cut, or paste text or graphics by clicking **Copy** , **Cut** , or **Paste**  on the toolbar.

You can link copied information to a document by enabling the **Paste link** option. The changes you make to the linked information in the active file are reflected in the original file. The changes made to the original file also appear in the active file.

To paste Clipboard contents in a specified format

- 1 Select the text or graphic.
- 2 Click **Edit**, and click one of the following:
 - **Copy**
 - **Cut**
- 3 Click **Edit ▶ Paste special**.
- 4 Enable the **Paste** option.
- 5 Choose a format from the **As** list.



You can paste text without formatting by pressing **Ctrl + Alt + V**. This technique is useful for pasting text that was copied from a Web browser.

Moving text and graphics

You can move text and graphics within a document or between documents.

To move text or graphics by dragging within a document

- Select a text or graphic, and drag it to a new position.

To move text or graphics by dragging to another document

- 1 Click **Window**, and click one of the following:
 - **Tile top to bottom** — arranges the windows so that the documents are displayed above or below one another
 - **Tile side by side** — arranges the windows so that the documents are displayed side by side
- 2 Select the text or graphic, and drag it to the other document.


Undoing, redoing, and repeating actions


WordPerfect lets you undo actions one at a time, or undo a series of actions all at once. You can undo changes made to text, graphics, or tables. However, some actions, such as scrolling or saving a document, cannot be reversed. You can redo actions that you have undone. You can also repeat actions.

To undo actions

To	Do the following
Undo the last action you performed	Click Edit ▶ Undo .
Undo a series of actions	Click Edit ▶ Undo/Redo history , choose an action from the Undo list, and click Undo .




You can undo an action by clicking the **Undo**  button on the toolbar.


You can undo a series of actions by clicking the drop-down arrow beside the **Undo**  button on the toolbar.

To redo actions

To	Do the following
Redo an action that was just undone	Click Edit ▶ Redo .
Redo a series of actions	Click Edit ▶ Undo/Redo history , choose an action from the Redo list, and click Redo .



You can redo an action by clicking the **Redo**  button on the toolbar.

You can redo a series of actions by clicking the drop-down arrow beside the **Redo**  button on the toolbar.

To repeat an action

- 1 Click **Edit ▶ Repeat next action**.
- 2 Type a value in the **Number of times to repeat next action** box.



Formatting text

In WordPerfect, you can use a variety of formatting tools to control the look of text.

In this chapter, you'll find these topics:

- Modifying font settings
- Copying the text format



For additional topics, please see “Formatting text” in the WordPerfect Help.

Modifying font settings

You can apply formatting to text to change the font and its attributes, such as style, size, and color.

You can also apply relative font sizes, which allows you to format text relative to the specified font size. Suppose you want to add a heading to a document that has a 12-point paragraph font. If you select the heading text and specify a large relative font size, the text displays proportionately larger than the 12-point font.

Using Corel® RealTime Preview™ lets you view text fonts and sizes before you apply them. For example, you can view text as it will display in various fonts before choosing which is the most suitable.

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


To change the font


- 1 Click in the document.
- 2 Click **Format** ▶ **Font**.
- 3 Click the **Font** tab.
- 4 Choose a font from the **Face** list.

You can also

Change the font size	Choose a font size from the Size list box.
Change the relative font size	Click Relative size , and click a font size.
Change the font color	Open the Color picker, and click a color.



You can also change the font color by clicking the **Font color**  button on the property bar, and clicking a color.

You can also change the underline font style by opening the **Underline**  picker on the property bar and clicking an underline style.

To change the font appearance

- 1 Select the text you want to modify.
- 2 Click **Format** ▶ **Font**.
- 3 Click the **Font** tab.
- 4 In the **Appearance** area, enable one or more of the following check boxes:
 - **Bold** — applies bold formatting to the selected text
 - **Italic** — applies italic formatting to the selected text
 - **Underline** — applies a single underline to the selected text
 - **Outline** — outlines the selected text

- **Shadow** — applies a shadow to the selected text
- **Small caps** — applies small capitals to the selected text
- **Redline** — applies the color red to the selected text
- **Strikeout** — applies a line through the selected text
- **Hidden** — applies the hidden format to the selected text

To change the font by using Corel RealTime Preview

- 1 Click in a document.
- 2 Open the **Font face** list box on the property bar, and point to a font. Changes to the font display in the font face preview window.
- 3 Choose a font from the **Font face** list box.



You can change the font size using Corel RealTime Preview by opening the **Font size** list box on the property bar, viewing the font sizes in the font size preview window, and choosing a font size.

To change the default font and font size

- 1 Click **File** ▶ **Document** ▶ **Default font**.
- 2 Choose a font from the **Face** list.
- 3 Choose a font size from the **Size** list box.

If you want to change the default font and font size for all new documents, click **Settings**, and click **Set as default for all documents**.



You must install a printer before you can change the default font. If you specify a default printer font and distribute the file to others, the file may not display or print correctly if their printer doesn't have the specified default font.



You can view the available attributes for each font by clicking the plus sign (+) to the left of a font in the **Face** list.

Copying the text format


You can copy the format of text and apply it to other text in a document. If you want to copy selected text, then formatting attributes, such as font, font size, and font style, are all copied. If you want to copy the heading in a paragraph, the paragraph style as well as the font and its attributes are copied.

To copy the text format

- 1 Click in the text whose format you want to copy.
- 2 Click **Format ▶ QuickFormat™**.
- 3 Enable one of the following options:
 - **Selected characters** — copies the format of the font and its attributes
 - **Headings** — copies the format of the paragraph and its styles, and the font and its attributes
- 4 Click **OK**.
- 5 Drag the **QuickFormat** paintbrush pointer over the text to which you want to copy the format.
- 6 Click **Format ▶ QuickFormat**.

QuickFormat is disabled when no check mark displays beside the **QuickFormat** menu command.



You can also enable or disable QuickFormat by clicking the **QuickFormat**  button.



Working with styles

WordPerfect provides several preset styles ready for use. You can also create your own styles. A style is a collection of formatting attributes that you can apply to text or graphics.

In this chapter, you'll find these topics:

- Using text styles



For information about list styles, variables, and graphics styles, see “Working with styles” in the WordPerfect Help.

Using text styles

You can create text styles. Text styles are collections of formatting attributes that you can apply to selected text, paragraphs, or the entire document. Text styles you create are saved with the active document. You can create a QuickStyle for text. QuickStyles are styles created based on the formatting in effect at the cursor location. You can also create a QuickStyle for a paragraph.

Formatting text with styles ensures consistent formatting throughout a document. Whenever you change the formatting in a style, you change the appearance of all text that uses that style.

You can save a text style. You can also specify where to save text styles. When you save a text style, you can associate it with a specific template or with the active document only, or you can save it as a separate file.

Saving a text style as a separate file is useful if you plan to use the style with a different template or on a different computer.

You can apply a style to text in a document.

You can edit a text style.

To create a text style

- 1 Click **Format ▶ Styles**.
- 2 Click **Create**.
- 3 In the **Styles editor** dialog box, type a name for the style in the **Style name** box.

You can create style names that contain up to 12 characters.

- 4 Type a description for the style in the **Description** box.
- 5 Choose a style from the **Type** list box.
- 6 Using the **Styles editor** toolbar and menu bar, apply any style attributes.

If you want to define what function the **Enter** key performs when the style is applied, choose a style from the **Enter key inserts style** list box.

If you want to display the codes that take effect when a style ends, enable the **Show 'off codes'** check box.

You can also

Delete a text style

Click **Format ▶ Styles**, choose a style from the **Available styles** list, and click **Options ▶ Delete**.



Give each style a unique name; otherwise, when you combine documents that contain a style with the same name, one style is used and the other deleted in the new document.

The **Reveal Codes** check box is enabled by default and displays the codes for the style attributes in the **Contents** box.



You can also define the style attributes by typing codes or text in the **Contents** box in the **Styles editor** dialog box.

To create a QuickStyle

- 1 Select the text or paragraph for which you want to create a QuickStyle.
- 2 Click **Format** ▶ **Styles**.
- 3 Click **QuickStyle**.
- 4 In the **QuickStyle** dialog box, type a name for the style in the **Style name** box.
- 5 Type a description for the style in the **Description** box.
- 6 Enable one of the following options:
 - **Character with automatic update** — creates a QuickStyle for characters
 - **Paragraph with automatic update** — creates a QuickStyle for paragraphs

To save a text style

- 1 Click **Format** ▶ **Styles**.
- 2 Click **Options** ▶ **Save as**.
- 3 In the **Save styles to** dialog box, type a filename in the **Filename** box.
- 4 In the **Style type** area, enable one of the following options:
 - **Both** — includes both the styles you have created and the preset styles provided with WordPerfect
 - **User styles** — includes only the styles you have created
 - **System styles** — includes only the preset styles provided with WordPerfect
- 5 Click **Options** ▶ **Settings**.
- 6 In the **Save new styles to** area, enable one of the following options:

- **Current document** — associates the style with the active document
- **Default template** — associates the style with the default template
- **Additional objects template** — associates the style with an additional objects template



The **Additional objects template** option is available only if you have specified a second default template to use for additional objects such as keyboards, menus, template macros, toolbars, and styles.

To apply a text style

- 1 Click **Format** ▶ **Styles**.
- 2 Choose a style from the **Available styles** list.
- 3 Click **Insert**.
- 4 Type the text in the document.
- 5 Press **Enter**.
- 6 Press **Backspace**.

To edit a text style

- 1 Click **Format** ▶ **Styles**.
- 2 Choose a style from the **Available styles** list box.
- 3 Click **Edit**.
- 4 In the **Styles editor** dialog box use the **Styles editor** toolbar and menus to apply any style attributes.

If you want to define what function the **Enter** key performs when the style is applied, choose a style from the **Enter key inserts style** list.

If you want to display the codes that take effect when a style ends, enable the **Show 'off codes'** check box.



Formatting paragraphs

WordPerfect allows you to control the look of documents by formatting paragraphs. By changing the paragraph formatting, including justification, tab stops, and line spacing, you can control the placement of paragraphs on a page.

In this chapter, you'll find these topics:

- Indenting text
- Justifying text
- Changing the spacing between lines



For additional topics, please see “Formatting paragraphs” in the WordPerfect Help.

Indenting text


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

To move the first line of a paragraph farther to the left than subsequent lines, you can apply a hanging indent. To indent an entire paragraph one tab stop from both the left and right margins, you can apply a double indent. A double indent is often used to format lengthy quotations.

To apply a single indent to text

To indent

Do the following

A line of text	Click at the beginning of a line of text. Press Tab .
A paragraph	Click at the beginning of a paragraph. Click Format ▶ Paragraph ▶ Indent .
The first line of a paragraph using the ruler	Click in a paragraph. Drag the First line indent  marker to a new position on the ruler.
The first line of every paragraph automatically	Click in a paragraph. Click Format ▶ Paragraph ▶ Format . In the First line indent box, type a value to specify the distance to indent.

To apply a hanging or double indent to text

- 1 Click at the beginning of a paragraph.
- 2 Click **Format ▶ Paragraph**, and click one of the following:
 - **Hanging indent** — indents all but the first line in the paragraph
 - **Double indent** — indents the paragraph equally from both margins



You can also apply a hanging indent by clicking at the beginning of any line in a paragraph, except the first line, and pressing **Tab**.

Justifying text

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


To justify text

- 1 Click in a paragraph.
- 2 Click **Format** ► **Justification**, and click one of the following:
 - **Left** — aligns text evenly with the left margin
 - **Right** — aligns text evenly with the right margin
 - **Center** — centers text between the right and left margins
 - **Full** — aligns text, excluding the last line, along both the right and left margins
 - **All** — aligns text, including the last line, along both the right and left margins



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



You can also justify text by clicking the **Justification**  picker on the property bar and clicking a justification.

Changing the spacing between lines

The space between lines, or the amount of white space that appears between the bottom of one line and the top of the next line, is referred to as leading.

You can change the leading by changing the line spacing and changing the line height.



You can also change the spacing between paragraphs. For information, see “Adjusting paragraph spacing” in the WordPerfect Help.

To adjust the leading

- 1 Click in a paragraph.
- 2 Click **Format** ▶ **Typesetting** ▶ **Word/Letter spacing**.
- 3 Enable the **Adjust leading** check box.
- 4 Type a value in the **Between lines** box.

A positive value increases the leading; a negative value decreases it.

To change the line spacing

- 1 Click in a paragraph.
If you want to limit the line spacing change to a specific section of text, select the text.
- 2 Click **Format** ▶ **Line** ▶ **Spacing**.
- 3 Type a value in the **Spacing** box.

To change the line height

- 1 Click in the line of text where you want the line height change to begin.
If you want to limit the line height change to a specific section of text, select the text.
- 2 Click **Format** ▶ **Line** ▶ **Height**.
- 3 Enable one of the following options:
 - **Automatic** — defines the line height according to the font being used
 - **Fixed** — lets you specify the height of the line regardless of the font being used
 - **At least** — lets you specify the minimum height of the line



Line height is determined by multiplying the current line height by the number you specify.



Formatting pages

WordPerfect lets you format a document by modifying the physical arrangement of information on pages. For example, you can adjust page size and margins. You can also add columns to documents. When formatting pages, you can modify the format of an entire page or a portion of a page.

In this chapter, you'll find these topics:

- Setting page margins
- Choosing page size and orientation
- Creating custom page sizes
- Making text fit a specific number of pages
- Creating and deleting columns



For additional topics, please see “Formatting pages” in the WordPerfect Help.

Setting page margins

WordPerfect lets you set margins using various methods.

You can set margins by using guidelines. Guidelines are vertical or horizontal dotted lines that are displayed on pages.

You can also set margins using exact measurements or the ruler. For information, see “Setting page margins” in the WordPerfect Help.



All margin settings affect the current page and subsequent pages until you change them.

To set the margins by using the margin guidelines

- 1 Click **View ▶ Guidelines**.
- 2 Enable the **Margins** check box.
- 3 Point to one of the following guidelines:
 - left vertical dotted guideline
 - right vertical dotted guideline
 - upper horizontal dotted guideline
 - lower horizontal dotted guideline

The pointer changes to a double-sided arrow.

- 4 Drag the guideline to a new position.

Choosing page size and orientation

When creating documents, you can choose the size and orientation of pages. The page size and orientation determine how a printer formats and prints pages. You can choose from preset page sizes, or you can create your own. For more information about creating custom page sizes, see “Creating custom page sizes” on page 62.

Page sizes are matched to the printer you have selected. A size may not be available when you change to another printer or a different computer. If the same size is not available, WordPerfect finds the best match for a page size, selecting from those available with the other printer. If the match does not work, you may need to customize a page size.

As you edit a document, each logical page is treated as a separate page. The document window also changes to show the dimensions of the logical page. After you fill a logical page, the text continues on the next logical page.

To select a preset page size

- 1 Click **File** ► **Page setup**.
- 2 Click the **Page setup** tab.
- 3 From the **Page definition** list box, choose one of the following:
 - **Printer page types** — lists all page size options for installed printers
 - **Standard page types** — lists all page size options for most printers
- 4 Choose a page definition from the **Page definition** list.
- 5 In the **Page definition applies to** area, enable one of the following options:
 - **Current and following pages** — applies the page definitions to the current and following pages
 - **Current page only** — applies the page definitions to the current page only



If you apply the page size definition to the current page only, WordPerfect inserts a delay code in the next page. For more information about delay codes, see “Inserting and editing delay codes” in the WordPerfect Help.

To specify page orientation

- 1 Click **File** ► **Page setup**.
- 2 Click the **Page setup** tab.
- 3 In the **Orientation** area, enable one of the following options:
 - **Portrait** — prints the document on pages that have greater length than width
 - **Landscape** — prints the document on pages that have greater width than height

Creating custom page sizes

You can create a custom page size from scratch, or you can modify a preset page size. When you create a custom page size, it is added to the printer's page size selection as a preset. Therefore, you can apply the custom size to more than one document.

To create a custom page size

- 1 Click **File** ► **Page setup**.
- 2 Click the **Page setup** tab.
- 3 Click **Add**.
- 4 In the **Add new form** dialog box, type a name for the new page size in the **Name** box.
- 5 Choose a predefined paper type from the **Type** list box.
- 6 Choose a predefined paper size from the **Size** list box.
If you want to create a page size definition from a nonstandard paper size, choose **User defined size** from the **Size** list box.
- 7 Type values in the following boxes:
 - **Width**
 - **Height**
- 8 Choose a paper source from the **Source** list box.



The paper source is not saved as part of the document. It must be redefined for each document.

All printers have a nonprintable zone. If information is formatted to print in this area, it will not print. To shift information out of the nonprintable zone, you must specify printing adjustments.

To modify a preset page size

- 1 Click **File** ► **Page setup**.
- 2 Click the **Page setup** tab.

- 3 Choose a page definition from the **Page definition** list.
- 4 Click **Edit**.
- 5 Modify any of the settings.

Making text fit a specific number of pages

You can make selected text or all text in a document fit a specific number of pages.

To make text fit a specific number of pages

- 1 Click in a document.
- 2 Click **Format ▶ Make It Fit™**.
- 3 Type a value in the **Desired number of pages** box.
The number of pages you set must be within 50 percent of the document's current page count.
- 4 In the **Items to adjust** area, enable any of the following check boxes:
 - **Left margin**
 - **Right margin**
 - **Top margin**
 - **Bottom margin**
 - **Font size**
 - **Line spacing**
- 5 Click **Make it fit**.



To make only a certain block of text fit, select the text.

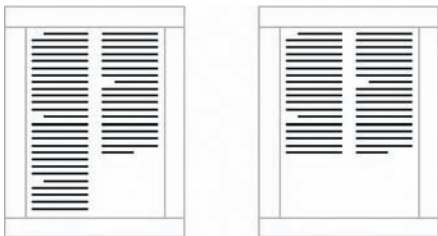
Creating and deleting columns

You can use columns to divide text vertically on a page. You can use four types of columns in documents: newspaper, balanced newspaper, parallel, and parallel with block protect. You can add columns to

documents to create newsletters, glossaries, scripts, or inventory lists. You can discontinue columns when they are complete. You can also delete columns and quickly move through columns.

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

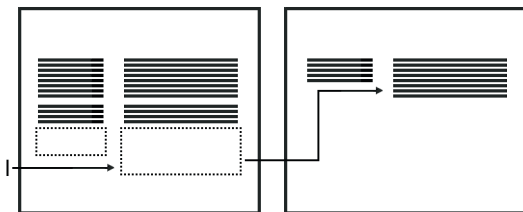
Balanced newspaper columns are similar to regular newspaper columns, but each column is adjusted on the page so that all columns are equal in length.



These are examples of pages with columns. The left page displays newspaper columns. The right page displays balanced newspaper columns.

The parallel column text is grouped across the page in a row. The next row starts below the longest column of the previous row. Parallel columns are useful for resumes, scripts, charts, inventory lists, or lists where columns span multiple pages.

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.




This is an example of parallel columns with block protect.

To create columns

- 1 Click a page.
- 2 Click **Format** ▶ **Columns**.
- 3 Type a value in the **Number of columns** box.
- 4 In the **Type of columns** area, enable one of the following options:
 - **Newspaper** — makes text flow down a column to the bottom of a page or column break and continues it at the top of the next column
 - **Balanced newspaper** — adjusts newspaper columns so that columns are of equal length
 - **Parallel** — groups columns across the page in rows, and starts subsequent rows below the longest column of the previous row
 - **Parallel w/block protect** — keeps all rows of the columns together across page breaks



You can also apply columns to a page by clicking the **Columns**  button on the toolbar.

To discontinue columns

- 1 Click where you want columns to discontinue.
- 2 Click **Format** ▶ **Columns**.
- 3 Click **Discontinue**.



Press **Ctrl + Enter** to end one column and start the next column.

To delete all columns

- 1 Click in the top-left corner of the first column.
- 2 Click **Format** ▶ **Columns**.
- 3 Click **Discontinue**.



You can also delete columns by dragging the [Col Def] code out of the Reveal Codes window.

To navigate columns

To move to	Press
The top of a column	Alt + Home
The last line of a column	Alt + End
The previous column	Alt + Left Arrow
The next column	Alt + Right Arrow



Using bulleted lists, numbered lists, and outlines

In WordPerfect, you can organize text by using bullets, numbers, or outlines. Bullets help to differentiate items in a list or add emphasis to selected paragraphs. You can use bullets to mark list items that have no particular order. Numbered lists and outlines help you organize and display information and are used to show the relationship between ideas.

Bulleted lists, numbered lists, and outlines can include several levels of numbering. For example, you can number first-level items 1, 2, 3, and second-level items a, b, c. You can also use outline or legal styles, such as 1, a, i, or 1, 1.1, or 1.1.1.

In this chapter, you'll find these topics:

- Creating and applying bulleted lists
- Creating numbered lists
- Arranging items in lists and outlines



For additional topics, please see “Using bulleted lists, numbered lists, and outlines” in the WordPerfect Help.

Creating and applying bulleted lists

When creating a bulleted list, you can choose a preset bullet format.

You can also apply a bullet format to existing text.



To create a bulleted list

- 1 Click in a document.
- 2 Click **Insert ▶ Outline/Bullets & numbering**.
- 3 Click the **Bullets** tab.
- 4 Choose a bullet style from the **Bullets** list.
- 5 Click **OK**.
- 6 Type text, and press **Enter**.

You can discontinue a bulleted list by pressing **Backspace**.

Perform this step for each entry in the list.





You can also create a bulleted list by opening the **Bullets**   picker on the toolbar, and clicking a bullet format.

To create a bulleted list from existing text

- 1 Select the text to which you want to apply the bullet format.
- 2 Click **Insert ▶ Outline/Bullets & numbering**.
- 3 Click the **Bullets** tab.
- 4 Choose a bullet style from the **Bullets** list.



You can also add a bullet to existing text by clicking at the beginning of a line, opening the **Bullets**   picker on the toolbar, and clicking a bullet format.

You can type body text between list items by pressing **Enter** twice, and pressing the **Up arrow** to type on the line that begins without a bullet.

Creating numbered lists

You can create a numbered list in a document.

You can also use QuickNumbers to create lists as you type. For information, please see “To create a numbered list by using QuickNumbers” in the WordPerfect Help.

You can number existing text. You can also renumber an existing numbered list.


To create a numbered list

- 1 Click in a document.
- 2 Click **Insert ▶ Outline/Bullets & numbering**.
- 3 Click the **Numbers** tab.
- 4 Choose a number style from the **Numbers** list.
- 5 Click **OK**.
- 6 Type text, and press **Enter**.


You can discontinue a numbered list by pressing **Backspace**.

Perform this step for each entry in the list.




You can also create a numbered list by opening the **Numbers**  picker on the toolbar and clicking a numbering format.

To number existing text

- 1 Select the text you want to number.
- 2 Open the **Numbering**  picker on the toolbar, and click a numbering format.

To renumber a numbered list

- 1 Click in a list or outline.
- 2 Click the **Set paragraph number**  button on the property bar.
- 3 Type the new number in the **Paragraph number** box.

The number you change and all numbers following it are renumbered accordingly.



You can also renumber paragraphs by pressing **Ctrl + Shift + F5**.

If the numbering you want to change is indented from the left margin, type “?” for each indentation level in the **Paragraph number** box before you type the new number. For example, if the text is indented two levels from the margin, type “??” followed by the new number.

Arranging items in lists and outlines

You can arrange the items in bulleted lists, numbered lists, and outlines by changing the level and the order in which the items display. For information, please see “Arranging items in lists and outlines” in the WordPerfect Help.

In addition, you can create an outline from text, which lets you apply different levels to text.

To create an outline

- 1 Click in a document.
- 2 Click **Insert ▶ Outline/Bullets & numbering**.
- 3 Click the **Text** tab.
- 4 From the **Text** list, choose one of the following options:
 - **Heading**
 - **Quotations**
 - **Definitions**
- 5 Click **OK**.
- 6 Type text, and press **Enter**.



Numbering the parts of a document

WordPerfect allows you to count elements of a document. You can also change the appearance of numbering and use counters to count elements of a document. WordPerfect allows you to number pages and change the appearance of numbering.

In this chapter, you'll find these topics:

- Numbering pages
- Changing the appearance of page numbers
- Forcing, suppressing, and stopping page numbers



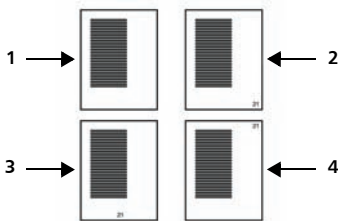
For additional topics, please see “Numbering the parts of a document” in the WordPerfect Help.

Numbering pages

WordPerfect allows you to insert page numbers in a document and to choose where to position page numbers on a page. When you begin page numbering, you can also specify which number to begin with. For example, you may want the first page of a document to be labeled page 3 instead of page 1.

You can also insert secondary page numbers, which allow you to start a new page numbering scheme in a document. For example, suppose you are creating a document in WordPerfect, but in the middle of the document, you need to add maps that were not created in WordPerfect. The WordPerfect document is 10 pages, but the maps need to be added

as pages 7 and 8. To accomplish this, you can start page numbering at 1 at the beginning of the document and insert a secondary page number, number 9, on the document's page 7. This would allow for the addition of the maps without disrupting the page numbering.



These are examples of various page numbering options: 1) no page number, 2) page number in the bottom-right corner, 3) page number at the bottom center, and 4) page number in the top-right corner.

To insert page numbers

- 1 Click **Format** ▶ **Page** ▶ **Numbering**.
- 2 From the **Position** list box, choose a position for the page numbers.
- 3 From the **Page numbering format** list, choose a format for the page numbers.

To specify an alternate starting page

- 1 Click **Format** ▶ **Page** ▶ **Numbering**.
- 2 Click **Set value**.
- 3 In the **Values** dialog box, click the **Page** tab.
- 4 Type a new page number in the **Set page number** box.
- 5 Enable one of the following options:
 - **Always keep number the same** — ensures that the number remains the same when the document is edited

- **Let number change as pages are added or deleted** — lets the number change as the document is edited



When you merge a multiple-page form document, you can restart the page numbering for each merged record by enabling the **Always keep number the same** option.

To insert a secondary page number

- 1 Click **Format** ▶ **Page** ▶ **Insert page number**.
- 2 Choose **Secondary page** from the list.
- 3 Click **Value/Adjust**.
- 4 In the **Values** dialog box, click the **Secondary** tab.
- 5 Choose a numbering format from the **Secondary page number method** list box.
- 6 Type a value in the **Set secondary page number** box.
- 7 Click **Insert**.

Changing the appearance of page numbers

You can change the font size and style, which includes attributes, such as bold or italic, of page numbers.

In addition, you can also create custom page numbering formats. For example, you can add the name of a document or a chapter number to a page number. If you no longer need the custom format, you can delete it; however, you cannot delete the default page numbering formats provided with WordPerfect. For information, please see “Changing the appearance of page numbers” in the WordPerfect Help.

To change the font attributes of page numbers

- 1 On a page, click where you want the font change to begin.
- 2 Click **Format ▶ Page ▶ Numbering**.
- 3 Click **Font**.
- 4 In the **Page numbering font** dialog box, choose a font from the **Face** list.
- 5 Choose a font size from the **Size** list box.

You can also

Change page number style	In the Appearance area, enable one or more check boxes.
Change page number color	Open the color picker, and click a color.
Change page number shading	Type a value in the Shading box.

Forcing, suppressing, and stopping page numbers

By forcing a page number, you can insert a new page or make sure that a certain page in a document always has an odd or even page number. In addition, you can suppress page numbering on one page in a document. You can also stop the page numbers so that they are removed from the entire document.

For detailed procedures, please “Forcing, suppressing, and stopping page numbers” in the WordPerfect Help.



Working with graphics

WordPerfect lets you insert graphics, such as shapes, drawings, and clipart images, into documents.

In this chapter, you'll find these topics:

- Inserting graphics
- Sizing graphics
- Arranging graphics



For additional topics, please see “Working with graphics” in the WordPerfect Help.

Inserting graphics

You can insert clipart images into a WordPerfect document, such as those included with WordPerfect. Clipart images are images that can be brought into a WordPerfect document and edited or used as is. You can also insert pictures from the WordPerfect Office CD.

You can link to an image on disk. When you link to an image on disk, the location of the image, not the image itself is inserted into the document. This way, you can considerably reduce the size of the file, especially if the image is used in several places throughout the document.

To insert a clipart image

- 1 Click where you want to insert an image.
- 2 Click **Insert** ▶ **Graphics/Pictures** ▶ **Clipart**.
The Scrapbook™ opens.
- 3 Browse through the folders in the Scrapbook until you find the image you want to insert.
- 4 Select the clipart image.
- 5 Click **Insert**.




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

To insert a picture from the WordPerfect Office CD

- 1 Insert the WordPerfect Office CD into your CD drive.
- 2 Click where you want to insert a picture.
- 3 Click **Insert** ▶ **Graphics/Pictures** ▶ **From file**.
- 4 Choose the drive and folder where the file is stored.
Pictures have a **.jpg** filename extension.
- 5 Double-click a filename.



You can also insert a picture by dragging. Enable the Shadow cursor by clicking the **Shadow cursor** icon on the application bar, drag across the area of the document in which you want the picture, and click **Image from file** in the QuickMenu™.

You can preview a picture before you insert it by clicking **Toggle preview** , and clicking the picture filename.

To link to an image on disk

- 1 Click where you want to insert a link to an image.
- 2 Click **Insert** ▶ **Graphics/Pictures** ▶ **From file**.

- 3 Choose the drive and folder where the file is stored.
- 4 Click the image you want to link to the document.
- 5 Enable the **Image on disk** check box.
- 6 Click **Insert**.

If you want to display the name of the image file, right-click the image, and click **Content**.



You can link to images copied from the Scrapbook by saving them to your hard disk.

Sizing graphics

You can size a graphic by dragging its handles.

To size a graphic

- 1 Select a graphic.
- 2 Drag a corner handle until the graphic is the size you want.

You can also

Stretch a graphic

Drag a side handle until you achieve the effect you want.

Size a graphic proportionally

Hold down **Shift**, and drag a handle.

Arranging graphics

When two or more graphics overlap in a document, you can arrange their order by moving them in front of or behind the others in the stack. You can also move graphics behind text (like a watermark) or in front of text (like a sticky note).

You can also align and distribute graphics. For information, please see “Aligning and distributing graphics” in the WordPerfect Help.



To move a graphic by using the keyboard

- 1 Select a graphic.
- 2 Press any of the **Arrow** keys to move the graphic in the direction you want.

To reorder overlapping graphics

- 1 Right-click a graphic.
- 2 Click **Order**, and click one of the following:
 - **To front** — moves a graphic in front of the overlapping graphics
 - **To back** — moves a graphic behind the overlapping graphics
 - **Forward one** — moves a graphic forward one layer
 - **Back one** — moves a graphic back one layer



You can also reorder overlapping graphics by selecting a graphic, and clicking the **Object(s) forward one**  button or the **Object(s) back one**  button on the property bar.

To move a graphic behind or in front of text

- 1 Select a graphic.
- 2 Click the **Graphics** picker on the property bar, and click one of the following:
 - **In front of text** — moves the selected graphic in front of the text
 - **Behind text** — moves the selected graphic behind the text



Working with footnotes and endnotes

Footnotes and endnotes allow you to add reference information to a document, such as additional notes that accompany a topic or that provide references. Footnotes are displayed at the bottom of a page, while endnotes are found at the end of a document.

In this chapter, you'll find these topics:

- Inserting footnotes and endnotes
- Finding footnotes and endnotes
- Editing and deleting footnotes and endnotes



For additional topics, please see “Working with footnotes and endnotes” in the WordPerfect Help.

Inserting footnotes and endnotes

When creating a document, WordPerfect allows you to insert footnotes or endnotes. When you insert endnotes or footnotes, a reference number or mark is inserted in the document text. That number or mark is linked to the corresponding information in the endnote or footnote. For more information about modifying footnote and endnote numbering, see “Numbering footnotes and endnotes” in the WordPerfect Help.



While working with a footnote or endnote, you do not have access to all available WordPerfect functions until you return to the body of the text.

To insert a footnote

- 1 Click where you want the footnote reference mark to display.
- 2 Click **Insert** ▶ **Footnote/Endnote**.
- 3 Enable the **Footnote number** option.

If you want to restart the footnote numbering at a specific number, type the number in the **Footnote number** box.

- 4 Click **Create**.
- 5 Type the footnote text.

If you want to align the footnotes with the document margins, enable the **Align with document margins** check box.

- 6 Click **File** ▶ **Close**.

To insert an endnote

- 1 Click where you want the endnote reference mark to display.
- 2 Click **Insert** ▶ **Footnote/Endnote**.
- 3 Enable the **Endnote number** option.

- 4 Click **Endnote placement**.
- 5 Enable the **Insert endnotes at insertion point** option.

- 6 Click **Create**.

- 7 Type the endnote text.

If you want to align the endnotes with the document margins, enable the **Align with document margins** check box.

- 8 Click **File** ▶ **Close**.



You can restart the endnote numbering at a specific number by typing the number in the **Endnote number** box. When you enable the **Insert endnotes at insertion point and restart numbering** option, all endnotes up to the number you've specified display on one page, and then a note numbering starts over with 1 on a new page.

Finding footnotes and endnotes

WordPerfect lets you find specific footnotes or endnotes in a document.

To find a footnote

- 1 Click **Insert** ► **Footnote/Endnote**.
- 2 Enable the **Footnote number** option.
- 3 In the **Footnote number** box, type the number of the footnote you want to find.
- 4 Click **Edit**.

To find an endnote

- 1 Click **Insert** ► **Footnote/Endnote**.
- 2 Enable the **Endnote number** option.
- 3 In the **Endnote number** box, type the number of the endnote you want to find.
- 4 Click **Edit**.

Editing and deleting footnotes and endnotes


Once you insert footnotes or endnotes in a document, you can edit the footnote or endnote text. You can also delete footnotes and endnotes from a document. When you delete a footnote or endnote number or mark, the note text for that footnote or endnote is automatically deleted. In addition, the footnotes and endnotes that follow are renumbered.

To edit a footnote

- 1 Use the procedure “To find a footnote” on page 81 to find the footnote.
- 2 Edit the footnote text.
- 3 Click **File** ► **Close**.



If you are using page view, you can edit the footnote text by clicking in the text.


You can restore a deleted footnote number by clicking the **Note number**  button on the property bar.

To edit an endnote

- 1 Use the procedure “To find an endnote” on page 81 to find the endnote.
- 2 Edit the endnote text.
- 3 Click **File** ▶ **Close**.



If you are using page view, you can edit the endnote text by clicking in the text.

You can restore a deleted endnote number by clicking the **Note number**  button on the property bar.

To delete a footnote or endnote

- 1 Select the footnote or endnote number or mark.
- 2 Press **Delete**.



Working with files

File management is an important part of any project.

In this chapter, you'll find these topics:

- Adding the date or time to a document
- Inserting files into active documents
- Using document summaries
- Counting words



For additional topics, please see “Working with files” in the WordPerfect Help.

Adding the date or time to a document

You can insert the date and time into a document. The format of the date and time text can be edited.

You can create a custom format for the date and time. For information, please see “To create a custom format for the date and time” in the WordPerfect Help.

To insert the date or time into a document

- 1 Click where you want to add the date or time.
- 2 Click **Insert** ► **Date/Time**.
- 3 Choose a format from the **Date/Time formats** list.

If you want the date or time to be updated when you open or print the document, enable the **Keep the inserted date current** check box.

- 4 Click **Insert**.



You can insert the date as text by pressing **Ctrl + D**.

You can insert the date as a code that is updated when you open or print the document by pressing **Ctrl + Shift + D**.

To modify the format of the date or time

- 1 Select the date or time.
- 2 Click **Insert** ► **Date/Time**.
- 3 Choose a new format from the **Date/Time formats** list box.
- 4 Click **Apply format**.

Inserting files into active documents

You can insert a copy of a file into an active document.

To insert a file into an active document

- 1 Click where you want to insert the file.
- 2 Click **Insert** ► **File**.
- 3 Choose **All files** from the **File type** list box.
- 4 Choose the drive and folder in which the file is stored.
- 5 Click a file.
- 6 Click **Insert**.

Using document summaries

You can use document summaries to record information about documents, such as title, subject, author, keywords, and comments. If you publish a document to the Internet, the summary information is transferred to the corresponding fields in the Web document.

To record summary information about a document

- 1 Click **File** ► **Properties**.
- 2 Click the **Summary** tab.
- 3 Type text in any of the boxes.

Counting words

With WordPerfect, you can find out how many words are in a document or in selected text. You can also verify the number of pages, paragraphs, sentences, and lines that are in the document. In addition, you have the ability to exclude various elements, such as headers, footers, footnotes, endnotes, or comments, from the word count.



The <Count button> appears on the Application bar, making word count functionality easier to access than ever before.

To count words in a document

- 1 Click **Tools** ► **Word count**.
- 2 Disable any of the following check boxes to exclude document elements from the count:
 - Headers
 - Footers
 - Comments
 - Footnotes

- Endnotes
- Watermarks
- Text boxes
- Box captions

3 Click **Update**.

The word count summary appears in the **Statistics** area.



While working in a document, you can perform or refresh a word count by clicking the **<Count>** button on the **Application** bar.

To count words in selected text

- 1 Select the text.
- 2 Click **Tools ▶ Word count**.

The word count summary appears in the **Statistics** area.



While working in a document, you can perform or refresh a word count by clicking the **<Count>** button on the **Application** bar.



Printing

WordPerfect allows you to print a variety of documents, including envelopes and labels.

In this chapter, you'll find these topics:

- Printing documents
- Printing envelopes and labels



For additional topics, please see “Printing” in the WordPerfect Help.

Printing documents

WordPerfect provides numerous options for printing documents.

To print a document

- 1 Click **File** ► **Print**.
- 2 On the the **Main** page, choose a printer from the **Name** box.
- 3 In the **Print range** area, enable one of the following options:
 - **Full document** — prints the entire file
 - **Current page** — prints the page where the cursor is located
 - **Pages** — prints the pages specified in the page box
 - **Selected text** — prints the selected text in the document (available only if text is selected)
 - **Document summary** — prints only the document summary (available only if there is a document summary)

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

A hyphen (-) between numbers defines a range of sequential pages (for example, 1-5 prints pages 1 to 5). A comma (,) between numbers defines a series of non-sequential pages (for example, 1, 5 prints pages 1 and 5 only). Any combination of hyphens and commas is supported (for example, 1-3, 5, 7, 10-12 prints the following pages: 1, 2, 3, 5, 7, 10, 11, and 12).

- 4 Click **Print**.

To print multiple copies

- 1 Click **File** ► **Print**.
- 2 On the **Main** page, type the number of copies you want to print in the **Number of copies** box.

If you want the copies collated, enable the **Collate** option.

- 3 Click **Print**.

To print a document saved on disk or on a network drive

- 1 Click **File** ► **Print**.
- 2 Click the **Advanced** tab.
- 3 Enable the **Document on disk** check box.
- 4 Click **Browse**.
- 5 In the **Open file** dialog box, choose the drive and folder where the document is stored.
- 6 Double-click the document name.
- 7 Click **Print**.

To print sections of a document

- 1 Click **File** ► **Print**.
- 2 Click the **Advanced** tab.

- 3 Type a number or a combination of numbers in any of the following list boxes:
 - **Page(s)/Label(s)** — prints the specified pages
 - **Secondary pages** — prints the specified secondary pages
 - **Chapters** — prints the specified pages in the specified chapters
 - **Volumes** — prints the specified pages in the specified volumes
- 4 Click **Print**.



The **Volumes** setting takes precedence over all other settings, followed by chapters, secondary pages, and then page(s)/label(s).

Printing envelopes and labels

To print on different sizes of paper, you must select a page size definition so the printer can format and print a document as you want.


You can print envelopes in WordPerfect. WordPerfect allows you to print different sizes of envelopes.

You can select a label size. You can also print labels.

To print an envelope

- 1 Click the page of a document that is set up as an envelope.
- 2 Click **File ▶ Print**.
- 3 Click the **Main** tab.
- 4 Click **Print**.



You can also print an envelope by clicking the **Print current envelope**  button on the property bar.

To select a label size

- 1 Click the page where you want labels to begin.
- 2 Click **Format** ▶ **Labels**.
- 3 In the **List labels for** area, enable one of the following options:
 - **Laser printed** — if you are using a laser printer
 - **Tractor-fed** — if you are using a tractor-fed printer
 - **Both** — if you are using a tractor-fed laser printer
- 4 Choose a label definition from the **Labels** list.
- 5 Click **Select**.

To print a label

- 1 Click **File** ▶ **Print**.
- 2 Click the **Advanced** tab.
- 3 In the **Page(s)/Label(s)** list box, type the number of each label or a range of labels.

For example, to print label 3, type **3**; to print labels 3 and 8, type **3, 8**; to print label 3 through the end of the document, type **3-**.

- 4 Click **Print**.



The screen changes so that the first label is displayed and the rest of the document window is shaded. As you fill the labels with text, more label “pages” display in the window.

Labels that reach the edge of the sheet may not print correctly on printers with a wide nonprinting zone. You must adjust the label size to account for the printer’s nonprinting zone. Also, printing the same label on different printers may give different results.



Performing merges

When you merge documents, such as to create mass mailings, you combine a form document and a data source. The merge produces varying copies of the form document, each containing information from a specific record in the data source.

In this chapter, you'll find these topics:

- Creating data for a merge
- Working with form documents for a merge
- Associating merge files
- Performing a merge



For additional topics, please see “Performing merges” in the WordPerfect Help.

Creating data for a merge

When you merge documents, you produce varying copies of a form document. Each copy contains specific information from a record in a data source, such as a data file, an address book, or keyboard input.

To use a WordPerfect data file as the data source, you can create either a data text file or a data table file. In both types of data files, information is organized into records and fields. For example, a record may include a name, address, telephone number, and other contact information. Each item within the record, such as name or address, is recognized as a field. It is recommended that you use no more than 512 fields per record.

When you create a data text file, each field is marked by the ENDFIELD code and each record by the ENDRECORD code.

When you create a data table file, fields and records are arranged in columns and rows. Each column contains a field. Each row contains a record.

Involup	Involuptate	Esse/Molestie	Consequat
Involup Utatecchit Feugiat	3631 Utatev Ebit	Involup, Utat	Involup. E3k 3PG
Delenit Augue	Feugiat nulla 11-33 Escut Luptatum	Ipsum Dolor 11 Heismod 16153	Heismod
Dolore Uteisi	23 Eaim Adminim	Quis Nostrud	Veniam Quis
Conse Cictuer	Escut Lupta 9	12011 Involup 2	Feugiat
Involup	Involuptate	Esse/Molestie	Consequat

This is an example of a data table file containing 1) records, 2) fields, and 3) field names.

You can retrieve data from other file formats to use as data files in WordPerfect. For example, you can retrieve and convert a database file, a spreadsheet file, an ODBC data source, or a text file. For information about converting files, see “Opening and previewing files” in the WordPerfect Help.

You can also use an address book as a merge data source. For information, see “Using address books in merges” in the WordPerfect Help.

When you create a data file, WordPerfect automatically inserts a **Merge** toolbar into the merge data file. For more information about the **Merge** toolbar, see “Using the Merge toolbar” in the WordPerfect Help.

To create a data file for a merge

- 1 Click **Tools** ▶ **Merge**.
- 2 In the **Merge** dialog box, click **Data source** ▶ **Create data file**.

If there is text in the active document, enable one of the following options in the **Data file source** dialog box:

- **Use file in the active window** — uses the active document
- **New document window** — creates a new document

3 Click **OK**.

4 In the **Create data file** dialog box, type the name of a field in the **Name a field** box.

For example, if you are creating data for a form letter, you might include fields such as name, address, city, province, postal code, phone number, and e-mail address.

To create a data table file, enable the **Format records in a table** check box.

5 Click **Add**.

6 To organize a selected field, click any of the following:

- **Replace** — replaces the name of the selected field
- **Delete** — deletes the selected field
- **Move up** — moves the selected field up in the **Fields used in merge** list
- **Move down** — moves the selected field down in the **Fields used in merge** list

7 When you are satisfied with the field names and arrangement for your data file, click **OK**.

8 In the **Quick data entry** dialog box, type information for each field that you have created.

9 Click **New record** to add the completed record to your data file. Repeat steps 8 and 9 to continue adding records to your data file. Click **Close**, and click **Yes**.

You can also

Number the fields in an empty data file	Click OK in the Create data file dialog box. Specify the number of fields in the Number of fields in each record box.
Add a line to a field	PRESS Ctrl + Enter .
Move to the next field	Press Tab .



It is recommended that you use no more than 512 fields per record.

Working with form documents for a merge

A form document provides the pattern and layout for a merged document. It can contain text, formatting, graphics, and merge commands. You create form documents the same way you create regular documents; however, you insert merge commands which are replaced by information from a data source during the merge. For more information about inserting merge commands, see “Using merge commands” in the WordPerfect Help.

At the top of the document window, WordPerfect inserts the **Merge** toolbar to give you greater control over a merge. For more information about the **Merge** toolbar, see “Using the Merge toolbar” in the WordPerfect Help.

WordPerfect lets you create a form document that you can personalize during a keyboard merge. A keyboard merge lets you enter information into the form document each time you need to send it. For more information about the **KEYBOARD** command, see “Reference: List of merge programming commands” in the WordPerfect Help.

You also can create a form document for labels. For information on this procedure, please see “To create a form document for labels” in the WordPerfect Help.

If you do not want to create a new series of merged documents, you can send all of the merged data to a table. After you perform the merge, all of the merged output will be formatted into a single table with each column representing a field. For information on this procedure, please see “To create a table for a merge” in the WordPerfect Help.

To create a form document for a merge or keyboard merge

- 1 Click **Tools** ▶ **Merge**.
- 2 In the **Merge** dialog box, click **Form document** ▶ **Create form document**.

If there is text in the active document, enable one of the following options in the **Data file source** dialog box, and click **OK**:

- **Use file in active window** — uses the active document
 - **New document window** — creates a new document
- 3 In the **Associate form and data** dialog box, enable one of the following:
 - **Associate a data file** — specifies the path and filename for the file
 - **Associate an address book** — specifies an address book
 - **Associate an ODBC data source** — lets you select the ODBC source to use
 - **No association** — does not associate any data file
 - 4 Click **OK**.
 - 5 Perform an action from the following table.

To	Do the following
Create a form document for a merge	Type text, apply formatting, and insert merge commands in the form document. You can now begin inserting fields in the form document.
Create a form document for a keyboard merge	Add text and formatting, and insert fields in the form document. Click where you want to insert a keyboard prompt in the form document. On the Merge toolbar, click Insert merge code , and choose Keyboard . In the Insert merge code dialog box, type a user prompt for the information to be entered and click OK .
Create a sideways text form document	On the WordPerfect menu bar, click Insert ▶ Text box , insert fields in the new text box, and click Close . Right-click the text box, and click Content . Then, enable a rotation option in the Rotate text counterclockwise area, and click OK .

To insert a field in a form document for a merge

- 1 On the **Merge** toolbar, click **Insert Field**.
- 2 Click in the form document where you want data to be filled in from a data source.
- 3 In the **Insert field name and number** dialog box, choose a field from the **Field names** list.
- 4 Click **Insert**.

Associating merge files

Before you can merge documents, you must link a data source filename to a form document. This is called associating a data source. You can associate a data source with a form document, or you can associate a form document with a data file, such as an ODBC data source. The association is always stored in the form document.

If the data source changes, you can associate a different data file. You can also go to an associated form document from its data file or to an associated data file from its form document.

To associate a data file with a form document

- 1 Open a data file.
- 2 On the **Merge** toolbar, click **Go to form**.
- 3 In the **Associate** dialog box, click one of the following:
 - **Select** — associates an existing form document
 - **Create** — creates a new form document



The association is stored in the form document.

You can also

Change the associated data source	Open a form document. On the Merge toolbar, click Insert field . Click Data source , and browse to locate a data file.
Go to the associated data file	Open a form document. On the Merge toolbar, click Go to data .



If there is no associated data file, you can select an existing data file or create a new one. For information about creating a data file, see “To create a data file for a merge” on page 92.

To associate a form document with a data source

- 1 Open a form document that has no association with a data source.
- 2 On the **Merge** toolbar, click **Go to data**.
- 3 Click one of the following:
 - **Select** — associates a data file
 - **Create** — creates and names a new data file or form file
 - **Address book** — associates an address book
 - **ODBC** — associates an ODBC data source

You can also

Go to the associated form document

Open a data file. On the **Merge** toolbar, click **Go to form**. The associated form document must be open.

To associate a form document with an ODBC data source

- 1 Open a form document that has no association with a data source.
- 2 On the **Merge** toolbar, click **Go to data**.
- 3 Click **ODBC**.

If prompted, log in to the database.
- 4 Choose a location from the **Data source** list box.
- 5 From the **Table list** box, choose a table in the database that contains the merge data.

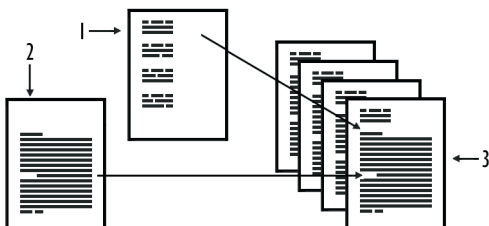


For more information about logging in to an ODBC database, see the online Help for the Microsoft® SQL Server™ ODBC driver.

Performing a merge

When you merge documents, you combine a form document and a data source. WordPerfect provides a variety of output options for the merged

documents. For example, you can save it to disk, print it, or add it to the active document.



This is an example of 1) a data source document, 2) a form document, and 3) merged documents.

You can perform a keyboard merge and add information at the time of the merge. When you perform the keyboard merge, WordPerfect pauses the merge as specified in the form document and waits for you to enter information from the keyboard.

You can create envelopes as you merge a form document (such as a letter), or you can create merged envelopes on their own. An envelope is created for each record selected in the data source. For more information about merging to envelopes, see “To merge to envelopes” in the WordPerfect Help.

You can also send each merged document as e-mail. For information, please see “To merge to e-mail” in the WordPerfect Help.

Please note that it is recommended that you use no more than 512 fields per record.

To perform a merge

- 1 Click **Tools** ► **Merge**.
- 2 In the **Merge** dialog box, click **Form document**, and choose the location of the form file to merge.

- 3 Click **Data source**, and choose the location of the data file to merge.
- 4 Click **Output**, and choose one of the following:
 - **Current document**
 - **New document**
 - **Printer**
- 5 Click **Merge**.

To perform a keyboard merge

- 1 Open a form or data file containing the **KEYBOARD** merge command.
- 2 Click **Tools ▶ Merge**.
- 3 Click **Form document**, and choose **Current document**.
- 4 Click **Data source**, and choose the location of the data file.
- 5 Click **Output**, and choose a location for the merged file.
- 6 Click **Merge**.
- 7 When the merge pauses at the **KEYBOARD** command, type the information as prompted.
- 8 On the **Merge** toolbar, click **Continue**.



To continue the merge to the end of the active record and ignore all other merge commands, click **Quit** on the **Merge** toolbar.



Working with PDF files

If you need to share files with others who do not have Corel WordPerfect Office installed on their computers, you can publish the files to PDF. This file format does not require the use of a particular operating system, so after downloading and installing Adobe® Reader®, any computer user can view, share, or print PDF files.

You can also open PDF files in WordPerfect to edit them.

In this chapter, you'll find these topics:

- Publishing to PDF
- Importing PDF files for editing

Publishing to PDF

When you need to share files with others, you can publish them to PDF and preserve the typography, images, graphics, color, and formatting of the original file. In order to view the PDF file, the recipients of the file must have Adobe Reader or Corel® WordPerfect® Lightning™ installed on their computers.

To publish to PDF

- 1 Click **File** ► **Publish to PDF**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **File name** box.
- 4 From the **PDF style** list box, choose one of the following options:

- **Commercial printing (Largest file size)** — creates a high-quality PDF to send to a printer or digital copier
 - **PDF/A-1a (Level A compliance)** — creates a standardized PDF file that ensures the long-term archiving of the document. This option allows document tags and font encoding to be preserved.
 - **PDF/A-1b (Level B compliance)** — creates a standardized PDF file that ensures the long-term archiving of the content. This option does not include the preservation of document tags and font encoding.
 - **Publishing online (Smallest file size)** — creates a PDF suitable for online viewing, such as a document to be distributed by e-mail or displayed on the Web
 - **Publishing online and printing** — creates a PDF suitable for viewing or printing on a laser or desktop printer
- 5 Click **Settings**, and specify any additional PDF settings in the **Publish to PDF settings** dialog box that appears.

For example, if you want to publish only parts of the document to PDF, you can enable one of the following options in the **Export range** area of the **General** page:

- **Full document** — publishes the entire file
- **Current page** — publishes the active page only
- **Pages** — publishes a portion of the file. This option requires you to type a page range in the box: You can use a hyphen to indicate a range of pages and a comma to indicate nonconsecutive pages. For example, typing **1-5** lets you publish pages 1 to 5, whereas typing **1,5** lets you publish pages 1 and 5.
- **Selection** — publishes selected text

Click **OK** to apply your settings and return to the **Publish to PDF** dialog box.

- 6 Click **Save**.

If you do not want the PDF file to open automatically after it is saved, disable the **Open PDF after saving** check box.



If you publish to a PDF/A style, the document fonts are automatically embedded in the file. Some licensed fonts are meant to be viewed only in the original document, however, and you are prohibited from redistributing the font. Therefore, before publishing to the PDF/A style, you must make sure that you can redistribute the fonts.

Importing PDF files for editing

WordPerfect lets you import PDF files and scanned PDF files and then access and reuse the text and graphics content. For example, if you have a PDF file that was created by someone else, you can open it in WordPerfect and edit the contents.

Effectively opening PDFs in WordPerfect

When you import PDF files, the text formatting may appear different from that of the original PDF. You can alleviate most conversion issues if you are familiar with the two most common PDF document types: design documents and scanned documents.

A *design document* is a PDF in which the layout is not necessarily based on flow — for example, a magazine advertisement. Design documents are typically created with graphics or illustration software, such as CorelDRAW. Text strings may be individual lines across sections on the page, as opposed to a long paragraph that flows down a page. In such cases, WordPerfect provides text flows for all text strings that were saved in the graphics application when the PDF was created. The text and formatting of graphic elements are also maintained. Images are maintained in their original file formats, as is text that is embedded in images that are not vector based. The layout in the imported PDF may be different from the layout in the original PDF, but you can still modify text

strings and create a new document without having to copy or redesign all the elements.

A *scanned document* is a document that is read with a scanner and saved as a graphic file, such as a JPEG. Scanned documents store all information as one large image file that is not vector based. When you import a scanned document, WordPerfect uses OCR technology to scan the document and reconstruct text strings and images. The quality of the original scanned PDF that you import affects the accuracy of what is displayed in the WordPerfect document.

To import PDF files

- 1 Click **File** ► **Open PDF**.
- 2 Choose the drive and folder where the PDF document is stored.
- 3 Choose the file.
- 4 Click **Open**.

The **Open PDF settings** appears.

If the PDF document is protected by a password, type the password in the **Password** box. If both permission and open passwords are applied, type the permission password in the **Password** box.

- 5 In the **Page range** area, enable one of the following options:
 - **Full document**
 - **Pages** (requires you to type a page range in the box)
- 6 Click **Open**.

The **PDF import** dialog box appears.



You can import the content from the PDF file without text formatting by enabling the **Bring in content from original PDF without any formatting** check box.

JBIG2 and JPEG 2000 images are not supported.



Reviewing and comparing documents

Using WordPerfect, you can send a document to a reviewer, or multiple reviewers, to add changes or make revisions to the document. You can also compare a current version of a document with an earlier version to see what changes have been made.

In this chapter, you'll find these topics:

- Reviewing documents
- Routing documents
- Comparing documents



For additional topics, please see “Reviewing and comparing documents” in the WordPerfect Help.

Reviewing documents

If you send the document to multiple reviewers, the annotations of each reviewer are displayed in a unique color. All revisions are displayed as strikeout text (~~strikeout~~), and comments are displayed as redline text (**redline**). However, you can modify the way annotations are displayed. For more information about modifying the display of annotation text, see “Changing the settings for document review and comparison” in the online Help.

To review a document

- 1 Click **File** ▶ **Document** ▶ **Review**.
- 2 Click **Reviewer**.
- 3 Type your name in the **User name** box.
- 4 Type your initials in the **User initials** box.
- 5 Open the color picker on the feature bar, and click a color. All changes you make to the document are displayed in the color you choose.

To avoid choosing the same color as another reviewer, view the color selections of other reviewers by choosing their names from the **Reviewer** list box.

- 6 Edit the document.
- 7 Click **File** ▶ **Save**.
- 8 Click **Close**.











You can use all WordPerfect features except **Sort** to edit a document. Only text editing changes, however, are marked with a color.

You can edit the additions made by previous reviewers; however, you cannot edit or undo the deletions made by previous reviewers.

To incorporate reviewers' changes

- 1 Click **File** ▶ **Document** ▶ **Review**.
- 2 Click **Author**.
- 3 Choose a reviewer from the **View annotations from** list box.
- 4 Only changes made by the selected reviewer are displayed. To display the changes made by all reviewers, choose **All reviewers** from the **View annotations from** list box.
- 5 Click one of the following:


- **Go to previous**  — moves to the previous change
 - **Go to next**  — moves to the next change
- 6 Click one of the following:
- **Show/hide**  — displays or hides margin markers
 - **Display annotations**  — shows the edited text with or without color markings
 - **Insert current annotation**  — incorporates the current annotation
 - **Insert all annotations**  — inserts all annotations
 - **Delete the current annotation**  — deletes the current annotation
 - **Delete all annotations**  — deletes all the annotations in the document
- 7 Save the document.



When moving through the document from change to change, you cannot move through subsections, such as headers, footers, and footnotes.

If you save a reviewed document in another file format — for example, Rich Text Format (.rtf files) — the document will not be in review mode when you open it. The reviewer's remarks will be lost because the added text (red) and the deleted text (strikeout) revert to regular text. Therefore, make sure that all changes are incorporated before you save the document to a different file format.



You can also incorporate a reviewer's changes in a subdocument by clicking in the subdocument and then clicking the **Go to next**  button to move from change to change.

Routing documents

Routing a document allows you to send a document for an online review to several reviewers in a specified order. In this routing process, the document is sent to one reviewer at a time, so that each reviewer sees the changes made by each of the previous reviewers. When you route a document, it is inserted in an e-mail as an attachment. You must have an e-mail client, such as Mozilla® Thunderbird® or Microsoft® Outlook®, installed on your computer for this option to work.

To route a document, you must create a routing slip. The routing slip allows you to specify the recipients of the document and the order in which they will receive the document.

A reviewer who receives a routed document can make changes and revisions to the document. The reviewer can then save the changes, close the document, and send it to the next reviewer listed on the routing slip. Alternatively, a reviewer can wait before sending the document to the next reviewer or can reassign a routed document to another reviewer listed on the routing slip.

To create a routing slip

1 Click **File** ▶ **Document** ▶ **Routing slip**.

2 Type a subject name in the **Subject** box.

The subject name that you type in the box appears in the subject box of the e-mail to be sent.

3 Type a message in the **Message** box.

The text that you type in the **Message** box appears in the message area of the e-mail to be sent.

4 Click **Addresses** to add reviewers to the **Reviewers** list box.

The WordPerfect or Outlook address book opens to allow you to choose the reviewers' e-mail addresses.



When you create the first routing slip for a document, the e-mail address specified in the environment settings or in Outlook automatically appears in the **Author's e-mail address** text box. If you insert a different e-mail address in the box, the new e-mail address becomes the default address the next time you create a routing slip for the same document. If you enable the **Store as default address** check box, this e-mail address appears every time you create a routing slip.

To review a routed document

- 1 In an e-mail message, double-click the attached document.
If you want, you can save the document and then open the saved document to review it.
- 2 In the **Reviewer mode options** dialog box, click **Review**.
- 3 Type your name in the **Reviewer** list box.
- 4 Open the color picker on the feature bar, and click a color. All changes you make to the document are displayed in the color you choose.

To see another reviewer's color selection, choose the reviewer's name from the **Reviewer** list box.

- 5 Edit the document.
- 6 Click **Close**.



You can edit the additions made by previous reviewers; however, you cannot edit or undo the deletions made by previous reviewers.

To reassign a routed document

- 1 In the e-mail, double-click the attached document.
- 2 In the **Reviewer mode options** dialog box, click **Reassign**.
- 3 In the **Reassign document review** dialog box, choose a reviewer from the list and click **Send**.

Comparing documents

You can compare a current version of a document with an earlier version to see what changes have been made. When comparing documents, you can generate a comparison summary and a list of changes. A comparison summary describes the color and the attributes used to display deletions and insertions. It also lists the number of deletions, insertions, and moves that were made. The list of changes details all of the changes made in the document.

When you compare and review a document, the document that contains the comparison markings is opened in review mode. For more information about reviewing documents, see “Reviewing documents” on page 105.

In addition, you can restore a document to the way it was before the comparison.

To compare two documents

- 1 Click **File** ▶ **Document** ▶ **Compare**.
- 2 In the **With** box, type the folder and filename of the file you want to compare.

To browse for the file, click the **Browse**  button.

- 3 In the **Show markings in** area, enable one of the following options:
 - **New document** — displays comparison results in a new document
 - **Current document** — displays comparison results in the active document
- 4 Click **Compare only**.

To generate a comparison summary


- 1 Click **File** ▶ **Document** ▶ **Compare**.
- 2 Click **Settings** ▶ **Compare only**.
- 3 In the **Document compare settings** dialog box, click the **Options** tab.
- 4 In the **Summary of comparison** area, enable one of the following options:
 - **None** — inserts no comparison summary
 - **Insert at beginning** — inserts the comparison summary at the beginning of the document
 - **Insert at end** — inserts the comparison summary at the end of the document

To generate a list of changes

- 1 Click **File** ▶ **Document** ▶ **Compare**.
- 2 Click **Settings** ▶ **Compare only**.
- 3 In the **Document compare settings** dialog box, click the **Options** tab.
- 4 In the **List of changes** area, enable one of the following options:
 - **None** — displays no revision list
 - **Show surrounding context** — displays a revision list that details the changes in the context of the document
 - **Show change only** — displays a revision list that includes only the changes made to the document

To compare and review the differences between documents

- 1 Click **File** ▶ **Document** ▶ **Compare**.
- 2 In the **With** box, type the folder and filename of the file with which you want to compare the active document.

To browse for the file, click the **Browse**  button.
- 3 In the **Show markings in** area, enable one of the following options:

- **New document** — displays comparison results in a new document
- **Current document** — displays comparison results in the active document

4 Click **Compare/Review**.

To restore a document

- 1 Click **File ▶ Document ▶ Remove markings**.
- 2 Enable one of the following options:
 - **Remove redline markings and strikeout text** — restores the current document to its condition before the comparison
 - **Remove strikeout text only** — keeps the markings for added and moved text, but removes markings for deleted text
 - **Remove document compare deletions only** — removes only markings for deleted text
 - **Remove all document compare markings** — removes all markings, insertions, deletions, and moves

Using a document management system with WordPerfect



WordPerfect gives you direct access to your organization's document management system (DMS), such as Microsoft SharePoint, to quickly retrieve and store WordPerfect (WPD) documents from within WordPerfect.

In this chapter, you'll find these topics:

- Understanding document management systems
- Using Microsoft SharePoint with WordPerfect



For additional topics, please see "Using a document management system with WordPerfect" in the WordPerfect Help.

Understanding document management systems

A document management system is a server-based computer system that lets organizations store and track their electronic documents. In other words, a document management system is a secure central location, or virtual filing cabinet, for electronic documents. It lets you easily search for and retrieve electronic documents and make them available to others.

A document management system can also include tools that make it easy for a group of people to collaborate on the same documents. For example, some document management systems can track and store multiple versions of documents, so that you can track changes and retrieve previous versions.

Understanding document libraries

In some document management systems, the term “document library” is used to refer to the component that lets you access, store, and retrieve your documents. To access documents, you must know where the document library is located on the server. You can obtain this information from your network administrator, who can provide you with the Web address, or URL, of the document library.

Using Microsoft SharePoint with WordPerfect

WordPerfect gives you direct access to your organization’s Microsoft SharePoint document management system (DMS).

Getting started

To get started using Microsoft SharePoint with WordPerfect, you must enable the enhanced file-management feature. This feature lets you access the Web and navigate to the document library from directly within WordPerfect.

In addition, you may want to display the Document Management toolbar, and disable Microsoft® Internet Explorer from opening WordPerfect (WPD) files.

Saving documents to a document library

You can share WordPerfect documents with others by saving them to your organization’s document library. After you save a document to the document library, others can view the document, or check it out, provided they have the permission to do so.

Checking documents in and out of a document library

The checkout process lets you collaborate with others on the same set of documents. It provides a method for controlling and tracking the changes that are made to the documents. You can check out a document

if it is not already checked out by someone else. By checking out a document, you can temporarily prevent others from making changes to it.

You can make changes to a document after checking it out. When you are ready for others to view the changes that you made, you can check in your version of the document to the document library. After the document is checked in, your version of the document can be checked out by someone else.

When you check out a document, a copy of the document is saved to your working folder. You can modify this copy of the document and save the changes locally, without sharing them with others. You can also keep working on the copy of the document when you are offline. You can repeatedly close and reopen the copy without affecting the checkout status and then check in the document when you are online again.

If your organization's document management system supports version tracking, you may have the option of adding a version description or choosing a version type, such as a major or minor version. For example, major versions might be used for making important content or structural changes, whereas minor versions might be used for making lighter changes, such as correcting typos. In addition, depending on how the permissions are set up in your document library, a minor version might be treated as a draft document that only certain users can access. The major versions might have greater availability and be published.

To enable the enhanced file-management feature

- 1 Click **Tools** ▶ **Settings** ▶ **Files**.
- 2 Click the **Document** tab.
- 3 Enable the **Use enhanced file dialogs** check box.


To display the Document Management toolbar

- Click **View ▶ Toolbars**, and enable the **Document management** check box.

To disable Microsoft Internet Explorer from opening WordPerfect (WPD) files

- 1 Click **Tools ▶ Settings ▶ Files**.
- 2 Click the **Document** tab.
- 3 Disable the **Allow Internet Explorer to display WPD files** check box.

To save a document to a document library for the first time

- 1 Click **File ▶ Save as**.
- 2 Click the **Web mode** button .
- 3 Type the document library URL in the **Save in** text box, and then press **Enter**.

If the document library was added to the **Favorites** list by your network administrator, click **Favorites**, and choose the library name from the **Favorites** list.

The document library Web page appears.

- 4 Browse to the location where you want to save the file.
- 5 Type a name for the document in the **File name** box.
- 6 Click **Save**.
- 7 Do one of the following:
 - Click **File ▶ Document management ▶ Check in**.
 - Click the **Check in document** button on the **Document management** toolbar.

If the **Document properties** dialog box appears, fill out all required fields (and any other desired fields) to proceed.


- 8 In the **Check in** dialog box, type a description of the changes that you made to the document in the **Description of changes** text box.

If you want to keep working on the document after checking it in, enable the **Keep document checked out after checking in this version** check box.

You can also

Check in and publish the document as a major version	Enable the Major version (publish) option.
Check in the document as a minor version	Enable the Minor version (draft) option.

To check a document out of a document library

- 1 Click **File** ► **Open**.
- 2 Click the **Web mode** button .
- 3 Type the document library URL in the **Look in** text box, and then press **Enter**.

If the document library was added to the **Favorites** list by your network administrator, click **Favorites**, and choose the library name from the **Favorites** list.

The document library Web page appears.

- 4 Browse to the location of the file that you want to check out.
- 5 Click the filename.
- 6 Click **Open**.

The file appears in WordPerfect as read-only.

The checkout status of the file appears in the title bar. The file is ready to be checked out if it is described as **Checked in**.

- 7 Do one of the following:
 - Click **File** ► **Document management** ► **Check out**.
 - Click the **Check out document** button on the **Document management** toolbar.



When you check out a document, a copy of the document is saved to a working folder on your computer.

To check a document into a document library

- 1 Do one of the following:
 - Click **File** ► **Document management** ► **Check in**.
 - Click the **Check in document** button on the **Document management** toolbar.
- 2 In the **Check in** dialog box, type a description of the changes that you made to the document in the **Description of changes** text box.
If you want to check in the changes but keep working on the document, enable the **Keep document checked out after checking in this version** check box.

You can also

Check in and publish the document as a major version	Enable the Major version (publish) option.
Check in the document as a minor version	Enable the Minor version (draft) option.
Replace a minor version that is currently open	Enable the Replacement of minor version (draft) option.



If you copy a file to another location and make changes to the file, you will not be able to check in the changes from within WordPerfect. Instead, you must either check the file directly in SharePoint or copy the file to the working folder and then check the file in from within WordPerfect.



WordPerfect compatibility with Microsoft Word

WordPerfect offers compatibility features geared towards those who are migrating to WordPerfect from Microsoft Word and those who need to exchange WordPerfect documents with Microsoft Word users.

If you are new to WordPerfect, the compatibility features can help you adapt to WordPerfect by simulating the Microsoft Word workspace. This allows you to switch to WordPerfect with minimal impact on your productivity. For those of you who aren't new to WordPerfect, but need to collaborate with Microsoft Word users, the compatibility features make it easier for you to exchange documents.

In this chapter, you'll find these topics:

- Simulating the Microsoft Word workspace
- Sharing documents with Microsoft Word users



For additional topics, please see “Compatibility with Microsoft Word” in the WordPerfect Help.

Simulating the Microsoft Word workspace

If you recently switched from Microsoft Word to WordPerfect, you may not be familiar with the WordPerfect workspace. While there are many similarities between the two applications, you may find it easier to simulate the Microsoft Word workspace until you are accustomed to working in WordPerfect. What the Microsoft Word workspace does is position the WordPerfect features, including toolbars and menu items,

where you would find the equivalent feature in Microsoft Word. It also applies Microsoft Word keyboard shortcuts to WordPerfect features, allowing you to quickly find the tools you need to create documents in WordPerfect.

If you prefer to work in the WordPerfect workspace, but you want to access the most common WordPerfect features using Microsoft Word buttons and icons, you can display the **Microsoft Word** toolbar. In addition, you can display the **Microsoft Word Compatibility** toolbar, which gives you immediate access to features, such as saving documents to Microsoft Word and publishing to PDF.

To work in the Microsoft Word workspace

- 1 Click **Tools ▶ Workspace manager**.
- 2 Enable the **Microsoft Word mode** option.

To display the Microsoft Word toolbar in WordPerfect

- 1 Click **View ▶ Toolbars**.
- 2 Enable one of the following check boxes:
 - **Microsoft Word 97**
 - **Microsoft Word 2002**

To display the Compatibility toolbar

- 1 Click **View ▶ Toolbars**.
- 2 Enable the **Compatibility** check box.

Sharing documents with Microsoft Word users

WordPerfect makes it possible for you to share WordPerfect documents with Microsoft Word users and they can share their documents with you.

For example, to share a WordPerfect document with a Microsoft Word user, you must save the WordPerfect document as a Microsoft Word file. The saving process automatically converts the document to the Microsoft Word format.

In addition, if you receive a file created in Microsoft Word, all you need to do is open it in WordPerfect. The opening process automatically converts the file to the WordPerfect format. If you modify the same file and you want others to view the changes in Microsoft Word, then you need to save the file as a Microsoft Word file. You can specify that the default format when saving files is set to the Microsoft Word file format or you can choose to automatically save files in the same file format in which the file was opened. If you don't specify the Microsoft Word format when saving, the file is saved as a WordPerfect file by default.

You can also insert a Microsoft Word document into a WordPerfect document.

To save a WordPerfect document as a Microsoft Word document

- 1 Click **File** ► **Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type the filename in the **Filename** box.
- 4 Choose **MS Word** from the **File type** list box.
- 5 Click **Save**.



When you save a WordPerfect document as a Microsoft Word document, some of the formatting in the document may no longer display properly.

To open a Microsoft Word document

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the Microsoft Word file is stored.

If you can't see the file, choose **All files** from the **File type** box.

- 3 Click the Microsoft Word file.
- 4 Click **Open**.



You can open documents created in Microsoft Word for MS-DOS versions 1.0, 1.1, 1.2, 2.0, 4.0, 5.0, and 5.5, Microsoft Word for Windows 6.0, and 7.0, and Microsoft Word 97, 2000, XP (2002), 2003, and 2007. You can also open Microsoft Word Open XML documents (.docx) and Microsoft Word Open XML Macro-enabled document (.docm).

When you open a Microsoft Word document in WordPerfect, some information in the file may not be displayed in the same way after it is converted.

To automatically save Microsoft Word files opened in WordPerfect to the Microsoft Word format

- 1 Click **Tools** ▶ **Settings** ▶ **Files**.
- 2 On the **Document** page, choose a version of the **MS Word** format from the **Default save file format** list box.

To automatically save files to their original format

- 1 Click **Tools** ▶ **Settings** ▶ **Files**.
- 2 On the **Document** page, enable the **On save, keep document's original file format** check box.

To insert a Microsoft Word file into a WordPerfect document

- 1 Click **Insert** ▶ **File**.
- 2 Choose the drive and folder where the Microsoft Word file is stored.
If you can't see the file, choose **All files** from the **File type** box.
- 3 Click the Microsoft Word file.
- 4 Click **Insert**.

Part Three:

Quattro Pro



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, or 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, and charts. A notebook is saved as a single file that you can publish to paper, electronic media, and the Web.

Getting started with Quattro Pro

The following chapters show you how to get started creating spreadsheets with Quattro Pro:

- “Quattro Pro basics” on page 125
- “Creating spreadsheets” on page 129
- “Viewing and navigating spreadsheets and notebooks” on page 155
- “Managing files and data” on page 161

Editing and formatting spreadsheets

The following chapters show you how to edit and format your spreadsheets:

- “Editing spreadsheets” on page 167
- “Formatting spreadsheets” on page 171

Working with formulas and functions in spreadsheets

The chapter “Working with formulas and functions” on page 179 shows you how to use formulas and functions in your spreadsheets.

Creating charts from spreadsheets

The chapter “Presenting spreadsheet data in a chart” on page 183 shows you how to use spreadsheet data to create charts quickly and easily.

Sharing spreadsheets

The following chapters show you how to share your spreadsheets with others:

- “Sharing Quattro Pro projects” on page 187
- “Quattro Pro compatibility with Microsoft® Excel®” on page 189

For more information on Quattro Pro

For even more information on Quattro Pro, please see the Reference Center, which installs with WordPerfect Office X5. See “To access the Reference Center” on page 12.



Quattro Pro basics

Before beginning your project, you should familiarize yourself with the concepts and desktop components that will help you create spreadsheet-based documents. Quattro Pro features many tools that increase your efficiency by giving you quick access to your data. You can also customize your workspace and tailor your toolbars to present a familiar working environment each time you launch your application.

In this chapter, you'll find these topics:

- Starting Quattro Pro
- Understanding the components of a notebook
- Quitting Quattro Pro



For additional topics, please see “Quattro Pro basics” in the Quattro Pro Help.

Starting Quattro Pro

Let's begin by starting Quattro Pro.

To start Quattro Pro

- On the Windows taskbar, click **Start ▶ Programs ▶ WordPerfect Office X5 ▶ Quattro Pro X5**.

Understanding the components of a notebook

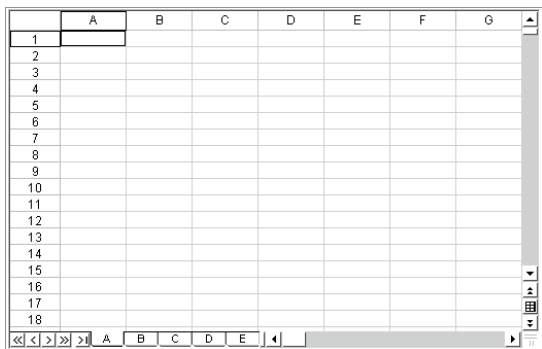
Notebooks, spreadsheets, and their associated elements are the core of the Quattro Pro application. Notebooks provide a way to organize many spreadsheets within the same file. There are 18,000 spreadsheets in a notebook. Each spreadsheet consists of approximately 1,000,000 rows and 18,000 columns.

Outline of notebook components

The following information describes the basic components of a Quattro Pro notebook.

Spreadsheets

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 enter your data in a spreadsheet, you can create a chart, add maps and graphics, or produce a report. The spreadsheet you see when Quattro Pro opens is one of thousands available in each notebook.



Objects sheet

The last sheet of every notebook is the Objects sheet. The Objects sheet displays an icon for every chart 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, editing, and displaying charts and for building custom dialog boxes.

Project templates

Project templates let you create a new notebook based on a pre-designed project. Many of the Quattro Pro project templates provide a 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

Labels contain alphanumeric data, such as titles, phone numbers, or addresses. Quattro Pro interprets and formats labels differently than it does values. Values are calculable; labels are not.

Formulas

Formulas are mathematical equations. Formulas usually refer to numbers in other cells in order to calculate a value, such as the difference between the values in two cells or the total of values in a column. You can use mathematical functions and numbers in formulas.

Spreadsheet functions

Spreadsheet functions are built-in formulas that automate many of the calculations you perform in a spreadsheet. For example, `@AMAIN` is a spreadsheet function that calculates the accumulated interest paid on a loan after a specified number of payments. All spreadsheet functions are preceded 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 use macros to automate tasks (such as printing a standard report), enter frequently used labels with a keystroke, or build complete applications to simplify Quattro Pro tasks for other users.

Quitting Quattro Pro

You can quit Quattro Pro.

To quit Quattro Pro

- Click **File** ▶ **Exit**.



If you have changed any files, you are prompted to save your work.



Creating spreadsheets

Quattro Pro contains spreadsheets in a notebook. Once you have created a spreadsheet, you can enter data and perform calculations. For example, you can enter a list of items and the cost of each item and then calculate the total cost of all items.

In this chapter, you'll find these topics:

- Creating and opening notebooks
- Adding and deleting spreadsheets
- Moving and copying spreadsheets
- Renaming spreadsheets
- Selecting cells, rows, and columns
- Inserting and deleting cells, rows, and columns
- Creating labels and special characters
- Entering values
- Filling cells and spreadsheet tabs automatically
- Creating simple equations
- Calculating data in rows and columns
- Using preset calculations



For additional topics, please see “Creating spreadsheets” in the Quattro Pro Help.

Creating and opening notebooks

When you start a new spreadsheet in Quattro Pro, you must first create a notebook. You can create a notebook from a list of project templates or from the default template. Project templates prompt you for data and then format and calculate it automatically. When you create a notebook from the default template, you must format the data yourself and perform your own calculations.

You can also open a notebook.

To create a notebook

- Click **File** ▶ **New**.

To create a notebook by using a project template

- 1 Click **File** ▶ **New from project**.
- 2 Click the **Create new** tab.
- 3 Select **Quattro Pro** from the **Categories** list box.
- 4 Choose a project from the **Projects** list.
- 5 Click **Create**.
- 6 Use the **PerfectExpert** panel to modify the project.

To open a notebook

- 1 Click **File** ▶ **Open**.
- 2 Choose the driver and folder where the notebook is stored.
- 3 Click a filename
- 4 Click **Open**.

Adding and deleting spreadsheets

You can add or delete single or multiple spreadsheets to or from your notebook.

To insert a spreadsheet

- 1 Click the tab of the spreadsheet you want to follow the new spreadsheet.
- 2 Click **Insert ▶ Insert sheet**.

To insert multiple spreadsheets

- 1 Click **Insert ▶ Insert cells**.
- 2 Enable the **Sheets** option in the **Dimension** area.
- 3 Enable the **Entire** option in the **Span** area.
- 4 Type a 3D selection in the **Cells** field.

For example, to insert three sheets before spreadsheet B, enter B:A3..D:A3 (it does not matter which cell you reference).

To delete a spreadsheet

- 1 Click a spreadsheet tab.
- 2 Click **Edit ▶ Delete cells**.
- 3 Enable the **Sheets** option.
- 4 Enable the **Entire** option.



You can also delete a spreadsheet by right-clicking a spreadsheet tab, and clicking **Delete sheet**.

To delete multiple spreadsheets

- 1 Click the first spreadsheet tab.
- 2 Hold down **Shift** while you click the last spreadsheet tab to delete. A black line appears under the tabs.
- 3 Click **Edit ▶ Delete cells**.
- 4 Enable the **Sheets** option.
- 5 Enable the **Entire** option.

Moving and copying spreadsheets

You can move sheets within a notebook or between notebooks to reorder them, using the mouse to drag the spreadsheet tab to another location. In the same way, you can also copy spreadsheets within a notebook.

To move a spreadsheet

- 1 Click the tab of the spreadsheet you want to move.
- 2 Drag the spreadsheet tab in any direction until a sheet icon appears.
- 3 Move the sheet icon by dragging right or left along the row of tabs.
- 4 Release the mouse button when the sheet icon is where you want to place the spreadsheet.



You can also move a spreadsheet by clicking **Edit ▶ Move Sheets**, and specifying the sheets to move.

To copy a spreadsheet

- 1 Hold down **Ctrl** and click the tab of the spreadsheet you want to copy.
- 2 Drag the spreadsheet tab in any direction until a sheet icon appears.
- 3 Move the sheet icon by dragging right or left along the row of tabs.
- 4 Release the mouse button when the sheet icon is where you want to place the spreadsheet.



You can also copy a spreadsheet by clicking **Edit ▶ Select all**, and then clicking **Edit ▶ Copy**.

Renaming spreadsheets

Each spreadsheet in a notebook has a tab at the bottom. This tab displays the name of the spreadsheet. Spreadsheets are initially named with letters of the alphabet in sequence, from A to Z, continuing from AA to AZ, up

to ZZZ. You can assign a descriptive name to a spreadsheet using up to 64 characters (letters and numbers).

You can also change the spreadsheet name to reflect the naming conventions used by applications such as Microsoft Excel.

To rename a spreadsheet

- 1 Click **Format** ► **Sheet properties**.
- 2 Click the **Name** tab.
- 3 Type a descriptive name.



The Objects sheet (the last sheet in the notebook) cannot be renamed.

When you rename a spreadsheet, formulas that refer to the renamed spreadsheet adjust to use the new name.



To reassign the original name to a spreadsheet, click **Reset**. You can also name a spreadsheet by double-clicking its tab.

To use Microsoft Excel conventions when you rename a spreadsheet

- 1 Click **Tools** ► **Settings**.
- 2 Click **Compatibility**.
- 3 Enable the **Display as numbers** check box.




To change spreadsheet tabs back to letters, disable the **Display as numbers** check box.

Selecting cells, rows, and columns

You can select cells individually or in rows, columns, blocks, or 3D blocks. When you select a cell, a black-bordered rectangle displays to indicate the active cell. This rectangle is called the selector.

You can select nonadjacent cells, allowing you to write formulas that refer to various selections in different locations. You can also select a 3D block of cells, which is a group of cells selected on more than one spreadsheet. For example, A2..B5 on sheets A through D is a 3D selection.

When you need to enter cell references in dialog boxes, it is usually easier to select the cells rather than type the entire cell address. Quattro Pro lets you use the Range picker  to easily select cells.

SpeedSelect lets you quickly select an entire block of cells. In addition, you can use the SpeedSelect buttons to quickly move to each corner of the block.

You can select entire rows, columns, and spreadsheets. You can also select multiple spreadsheets.

You can lock specific rows and columns of a spreadsheet so that their titles remain on the screen as you scroll. A blue line divides the locked area and the notebook data. Locked titles do not affect printing.

Finally, you can repeat titles on each spreadsheet of a printed notebook.

To select nonadjacent cells

- 1 Select the first group of cells.
- 2 Hold down **Ctrl**, and select additional cells.



If you want to type references to nonadjacent selections in a formula, separate each selection with a comma, as shown in this example: A2..A5,B7,D5..E12.

To select a 3D block of cells

- 1 Select the cells on the first spreadsheet.
- 2 Hold down **Shift**, and click the tab for the last spreadsheet in the series.

A black line appears under the tabs; the same cells are now selected on all the sheets where the black line appears.




The cells remain selected only until you click elsewhere in the notebook.



If you want to type a reference to a 3D block, include the spreadsheet references first, followed by the cell coordinates.


To select cells from a dialog box

- 1 Click the **Range picker** .
- 2 Select the cells you want to appear in the edit field of the dialog box.
- 3 Maximize the dialog box.







You can also select cells by double-clicking the contents of the edit field.

To quickly select data on a spreadsheet

- 1 Select one cell within a block of cells.
 - 2 Right-click a toolbar, and click **Data manipulation**.
 - 3 On the **Data manipulation** toolbar, click **Select table** .
- All the cells are selected.

To quickly move to a corner of a block of cells

- 1 Select one cell within a block of cells.
- 2 Right-click a toolbar, and click **Data manipulation**.
- 3 Click one of the following navigation tools:

-  — Top left of table button
-  — Top right of table button
-  — Bottom left of table button
-  — Bottom right of table button

To select a row or column

- Click the row or column heading.

To select multiple spreadsheets

- 1 Click the tab of the first spreadsheet to select.
- 2 Hold down **Shift** while you click the last spreadsheet tab you want included in the selection.

A black line appears under the tabs.

To lock titles on a spreadsheet

- 1 Select the top-left cell of the spreadsheet area you want to remain scrollable.
- 2 Click **View ▶ Locked titles**.

A blue line divides the locked area and the notebook data.



The **Locked titles** option is only available in **Draft view**.



You can display only row titles or only column titles as locked titles by selecting the row or column below or to the right of the last one to be displayed.

To unlock titles, click **View ▶ Locked titles** again.

To repeat column titles on each spreadsheet of a printed notebook

- 1 Click **File ▶ Page setup**.

- 2 Click the **Options** tab.
- 3 Type the location of the column title in the **Top heading** box.



You can also repeat row titles by typing the location of the row title in the **Left heading** box.

Inserting and deleting cells, rows, and columns

You can insert cells, rows, or columns anywhere in a spreadsheet. When you insert an item, existing data is pushed down, to the right, or to the back of the notebook to make room for the new item.

You can also copy and insert data and cells. When you copy and insert data and cells, Quattro Pro inserts the correct number of cells for the copied data and pastes the data in the spreadsheet.

When data is no longer useful, you can easily delete cells, rows, columns, or multiple rows and columns.

You can prevent other users from adding rows and columns to a spreadsheet by entering data in the last cell of the spreadsheet. Since this cell can't be pushed down or to the right, no extra cells can be added to the spreadsheet.

To insert a cell

- 1 Select a cell in the location where you want to insert a new cell.
- 2 Click **Insert ▶ Insert cells**.
- 3 Enable the **Partial** option in the **Span** area.
- 4 Enable one of the following options in the **Dimension** area:
 - **Rows** — the selected cell will shift down and out of the way
 - **Columns** — the selected cell will shift to the right
 - **Sheets** — the selected cell will shift to the next spreadsheet



You can also insert multiple cells. Make sure the upper-left corner of the cells you select contains the first cell entry you want shifted right, down, or back. The cells you select should be the same size as the number of cells you want to insert.

To insert a row

- 1 Select the row heading just below where you want the row inserted.
- 2 Click **Insert ▶ Insert row**.



When you insert a row within the boundaries of a named area or a cell referenced by a formula, the cell references expand to include the new row.

You can also insert the correct number of cells for a row of data that you copy. For more information, see “To copy and insert data and cells” on page 139.



You can insert multiple rows by selecting multiple row headings, and clicking **Insert ▶ Insert row**.

To insert a column

- 1 Select the column heading to the right of where you want the column inserted.
- 2 Click **Insert ▶ Insert column**.



When you insert a column within the boundaries of a named area or a cell referenced by a formula, the cell references expand to include the new column.



You can insert multiple columns by selecting multiple columns headings, then clicking **Insert ▶ Insert column**.

To copy and insert data and cells

- 1 Select the row, column, or block of cells that contains the data you want to copy.
- 2 Click **Edit ▶ Copy**.
- 3 Select the upper left-most cell where you want to insert the copied data and cells.
- 4 Right-click, and click **QuickPaste**.
- 5 In the **Dimension** area, enable one of the following options:
 - **Rows** — to shift cells down and out of the way
 - **Columns** — to shift cells to the right
- 6 In the **Span** area, enable one of the following options:
 - **Entire** — to insert an entire row or column
 - **Span** — to insert the required cells in a row or column

To delete a cell

- 1 Select the cell you want to delete.
- 2 Click **Edit ▶ Delete cells**.
- 3 Enable the **Partial** option in the **Span** area.
- 4 Enable one of the following options in the **Dimension** area:
 - **Rows** — the cell below the selected cell will shift up
 - **Columns** — the cell to the right of the selected cell will shift to the left
 - **Sheets** — the corresponding cell on the next spreadsheet will shift to the current spreadsheet



You can also delete multiple cells by first selecting a block of cells.

To delete a row or a column

- 1 Select the row or column heading.
- 2 Click **Edit ▶ Delete cells**.



You can delete multiple rows or columns by selecting multiple headings, and clicking **Edit ▶ Delete cells**.

To restrict the addition of rows and columns

- 1 Press **End**, and press the **Down arrow**.
- 2 Press **End**, and press the **Right arrow**.
The cursor is at the last cell in the spreadsheet.
- 3 Type any label or value.
- 4 Press **Home** to get back to the first cell in the spreadsheet.

When you try to add a row or column, an out of boundary message displays.



If the spreadsheet contains data, pressing **End** and then the **Down arrow** and **Right arrow** keys moves the cursor to the last cell of the block. Keep pressing this combination to move to the last cell in the spreadsheet.

Creating labels and special characters

You can create labels in a spreadsheet which, unlike other cell data, cannot be calculated in formulas. A label can be text (address), text with numbers (145 Howard Street), or numbers seen as text (202-555-1212, a phone number). A label can begin with any letter, punctuation mark, or symbol, except the following characters:

Character	Description
/	forward slash
+	plus

Character	Description
-	minus
\$	dollar sign
(opening parenthesis
@	at sign
#	number sign
.	period
=	equals

If you type one of these characters, Quattro Pro treats the information as a formula or value. You can force Quattro Pro to read values as labels by typing an alignment character before the value. For example, to enter (Before Taxes), you would type: **"(Before Taxes)**.

You can insert special characters and symbols that are not on your keyboard, such as icons, phonetic characters, and characters in other languages. Quattro Pro also lets you repeat characters or a series of characters in a cell.

To create a label

- 1 Click a cell.
- 2 Type alphanumeric characters.
- 3 Press **Enter**.

To create a label from a value

To create	Do the following
Left-aligned label	Type ' before a value.
Right-aligned label	Type " before a value.

To create

Do the following

Centered label

Type ^ before a value.




You can also type an alignment character before a backslash, if you want a label to begin with a backslash, but don't want to repeat the character after it.

To insert special characters and symbols

- 1 Click a cell.
- 2 Click **Insert** ► **Symbol**.
- 3 Choose a character set from the **Set** list box.
- 4 Choose a character from the **Symbols** list.
- 5 Click **Insert**.



You can also insert special characters and symbols by clicking the **WP characters**  button on the property bar.

To repeat a character

- 1 Click a cell.
- 2 Type \ (backslash character), and type a character.
- 3 Press **Enter**.

To repeat a series of characters in a pattern

- 1 Click a cell.
- 2 Type \ (backslash character). and type the set of characters to be repeated.

For example: \abc.

Entering values

A value is a number, formula, date, or time. Quattro Pro determines that data is a value from the characters you type. The data type displays in the application bar.

For information on entering formulas, see “Working with formulas and functions” on page 179.

Numbers entered in cells can consist only of the following:

- numerals (0 to 9)
- minus sign (-) for negative numbers
- plus sign (+) for positive numbers
- currency symbols; for example, \$
- one decimal point
- a trailing %
- an E for scientific notation

When entering numbers, be aware of the following restrictions:

- Use a minus sign (-), not parentheses, to indicate a negative number. However, if you change the numeric format to currency or a value with a decimal, negative numbers appear in parentheses.
- Do not include spaces in the entry.
- If a number does not fit into a cell, it is displayed in exponential format.
- Use numeric characters, not letters, to represent 1 and 0. For example, do not substitute a lowercase l ("el") for 1 (one) or an uppercase O ("oh") for 0 (zero).
- Quattro Pro also lets you enter numbers as fractions.

You can enter fractions in a cell.

You can enter a date or time, including the current date, in a 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 formats you set as defaults. Dates or times can be in many formats, such as 04-04-98, 04/04/98, and 01:42:30 PM. For information on entering dates prior to 1900 and after 2000, see “Entering dates” in the Quattro Pro Help.

You can also automatically enter the current date.

Quattro Pro stores all dates as serial integers and times as decimal fractions, so that it can calculate dates and times as values. The minimum serial integer is -109,571, which represents January 1, 1600; the maximum is 474,816, which represents December 31, 3199. The minimum decimal fraction for time is 0.99999 (for the time 23:59:59) and the maximum is 0.000 (for 00:00:00). The serial integer or decimal fraction appears in the input line when you select a cell. A cell containing a serial integer mixed with a decimal fraction indicates the date and time. For example, 2.5 represents January 1, 1900 at 12:00 noon.

If a notebook includes many dates, you may want to force specific cells to accept only dates and times. This is particularly useful when you create notebooks that others will use.

To enter a number

- 1 Click a cell.
- 2 Type a number.
- 3 Press **Enter**.



For more information, see “To change the number of decimal places in a value” in the Quattro Pro Help.

To enter fractions

- 1 Click a cell.
- 2 Type a number as a decimal.
- 3 Press **Enter**.
- 4 Click the cell.
- 5 Click **Format ▶ Selection properties**.
- 6 Click the **Numeric format** tab.
- 7 Choose **Fraction** from the **Numeric formats** list.
- 8 Choose a type from the **Fraction** list.

To enter a date or time

- 1 Click a cell.
- 2 Type a date or time.
- 3 Press **Enter**.



For a list of available date and time formats, see “Default date and time formats” in the Quattro Pro Help.

To enter the current date

- 1 Click a cell.
- 2 Click **Insert ▶ Date**.

Quattro Pro inserts the short date format specified in the Windows Regional Settings on the Control Panel.



You can also enter the current date by clicking a cell and pressing **Ctrl + D**.

To enter a date by using the spreadsheet DATE function

- 1 Click a cell.
- 2 Click **Insert** ► **Insert function**.
- 3 Choose **Date** from the **Function category** list.
- 4 Choose **DATE** from the **Function** list.
- 5 Click **OK**.
- 6 Type the date (year, month, and day) between parentheses.
- 7 Press **Enter**.



For a list of available date and time formats, see “Default date and time formats” in the Quattro Pro Help.

Filling cells and spreadsheet tabs automatically

Quattro Pro lets you automatically enter repeated labels and functions. Once the initial letters or sequence you are typing is recognized, the data is automatically inserted. As you type a function, the likeliest function displays.

You can fill cells automatically. You can save time by automatically filling cells with a sequence that you start with a seed value. You can also fill spreadsheet tabs automatically.

To insert repeated data automatically

- 1 Click **Tools** ► **Settings**.
- 2 In the list of categories, double-click **Workspaces**, **Application**, and click **General**.
- 3 Enable the **QuickType** check box.
- 4 Click **OK**.
- 5 Type text in a cell.




The blank cells to be filled must be contiguous with the seed value, extending down the column or across the row to the right.

To fill empty cells automatically

- 1 Select the cells.
- 2 Click **Edit** ► **Fill** ► **QuickFill**.
- 3 Choose a series from the **Series name** list box.
- 4 Choose an element from the **Series elements** list.
- 5 In the **Fill as** area, enable one of the following options:
 - **Columns** — fills to the bottom of the first column of cells, and continues at the top of the second column
 - **Rows** — fills to the end of the first row of cells, and continues at the beginning of the second row



You can also open the **QuickFill** dialog box by clicking the **QuickFill**  button on the **Notebook** toolbar.

You can create a new series using part of an existing series by modifying the series and saving it under another name.


To fill cells automatically by using seed values

- 1 Type a seed value in a cell.
- 2 Select the seed value cell and the blank cells you want to fill.
- 3 Click **Edit** ► **Fill** ► **QuickFill**.



For a list of seed values and resulting sequences, see “QuickFill seed values” in the Quattro Pro Help.




You can also fill cells automatically by clicking the **QuickFill**  button on the **Notebook** toolbar.

To fill spreadsheet tabs automatically

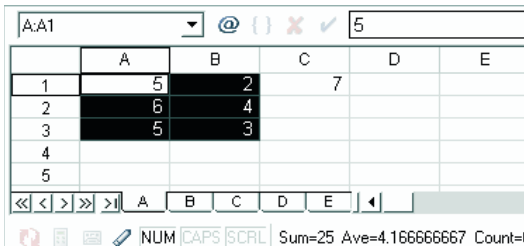
- 1 Select an empty cell.
- 2 Click **Edit** ▶ **Fill** ▶ **QuickFill**.
- 3 Choose a list series from the **Series name** list box.
- 4 Choose an element from the **Series elements** list.
- 5 Enable the **Tabs** option in the **Fill as** area.



You can also fill cells automatically by clicking the **QuickFill**  button on the **Notebook** toolbar.

Creating simple equations

You can perform simple mathematical operations such as $1 + 1$ directly in a cell. Quattro Pro interprets these equations as formulas and indicates cells with formulas by adding a blue triangle to the bottom-left corner of the cell. Quattro Pro also totals values for you.



	A	B	C	D	E
1	5	2	7		
2	6	4			
3	5	3			
4					
5					

NUM CAPS SCRL Sum=25 Ave=4.166666667 Count=

In this example, the sum of the selected cells (columns A and B, rows 1 through 3) is displayed on the application bar.

You can also specify to have Quattro Pro identify the forward slash (/) as a division sign.

For example, when the forward slash is used as a division sign, $4/4$ is interpreted as 4 divided by 4, and the result 1 displays. Otherwise, when you type a forward slash, Quattro Pro might assume you are typing a date. For example, $4/4$ might be interpreted as the date 04/04.

To do simple math in cells

- 1 Type the numbers and math operators in a cell.
For example, type $4500+450$.
- 2 Press **Enter**.



Do not include commas in numbers.

To total values in a column

- 1 Click in the first blank cell below and one column to the left of the cells to be totaled.
- 2 Type **total**.
- 3 Press **Enter**.



This feature is not case sensitive and is language dependent.



You can also total values in a row by clicking the first blank cell to the right and one row above the cells to be totaled, and typing **total**. Press **Enter**.

To set the forward slash (/) as a division sign

- 1 Click **Tools** ▶ **Settings**.
- 2 In the list of categories, double-click **Workspaces, Application**, and click **General**.
- 3 Enable the **Mathematical formula entry** check box.



You can also identify the forward slash as a division sign by typing a plus sign (+) before the equation (for example, $+4/12$).

Calculating data in rows and columns

Using PerfectExpert, you can calculate data in rows and columns. For example, you can add a column, find the average of a list of figures, or find the middle value of either.

	42
	20
	105
	30
	16
	35
	<hr/>
	248

This is an example of the Quick Math feature automatically entering a formula into a cell to calculate a column of values.

You can also perform calculations on individual cells.

Quattro Pro also lets you perform calculations on two rows or columns.

X	XX	XXX
1	5	5
2	5	10
3	5	15
4	5	20
5	5	25


In this example, the cell in last row of the first column is multiplied by the cell in the last row of the second column and the total is displayed in the cell in the last row of the third column.

To calculate data in a single row or column

- 1 Click **Help** ► **PerfectExpert**.
- 2 Click **Do simple math** in the **PerfectExpert** panel.
- 3 Click **Quick math**.
- 4 In the **Select a row or column** box, specify the cells to calculate.

- 5 Choose a math operation from the **Do math** list box.
- 6 In the **Insert answer in cell** box, specify the cell where you want to display the answer.




You can also specify cells by clicking the **Range picker**  tool and selecting the cells.

To perform a calculation on each item in a row or column

- 1 Click **Help** ▶ **PerfectExpert**.
- 2 Click **Do simple math** in the **PerfectExpert** panel.
- 3 Click **More quick math**.
- 4 In the **Select a row or column** box, specify the cells to calculate.
- 5 Choose a math operation from the **Do math** list box.
- 6 In the **Insert answer in cell** box, specify the cell where you want to display the answer.

The answer row or column must have as many cells as are in the list on which you're performing calculations.



You can also specify cells by clicking the **Range picker**  tool and selecting the cells.


To calculate data in two rows or columns

- 1 Click **Help** ▶ **PerfectExpert**.
- 2 Click **Do simple math** in the **PerfectExpert** panel.
- 3 Click **2-column quick math**.
- 4 In the **Select first row/column** box, specify the cells to calculate for the first row or column.
- 5 In the **Select second row/column** box, specify the cells to calculate for the second row or column.
- 6 Choose a math operation from the **Do math** list box.

- 7 In the **Insert answer in cell** box, specify the cell where you want to display the answer.

The answer row or column must have as many cells as are in the list on which you're performing calculations.



You can also specify cells by clicking the **Range picker**  tool and selecting the cells.

Using preset calculations

Quattro Pro lets you perform calculations quickly by using preset calculations. You can also total cells in rows or columns. For example, you can calculate totals in a single row, or multiple rows or columns. The row or column cannot contain blank cells, and any labels in the selected cells are treated as zero values.

You can also total all cells on multiple spreadsheets and total the subtotals in a column.

Calc As-You-Go™ lets you display several different running totals for cells you select; the sum, average, count, maximum value, and minimum value display on the application bar.

Sum=255684 Ave=51136.8 Count=5 Max=255555 Min=12

This is an example of the application bar displaying different running totals.

To perform preset calculations

- 1 Type values across a row or down a column.
- 2 Click the first blank cell after the values.
- 3 Open the **QuickFunction** flyout on the **Notebook** toolbar, and click a function.




The icon on the flyout varies depending on which calculation you select.

To total cells


To total

Do the following


Cells in a row

Select the cells and one blank cell to the right, and click the **QuickSum**  button on the **Notebook** toolbar.


Multiple rows

Select the cells and a blank column to the right, and click the **QuickSum** button  on the **Notebook** toolbar.

Rows and columns for a grand total

Select the cells with a blank column to the right, and a blank row below, and click the **QuickSum** button  on the **Notebook** toolbar.

Rows or columns on multiple spreadsheets

Select the rows or columns and a blank row and column around the data on each spreadsheet, and click the **QuickSum** button  on the **Notebook** toolbar.




You can total several cells in a column by selecting the data plus one blank cell below. For example, to total the values in the cells A1..A3, select A1..A4. The total appears in cell A4.




You can also total cells in a column or multiple columns.

To total all cells on multiple spreadsheets

- 1 Select the cells that you want to total on each spreadsheet.
- 2 Select the same cells on a blank spreadsheet.
- 3 Click the **QuickSum**  button on the **Notebook** toolbar.

To total subtotals in a column

- 1 Select the first blank cell below the column containing the subtotal cells.
- 2 Click the **QuickSum**  button on the **Notebook** toolbar.

To use Calc-As-You-Go

- 1 Select the cells on which to perform running calculations.
- 2 View the totals on the application bar.

Viewing and navigating spreadsheets and notebooks



Quattro Pro lets you customize the way you view and navigate spreadsheets and notebooks.

In this chapter, you'll find these topics:

- Navigating spreadsheets and notebooks
- Displaying, arranging, resizing, and hiding windows
- Hiding and revealing rows and columns



For additional topics, please see “Viewing and navigating spreadsheets and notebooks” in the Quattro Pro Help.

Navigating spreadsheets and notebooks

You can navigate columns and rows on a spreadsheet using the arrow keys, the **Enter** key, and the **Tab** key. You can also automatically scroll through a spreadsheet using the **AutoScroll** tool.

You can also go directly to specific cells or data types using the Go To and Browse By features.

To cycle through open notebooks

- On the application bar, click the button that displays the notebook's name.




You can also move through open notebooks by pressing **Shift + F6** to cycle forward or **Ctrl + F6** to cycle backwards.

To go to a specific cell in a notebook

- 1 Click **Edit ▶ Go to**.
- 2 Type the cell address in the **Reference** box.

If the cell is on another spreadsheet, include the spreadsheet name in the address. For example, to move to cell Z36 on spreadsheet D, type D:Z36. If the cell is in another notebook, add the notebook prefix, for example, [Budget]D:Z36.

To browse to specific data in a notebook

- 1 Right-click the **Browse By**  button in the lower-right corner of the spreadsheet.
- 2 Choose a data type.

To navigate a spreadsheet


- Press the relevant key, as outlined in the table below.

To	Do the following
Move down columns after entering data	Press Enter or the Down arrow .
Move up columns after entering data	Press the Up arrow .
Move across rows after entering data	Press the Left arrow or Right arrow .



You can also move across rows by pressing **Tab**.

To automatically scroll through a spreadsheet

- 1 On the notebook toolbar, click **AutoScroll** .
The cursor changes to the **AutoScroll** arrow.
- 2 Move the **AutoScroll** arrow in the direction you want to scroll.



The scrolling speed increases as you move the arrow farther away from the **AutoScroll** tool.

You can disable **AutoScroll** by clicking anywhere on the spreadsheet.

Displaying, arranging, resizing, and hiding windows

A Quattro Pro window displays a Quattro Pro file, or a file imported into Quattro Pro. While working in Quattro Pro, you can have several windows open. For example, suppose you are working with four different notebooks, each dealing with a quarterly report. You can display all four at once.

You can select which windows you want open, and how you want to view the data in those windows. In addition, there are several methods of rearranging windows on your desktop. You can also hide windows.

You can change how you view your notebook without changing the notebook itself.

To select a notebook window

- On the application bar, click the button that displays the window's name.



The window with the highlighted title bar is active.



You can toggle back and forth between Quattro Pro and a non-spreadsheet window, such as the spelling checker, by pressing **Alt + F6**.

To arrange notebook windows

To	Do the following
Tile windows vertically	Click Window ▶ Tile top to bottom .
Tile windows horizontally	Click Window ▶ Tile side by side .
Have windows overlap	Click Window ▶ Cascade .



When possible, tiled windows are given equal room on the screen.

To hide a notebook window

- 1 Click the window.
- 2 Click **Window** ▶ **Hide**.



To show a hidden notebook window, click **Window** ▶ **Show**.

To select a notebook view

- 1 Click **View**.
- 2 Click one of the following views:
 - **Draft** — does not display some document elements such as footers, page breaks, and margins, although they may exist in the notebook. Because not all features display, working in **Draft view** is often faster than working in **Page view**.
 - **Page** — displays your notebook pages the way they will look when printed. **Page view** displays elements such as fonts, appearance features, headers, footers, footnotes, page breaks, and margins. Page View offers more WYSIWYG (What You See Is What You Get) editing, such as dragging margins and page breaks. You can also

get to the **Page setup** dialog box by double-clicking or right-clicking in a margin.

- **Page breaks** — displays soft and hard page breaks. You can use this view to edit these page breaks.
- **Objects** — displays the **Objects sheet**, the last sheet in the notebook. You can view your charts, maps, and dialog boxes from this sheet.



The view that is currently selected when you exit Quattro Pro is the view that will appear when you open Quattro Pro again.



You can drag graphics or charts while in **Draft view** or **Page view**.

To see multiple pages while in **Page view**, click **View ▶ Zoom**, and choose 50 percent (%) or less. To change margins while in **Page view**, drag a blue margin line to set the current margin for a column or row of pages.

To display formulas instead of formula results

- Click **View ▶ Formulas**.

To display spreadsheet comments

- Click **View ▶ Comments**.

To display a new view of a notebook window

- Click **Window ▶ New view**.



The **New view** feature allows you to drag and drop cells between spreadsheets.



To remove an extra view, click the **Close window** **×** button at the top-right corner of the window. If you click **File ▶ Close**, all views are closed because all views of the notebook are saved as the same file.

Hiding and revealing rows and columns

Quattro Pro lets you hide rows or columns from view on the screen. Hidden rows and columns do not print. Although they are hidden from view, they are still used in calculations. Columns move left to fill in the space left by the hidden column, and rows move up; however, row numbers and column letters do not change. For example, if you hide column B, the columns on the screen are labeled A, C, D, and so on.

You can reveal rows and columns that are hidden.

To hide rows or columns

- 1 Select the rows or columns to hide.
- 2 Right-click the rows or columns, and click **Hide**.

To reveal hidden columns

- 1 Click **Edit** ▶ **Select all**.
- 2 Click **Format** ▶ **Selection properties**.
- 3 Click the **Row/column** tab.
- 4 Enable the **Reveal** option in the **Column options** area.



You can also reveal a hidden column by placing the pointer slightly to the right of where the hidden column should be and dragging.

You can reveal hidden rows by enabling the **Reveal** option in the **Row options** area.



Managing files and data

File management is an important part of any project. You can open many different file formats in Quattro Pro, and you can import, insert, or combine data.

In this chapter, you'll find these topics:

- Opening and saving files
- Inserting, importing, and combining files
- Importing text into columns



For additional topics, please see “Managing files and data” in the Quattro Pro Help.

Opening and saving files

Using Quattro Pro, you can open files from other applications. For example, if you use Microsoft Excel or Lotus® 1-2-3®, you can open these files in Quattro Pro. Quattro Pro can also open a Quicken® Interchange Format (.qif) file.

You can save Quattro Pro files in other formats. You can also save Quattro Pro data as database files, in dBASE® or Paradox® file format. The field names are based on the data in the first row of the first sheet. If the first row contains data that is invalid as a database field name, for example, containing numbers, spaces, symbol characters, or duplicate labels, Quattro Pro uses the spreadsheet column letters to represent the field names.

To open a file from another application

- 1 Click **File** ▶ **Open**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose the filename extension from the **File type** list box.
- 4 Double-click the filename.



If the drive you require is not displayed in the **Look in** list box, you may have to map the drive. If the drive will not map to the path you specify, you may not have access to that location.

To save a Quattro Pro file to another format

- 1 Click **File** ▶ **Save as**.
- 2 Choose a file type from the **File type** list box.
- 3 Type a filename in the **Filename** list box.
- 4 Click **Save**.

To save a database file

- 1 Click **File** ▶ **Save as**.
- 2 Choose one of the following from the **File type** list box:
 - **dBASE**
 - **Paradox**
- 3 Type the filename in the **Filename** box.
- 4 Click **Save**.
- 5 Choose a field from the **Fields** list, and make any changes to the field name or field type.
- 6 Click **Write**.



If you have used unique Quattro Pro features, a message may display stating that you are saving in a file format other than

Quattro Pro. Click the database format to continue saving the database file.

To mark a field to be deleted, click it in the list, and press **Delete**. An asterisk displays next to the field name. To restore the field, press **Delete** again.

Inserting, importing, and combining files

Quattro Pro lets you insert a file into a notebook.

You can also import both delimited and fixed-width text files. When you import text, you can specify how the text should be arranged on the spreadsheet. Arranging data into columns and rows is called parsing. For example, you can parse a column of long labels into two or more columns of data.

When you open a text file that includes tabs indicating new segments of data, Quattro Pro starts a new column each time it encounters a tab in the text.

Every sheet in the inserted or imported file that contains data is placed on a new sheet in the active notebook. If only one sheet is inserted, the sheet is given the name of the inserted file. If multiple sheets are inserted, the new sheets are named in the default letter sequence.

You can save notebooks as tab- or comma-delimited text files.

To insert a file into a notebook

- 1 Close the file you want to insert.
- 2 Click **Insert ▶ Insert file**.
- 3 Choose a filename.

If you want to insert a file from another application, include its filename extension.

- 4 Type the cell location before which you want to place the inserted file in the **Before sheet** box.



If the file is inserted within the boundaries of a named selection of cells, or cells referenced by a formula, references expand to include the new spreadsheets.

If inserting a file expands a named selection of cells or cell reference beyond the limit of a notebook (beyond spreadsheet ZZZ), the reference becomes ERR.

To import a text file

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose **ASCII Text (*.txt)** from the **File type** list box.
- 4 Double-click the filename.
- 5 From the **Parse settings** list box, choose one of the following:
 - **Automatic** — automatically determines how best to parse the imported text file
 - **Delimited auto** — automatically parses imported delimited text files
 - **Fixed width auto** — automatically parses imported fixed-width text files



Lines larger than 4 KB are not imported. If the total number of lines (rows) you import exceeds the limit of the number of rows you specified for a spreadsheet, the data is truncated to this limit.

Files must be unformatted and saved as plain ASCII text files without any control codes or other word-processor formatting. Before you open a text file, remove any special formatting characters such as bold, underlining, or centering.

To save a text file

- 1 Select a cell on the relevant sheet.
- 2 Click **File** ▶ **Save as**.
- 3 Type the filename with the extension **.txt** in the **Filename** box.
- 4 Choose **ASCII Text (tab delimited or comma delimited)** from the **File type** list box.



Only the contents of the current sheet (or, if it is empty, the first non-empty sheet) of a notebook are saved.




Importing text into columns

You can import a text file and rearrange the text into columns at the same time.

You can adjust the widths of imported columns and specify a parsing format for imported text.

You can customize how delimited and fixed-width text files are parsed. You can also add a fixed-width parse break to imported text. For information, please see “Importing text into columns” in the Quattro Pro Help.

To import a text file into columns

- 1 Click **Tools** ▶ **Data tools** ▶ **QuickColumns™**.
- 2 Click the **Browse**  button in the **Text source** box, and choose the text file.
- 3 Click the **Range picker**  in the **Text source** box and select the source cells.
- 4 Click the **Range picker**  in the **Destination** box and select a location for the imported data.
- 5 From the **Parse settings** list box, choose one of the following:

- **Automatic** — automatically determines how best to parse the imported text file
- **Delimited auto** — automatically parses imported delimited text files
- **Fixed width auto** — automatically parses imported fixed-width text files

If you want to view how data displays in the spreadsheet, click **Format**.



The QuickColumns Expert parses one column at a time.



The **Destination** box displays the active cell in the spreadsheet. Instead of specifying all the destination cells, you can specify one cell in which to begin inserting the parsed cells.

You can load previously saved parse settings by pressing the **Browse** button beside the **Parse settings** list box, and locating the **.qpx** file you want to load.

To adjust the column width for imported text

- 1 Click **Tools** ▶ **Data tools** ▶ **QuickColumns**.
- 2 Click **Format**.
- 3 In the column heading, point to the border until it changes to a double arrow.
- 4 Drag the border until the column reaches the required width.



When you adjust columns that contain fixed-width text, the adjustment may change where the data is placed in the destination cells. When you adjust columns that contain delimited text, the adjustment resizes the entire column and does not affect where the data is placed.



Editing spreadsheets

Quattro Pro lets you edit cells, rows or columns, or an entire spreadsheet. For example, you can copy cells to different parts of a notebook.

In this chapter, you'll find these topics:

- Editing cell content
- Copying and moving cells, rows, and columns



For additional topics, please see “Editing spreadsheets” in the Quattro Pro Help.


Editing cell content

Quattro Pro lets you overwrite, replace, or edit cell content.

Quattro Pro lets you quickly find a cell and automatically replace the data it contains. You can look for data in cell formulas or cell values. You can also set conditions for the search criteria. For example, in an expenses spreadsheet, you can look only for expenses greater than \$300.

To overwrite data

- 1 Click a cell.
- 2 Press **Insert**.

The **Typeover**  button on the application bar appears pressed when the typeover mode is on.



You can return to inserting data by pressing **Insert**.

To replace the entire contents of a cell

- 1 Click a cell.
- 2 Type a new entry.
- 3 Press **Enter**.

To edit cell contents

- 1 Double-click a cell.
- 2 Click where you want to edit.
- 3 Edit the cell content.
- 4 Press **Enter**.



You can move the insertion point within a cell by using the arrow keys.

To find and replace data

- 1 Click **Edit** ► **Find and replace**.
- 2 Type the text or value to find in the **Find** box.
- 3 Type the replacement text or value in the **Replace** box.
- 4 Type the cells to search in the **Cell(s)** box.
- 5 In the **Look in** area, enable one of the following options:
 - **Formula** — finds data in a formula
 - **Value** — finds data in a value

- **Condition** — compares cells in the spreadsheet with any conditions specified in the **Find** box
- 6 Click one of the following buttons:
 - **Find next**
 - **Previous**
 - 7 Click **Replace**.



Quattro Pro makes replacements from the cursor position to the end of a document, so you must position the cursor at the beginning of a document before you search.



You can replace all occurrences of the search item with the replacement text or value by clicking **Replace all**.

When using conditional searches, type a question mark (?) before the search condition (e.g. ? > 300).

Copying and moving cells, rows, and columns

Quattro Pro lets you copy or move cells. You can copy or move cells by selecting the cells directly on a spreadsheet or you can copy cells by specifying the location of the cell.

To copy and paste cells

- 1 Select the cells to copy.
- 2 Click **Edit ▶ Copy**.
- 3 Select the destination cells within the active spreadsheet.
- 4 Click **Edit ▶ Paste**.



When you copy a selection of cells to a specific cell, the Clipboard uses that cell as the upper-left position of the copied information.



You can also copy a cell to the input line of another cell, a text box, another spreadsheet in the notebook, or another notebook.

To copy cells to a specified location

- 1 Click **Edit** ► **Copy cells**.
- 2 In the **From** box, specify the cells to copy.
- 3 In the **To** box, specify the destination cells.

If you copy cells containing absolute references, enable the **Model copy** check box.



Instead of specifying the cells you want to copy, you can press **F3** and choose a named cell from the **Cell names** dialog box.

To move cells by cutting and pasting

- 1 Select the cells to move.
- 2 Click **Edit** ► **Cut**.
- 3 Select the destination cells within the active spreadsheet.
- 4 Click **Edit** ► **Paste**.



You can also move a cell to the input line of another cell, a text box, another spreadsheet in the notebook, or another notebook.

To move cells by dragging

- 1 Select a cell or cells.
- 2 Point to an edge of the cells until a four-way arrow displays.
- 3 Drag the cells to the destination area.



You can use the colored outline as a guide when you move cells.



You can copy a cell by holding down **Ctrl** as you drag.



Formatting spreadsheets

Quattro Pro lets you format cells, rows or columns, or an entire spreadsheet.

In this chapter, you'll find these topics:

- Resizing rows and columns
- Using formatting tools
- Wrapping text
- Joining cells
- Changing the appearance of text
- Aligning data
- Working with numeric formats



For additional topics, please see “Formatting spreadsheets” in the Quattro Pro Help.


Resizing rows and columns

Quattro Pro lets you change the row height in a spreadsheet. You can also change the width of a column.

To change the row height

- 1 Select a cell in each row you want to resize, or select the row borders.
- 2 Click **Format ▶ Selection properties**.
- 3 Click the **Row/column** tab.
- 4 In the **Row options** area, enable the **Set height** option and type a value in the box.
- 5 Enable one of the following options:
 - **Points**
 - **Inches**
 - **Centimeters**




You can also change row height by moving the pointer to the bottom edge of a row border until it changes to a double arrow,  and dragging the double arrow to resize the row.

You can select noncontiguous rows by pressing **Ctrl** before selecting the rows.

To change the column width

- 1 Select a cell in each column you want to resize, or select the column borders.
- 2 Click **Format ▶ Selection properties**.
- 3 Click the **Row/column** tab.
- 4 In the **Column options** area, enable the **Set width** option and type a value in the box.
- 5 Enable one of the following options:
 - **Characters**
 - **Inches**
 - **Centimeters**




You can also change column width by moving the pointer to the right edge of a column border until it changes to a double arrow,  and dragging the double arrow to resize the column.

You can select noncontiguous columns by pressing **Ctrl** before selecting the columns.


Using formatting tools

Quattro Pro lets you format a spreadsheet by copying the formatting (background color, font, numeric format, and so on) of one cell to another cell or selection of cells.

To copy cell formatting

- 1 Click the cell or cells with the format you want to copy.
- 2 Click the **QuickFormat**  button on the toolbar.
- 3 Select the cell or cells where you want to copy the formatting.



To turn off **QuickFormat**, click the **QuickFormat**  button on the toolbar.

Wrapping text

Text that displays wider than a column width overflows to the next cell when that cell is empty. If the next cell contains data, the overflow text is hidden and the text appears truncated. To fix this, you can wrap text within a cell or enter short lines of text in one cell.


To wrap text within a cell

- 1 Click the cell in which you want to wrap text.
- 2 Click **Format** ► **Selection properties**.
- 3 Click the **Alignment** tab.
- 4 Enable the **Wrap text** check box in the **Cell options** area.



Wrapping text works only on text, not on numeric data. You can include up to 4096 characters (4 KB) in a single cell.



You can also wrap text by clicking the **Property**  button on the toolbar.

To enter short lines of text in a cell

- 1 Click a cell.
- 2 Type a line of text.
- 3 Press **Alt + Enter**.
- 4 Continue typing.
- 5 Press **Enter**.


Joining cells

Quattro Pro lets you join cells to create a title across multiple cells or a vertical side bar. In joined cells, you can center and align text and numbers as you would in a single cell. You can join cells in rows, columns, or rows and columns. You can also perform calculations and use formulas in a joined cell as you would in a regular cell.

To join cells

- 1 Drag across the cells you want to join.
- 2 Click **Format ▶ Selection properties**.
- 3 Click the **Alignment** tab.
- 4 Enable the **Join cells** check box in the **Cell options** area.



You can also join cells by selecting the cells to join and clicking the **Join cells**  button on the toolbar. The data in cells joined with this method is automatically centered.

Changing the appearance of text

You can change the text in one or more cells by adjusting its font face, font size, or text color.

You can also change the appearance of text.

To change the typeface, size, and color of text

- 1 Select the cells with text to format.
- 2 Click **Format** ▶ **Selection properties**.
- 3 Click the **Cell font** tab.
- 4 Choose a font face from the **Face** list.
- 5 Choose a font size from the **Size** list box.
- 6 Open the **Color** picker, and click a color.

To change the properties of the text font

- 1 Select the cells with text to format.
- 2 Click **Format** ▶ **Selection properties**.
- 3 Click the **Cell font** tab.
- 4 Enable any of the following check boxes in the **Appearance** area:
 - **Bold**
 - **Italics**
 - **Underline**
 - **Strikeout**



You can also change the text appearance by clicking the **Bold** **B**, **Italic** *I*, or **Underline** U button on the property bar.

To convert text to superscript or subscript

- 1 Double-click a cell.
- 2 Select the data to change.
- 3 Click one of the following buttons on the property bar:
 - **Superscript** x^2
 - **Subscript** x_2

Aligning data

You can align data horizontally and vertically in a cell. The default alignment setting for numbers and formula results is right-aligned; the default setting for labels and dates is left-aligned.

You can also center data across multiple cells; for example, you can center a title across columns C, D, and E. You can also change the orientation of text in a cell by rotating it horizontally, vertically, or by a specific degree.

To align data in a cell

- 1 Select a cell.
- 2 Click **Format** ▶ **Selection properties**.
- 3 Click the **Alignment** tab.
- 4 In the **Horizontal alignment** area, enable one of the following options:
 - **General** — right-aligns values and left-aligns labels
 - **Left** — left-aligns all types of data
 - **Right** — right-aligns all types of data
 - **Center** — centers cell data
 - **Indent** — moves data in from the edge of a cell. Type a value to specify the amount by which you want to indent the cell content.
- 5 In the **Vertical alignment** area, enable one of the following options:

- Top
- Center
- Bottom



You can also click the **Alignment**  button on the property bar to change horizontal cell alignment.

To center text across multiple cells

- 1 In the left-most cell, type the text to be centered.
- 2 Select the cells over which to center the text starting with the cell containing the text.
- 3 Click **Format ▶ Selection properties**.
- 4 Click the **Alignment** tab.
- 5 In the **Horizontal alignment** area, enable the **Center across block** option.



If you type text in a second cell where text is centered across cells, the first entry is centered over cells to the left of the next entry.



To display the centered text in the input line, click the cell where the text was originally entered.

To rotate text

- 1 Click a cell with text to rotate.
- 2 Click **Format ▶ Selection properties**.
- 3 Click the **Alignment** tab.
- 4 In the **Orientation** area, enable one of the following options:
 - **Horizontal** — orients text horizontally
 - **Vertical** — orients text vertically
 - **Rotated** — rotates text to the degree you specify



If you enable the **Rotated** option, specifying 90 or -90 rotates the text vertically.

Working with numeric formats

Quattro Pro uses two types of numeric formats: number formats and date/time formats. Numeric formats do not change cell values; they change only the way values display.

Quattro Pro lets you format dates and times in a spreadsheet. For example, by default, Quattro Pro displays times in long form as HH:MM:SS (for example, 09:32:30), or in short form as HH:MM (for example, 09:32) when no seconds are specified, but you can change this format.

To change the numeric format of a cell

- 1 Select a cell.
- 2 Click **Format** ► **Selection properties**.
- 3 Click the **Numeric format** tab.
- 4 Choose a numeric format from the **Numeric formats** list.

To format dates and times

- 1 Select a cell to format.
- 2 Click **Format** ► **Selection properties**.
- 3 Click the **Numeric format** tab.
- 4 Click one of the following formats from the **Numeric formats** list:
 - **Date** — lets you choose a date format from the **Date formats** options
 - **Time** — lets you choose a time format from the **Time formats** options

Working with formulas and functions



Formulas are mathematical equations that calculate a final value, such as the difference between two cells or the total of a column. Functions are a set of standard built-in formulas used to simplify complex calculations. Quattro Pro allows you to use both formulas and functions in developing spreadsheet projects.

In this chapter, you'll find these topics:

- Working with formulas
- Working with spreadsheet functions



For additional topics, please see “Working with formulas and functions” in the Quattro Pro Help.

Working with formulas

Using Quattro Pro, you can create math formulas. The following characters are used when creating a formula:

Character	Result
.	Establishes the following data as a value
+	Establishes the following data as a positive value
-	Establishes the following data as a negative value

Character	Result
()	Establishes the following data as a formula and calculates first anything contained in the parentheses
@	Establishes the following data as a function
#	Establishes the following data as a logical equation
\$	Establishes the following data as a currency value
=	Establishes the following data as a value

As well, a formula can use any of the following arguments:

Argument	Examples
Numbers	1948, -84, 43.23, 12½
Cell coordinates	B12, G29..G31, B:A3..D6, or [NOTEBK2]A:A1
Cell names	EXPENSES (which may reference D5..D10)
Spreadsheet functions	@SUM(B1..B24)
Text set off by " "	"PROFIT" or "Dear Mr."

You can also create text formulas. Text formulas are any formulas that have a textual result.

Quattro Pro also allows you to create logical formulas that evaluate true or false. For example, the result of the formula `+C3<10` displays either 1 or 0 depending on the value of cell C3.

You can also create a formula by using the Formula Composer.

To create a math formula

- 1 Type a plus sign (+) in a blank cell.
- 2 Type a formula.
- 3 Press **Enter**.



To view formula results as you enter the formula data, press **F9**.

To create a text formula

- 1 Type a plus sign (+) in a blank cell.
- 2 Type the formula using an ampersand (&) to combine text strings.
For example, +C4&"Review" enters the text in cell C4, then the word Review.
If you want to add a space between strings, type it inside the quotation marks. For example, +C4&" Review" enters the text in cell C4, a space, then the word Review.
- 3 Press **Enter**.


To create a formula that evaluates to true or false

- 1 Click a blank cell.
- 2 Type a formula using one of the logical operators.
- 3 Press **Enter**.






If the statement is true, a 1 displays in the cell. If the statement is false, a 0 displays.

To create a formula in the Formula Composer

- 1 Select a blank cell.
- 2 Click the **Formula Composer**  button.

3 Enable one of the following options:

- **Standard view**  — displays all three panes (spreadsheet, function description, outline, and argument)
- **Argument view**  — displays the outline and argument panes
- **Outline view**  — displays only the outline pane

4 Type a formula in the **Expression** box.

If a formula is incomplete or syntactically incorrect, a red question mark icon in the outline alerts you to the error. Expressions that cannot be expanded, such as values, display a small yellow circle to their left.



You can expand and collapse selected parts of the formula outline by clicking **Expand**  and **Collapse** .

Working with spreadsheet functions

Instead of composing formulas, you can use spreadsheet functions. Spreadsheet functions are a set of standard built-in formulas used to simplify complex calculations. Quattro Pro offers more than 500 built-in spreadsheet functions. These spreadsheet functions cover a range of calculations, including database, financial, engineering, and statistical calculations. A common spreadsheet function is @SUM, which adds the cell values you reference. For example, typing @SUM(A1..A4,B1) is equivalent to typing +A1+A2+A3+A4+B1.

For documentation on the available functions for Quattro Pro, please see the Quattro Pro Functions Help ([qpfm.chm](#)).

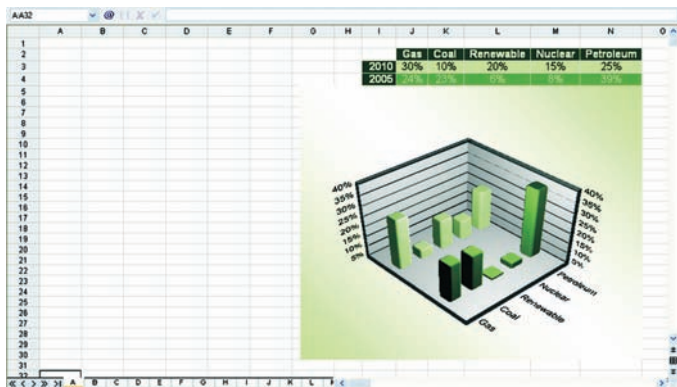
Presenting spreadsheet data in a chart



Quattro Pro lets you present data graphically by plotting it in a chart.

Chart types

You can create the following chart types: area (2D and 3D), bar (2D and 3D), bubble, Gantt, high/low, histogram, line (2D and 3D), mixed, pie (2D and 3D), polar, radar, scatter (2D and 3D), spectral, and surface (2D and 3D).



Quattro Pro lets you create a variety of chart types.

In this chapter, you'll find these topics:

- Plotting chart data
- Creating charts automatically
- Adding titles to charts



For additional topics, please see “Presenting spreadsheet data in a chart” in the Quattro Pro Help.

Plotting chart data

How Quattro Pro plots data depends on the range and values of the cells you select before you create the chart.

When a selection contains more rows than columns or an equal number of rows and columns:

- Quattro Pro plots each column as a single series.
- If the first column contains labels, the labels are placed along the x-axis.
- If the first row contains labels, the labels are used as the chart legend.

When a selection contains more columns than rows:

- Quattro Pro plots each row as a single series.
- If the first row contains labels, the labels are placed along the x-axis.
- If the first column contains labels, the labels are used as the chart legend.

Setting up chart axes

All charts except pie and doughnut charts have two references for plotting data: the x-axis and the y-axis. The x-axis is a horizontal line at the bottom of the chart pane with fixed reference points; the column labels in your data series are used for x-axis labels to explain what each data series represents. Y-axis labels show the values being represented. Depending on the data series, Quattro Pro determines the range and increment amounts of the y-axis.

There are a few exceptions to this format:

- Horizontal charts have a vertical x-axis and a horizontal y-axis. Quattro Pro reverses the axes of horizontal charts automatically.
- In XY charts (scatter diagrams), the x-axis series is data, not labels. Quattro Pro scales the x-axis to match the data.
- If the chart is a 2D bar, line, or area chart, you can assign any series to a secondary y-axis, which appears on the right side of the chart.

Creating charts automatically

Creating a chart lets you represent spreadsheet data graphically. You can create a chart automatically and have all the chart options chosen for you, or you can create a chart by using the Chart Expert, which guides you through the steps of creating a chart that best suits a data set.



For information about creating specific types of charts, please see “Presenting spreadsheet data in a chart” in the Quattro Pro Help. For information about editing charts, please see “Editing charts” in the Quattro Pro Help.

To create a chart automatically

- 1 Select the cells you want to plot.
If the surrounding cells contain explanatory labels, you can include them in the selection for use as the chart axis labels or the chart legend.
- 2 Click the **Chart** button on the toolbar, and choose **Create QuickChart**.
- 3 On the spreadsheet, click where you want to insert the chart.



When you create a chart automatically, it is placed on the spreadsheet in a floating graphics window; however, you can view it on its own page.



If you want to customize the size of the chart, click and drag diagonally on the spreadsheet.

If the cells you select contain dates, you can display the dates on the x or y axes by changing the numeric format to Date.

To create a chart by using the Chart Expert

- 1 Click **Insert** ▶ **Chart** ▶ **Use Chart Expert**.
- 2 Follow the steps of the Expert.



If the cells you select contain dates, you can display the dates on the x or y axes by changing the numeric format to Date.

Adding titles to charts

You can customize a chart by adding titles. You can add titles to the chart, or to a specific axis.

You can add a title for any numeric chart type.

To add a title to a chart

- 1 Click a chart.
- 2 Click **Chart** ▶ **Titles**.
- 3 Enable the **Main title** check box, and type a title in the box.

You can also

Add a subtitle

Enable the **Subtitle** check box, and type a subtitle in the box.



Sharing Quattro Pro projects

You can share your Quattro Pro projects by printing them, or by publishing them to PDF.

In this chapter, you'll find these topics:

- Printing Quattro Pro projects
- Publishing Quattro Pro projects to PDF



For additional topics, please see “Printing” and “Sharing projects” in the Quattro Pro Help.

Printing Quattro Pro projects

Quattro Pro lets you print part of a notebook, or an entire notebook.

To print the active spreadsheet or a notebook

- 1 Click **File** ▶ **Print**.
- 2 On the the **Print** page, choose a printer from the **Name** box.
- 3 In the **Print** area, enable one of the following options:
 - **Current sheet** — prints the active spreadsheet
 - **Notebook** — prints a notebook
- 4 In the **Copies** area, type the number of copies you want to print in the **Number of copies** box.
If you want the copies collated, enable the **Collate** option.
- 5 Click **Print**.

Publishing Quattro Pro projects to PDF

Quattro Pro lets you publish to PDF.

To publish to PDF

- 1 Click **File** ► **Publish to PDF**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **File name** box.
- 4 From the **PDF style** list box, choose one of the following options:
 - **Commercial printing (Largest file size)** — creates a high-quality PDF to send to a printer or digital copier
 - **PDF/A-1b (Level B compliance)** — creates a standardized PDF file that ensures the long-term archiving of the content.
 - **Publishing online (Smallest file size)** — creates a PDF suitable for online viewing, such as a document to be distributed by e-mail or displayed on the Web
 - **Publishing online and printing** — creates a PDF suitable for viewing or printing on a laser or desktop printer
- 5 Click **Settings**, and specify any additional PDF settings in the **Publish to PDF settings** dialog box that appears.

For example, if you want to publish only parts of the spreadsheet to PDF, you can enable one of the following options in the **Export range** area of the **General** page:

- **Notebook** — publishes the notebook to PDF
- **Selection** — publishes the selected cells to PDF
- **Current sheet** — publishes the selected sheet to PDF

Click **OK** to apply your settings and return to the **Publish to PDF** dialog box.

- 6 Click **Save**.

If you do not want the PDF file to open automatically after it is saved, disable the **Open PDF after saving** check box.

Quattro Pro compatibility with Microsoft Excel



Quattro Pro offers compatibility features geared towards those who are migrating to Quattro Pro from Microsoft Excel and those who need to exchange Quattro Pro spreadsheets with Microsoft Excel users.

In this chapter, you'll find these topics:

- Simulating the Microsoft Excel workspace
- Sharing Quattro Pro spreadsheets with Microsoft Excel users



For additional topics, please see “Compatibility with Microsoft Excel” in the Quattro Pro Help.

Simulating the Microsoft Excel workspace

If you recently switched from Microsoft Excel to Quattro Pro, you may not be familiar with the Quattro Pro workspace. While there are many similarities between the two applications, you may find it easier to simulate the Microsoft Excel workspace. What the Microsoft Excel workspace does is position the Quattro Pro features until you are accustomed to working in Quattro Pro, including toolbars and menu items, where you would find the equivalent feature in Microsoft Excel. It also automatically saves to the Microsoft Excel format, displays sheets as numbers, and applies Microsoft Excel keyboard shortcuts to Quattro Pro features, allowing you to quickly find the tools you need to create Microsoft Excel compatible files in Quattro Pro.

In addition, you can display the **Compatibility** toolbar, which gives you immediate access to tools such as saving documents to Microsoft Excel and publishing to HTML.

You can also change spreadsheet tabs in a Quattro Pro notebook to adopt the Microsoft Excel spreadsheet naming convention.

To work in the Microsoft Excel workspace

- 1 Click **Tools ▶ Settings**.
- 2 Click **Workspace**.
- 3 Enable the check box beside the **Microsoft Excel** workspace in the available workspaces list.

To display the Compatibility toolbar

- 1 Click **View ▶ Toolbars**.
- 2 Enable the **Compatibility** toolbar check box in the **Toolbar** list.

To switch to the Microsoft Excel naming convention for spreadsheet tabs

- 1 Click **Tools ▶ Settings**.
- 2 In the list of categories, expand **Workspace ▶ Application**, and click **Compatibility**.
- 3 In the **Sheet tab display** area, enable the **Display as numbers** check box.

Sharing Quattro Pro spreadsheets with Microsoft Excel users

Quattro Pro makes it possible for you to share your Quattro Pro spreadsheets with Microsoft Excel users and for them to share their workbooks with you.

For example, to share a Quattro Pro spreadsheet with a Microsoft Excel user, you must save the Quattro Pro spreadsheet as a Microsoft Excel file. The saving process automatically converts the spreadsheet to the Microsoft Excel format.

In addition, if you receive a file created in Microsoft Excel, all you need to do is open it in Quattro Pro. The opening process automatically converts the file to the Quattro Pro format. If you modify the same file and you want others to view the changes in Microsoft Excel, then you need to save the file as a Microsoft Excel file. You can, however, specify that the default format when saving files is set to the Microsoft Excel file format. If you don't specify the Microsoft Excel format when saving, the file is saved as a Quattro Pro file by default.

Microsoft Excel workbooks that contain custom spreadsheet names may not open in Quattro Pro if characters used in the names are not recognized by Quattro Pro. If this happens, Quattro Pro displays a dialog box warning you about the invalid spreadsheet name. You can change the spreadsheet name to make it compatible with Quattro Pro.

To save a Quattro Pro notebook as a Microsoft Excel file

- 1 Click **File** ► **Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **Filename** box.
- 4 Choose a Microsoft Excel file type from the **File type** list box.

To open a Microsoft Excel workbook in Quattro Pro

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the workbook is stored.
If you can't see the file, choose **All files** from the **File type** box.
- 3 Double-click the workbook's filename.



You can open Microsoft Excel version 3, 5, 7, 97, 2000, 2002 (XP), 2003, and 2007 workbooks in Quattro Pro. You can also open Microsoft Excel Open XML workbooks (.xlsx) and Microsoft Excel Open XML Macro-enabled workbooks (.xlsm).

When opening Microsoft workbooks in Quattro Pro, some information may not display as it did in Microsoft Excel.

To automatically save files opened in Quattro Pro to the Microsoft Excel format

- 1 Click **Tools** ► **Settings**.
- 2 In the list of categories, double-click **Compatibility**.
- 3 Choose **XLS** from the **Default file type** list box.

To fix invalid spreadsheet names

- 1 Open a Microsoft Excel file in Quattro Pro.
In the **Quattro Pro** dialog box, the invalid spreadsheet name displays in the **Invalid name** box.
- 2 Enable one of the following options in the **Rename options** area:
 - **Fix invalid spreadsheet name** — changes the spreadsheet name to include only valid Quattro Pro characters. The new name displays in the **New name** box.
 - **Do not fix invalid spreadsheet name** — keeps the original spreadsheet name

If you want to make additional changes to the name, type them in the **New name** box, using valid Quattro Pro characters.



Part Four:

Presentations

Presentations lets you create high-quality slide shows and drawings that can include text, data charts, organization charts, and graphic objects.

Getting started with Presentations

The following chapters show you how to get started creating slide shows with Presentations:

- “Creating and accessing slide shows” on page 195
- “Adding and formatting text in slide shows and drawings” on page 203

Working with text in Presentations

The following chapters show you how to work with text in your Presentations projects:

- “Working with titles and subtitles in Presentations” on page 207
- “Working with bulleted lists” on page 211

Working with graphics and charts in Presentations

The following chapters show you how to work with graphics and charts in your Presentations projects:

- “Working with graphics and pictures” on page 215
- “Drawing and editing shapes in slide shows and drawings” on page 223
- “Creating data charts and drawings” on page 227
- “Working with datasheets” on page 231

- “Working with organization charts” on page 235
- “Working with objects in slide shows and drawings” on page 239

Creating multimedia projects in Presentations

The chapter “Working with sound, movies, and animation in slide shows” on page 245 shows you how to create multimedia projects in Presentations.

Laying out projects in Presentations

The chapter “Using the Master Gallery” on page 249 shows you how to apply masters and backgrounds to slides.

Sharing Presentations projects with others

The following chapters show you how to share your Presentations projects with others:

- “Playing and controlling slide shows” on page 253
- “Sharing slide shows and drawings” on page 257
- “Presentations compatibility with Microsoft® PowerPoint®” on page 259

For more information on Presentations

For even more information on Presentations, please see the Reference Center, which installs with WordPerfect Office X5. See “To access the Reference Center” on page 12.

Creating and accessing slide shows



Presentations includes comprehensive slide show tools that allow you to create professional-looking slide shows and drawings.

In this chapter, you'll find these topics:

- Starting Presentations
- Creating and opening slide shows
- Saving and closing slide shows
- Viewing slide shows
- Working with the Slide Outliner
- Adding and removing slides
- Adding speaker notes
- Working with the Slide Sorter



For additional topics, please see “Creating and accessing slide shows” in the Presentations Help.

Starting Presentations

Let's begin by starting Presentations.



For help getting started with Presentations, please see “Exploring the Presentations work area” in the Presentations Help.

To start Quattro Pro

- On the Windows taskbar, click **Start ▶ Programs ▶ WordPerfect Office X5 ▶ Presentations X5**.

Creating and opening slide shows

A slide show project is a predefined slide show that includes a prepared layout and outline. All you need to do is type in data. You can design your own slide show or start a slide show from a predefined slide show project. You can also open an existing slide show.

You can create a self-executing version of a slide show that can be played on any computer that uses the Windows operating system, even if it doesn't have Presentations installed. The slide show files and the Presentations application files necessary to run the slide show are copied to the disk on which you create the portable slide show.

To create a slide show from a blank master

- 1 Click **File ▶ New**.
- 2 In the **Master Gallery**, choose a slide show from the **Category** list box.
- 3 Click a slide show master on the palette.

To create a slide show from a predefined project

- 1 Click **File ▶ New from project**.
- 2 Click the **Create new** tab.
- 3 Choose **Presentations** from the list box.
- 4 Choose **Presentations slide show** from the list.
- 5 Click **Create**.
- 6 In the **Master Gallery**, choose a slide show from the **Category** list box.
- 7 Click a slide show master on the palette.

To create a portable slide show

- 1 Click **File** ► **Show On The Go™**.
- 2 Click **Create**.

To open an existing slide show

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the slide show is saved.
- 3 Choose a filename.
- 4 Click **Open**.



If there are fonts in the file that are missing on your system, the **Font matching results** dialog box will appear. This dialog box shows the missing fonts and the fonts with which Presentations will substitute them. You can click **OK** to proceed with the font substitution, or you can cancel opening the document so that you can install the missing fonts on your system.

Saving and closing slide shows

You can save new slide shows.

When you have completed your tasks, you can close a document, and you can quit Presentations.

To save a slide show

- 1 Click **File** ► **Save**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **Filename** box.
- 4 Click **Save**.

To close a slide show

- Click **File** ▶ **Close**.

You can also

Quit Presentations

Click **File** ▶ **Exit**.



You can also close a document by clicking the **Close** button at the top-right corner of the document window.

You can also quit Presentations by clicking the **Close** button at the top-right corner of the document window.

Viewing slide shows

You can create, edit, and sort a slide show in three views.

You can use the Slide Editor to add, view, and edit the text, objects, and charts of individual slides. The Slide Editor is also used to specify slide properties for the slides in a slide show.

You can use the Slide Outliner to create an outline for a slide show. You can specify a layout, and then type the text for each slide. You can also import a WordPerfect outline. For more information about the Slide Outliner, see “Working with the Slide Outliner” on page 199.

Subtitle		Commodo consectetur et dignissim aliquam odio wisi facilisis wisi dolor, nulla eum.
Title	2.	Commodo consectetur et dignissim aliquam odio wisi facilisis wisi dolor, nulla eum. Wisi eum et in exerci vel dolore?
Subtitle		Erat accumsan
Title	3.	Commodo consectetur et dignissim aliquam odio wisi facilisis wisi dolor, nulla eum. Wisi eum et in exerci vel dolore?
Subtitle		Erat accumsan
Title	4.	facilisis wisi dolor

An example of a slide displayed in the Slide Outliner.

The Slide Sorter displays thumbnail sketches of each slide in a slide show. You can select slide properties and display detailed information about the settings used for each slide in the current slide show. For more

information about sorting slides, see “Working with the Slide Sorter” on page 202.



An example of slides displayed in the Slide Sorter.

You can switch between each of these slide show views.

To switch between slide show views

- Click **View**, and click one of the following:
 - **Slide Editor**
 - **Slide Outliner**
 - **Slide Sorter**



You can also change the slide show view by clicking the **Slide Editor**, **Slide Outliner**, or **Slide Sorter** tab on the right side of the slide show window.

Working with the Slide Outliner


You create an outline for a slide show in the Slide Outliner. An outline is a numbered list that includes all the text found in every slide in a slide show. You can create an outline by choosing a slide layout and typing the text for each slide. You can type the text for slide titles, subtitles, text slides, bulleted list slides, and combination slides.



Importing a WordPerfect outline into a Presentations slide show converts each first level paragraph number to a slide title and any second or third level paragraph numbers to text in each slide.

To create a slide show outline

- 1 Click **View ▶ Slide Outliner**.
- 2 Type a title in the slide show, and press **Enter**.
- 3 Type a subtitle in the slide show, and press **Enter**.
- 4 Type any text in the slide show.
- 5 Click **Insert ▶ New slide**.
- 6 In the **New slide** dialog box, click a slide layout on the **Layout** palette.



If you delete text, you can restore it by clicking the **Undelete**  button on the property bar, and clicking **Restore**.

You can move an outline down or up one level by clicking the **Previous level**  button or the **Next level**  button on the property bar.

To import a WordPerfect outline

- 1 Click **View ▶ Slide Outliner**.
- 2 Click in the slide.
- 3 Click **Insert ▶ File**.
- 4 Choose the drive and folder where the file is stored.
- 5 Choose a filename.
- 6 Click **Insert**.

Adding and removing slides

You can build a slide show by adding one slide or several slides at a time. When you add a slide, it's added immediately after the current slide. You can also delete any slides you have added.

You can clear a slide or all slides in a slide show. By clearing a slide, you remove all objects within it, but the cleared slide remains in the slide show.

To add a slide

- 1 Click **Insert** ▶ **New slide**.
- 2 Click a slide layout on the **Layout** palette.
- 3 Type a value in the **Number to add** box.

To delete a slide

- 1 Click a slide tab at the bottom of the slide show window.
- 2 Click **Edit** ▶ **Delete slide(s)**.

To clear a slide

- 1 Click **Edit** ▶ **Clear**.
- 2 Enable one of the following options:
 - **Slide**
 - **Entire slide show**
- 3 Click **Clear**.

Adding speaker notes

You can use speaker notes as cue cards for slide show presentations. You can type your own notes, or you can insert the text that appears on the slides.

To create speaker notes

- 1 Click **Format** ▶ **Slide properties** ▶ **Speaker notes**.
- 2 Type text in the box.

To insert text from a slide

- 1 Click **Format** ▶ **Slide properties** ▶ **Speaker notes**.
- 2 Click **Insert text from slide**.

Working with the Slide Sorter

The Slide Sorter displays thumbnail sketches of each slide in a slide show. You can sort the slides in a slide show by dragging them. Once you drag a slide to a new position, the Slide Sorter reorders and renumbers each slide.

To sort slides

- 1 Click **View** ▶ **Slide Sorter**.
- 2 Drag a slide to a new position.

You can also

Sort a range of slides

Hold down **Shift**, click the first and last slide in the range of slides, and drag them to a new position.

Sort a range of nonconsecutive slides

Hold down **Ctrl**, click each slide, and drag them to a new position.



Adding and formatting text in slide shows and drawings

You can customize the appearance of slides with a variety of text objects.

In this chapter, you'll learn about:

- Creating and managing text objects
- Changing font properties by using Corel RealTime Preview
- Formatting paragraphs



For additional topics, please see “Adding and formatting text in slide shows and drawings” in the Presentations Help.

Creating and managing text objects


You can create text objects by inserting text boxes and text lines. Text boxes expand in length and text lines expand in width to contain text as you type.

You can also move individual characters or blocks of text, and you can delete them. You can also adjust the position of text in a text box.

To insert a text box

- 1 Click **Insert** ► **Text box**.
- 2 Drag to define the text box.
- 3 Type text in the text box.



You can also insert a text box by clicking the **Text box**  button on the tool palette.

To insert a line of text

- 1 Click **Insert** ▶ **Text line**.
- 2 Click in the slide show or drawing window.
- 3 Type text.

To move text

- 1 Double-click a text object.
- 2 Select the text.
- 3 Drag the selected text to a new position inside the selected text object.

To delete text

- 1 Double-click a text object.
- 2 Select the text.
- 3 Click **Edit** ▶ **Delete**.

To position text in a text box

- 1 Double-click a text box.
- 2 Click at the beginning of the text.
- 3 Click **Format** ▶ **Line**, and click one of the following:
 - **Center** — centers text
 - **Flush right** — positions text to the right

Changing font properties by using Corel RealTime Preview

You can use Corel RealTime Preview to view different font styles, sizes, and colors before you apply them to your text.






You can also customize the text in a slide show or drawing by setting text attributes. For information, please see “Setting text attributes” in the Presentations Help.

To change font properties by using Corel RealTime Preview

- 1 Double-click a text object.
- 2 Open the **Font selection** list box on the property bar, and point to a font.

The text object changes to display the font to which you're pointing. Choose a font from the **Font selection** list box to apply it.

- 3 Open the **Font size** list box on the property bar, and point to a font. The text object changes to display the font size to which you're pointing. Choose a font from the **Font size** list box to apply it.
- 4 On the tool palette, open any of the following pickers:

- **Fill pattern** 
- **Foreground fill color** 
- **Background fill color** 

Point to a pattern or color. When you pause on a color, the text in the text object displays a preview of the font color. Click a pattern or color to apply it.

Formatting paragraphs

You can format text and text objects by adjusting the spacing between lines of text. You can also set text alignment by positioning text to the left, right, or center in relation to the sides of a text box. You can also indent lines or paragraphs of text.


To set the line spacing

- 1 Click a text box.
- 2 Click **Format** ▶ **Line** ▶ **Spacing**.
- 3 Type a number in the **Spacing** box.

To set text alignment

- 1 Click a text box.
- 2 Click **Format** ▶ **Justification**, and click one of the following:
 - **Left** — aligns text to the left
 - **Right** — aligns text to the right
 - **Center** — aligns text to the center



You can also justify text by opening the **Justification**  picker on the property bar and clicking an alignment.

To indent text

- 1 Double-click a text box.
- 2 Click at the beginning of a line of text.
- 3 Click **Format** ▶ **Paragraph**, and click one of the following:
 - **Indent** — indents the left margin of the paragraph by one tab stop
 - **Hanging indent** — indents all but the first line of the paragraph by one tab stop
 - **Double indent** — indents the paragraph equally from both sides



Working with titles and subtitles in Presentations

In Presentations, when slides with layouts are inserted into a slide show, they are automatically created with placeholders for titles and subtitles.

In this chapter, you'll learn about:

- Formatting titles and subtitles
- Adding boxes and fills to titles and subtitles



For additional topics, please see “Working with titles and subtitles in Presentations” in the Presentations Help.

Formatting titles and subtitles

You can format the appearance of a title or subtitle by changing such attributes as the font, the font size, and the color. You can also change the font fill of a title or subtitle.

To change the font properties of a title or subtitle

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Fonts** tab.
- 4 Choose a font from the **Font face** list box.
- 5 Type a value in the **Size** box.

6 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**


7 In the **Color** area, open the **Foreground** picker, and click a color.

8 Open the **Background** picker, and click a color.



The background color is visible only if a font fill style other than the default is selected.



You can also format the appearance of a subtitle by clicking the **Subtitle properties**  button on the property bar.

To change the font fill of a title or subtitle

1 Follow steps 1 through 3 in the previous procedure.

2 In the **Appearance** area, click **Font properties**.

3 In the **Font properties** dialog box, click the **Fill** tab.

4 In the **Fill style** area, click one of the following:

- **Pattern** 
- **Gradient** 

5 Open the **Foreground** picker, and click a color.

6 Open the **Background** picker, and click a color.

7 Click a fill style on the palette.

To change the font outline of a title or subtitle

1 Follow steps 1 and 2 in the previous procedure.

2 In the **Font properties** dialog box, click the **Outline** tab.

3 Open the **Color** picker, and click a color.

4 Open the **Style** picker, and click a line style.

- 5 Open the **Width** picker, and click a line width.

Adding boxes and fills to titles and subtitles

You can add a box to a title or subtitle and choose its position, shape, and color. You can then apply pattern or gradient fills to the box to, for example, emphasize certain points in your presentation. A pattern fill consists of two colors arranged to form a design. A gradient fill creates smooth transitions between two colors by gradually changing their transparency as it progresses from one color to another.



As well, you can apply texture or picture fills, including custom made fills, to a box. A texture fill lets you fill a title or subtitle box with a textured, natural looking pattern, such as clouds, wood, or oil. A picture fill lets you fill a box with a bitmap.

To add a box to a title or subtitle



- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Box** tab.
- 4 In the **Position** area, enable one of the following options:
 - **Above**
 - **Below**
 - **Above and below**
 - **Behind**
- 5 In the **Corner style** area, enable one of the following options:
 - **Rectangle**
 - **Rounded rectangle**
 - **Octagon**

- 6 In the **Frame style** area, choose a frame from the **Type** list box.
- 7 Open the **Color** picker, and click a color.

To apply a pattern or gradient fill to a title or subtitle box

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Box** tab.
- 4 In the **Fill style and color** area, click **Properties**.
- 5 In the **Object properties** dialog box, click one of the following icons:
 - **Pattern** 
 - **Gradient** 
- 6 Open the **Foreground** picker, and click a color.
- 7 Open the **Background** picker, and click a color.
- 8 Click a pattern or gradient on the palette.

To apply a texture or picture fill to a title or subtitle box

- 1 Follow steps 1 through 4 in the previous procedure.
- 2 In the **Object properties** dialog box, click one of the following icons:
 - **Texture** 
 - **Picture** 
- 3 Choose a texture or picture from the **Category** list box.
- 4 Click a texture or picture on the palette.



Working with bulleted lists

You can create bulleted lists in Presentations to effectively communicate sequential ideas within drawings and slide shows.

In this chapter, you'll learn about:

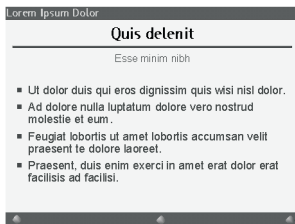
- Creating bulleted lists
- Changing the appearance of bullets in bulleted lists
- Animating bulleted lists



For additional topics, please see “Working with bulleted lists” in the Presentations Help.

Creating bulleted lists

You can create bulleted lists in slide shows and drawings.



This is an example of a bulleted list.

Keep the following points in mind when you create any type of bulleted list:

- Express a single idea on each line.
- Avoid using more than six items in a list.
- Use nouns and action verbs to start sentences.

Levels can be created within these bulleted lists. As well, you can move a bulleted list item up a level.

To create a bulleted list

- 1 Click **Insert** ► **Bulleted list**.
- 2 Click in the slide show or drawing window.
- 3 Type text on the bulleted line.
- 4 Press **Enter**.
If you want to create a new level within the list, press **Tab**.
- 5 Click outside the bulleted list to return to the slide show or drawing window.

To create a new level for a bulleted list item

- 1 Double-click a bulleted list.
- 2 Click at the beginning of a list item.
- 3 Press **Tab**.

To move an existing bulleted list item up one level

- 1 Double-click a bulleted list.
- 2 Click at the beginning of a list item.
- 3 Press **Shift + Tab**.

Changing the appearance of bullets in bulleted lists

You can change the shape of a bullet, or use a different symbol for a bullet. You can also choose to change the bullet type for all list levels and resize a bullet.

To change the shape of a bullet

- 1 Click a bulleted list.
- 2 Click **Format** ► **Bulleted list properties**.
- 3 Click the **Bullets** tab.
- 4 Choose a list level from the list.
- 5 Choose a bullet shape from the **Bullet shape** list box.

To use a different symbol as a bullet

- 1 Follow steps 1 through 4 in the previous procedure.
- 2 Choose **Other** from the **Bullet shape** list box.
- 3 In the **Symbols** dialog box, click **Set**, and click a symbol set.
- 4 Click a symbol on the **Symbols** palette.
- 5 Click **Insert and close**.

To change the bullet type for all list levels

- 1 Click a bulleted list.
- 2 Click **Format** ► **Bulleted list properties**.
- 3 Click the **Bullets** tab.
- 4 Choose a bullet type from the **Bullet set (all levels)** list box.

To resize a bullet

- 1 Follow steps 1 through 3 in the previous procedure.
- 2 Choose a list level from the list.
- 3 Type a value in the **Relative size** box.



Relative bullet size is calculated in relation to the current bullet size.

Animating bulleted lists

You can use animation as a special effect to capture your audience's attention and reinforce the points in your presentations. For example, you can animate list items so that they move across the screen or animate them in place.

To animate a bulleted list on a bulleted list slide

- 1 Click **Insert** ► **New slide**.
- 2 Click the **Bulleted list** layout on the **Layout** palette, and click **OK**.
- 3 Create the bulleted list, and click **Format** ► **Bulleted list properties**.
- 4 Click the **Bullet animation** tab.
- 5 In the **Animation type** area, enable one of the following options:

- **Animate object in place**
- **Animate object across screen**

If you are publishing the slide show using Macromedia® Flash®, enable the **Show only Flash enabled transitions** check box.

- 6 Choose an animation effect from the **Effects** list.
- 7 Choose an animation direction from the **Direction** list.
- 8 In the **Speed** area, enable one of the following options:
 - **Fast**
 - **Medium**
 - **Slow**
 - Enable any of the following check boxes:
 - **Display one at a time** — displays main level list items and subordinate level list items one at a time during a slide show
 - **Highlight current bullet** — selects one list item at a time, and greys all other list items on the slide
 - **Display in reverse order** — begins the cascade effect with the last item in the list, and progresses to the first list item



Working with graphics and pictures

The two main types of computer graphics are vector graphics and raster graphics, or bitmaps. Vector graphics are made of lines and curves, and they are generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn. Bitmaps, also known as raster graphics, are composed of tiny squares called pixels; each pixel is mapped to a location in an image and has numerical color values.

Vector graphics are ideal for logos and illustrations because they are resolution-independent and can be scaled to any size, or printed and displayed at any resolution, without losing detail and quality. In addition, you can produce sharp and crisp outlines with vector graphics.

Bitmaps are excellent for photographs and digital paintings because they reproduce color gradations well. Bitmaps are resolution-dependent — that is, they represent a fixed number of pixels. While they look good at their actual size, they can appear jagged or lose image quality when scaled, or when displayed or printed at a resolution higher than their original resolution.

In this chapter, you'll find these topics:

- Inserting graphics
- Creating and saving bitmaps
- Modifying bitmaps
- Using special effects
- Converting bitmaps and vector graphics



For additional topics, please see “Working with graphics and pictures” in the Presentations Help.

Inserting graphics

You can enhance slide shows and drawings by inserting objects from the Scrapbook, the WordPerfect Office CD, or from a file. You can also create other graphics, such as shapes. For information about drawing shapes, see “Drawing shapes” on page 223.

When adding an image to a slide show, the best graphics format to use is vector, such as an image created in CorelDRAW. You can, however, add bitmaps in formats such as Windows bitmap (.bmp) or TIFF (.tif) to slide shows. Don't compress the images or you'll lose much of the image quality. If you plan to use bitmaps, they should contain 256 colors, and, if you don't plan to print handouts, 96 dpi. If you do plan to print handouts, they should contain 150 dpi.

To insert a graphic from the Scrapbook

- 1 Click **Insert** ▶ **Graphics/Pictures** ▶ **Clipart**.
- 2 Click one of the following tabs:
 - **Clipart** — vector graphics
 - **Photos** — bitmaps
- 3 Choose a category from the list.
- 4 Click a graphic on the palette.
- 5 Click **Insert**.
- 6 Click **Close**.



You can also insert clipart from a CD through Scrapbook by inserting a CD into the CD drive.

To insert a graphic from a file

- 1 Click **Insert** ▶ **Graphics/Pictures** ▶ **From file**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose a file.
- 4 Click **Insert**.

Creating and saving bitmaps

You can create new, original bitmaps, using the Bitmap Editor. You can also save a new bitmap or save an existing bitmap in another bitmap format.

To create a bitmap

- 1 Click **Insert** ▶ **Graphics/Pictures** ▶ **Bitmap**.
- 2 Drag to define the bitmap frame.
- 3 Use the bitmap tools in the Bitmap Editor to create a bitmap.
- 4 Click **File** ▶ **Close Bitmap Editor**.

To save a bitmap

- 1 Click a bitmap.
- 2 Click **File** ▶ **Save**.
- 3 Enable the **Selected items** option.
- 4 Click **OK**.
- 5 In the **Save as** dialog box, choose the drive and folder where you want to save the bitmap.
- 6 Type a filename in the **Filename** box.
- 7 Click **Save**.



WordPerfect Graphic (WPG) is the default bitmap format.

To save a bitmap to another bitmap format

- 1 Click a bitmap.
- 2 Click **File** ► **Save as**.
- 3 Enable the **Selected items** option.
- 4 Click **OK**.
- 5 In the **Save** dialog box, choose the drive and folder where you want to save the bitmap.
- 6 Type a name in the **Filename** box.
- 7 Choose a graphic type from the **File type** list box.
- 8 Click **Save**.
- 9 In the **Export** dialog box, choose a predefined size from the **Predefined sizes** list box.

If you want to specify the size of the bitmap, type values for the width and height of the image in the **Width** and **Height** boxes.

You can also

Choose a unit of measure	In the Export dialog box, choose a unit of measure from the Units of measure list box.
Choose a resolution	In the Export dialog box, choose a resolution from the Resolution list box.
Specify a color option	In the Export dialog box, enable a color option.
Display a TIFF file in stages in a Web browser	Enable the Interlaced check box.
Apply the standard transparent color to a TIFF file	Enable the No transparency check box.
Compress a BMP file so it will take up less memory space	Enable the Compressed check box.

Modifying bitmaps

Modifying bitmaps in Presentations can be done with precision. You can refine small details, make drastic changes, and intensify effects on the bitmap as a whole. You can select a specific area of the bitmap to modify.

You can size the frame around the graphic, which is useful if you want to eliminate white space around a bitmap. You can resample, or change the resolution of, bitmaps to improve print quality or reduce memory and file size requirements when you are editing, printing, or saving.

Zooming in on a bitmap lets you perform editing tasks at a precise level of magnification. You can then zoom out to view the entire image and the changes that you have made.

You can also remove a bitmap from a document and erase parts of a bitmap.

To select an area of a bitmap

- 1 Double-click a bitmap.
- 2 Click **Edit ▶ Select area**.
- 3 Drag to select an area of the bitmap.

To size the frame around a bitmap

To	Do the following
Size the frame around a bitmap	Double-click the bitmap, and drag the side or corner handles to resize the frame.
Size the frame around a rotated or skewed bitmap	Click Tools ▶ Convert to bitmap . Click OK . Double-click the bitmap, and drag the side or corner handles to resize the frame.



Increasing the size of the frame around a bitmap does not alter the bitmap itself; however, moving any part of the bitmap outside of the resized frame will delete that part when you close the Bitmap Editor window and return to the drawing window.

To zoom in on a bitmap

- 1 Double-click a bitmap.
- 2 Click **View ▶ Zoom**.



A check mark beside **Zoom** indicates that you have zoomed in on the bitmap.

To remove a bitmap

- 1 Double-click a bitmap.
- 2 Click **Edit ▶ Clear**.

To erase parts of a bitmap

- 1 Double-click a bitmap.
- 2 Click **Insert ▶ Eraser**.
- 3 Click **Format ▶ Brush**.
- 4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.
- 5 Type a value in the **Brush width** box.
- 6 Drag to erase any part of the bitmap.



When you erase parts of a bitmap, they are replaced with the transparent color that you specify.



You can also erase a selected area of a bitmap by clicking **Edit ▶ Select area**, dragging to select an area of a bitmap, and clicking **Edit ▶ Erase selection**.

Using special effects

Presentations includes a variety of special effects that you can add to bitmaps.

You can apply the following special effects to enhance an entire bitmap or a specific area that you have selected: Blur, Brightness, Contrast, Emboss, Equalize, Mosaic, Rain, Saturation, Sharpen, Smooth, Spike removal, Stereogram, Trace contours, and Wind.

To apply a special effect to a bitmap

- 1 Double-click a bitmap.
- 2 Click **Edit** ▶ **Select area**.
- 3 Drag to select an area of the bitmap.
- 4 Click **Tools** ▶ **Special effects**.
- 5 Enable one of the following options:
 - **Full image** — applies the special effect to the entire bitmap
 - **Inside area** — applies the special effect inside the selected area
 - **Outside area** — applies the special effect outside the selected area
- 6 Choose a special effect from the **Effects** list.
If you want to preview the effect, click **Apply** and view the effect in the **After** preview window.



If you increase the **Mosaic** effect by more than 10%, the bitmap will disappear.

Converting bitmaps and vector graphics

You can convert raster images to vector graphics and vector images into raster images.

To convert a vector object to a bitmap

- 1 Click a vector object.
- 2 Click **Tools** ▶ **Convert to bitmap**.
- 3 Click **Convert**.

To convert a bitmap to a vector object

- 1 Click a bitmap.
- 2 Click **Tools** ▶ **Trace bitmap**.



Converting complex bitmaps, such as photographs and grayscale images, is not recommended.



You can also convert a bitmap to a vector object by right-clicking the bitmap and clicking **Trace bitmap**.



Drawing and editing shapes in slide shows and drawings

You can enhance Presentations slides and drawings with seven categories of preset shapes: line, basic, arrow, flowchart, star, callout, and action.

In this chapter, you'll find these topics:

- Drawing shapes
- Editing shapes

Drawing shapes

Line shapes can be everything from a simple line to a polyline. You can draw lines, polylines, and curves. You can also draw closed curves and Bezier curves.

Other shapes that you can draw include basic shapes, such as rectangles and diamonds; arrow shapes; flowchart shapes, such as connectors and processes; star shapes; callout shapes; and action shapes, such as volume buttons and transition buttons.

To draw a line

- 1 Click **Insert** ► **Shape** ► **Line shapes**, and click a line shape.
- 2 Drag to draw the line shape.



You can also draw a precise horizontal, vertical, or diagonal line shape by holding down **Shift** while dragging to draw the line.




You can also draw line shapes by clicking the **Line shapes** ↩ button on the tool palette.

To draw a polyline

- 1 Click **Insert ▶ Shape ▶ Line shapes**, and click a polyline shape.
- 2 Drag to draw the polyline.
- 3 Double-click to complete the shape.



You can transform an elliptical arc polyline shape into a circle by double-clicking the shape with the **Selection**  tool and moving an edit point to the inside of the arc.

To draw a curve

- 1 Click **Insert ▶ Shape ▶ Line Shapes ▶ Curve**.
- 2 Click once in the drawing or slide show window.
- 3 Drag to start the curved line.
- 4 Click to create the first section of the curve.
- 5 Drag to continue the curve.
- 6 Double-click to complete the curve.

To draw a closed curve

- 1 Click **Insert ▶ Shape ▶ Line shapes ▶ Closed curve**.
- 2 Click once in the drawing or slide show window.
- 3 Drag to start the curved shape.
- 4 Click to create the first section of the curve.
- 5 Continue to drag and click to create the curved shape you want.
- 6 Double-click to complete the closed curve.

To draw a Bezier curve

- 1 Click **Insert** ▶ **Shape** ▶ **Line shapes** ▶ **Bezier**.
- 2 For each section of the curve, click to start the curved line, and drag to curve the line in another direction.
- 3 Double-click to finish the curve.



The distance between the control points and the node determines the height or depth of the segment that you are drawing.



You can draw a cusp in the Bezier curve by dragging from the anchor point, sizing and curving the segment, then holding down **Alt** and dragging in the direction that you want the next curve. You can then release **Alt** and size and curve the next segment.

To draw a shape




- 1 Click **Insert** ▶ **Shape**, and click a shape in one of the following categories:
 - **Basic shapes**
 - **Arrow shapes**
 - **Flowchart shapes**
 - **Star shapes**
 - **Callout shapes**
 - **Action shapes**




If you want to draw a shape from the center, hold down **Alt**, and click where you want to create the center of the shape.

- 2 Drag diagonally to draw the shape.



You can also create a shape with equal horizontal and vertical dimensions by holding down **Alt** + **Shift** as you draw the shape.

You can also draw shapes by clicking the **Basic shapes**  button, the **Arrow shapes**  button, the **Flowchart shapes**  button,

the **Star shapes**  button, the **Callout shapes**  button, or the **Action shapes**  button on the tool palette.

Editing shapes

You can resize the shapes you add to slides and drawings by using a glyph.

You can also change the form, angle, or direction of a line or polyline by using the edit points.

To size a shape by using a glyph

- 1 Click a shape.
- 2 Drag a glyph until the shape is the size you want.

To change the shape of a line or polyline

- 1 Click a line or polyline.
- 2 Click **Edit** ► **Edit points**.
- 3 Drag the edit points until the shape is the size you want.



Edit points are specific to lines and polylines. If you want to access the edit points of a shape other than a line or polyline, you must first convert the shape to a polygon. For information, please see “To convert a shape to a polygon” and “To change the shape of a polygon” in the Presentations Help.



Creating data charts and drawings

You can use Presentations to create and update various types of data charts.

In this chapter, you'll learn about:

- Creating and saving data charts
- Creating and saving drawings



For additional topics, please see “Creating data charts and drawings” in the Presentations Help.

Creating and saving data charts

You can create different types of data charts in Presentations using a collection of predesigned chart templates and color schemes. You can also create any of these data charts as a three-dimensional chart. Creating a data series for a chart lets you visually represent a row of data from a datasheet, and lets you add additional data to a chart by using a secondary y-axis.

To create a data chart

- 1 Click **Insert** ► **Data chart**.
- 2 Drag to define a chart area.
- 3 Choose a chart type from the **Chart type** list.

If you want to begin with a blank datasheet, disable the **Use sample data** check box.

- 4 Click a chart style.
- 5 Click **OK**.
- 6 Type data in the datasheet.
- 7 Click outside the chart to close the datasheet.



You can also

Create a three-dimensional data chart

In the **Data chart gallery**, enable the **3-D** check box.

You cannot create three-dimensional bubble, radar, or table charts.


To create a data series

- 1 Double-click a chart.
- 2 Click **Chart ▶ Series**.
- 3 Click the arrows   to select a series.
- 4 Click the **Type/Axis** tab.
- 5 In the **Series type** area, enable one of the following options:
 - **Area**
 - **Bar**, and choose a bar shape from the **Bar shape** list
 - **Line**
 - **Line and marker**, and click a marker shape in the **Marker shape** area, and type a value in the **Marker size** box
 - **Marker**, and click a marker shape in the **Marker shape** area, and type a value in the **Marker size** box
- 6 In the **Axis** area, enable one of the following options:
 - **Primary (y1)**
 - **Secondary (y2)**



It is recommended that you use no more than eight series when you create a bar chart.



You can also create a data series by clicking the **Series**  button on the toolbar.

Creating and saving drawings

Presentations drawings can contain data charts, bitmaps, clipart, and drawn objects. You can create drawings, and you can also create posters and banners. Drawings, unlike Presentations slide shows, cannot contain transitions, animations, sound files, or movie files.

You can save Presentations drawings in various file formats such as WordPerfect graphic (WPG), Windows bitmap (BMP), JPEG, and GIF. This allows you to use the drawings you create in other applications, such as WordPerfect documents, or in Web pages.

You can also save a drawing to a new location or with a new name.

To create a drawing

- 1 Click **File** ► **New from project**.
- 2 Click the **Create new** tab.
- 3 Choose **Presentations** from the list box.
- 4 Choose **Presentations drawing** from the list.
- 5 Click **Create**.

To create a poster or a banner

- 1 Click **File** ► **New from project**.
- 2 Click the **Create new** tab.
- 3 Choose **Presentations** from the list box.
- 4 Choose **Presentations drawing** from the list.

- 5 Click **Create**.
- 6 Click **File ▶ Page setup**.
- 7 Click the **Poster** tab.
- 8 Click **Poster size**.
- 9 Drag to select the poster size.

Each square in the poster size table represents one page.



You can also create posters from slides by saving them as drawings in the WordPerfect Graphic (WPG) format.

To save a drawing for the first time

- 1 Click **File ▶ Save**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **Filename** box.
- 4 Choose a graphic file format from the **File type** list box.
- 5 Click **Save**.

To save a drawing to a new location or with a new name

- 1 Click **File ▶ Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type the filename in the **Filename** box.
- 4 Click **Save**.



Working with datasheets

The datasheet is a spreadsheet that is used to enter, edit, or format the data that a data chart displays.

In this chapter, you'll find these topics:

- Manipulating datasheets
- Adding and copying data
- Removing data



For additional topics, please see “Working with datasheets” in the Presentations Help.

Manipulating datasheets

When you have finished entering data in a datasheet, you can hide the datasheet. You can also move a datasheet to a new location on the screen, and you can adjust the size of a datasheet. In addition to displaying datasheet information in a chart, it can be displayed in a table.

To hide a datasheet


- 1 Double-click a data chart.
- 2 Click **View** ▶ **Datasheet**.

No check mark beside the **Datasheet** command indicates that the datasheet is hidden.



The datasheet displays by default.



You can also view or hide a datasheet by double-clicking the data chart and clicking the **View datasheet**  button on the toolbar.

To move a datasheet

- Drag a datasheet to a new location in the drawing window.

To size a datasheet


- 1 Point to any side or corner of a datasheet.
- 2 Drag to size the datasheet.

Dragging inward reduces the size of the datasheet; dragging outward increases it.

To display datasheet information in a table

- 1 Click a datasheet.
- 2 Click **Chart ▶ Layout/Type**.
- 3 Click **Table**.
- 4 In the **Table properties** dialog box, enable the **Display table** check box.



You can also display datasheet information in a table by double-clicking the data chart and clicking the **Show table**  button on the toolbar.

Adding and copying data

Entering and editing data in Presentations datasheets is similar to entering data in a spreadsheet application such as Quattro Pro. The datasheet consists of cells in which you enter data. These cells display in a series of rows and columns in the datasheet.

You can also import spreadsheet data from files created in other applications into a data chart. If you link the imported data to a chart, any

changes you make to the chart data in a spreadsheet application, such as Quattro Pro, are automatically updated in the Presentations chart data every time you open the chart.

In addition, you can export a datasheet data.

To type or edit data

- 1 Click a cell on a datasheet.
- 2 Click **Edit** ► **Edit cell**.
- 3 Type data in the **Data** box.



You can also enter or edit data by typing directly in a cell.

To import spreadsheet data

- 1 Click a datasheet.
- 2 Click **Data** ► **Import**.
- 3 Choose **Spreadsheet** from the **Data type** list box.
- 4 Enable any of the following check boxes:
 - **Transpose data** — switches data from columns to rows and rows to columns
 - **Clear current data** — deletes all the data already in the datasheet
 - **Link to spreadsheet** — links the imported data to the data chart, resulting in automatic updating of the data when the spreadsheet is changed
 - **Import at current cell** — imports data at the selected cell
- 5 In the **Filename** box, type the path and filename of the import file.
- 6 Type a value in the **Range** box to import a range of data.



You can also import a predefined range of data by choosing a range from the **Named ranges** list.

To export data from a datasheet

- 1 Click a datasheet.
- 2 Click **Data ▶ Export**.
- 3 Choose the drive and folder to which you want to export the data.
- 4 Choose a file format and delimiter type from the **File type** list box.
- 5 Type a filename in the **Filename** box.
- 6 Click **Export**.

Removing data

You can clear all of the data in a datasheet, and you can clear specific cells of data in a datasheet.

To clear all data from a datasheet

- 1 Click a datasheet.
- 2 Click **Edit ▶ Clear all**.

To clear data from a cell

- 1 Select a cell.
- 2 Click **Edit ▶ Clear**.
- 3 Enable the **Data** option.



Working with organization charts

Organization charts can be used to show an organization's structure or the relationships of people and positions. For example, you can use organization charts to create family trees, show a chain of command, diagram a process, or illustrate a workflow.

In this chapter, you'll find these topics:

- Creating and saving organization charts
- Adding and editing text in organization charts
- Viewing organization charts



For additional topics, please see “Working with organization charts” in the Presentations Help.

Creating and saving organization charts

Before you begin creating an organization chart, here are some suggestions for presenting information effectively:

- Try to avoid showing too much information on one chart; break up large, complex charts into separate ones.
- Try to start each box the same way, for example, with either a position title or a person's name.

There are many different pre-defined organization chart layouts to choose from when you create an organization chart. The layout determines the structure and orientation of an organization chart. You can save an organization chart style so that you can use the same box

options and attributes, font properties, and other chart characteristics for other organization charts.

To create an organization chart

- 1 Click **Insert** ► **Organization chart**.
- 2 Drag diagonally to define a chart area.
- 3 Click a chart layout.

To save an organization chart style

- 1 Double-click an organization chart.
- 2 Click **Chart** ► **Save style**.
- 3 Choose the drive and folder where you want to save the chart style.
- 4 Type a filename in the **Filename** box.
- 5 Click **Save**.



The filename extension of a chart style file is (.chs).

Adding and editing text in organization charts


You can type text in each of the boxes in an organization chart and include names, titles, and other information. You can also edit this text.

If you no longer want to include text in a chart box, you can clear it.

To add text to an organization chart

- 1 Double-click an organization chart.
- 2 Double-click one of the following fields in a box:
 - **Name**
 - **Title**
- 3 Type the text in the field.



You can change the font of text in an organization chart by clicking the **Font**  button on the toolbar.

To edit text in an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Edit** ▶ **Edit text**.
- 4 Edit the text.

To clear text from an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Edit** ▶ **Clear text only**.

Viewing organization charts

You can view a selected branch of an organization chart or the entire organization chart. You can also display or hide subordinate positions in an organization chart. Hiding subordinate positions is useful when an organization chart is large or complex.

To view an organization chart

To view

Do the following

A branch of an organization chart

Double-click an organization chart. Click a subordinate box. Click **View** ▶ **Zoom to branch**.

An entire organization chart


Double-click an organization chart, and click **View** ▶ **Zoom to chart**.



In organization charts, manager positions are represented by the highest boxes in the chart, subordinate and staff positions by the

next level of boxes, and co-worker positions by the lowest level of boxes.




You can also view an organization chart branch by clicking the **Zoom branch**  button on the property bar.

To display or hide a subordinate position

- 1 Double-click an organization chart.
- 2 Click a manager or subordinate position box.
- 3 Click **View**, and click one of the following:
 - **Expand subordinates** — displays subordinate positions
 - **Collapse subordinates** — hides subordinate positions



You can also expand or collapse subordinates by clicking the **Collapse/expand**  button on the property bar.



Working with objects in slide shows and drawings

All of the elements that you add to slides, including text, clipart, shapes, charts, and bitmaps, are treated as objects in Presentations.

In this chapter, you'll find these topics:

- Selecting objects
- Transforming objects
- Arranging objects
- Animating objects



For additional topics, please see “Working with objects in slide shows and drawings” in the Presentations Help.

Selecting objects

You must select an object before you can arrange, edit, or move it. You can select one object, or you can select multiple objects simultaneously. You can also optimize Presentations so that any object you draw is automatically selected.


To select an object

To select	Do the following
An object	Click an object using the Selection tool.

To select

Do the following

Multiple objects

Hold down **Ctrl**, and click the objects using the **Selection**  tool.

All objects in a window or slide

Click **Edit** ▶ **Select** ▶ **All**.

Objects automatically when they are created

Click **View** ▶ **Auto select**.



A check mark beside the **Auto select** menu command indicates that it is enabled.

Transforming objects

You can resize objects in slides or drawings by sizing and stretching them. You can size an object while keeping its original proportions intact, and stretching an object lets you extend it horizontally or vertically.

You can flip, rotate, and skew objects in the drawing window. Flipping lets you mirror an object left to right or top to bottom. For example, you can copy an object, position it opposite to the original object, and create a mirror image. Rotating lets you reposition the object, and skewing lets you distort the horizontal or vertical dimensions of the object.

To size an object proportionately

- 1 Click an object.
- 2 Drag a corner handle until the object is the size you want.



You can also size an object proportionately by holding down **Alt** while dragging any handle until the object is the size you want.

To stretch an object

- 1 Click an object.
- 2 Drag a side handle until you achieve the effect you want.

To flip an object

- 1 Click an object.
- 2 Click **Edit** ▶ **Arrange** ▶ **Flip**, and click one of the following:
 - **Left/Right** — flips the selected object around a vertical axis
 - **Top/Bottom** — flips the selected object around a horizontal axis



You can also flip an object by opening the **Flip** ▶ picker on the property bar and clicking a direction.

To rotate an object

- 1 Click an object.
- 2 Click **Edit** ▶ **Arrange** ▶ **Rotate**.
- 3 Drag a corner rotation handle.

You can also

Rotate an object automatically

Right-click a rotation handle. In the **Rotate** dialog box, type a value in the **Degrees** box.

Rotate a copy of an object

Right-click a rotation handle. In the **Rotate** dialog box, enable the **Rotate a copy of the object** check box.



You can also rotate an object by opening the **Rotation options** ▶ picker on the property bar and clicking a rotation angle.

To skew an object

- 1 Click an object.
- 2 Click **Edit ▶ Arrange ▶ Rotate**.
- 3 Drag a side rotation handle.

Arranging objects

You can arrange the layering of objects on slides. As well, you can combine and group objects. Combined objects are treated as one object, but they adopt the attributes of the first selected object in the combination. Grouped objects are also treated as one object, but the individual objects in the group retain their original attributes.




This is an example of grouping objects.

You can also separate the layering of any of the combined or grouped objects on slides.

To arrange objects

- 1 Click an object.
- 2 Click **Edit ▶ Arrange ▶ Order**, and click one of the following:
 - **To front**
 - **To back**
 - **Forward one**
 - **Back one**



You can also arrange the order of objects by opening the **Order** -picker on the property bar and clicking a direction.

To combine objects

- 1 Hold down **Ctrl**, and click the objects you want to combine.
- 2 Click **Edit ▶ Arrange ▶ Combine**.



You cannot combine bitmaps, text, or charts.

To group objects

- 1 Hold down **Shift**, and click the objects you want to group.
- 2 Click **Edit ▶ Arrange ▶ Group**.



If you group an object that contains a SpeedLink™ or animation, these features will be removed.

To separate objects

- 1 Click a grouped object.
- 2 Click **Edit ▶ Arrange ▶ Separate objects**.

Animating objects

Objects or multiple objects can have animation effects applied to them. For example, you can choose the direction and speed of an animation effect, and you can animate an object in its place or across the slide.

To animate an object

- 1 Click an object.
- 2 Click **Format ▶ Object properties ▶ Object animation**.
- 3 In the **Animation type** area, enable one of the following options:

- **Animate object in place** — animates the object in place on the slide
- **Animate object across screen** — animates the object by moving it across the slide

If you want to show animation in Flash format, enable the **Show only Flash-enabled transitions** check box.

- 4 Choose an animation effect from the **Effects** list.
- 5 Choose an animation direction from the **Direction** list.
- 6 In the **Speed** area, enable one of the following options:
 - **Fast**
 - **Medium**
 - **Slow**



Enable the **Show only Flash-enabled transitions** check box if you intend to publish the slide show to the Internet using Flash format.

If you want to animate multiple objects, hold down **Shift**, and click the objects.



Working with sound, movies, and animation in slide shows

You can add sounds and movies to slide shows in Presentations.

In this chapter, you'll learn about

- Using sounds in slide shows
- Using movies and animation in slide shows

Using sounds in slide shows

Once you have correctly installed and set up sound hardware on your computer, you can add Wave (WAV), MPEG-1 Audio Layer-3 (MP3), and Windows Media® Audio (WMA) sound files. You can also add Musical Instrument Digital Interface (MIDI) files to slides. You can add an entire CD track or only sections of a track to slides by choosing specific starting and stopping points.

If you have a microphone and an internal sound card that supports digital audio or an external sound device that supports digital audio, you can also record any sound and add it to your slides. For more information about recording and saving sounds, consult your operating system's Help file.

To insert a sound or MIDI file into a slide

- 1 Click **Insert** ► **Sound**.
- 2 Click **Browse** beside one of the following boxes:

- **Sound**
 - **MIDI**
- 3 Choose the drive and folder where the sound file is stored.
 - 4 Type a filename in the **Filename** box.
 - 5 Click **Open**.



You can only play one MIDI and one sound file at the same time. You cannot play two sound files of the same type simultaneously.



To get the best results from the MIDI files that are included with Presentations, make sure that your system is set up correctly for your sound card.

To add an entire CD track to a slide

- 1 Click **Insert ▶ Sound**.
- 2 Click **Browse** beside the **CD** box.
- 3 In the **Slide CD — Audio** dialog box, type a track description in the **Description** box.
- 4 Type the number of the CD track in the **Track** box.

To add part of a CD track to a slide

- 1 Follow the previous procedure.
- 2 Disable the **From beginning** check box.
- 3 In the **Start location** area, type a value in any of the following boxes:
 - **Minutes**
 - **Seconds**
 - **Frames**
- 4 Disable the **To end** check box.
- 5 In the **End location** area, type a value in any of the following boxes:
 - **Minutes**

- Seconds
- Frames

To record a sound file

- 1 Click **Format** ▶ **Slide properties** ▶ **Sound**.
- 2 Click **Record**.
- 3 In the **Sound** dialog box, click **Record**.
- 4 Click **Stop** when you finish recording.

Using movies and animation in slide shows

You can add movies to slide shows in a variety of formats, including Animated GIF (.gif), Moving Pictures Experts Group (.mpeg), Audio Video Interleaved (.avi), and QuickTime® (.mov and .qt).

To add a movie file to a slide show

- 1 Click **Insert** ▶ **Movie**.
- 2 Choose the drive and folder where the file is stored.
If you want to save the movie within the slide show, enable the **Save movie within slide show document** check box.
- 3 Choose a file type from the **File type** list box.
- 4 Type a filename in the **Filename** box.
- 5 Click **Insert**.



To insert .mov and .mpeg movie files into Presentations slide shows, you must install the required MCI driver.

Inserting a movie file into a slide show greatly increases the file size of the slide show.



You can play a movie within the slide show by clicking **View** ▶ **Play movie** or by clicking the **Play movie**  button on the property bar.

To insert an animated GIF into a slide show

- 1 Click **Insert** ► **Animated GIF**.
- 2 Choose the drive and folder where the file is stored.
If you want to save the movie within the slide show, enable the **Save movie within slide show document** check box.
- 3 Type a filename in the **Filename** box.
- 4 Click **Insert**.



An animated GIF displays correctly in Show It!™, QuickPlay™, or Show On The Go.

You can also play an animated GIF by double-clicking the GIF, or by right-clicking the GIF and clicking **Play movie**.

To set a movie to play automatically

- 1 Right-click a movie, and click **Movie properties**.
- 2 Enable the **Play movie** check box.
- 3 Type a value in the **Seconds after slide transition** box.

You can also


Hide the movie when it is not playing

Enable the **Hide movie while not playing** check box.

Set the movie to play only when clicked

Enable the **Play movie when clicked** check box.



You can also set a movie to play automatically by clicking the **Movie properties**  button on the property bar.



Using the Master Gallery

A master is a set of layouts and backgrounds. A layout is a slide with preset placeholders for objects such as titles, subtitles, bulleted lists, text, data charts, and organization charts. Each layout has a page format and color scheme that is consistent with the other layouts and backgrounds that are part of a master. A background can include a border, a gradient background, and other related images. Presentations provides a selection of masters to work with in the Master Gallery.

In this chapter, you'll find these topics:

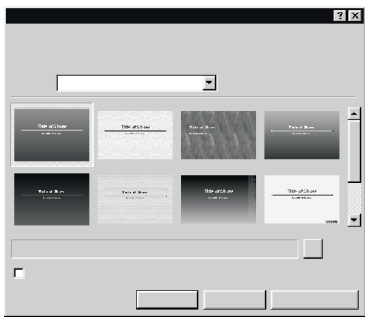
- Applying masters to slides
- Applying backgrounds and layouts to slides



For additional topics, please see “Using the Master Gallery” in the Presentations Help.

Applying masters to slides

Presentations provides a collection of masters in the Master Gallery. Each master is a set of professionally designed slide backgrounds and layouts that include preset objects, such as titles, bulleted lists, and charts. Choosing a preset layout allows you to concentrate on the content of the slide show, rather than on the format.



This is an example of the Master Gallery.


The masters in the Master Gallery are grouped into categories. You can use a master provided with Presentations in the Master Gallery.

You can also import a master from another location on your computer.


To use a master in the Master Gallery

- 1 Click **Format** ► **Master gallery**.
- 2 Choose a slide show category from the **Category** list box.
- 3 Click a master on the palette.



You can also choose a master from the Master Gallery by clicking the **Master gallery**  button on the toolbar.

To import a master from another location

- 1 Click **Format** ► **Master gallery**.
- 2 Click **Browse**  button.
- 3 Choose the drive and folder where the master is stored.
- 4 Choose a filename.
- 5 Click **Insert**.

Applying backgrounds and layouts to slides

When you add a new slide to a slide show, you can apply preset backgrounds and layouts from the Background Gallery and the Layout Gallery. For example, if you want a slideshow with a grayscale or black-and-white look, you can choose one of the printout masters available in the Master Gallery category list.

The preset layouts included in Presentations are listed in the following table.

Use a	To
Title layout	Introduce your subject or to serve as a divider between subjects.
Bulleted list layout	Summarize and reinforce major points.
Text layout	Display sentences or paragraphs of text on a slide.
Organization chart layout	Show the structure of positions and span of control in a business, department, agency, group, division, or office.
Data chart layout	Display percentages, trends, market shares, and relational information.
Combination layout	Display a bulleted list and a data chart on a slide.

To apply a background to a slide

- 1 Click **Format** ► **Background gallery**.
- 2 Click the **Appearance** tab.
- 3 In the **Backgrounds** area, choose a background category from the **Category** list box.

- 4 Click a background on the **Background** palette.

If you want to apply the background to all slides in the slide show, enable the **Apply selected background to all slides in slide show** check box.



You can add up to 30 different backgrounds to a slide show.



You can also apply a background that is not in the **Category** list box by clicking **Browse** and choosing the drive and folder where the background is stored. For example, you can apply clipart as a background.


To apply a layout to a slide

- 1 Click **Format** ► **Layout gallery**.
- 2 Click the **Appearance** tab.
- 3 Click a layout on the **Layouts** palette.



You can add up to 30 different layouts to a slide show.



You can also apply a layout to a slide by opening the **Select layout**  - picker and clicking a layout.



Playing and controlling slide shows

Once you create a slide show, different options are available to play it in Presentations.

In this chapter, you'll find these topics:

- Playing slide shows
- Increasing the speed of slide shows
- Using the slide highlighter

Playing slide shows

There are different ways to play slide shows in Presentations. You can play a slide show by manually controlling the display of each slide. A slide show can also be played automatically, with each slide displayed in succession and where you can control the time delay between the display of each slide.


To check the appearance, transition, sound, and so on of a slide without playing the entire slide show, you can use QuickPlay.

You can also play portable slide shows, which play on any computer that uses the Windows operating system, even if it doesn't have Presentations installed. For information about creating portable slide shows, see "Creating and opening slide shows" on page 196.

To play a slide show manually

- 1 Click **View ▶ Play slide show**.
- 2 Choose a slide from the **Beginning slide** list box.
If you want to play the slide show continuously, enable the **Repeat slide show until you press “Esc”** check box.
- 3 Click **Play**.
- 4 Click in the slide show window to advance to the next slide or animation.
If you want to return to the previous slide or animation, right-click the slide show window, and click **Previous slide**.



You can also play a slide show by clicking the **Play slide show**  button on the toolbar.

You can also return to the previous slide or animation by pressing **Page up**.

To play a slide show automatically

- 1 Click **Format ▶ Slide properties ▶ Display sequence**.
- 2 In the **Display next slide** area, enable the **After a delay of** option.
- 3 Type a value in the **Seconds** box.
- 4 Enable the **Apply to all slides in slide show** check box.



The time delay begins the second the first slide displays on the screen.

Time delays also apply to animated images. For example, if you set a two-second time delay for a slide, the first animated object automatically displays two seconds after the slide appears. The next animated object follows two seconds later, and so on. Two seconds after the last animated object displays, the show advances to the next slide.



You can also apply a different time delay to each slide in a slide show by selecting an individual slide.

To play a slide show by using QuickPlay

- 1 Click a tab on the bottom of the slide show window.
- 2 Click the **QuickPlay** tab on the side of the slide show window.
- 3 Press **Esc** to stop playing the slide show.



When QuickPlay reaches the end of the show, it returns to the slide show window.

To play a portable slide show

- 1 Insert a disk containing a slide show into the floppy disk drive.
- 2 Click **Start** on the Windows taskbar, and click **Run**.
- 3 In the **Open** box, type the path and filename of the portable slide show.

Increasing the speed of slide shows

You can speed up the display of a slide show by creating a QuickShow. When you create a QuickShow, each slide in the slide show is saved as a bitmap for quicker display. Slides from a QuickShow file display on the screen with the delay time you apply. For information about delay times, see “To play a slide show automatically” on page 254.

To increase the speed of a slide show

- 1 Click **View ▶ Play slide show**.
- 2 Click **Create QuickShow**.
- 3 Enable the **Use QuickShow file** check box.



If you change any part of a slide show, you must re-create the QuickShow file.

QuickShow files use more memory than regular slide show files, creating a larger file.

Using the slide highlighter

During a slide show, you can emphasize points by using the slide Highlighter to circle, underline, and mark objects on a slide. The highlighting remains on the screen until the show advances to the next slide. You can erase the highlighting at any time.

To use the slide highlighter while playing a slide show

- 1 Click **View ▶ Play slide show**.
- 2 Open the **Highlighter color** picker, and click a color.
- 3 Open the **Width** picker, and click a highlighter width.
- 4 Click **Play**.
- 5 As the slide show plays, drag to highlight areas of each slide.

To erase highlighting on the current slide

- Right-click a slide, and click **Erase highlighter**.



Sharing slide shows and drawings

You can share your slide shows and drawings by printing them, or by publishing them to PDF.

In this chapter, you'll find these topics:

- Printing slide shows and drawings
- Publishing slide shows and drawings to PDF



For additional topics, please see “Printing” and “Sharing projects” in the Presentations Help.

Printing slide shows and drawings

You can print an entire slide show or drawing, a range of slides or pages, a specific slide or page, or selected objects on a slide or page. You can also print handouts, speaker notes, and audience notes.

To print a slide show or drawing

- 1 Click **File** ► **Print**.
- 2 On the the **Main** page, choose a printer from the **Name** box.
- 3 In the **Print range** area, enable one of the following options:
 - **Full document** — prints the entire file
 - **Current view** — prints only the current page or slide
 - **Selected objects** — prints a specific object in a slide or drawing
 - **Slides** — prints only the specified slides

- **Handouts** — prints handouts
- **Speaker notes** — prints speaker notes
- **Audience notes** — prints audience notes


If you are printing handouts, speakers notes, or audience notes, type a value in the **Number of slides per page** box.

- 4 In the **Copies** area, type the number of copies you want to print in the **Number of copies** box.

If you want the copies collated, enable the **Collate** option.

- 5 Click **Print**.



You can also print a slide show or drawing by clicking the **Print**  button on the toolbar.

Publishing slide shows and drawings to PDF

Presentations lets you publish to PDF.

To publish to PDF

- 1 Click **File** ► **Publish to PDF**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **File name** box.
- 4 From the **PDF style** list box, choose a PDF type.
- 5 Click **Settings**, and specify any additional PDF settings in the **Publish to PDF settings** dialog box that appears.

Click OK to apply your settings and return to the **Publish to PDF** dialog box.

- 6 Click **Save**.

If you do not want the PDF file to open automatically after it is saved, disable the **Open PDF after saving** check box.



Presentations compatibility with Microsoft PowerPoint

Presentations offers compatibility features geared towards those who are migrating to Presentations from Microsoft PowerPoint and those who need to exchange Presentations slide shows with PowerPoint users.

If you are new to Presentations, the compatibility features can help you adapt to Presentations by simulating the Microsoft PowerPoint workspace. This allows you to switch to Presentations with minimal impact on your productivity. For those of you who aren't new to Presentations, but need to collaborate with Microsoft PowerPoint users, the compatibility features make it easier for you to exchange files.

In this chapter, you'll find these topics:

- Simulating the Microsoft PowerPoint workspace
- Using Microsoft PowerPoint shortcut keys in Presentations
- Sharing files with Microsoft PowerPoint users



For additional topics, please see “Compatibility with Microsoft PowerPoint” in the Presentations Help.

Simulating the Microsoft PowerPoint workspace

If you recently switched from Microsoft PowerPoint to Presentations, you may not be familiar with the Presentations workspace. While there are many similarities between the two applications, you may find it easier to simulate the PowerPoint workspace while in slide show mode, which includes toolbars and menus, until you are accustomed to working in

Presentations. It allows you to quickly find the tools you need to create slide shows in Presentations.

To work in the Microsoft PowerPoint workspace

- 1 In Presentation slide show mode, click **Tools ▶ Workspace manager**.
- 2 Enable the **PowerPoint mode** option.



You can work in the PowerPoint workspace only in slide show mode.

Using Microsoft PowerPoint shortcut keys in Presentations

Most Microsoft PowerPoint keyboard shortcuts are the same as in Presentations. However, the keyboard shortcuts for controlling slide shows are different, as described in the following table.

Microsoft PowerPoint keyboard shortcut	What it does	Presentations keyboard shortcut
Enter or Spacebar	Advances to the next slide	Enter or Spacebar
P or Backspace	Returns to the previous slide	Page up
<number> + Enter	Goes to slide <number>	Ctrl + G
Esc	Ends a slide show	Esc
E	Erases on-screen annotations	Ctrl + E

Sharing files with Microsoft PowerPoint users

You can share your Presentations slide shows with Microsoft PowerPoint users and they can share their files with you. To share a Presentations slide show, you must save it as a PowerPoint file. The saving process automatically converts the slide show to the PowerPoint format.

If you receive a PowerPoint file, all you need to do is open it in Presentations. The opening process automatically converts the file to the Presentations format. If you modify the file and you want others to view the changes in PowerPoint, then you need to save the file as a PowerPoint presentation. If you don't specify the PowerPoint format when saving, the file is saved as a Presentations slide show by default.

To open a Microsoft PowerPoint with Presentations

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the PowerPoint file is stored.
If you can't see the file, choose **All files** from the **File type** box.
- 3 Click the PowerPoint file.
- 4 Click **Open**.



For more information about how Presentations opens PowerPoint files, see "Notes for opening Microsoft PowerPoint files" in the Presentations Help.

To save a Presentations slide show to the PowerPoint format

- 1 Click **File** ► **Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type the filename in the **Filename** box.
- 4 Choose the **MS PowerPoint** file format from the **File type** list box.
- 5 Click **Save**.



For more information about how Presentations saves PowerPoint files, see “Notes for saving Microsoft PowerPoint files” in the Presentations Help.



You can also save a Presentations slide show to the PowerPoint format by clicking the **Save as PowerPoint** button on the toolbar.



Part Five: Utilities

WordPerfect Office X5 provides utilities that can help you accomplish various tasks quickly and easily.



The **Utilities** page of the Reference Center provides links to resources for the utilities that install with WordPerfect Office X5. See “To access the Reference Center” on page 12.

Corel WordPerfect Lightning

Corel WordPerfect Lightning was invented to make the common tasks of viewing, capturing, and reusing information and images simpler and easier than ever before. WordPerfect Lightning gives you the tools you need to work with others and to capture and fine-tune your ideas. You can use this application to take notes or to view graphics, photos, or documents saved as PDF, Microsoft Word, or WordPerfect files. When it's time to polish your work, WordPerfect Lightning integrates seamlessly with Corel WordPerfect Office and Microsoft Word — something no online office tool does.

WordPerfect Lightning has three components:

- The Navigator — lets you create, store, and organize your WordPerfect Lightning notes in a familiar tree structure.
- The Viewer — lets you view PDF, Microsoft Word, WordPerfect, and image files.
- The Notes window — lets you capture your ideas and reuse information from other sources.

To start WordPerfect Lightning, click **Start ▶ Programs ▶ WordPerfect Office X5 ▶ WordPerfect Lightning**.

Other WordPerfect Office X5 utilities

WordPerfect Office X5 includes numerous additional first-party utilities.

Address Book

The Address Book is an information center that lets you store personal and business contact information.

To start the Address Book, click **Tools ▶ Address book** in WordPerfect.

Conversion utility

The conversion utility lets you convert files in various formats to one of five WordPerfect file formats.

To start the conversion utility, click **Start ▶ Programs ▶ WordPerfect Office X5 ▶ Utilities ▶ Conversion utility**.

Equation Editor

Equation Editor lets you insert equations in WordPerfect, Quattro Pro, and Presentations files. Simply click where you want to insert an equation, and then click **Insert ▶ Equation**.

File-management tools

WordPerfect Office provides two file-management tools: WordPerfect Office file-management dialog boxes (or “enhanced file dialogs”), and QuickFinder™.

The enhanced file dialogs let you perform many file-management tasks — and even view Web pages! — from directly within WordPerfect, Quattro Pro, and Presentations.

QuickFinder consists of two components:

- QuickFinder Searcher — lets you find files within a specified search scope. Click **Start ▶ Programs ▶ WordPerfect Office X5 ▶ Utilities ▶ QuickFinder Searcher**.
- QuickFinder Manager — lets you create standard or custom Fast Search files that are required to perform Fast Searches. Click **Start ▶ Programs ▶ WordPerfect Office X5 ▶ Utilities ▶ QuickFinder Manager**.

Printing engine

The WordPerfect Office printing engine provides a variety of printing and page-setup options for WordPerfect (see page 87), Quattro Pro (see page 187), and Presentations (see page 257).

Paradox

Included only in certain editions of WordPerfect Office, Paradox is a powerful and easy-to-use relational database program that helps you organize, track, and retrieve information.

Scrapbook

Scrapbook is a graphics utility that lets you search for and insert clipart, photo, sound, and movie files into WordPerfect Office files.

To start Scrapbook, click **Insert ▶ Graphics/Pictures ▶ Clipart** from within WordPerfect, Quattro Pro, or Presentations.

TextArt

TextArt™ lets you transform words into designs. You can use multiple visual effects, such as font, color, and rotation options, to create professional-looking 2D or 3D images.

To start TextArt, click **Insert ▶ Graphics/Pictures ▶ TextArt** from within WordPerfect, Quattro Pro, or Presentations.

Third-party utilities

Certain editions of WordPerfect Office X5 also include the following third-party utilities.

Mozilla Thunderbird for WordPerfect Office

Mozilla Thunderbird for WordPerfect Office provides a powerful new approach to e-mail:

- Use the tabbed interface to keep multiple e-mails open in separate tabs for easy reference.
- Quickly locate saved messages by using filters, timelines, or indexes.
- Spend more time reading the mail that matters! Take advantage of leading-edge junk-mail filters, and train Thunderbird to refine its filtering settings based on the messages that you mark as spam.

Mozilla Thunderbird for WordPerfect Office lets you take full control of your e-mail experience.

Nuance PaperPort 12 SE

Eliminate paper clutter, “go green,” and organize your office!

With Nuance PaperPort® 12 SE, you can use your personal computer to scan, organize, access, share, and manage your documents — both paper and digital. The large, clear thumbnails on the PaperPort desktop let you visually organize, retrieve, assemble, and use all your documents: scanned paper, photographs, word-processing files, spreadsheets, PDF files, and more!



Part Six: Writing Tools

WordPerfect Office X5 includes tools that can help improve the quality of your writing. These writing tools let you correct errors in spelling and grammar, correct mistakes automatically, and help to refine your writing style.



If you open a file that is written in a language that is different from the writing tools you have installed, the writing tools run in the installed language. For example, suppose the English Writing Tools are installed and you open a Spanish file: the writing tools run in English. If you want to use the Writing Tools in a different language, you must install the Writing Tools for that language by modifying the installation. See “To add or delete components in a WordPerfect Office X5 installation” on page 5.

For project-based tips on writing well, you can refer to the PerfectExpert Help files that install with WordPerfect Office X5. For more information on the PerfectExpert, see “Using the documentation” on page 9.



The **Writing Tools** page of the Reference Center provides links to the writing resources that install with WordPerfect Office X5. See “To access the Reference Center” on page 12.

Using the spelling checker

You can use the spelling checker to check the spelling of a file in WordPerfect, Quattro Pro, or Presentations.

To check the spelling of a file

- 1 Click **Tools** ▶ **Spell checker**.
- 2 From the **Check list** box (if available), choose an option.
- 3 Click **Start**.

Using the thesaurus

You can use the thesaurus to refine your writing style. The thesaurus lets you look up options such as synonyms, antonyms, and related words.

To replace a word

- 1 Select a word.
- 2 Click **Tools** ▶ **Thesaurus**.
- 3 Click **Look up**.
- 4 In the list of categories, double-click a definition and click a word.
- 5 Click **Replace**.

Using the dictionary

You can use the dictionary to check word definitions and spelling.

To look up a word

- 1 Click **Tools** ▶ **Dictionary**.
If the **Auto lookup** feature is enabled, the dictionary will look up the selected word from the document.
- 2 Type a word in the box to the left of **Go**.

Part Seven: Macros and Migration



WordPerfect Office X5 offers tools, features, and resources for users who want to do any of the following:

- use macros to automate tasks
- migrate from earlier versions of the software
- deploy the software to a network

For advanced users, WordPerfect Office X5 also offers a software development kit (SDK).

Using macros

You can create WordPerfect Office X5 macros in three ways:

- by using the built-in macro features of WordPerfect, Quattro Pro, and Presentations
- by using the PerfectScript utility that installs with WordPerfect Office X5
- by using Microsoft® Visual Basic® for Applications (VBA)

For information on creating macros from directly within WordPerfect, Quattro Pro, and Presentations, please see their main Help files.

For information on creating macros by using the PerfectScript Utility, please see the following resources:

- PerfectScript Help ([psh.chm](#))
- *Corel WordPerfect Office X5 User Guide for PerfectScript* ([ps_ug.pdf](#))

- spreadsheet of changes to PerfectScript macro commands since version 8 (**PS_Macro_changes.qpw**)
- spreadsheet of changes to WordPerfect macro commands since version 8 (**WP_Macro_changes.qpw**)

For information on creating macros by using VBA, please see the *Corel WordPerfect Office X5 User Guide for VBA* (**vba_ug.pdf**).



The **Macros and Migration** page of the Reference Center provides links to the macro resources that are described in this chapter. See “To access the Reference Center” on page 12.

Using migration features

WordPerfect Office X5 offers numerous features that make it easy to upgrade, or “migrate,” from an earlier version of the software.

Migrating the software

WordPerfect Office X5 can coexist with earlier versions of the software, provided that you have enough disk space.

By default, the WordPerfect Office X5 setup keeps older versions of WordPerfect Office when installing WordPerfect Office X5. However, you can choose to remove any older versions of WordPerfect Office that are detected by the setup. For information, see “To install WordPerfect Office X5” on page 4.

Migrating customized settings

The WordPerfect Office X5 setup lets you migrate customized settings from the older versions of the software that it detects. For information, see “To install WordPerfect Office X5” on page 4.

Migrating templates

WordPerfect Office X5 lets you use templates that were created in a previous version of the software.

You can copy templates from one location for another. This technique is useful, for example, if you want to migrate a user-created template from an earlier version of WordPerfect Office to WordPerfect Office X5.

User-created templates are stored at **Core\PerfectExpert\15\EN** in the user's application-data folder. For more information, see "To copy a project template to another location" in the WordPerfect Help.

Are your migrated WordPerfect templates missing the new menu commands for WordPerfect X5? If so, you can merge the missing menu commands into your templates. For information, please see "Merging default menu commands into templates" in the WordPerfect Help.

Migrating macros

WordPerfect Office X5 lets you use macros that were created in a previous version of the software.

By default, WordPerfect automatically compiles macros that were created in a previous version of the software. The compile process locks the macro file, preventing other users from accessing it until the compile process is complete. For organizations that want to create a centralized, shared macro repository that supports multiple versions of WordPerfect, the best practice is to set WordPerfect to compile and run all macros locally (that is, from the user's temporary folder). For information, please see "Storing macros in a centralized, shared repository" in the WordPerfect Help.

Deploying the software to a network

The WordPerfect Office X5 setup supports network installations. Using this setup, Information Technology (IT) managers and system

administrators can deploy WordPerfect Office X5 to multiple workstations.

The *Corel WordPerfect Office X5 Deployment Guide* provides detailed information on deploying WordPerfect Office X5 to a network. To get a copy of this guide, please contact Corel Support Services (see “About Corel Support Services” on page 7).

Using the WordPerfect Office SDK

The WordPerfect Office Software Development Kit (SDK) is a set of tools and resources that let you customize WordPerfect Office applications for commercial or business use.

The SDK is included in certain editions of WordPerfect Office X5.

Part Eight: Other Resources



In addition to the programs and features previously described in this user guide, WordPerfect Office X5 offers the following:

- accessibility features, which allow persons with disabilities to work more easily and efficiently with the software
- extra content in the form of clipart and fonts, as well as a PDF manual that depicts this content
- Web-based resources



The **Other Resources** page of the Reference Center provides links to the resources that are described in this chapter. See “To access the Reference Center” on page 12.

Using accessibility features

The Help files for WordPerfect Office X5 are available in ASCII text format. To access this content, use a file-extraction method to “unzip” the files at the following location on your computer:

**Program Files\Corel\WordPerfect Office X5\Languages\EN\Shared\
Help\Accessibility**

WordPerfect Office X5 programs provide additional accessibility features, in the form of keyboard shortcuts, display settings, customizable workspaces, and more. For detailed information, please see the main Help files for WordPerfect, Quattro Pro, and Presentations.

Accessing extra content and the content manual

Packaged with certain editions of WordPerfect Office X5 are clipart and fonts, as well as a PDF manual that depicts them. To access this extra content and accompanying manual, please see Disc 2, or speak with your network administrator.

Using Web-based resources

If you have an active Internet connection, you can use the following Web-based resources to get the most out of WordPerfect Office.

Official WordPerfect Office resources

- **www.wordperfect.com** — provides the latest news, tips and tricks, and information about upgrades
- **www.officecommunity.com** — provides interaction with other users through sharing experiences, asking questions, and receiving help and suggestions

Corel Learning resources

- **www.corel.com/resources** — provides learning resources: tutorials, tips and tricks, newsletters, and more
- **www.corel.com/training** — provides information on training resources: videos, books, courseware, and more

Corel Support resources

- **www.corel.com/support** — provides prompt and accurate information about product features, specifications, pricing, availability, services, and technical support
- **www.corel.com/kb** — provides a repository of articles written by the Corel Support Services team in response to questions by users

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