COREL®

WordPerfect®
OFFICE X4

Do More with Words, Numbers and Ideas

Reviewer's Guide

Corel® WordPerfect® OFFICE X4

Contents

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Introducing Corel® WordPerfect® Office X4

In the last two years, the office productivity market has experienced dramatic change. New Web-based applications, new file formats, and new user experiences have risen to prominence as vendors attempt to turn new technologies into a larger share of the highly profitable office productivity market.

Corel® WordPerfect® Office has long been the leading alternative to Microsoft® Office. And now, Corel WordPerfect Office X4 delivers an exciting upgrade to the legendary office suite, directly addressing the needs of today's PC user, as well as the productivity technology trends of today and tomorrow.

Corel WordPerfect Office X4 breaks new ground as

- the *first PDF office suite*, offering import, edit, and export of PDF documents.
- the *first hybrid online/offline office suite*, with new, Web-connected tools for notebooking, data analysis, and collaboration.
- the *first format-neutral office suite,* offering support for more than 60 formats including Open Document Format (ODF) and Office Open XML (OOXML).

These exciting capabilities, plus new and classic features in WordPerfect® X4, make Corel WordPerfect Office X4 today's best office suite value.

When It's More Than a Page

Ask Corel WordPerfect Office users what they love about the suite, and they'll often tell you that it gives them the features, formatting control, and results that they desire but cannot find in Microsoft Office. Any e-mail client or word processor will suffice for writing a note or memo. But when there's more at stake, such as when you need to produce a multipage report or when you simply need a document to look just right, you need the unique features and user experience of Corel WordPerfect Office X4.

In Corel WordPerfect Office X4, users will discover new tools for capturing, organizing, analyzing, and sharing information. These new features combined

with the traditional, trusted formatting power of Corel WordPerfect Office increases your ability to create compelling documents, spreadsheets, and slide shows.

More Tools That Make Your Life Easier

The Web has revolutionized the way we live and work. While the Internet has given us unparalleled access to useful content and services, it has also vastly increased the volume of information we must manage every day.
Corel WordPerfect Office X4 adds a range of tools to address the information-rich world in which we live, by bringing the best of the Web into the office suite while keeping word-processing, spreadsheet, and presentation tools where you want them — on your desktop.

But that's just the beginning. Longtime favorites that make document formatting a breeze have been bolstered by a variety of handy, timesaving additions to the suite:

• **Corel® WordPerfect® Lightning™:** This Web-connected digital notebook helps you quickly and easily view, capture, and organize information from a variety of sources — so you can use this information somewhere else.

• **PDF:** New tools for opening, editing, and creating PDF files let you get more out of the PDF file format.

• **Corel® Visual Intelligence™:** This new business intelligence tool helps you easily view and interpret complex data faster than ever before.

File-Format Freedom

Most PC users don't want to worry about file formats. Most people would prefer to open, edit, save, and send files with simplicity and ease. To that end, the developers of Corel WordPerfect Office X4 have taken major strides toward providing users with file-format freedom, adding File-Open support for the latest Microsoft Office file formats (OOXML) and for Open Document Format (ODF).

Corel WordPerfect Office X4 further extends its commitment to file-format freedom by stepping outside the ODF-versus-OOXML debate to give users new capabilities to import, edit, and publish to an open standard that is already ubiquitous: PDF. By offering built-in PDF import, editing, and publishing capabilities, Corel WordPerfect Office X4 is the world's first PDF office suite.

The Right Price

For up to 60% less than the cost of Microsoft Office, Corel WordPerfect Office X4 combines a full feature set, compatibility, and ease-of-use into one value-priced package. Backed by flexible licensing, enterprise-class professional services options, free online support, and a 20-year pedigree in the office productivity business, it's no wonder that Corel WordPerfect Office remains the leading alternative to Microsoft Office.

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Customer Profiles

Corel WordPerfect Office X4 has been developed to meet the demands of the product's core users in the government, legal, and education markets, as well as the needs of consumers and small businesses. Each of these customers share a desire to achieve more with their documents and realize the savings of a value-priced office suite that offers enterprise-class features.

Government

Corel WordPerfect Office X4 is specifically geared to the needs of public sector organizations, offering enterprise-class features, compatibility with Windows XP®, Windows Vista®, and Microsoft® Office file formats, and strong support for open standards. In addition to its flexible, hassle-free licensing, Corel WordPerfect Office X4 also supplies an open architecture, support for accessibility technologies, and a familiar, ribbon-free user experience that doesn't require retraining.

Legal

Law offices, from solo practitioners to the largest firms, benefit from Corel WordPerfect Office X4 through the suite's advanced, intuitive formatting; easily customizable workspaces and templates; powerful redaction tools; robust PDF capabilities, including support for PDF/A; tools specific to the legal field; and support for key file formats, such as WordPerfect, Microsoft Office, PDF, and EDGAR®.

Consumer

Customers shopping for software for their home PCs seek easy-to-use applications that help them perform a wide range of tasks — and Corel WordPerfect Office X4 delivers. Home PC users require compatibility with the latest Windows® operating systems, the ability to open, save, and edit in a variety of file formats, and the tools to easily create good-looking documents without being a software expert.

Small Business

Corel WordPerfect Office X4 is designed to meet the needs of value-conscious small and home-based businesses, specifically those lacking a complex IT infrastructure and having fewer than 50 employees who use PCs. These customers look for software that lets them quickly create professional-looking content and tools that help them accelerate their businesses through better output, better analysis, or better presentation.

Education

With professional-quality features, strong collaboration capabilities, and a value price, Corel WordPerfect Office X4 is ideal for customers in the education field, ranging from individual students and teachers to educational institutions of all sizes. These customers share the need for low-cost software, flexible licensing, Microsoft Office and PDF compatibility, and the ability to work with and share a wide variety of content in both legacy and emerging file formats.

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What's Included with
Corel® WordPerfect® Office X4 – Standard Edition?

Main Applications

- **WordPerfect® X4 —** *Better documents faster*: This powerful, easy-to-use word processor provides capabilities that simplify your work. Groundbreaking PDF workflow enhancements allow you to create, open, and edit PDFs from within WordPerfect X4. New support for OOXML and ODF and continued compatibility with Microsoft® Word, means WordPerfect X4 provides all the tools needed to create dynamic documents that are easily shared with other computer users.

- **Quattro Pro® X4 —** *Spreadsheets that enlighten:* Highly compatible with Microsoft® Excel, Quattro Pro X4 has been enhanced so that you can open the latest file format from Excel (XLSX). This powerful spreadsheet application can help you organize, analyze, report, manage, and share important data and financial information. Quattro Pro X4 provides easy-to-use charting features and advanced rendering options that give your information a professional, polished look.

- **Presentations™ X4 —** *Attention-getting slide shows:* With enhanced Microsoft® PowerPoint® compatibility, Presentations X4 includes all the tools you need to create slide shows, project proposals, interactive reports and demonstrations, multimedia presentations, flyers, signs, banners, and more. For easy sharing, you can publish projects to HTML or Flash™. Plus, the self-contained presentations technology, Show On The Go™, lets any PC user view your project — whether or not they use Presentations.

- **WordPerfect® Lightning™ —** *Web-connected note taking:* Filling a gap between today's desktop and Web-based productivity tools, WordPerfect Lightning is the perfect digital notebook. It provides a simple set of tools that make it fast and easy to capture, organize, and reuse ideas, information, and images taken from documents or the Web. Use it to capture notes or screen grabs or quickly view PDF, WordPerfect, and Microsoft Word documents. You can also connect to a free online collaboration environment, new to Corel WordPerfect Office X4. And when you want to do more, send your files to WordPerfect X4 for the advanced formatting and publishing options you need.

- **Corel® Visual Intelligence™ X4 —** *Get your numbers to tell the story:* Get meaning, insight, and results from this easy-to-use business intelligence tool. Corel Visual Intelligence gives you simple new ways to analyze complex

data and explore information. This smart application instantly converts your raw data into easy-to-read charts and graphs, which you can break down and examine by category.

- **WordPerfect® MAIL™ — *E-mail at the speed of search:*** With lightning speed, WordPerfect MAIL finds information buried by years of inbox, contact, or calendar clutter. In addition to e-mail, calendar, and contact management, this full-featured, easy-to-use application includes innovative filing capabilities and outstanding spam protection.

- **Presentations™ Graphics X4 — *Integrated graphics*:** You can use this easy-to-use graphics tool to create and edit original drawings and pictures. With support for many commonly used file formats, Presentations Graphics X4 ensures that you can reuse your graphics with other products.

Supporting Utilities

- **WordPerfect® OfficeReady™ Template Browser:** This template browser makes it easy to find the right template for any project. It provides thumbnail views of available templates that open with a single click.

- **WordPerfect® Office Conversion Utility:** The WordPerfect® Office Conversion Utility makes it easy to convert batches of any document type that WordPerfect can open. For example, you can convert an entire folder structure of Microsoft Word documents to WordPerfect.

- **PerfectScript™:** PerfectScript™ was developed specifically for Corel WordPerfect Office applications to help you create macros, recordings, and scripts.

- **QuickFinder™:** QuickFinder™ is a powerful utility that lets you find files by performing highly customizable searches.

- **Pleading Expert:** A favorite tool among legal professionals, the Pleading Expert is a step-by-step wizard that helps you create custom pleading styles. It guides you through page, margin, font, line, footer, and signature settings, and lets you save pleading styles that you can easily reuse.

- **PerfectExpert™:** The PerfectExpert guides you through basic tasks and helps you create detailed projects.

Professional Edition: Additional Applications and Resources

- **Paradox®:** A relational, file-based database application, Paradox® lets you store and retrieve data in a variety of ways. To help you track, organize, and compile data, this complete desktop database solution stores information in powerful, searchable tables.

- **Software Developer Kit (SDK):** With the Professional Edition, an SDK is included to simplify deployment and maintenance of the software.

- **WordPerfect® Office X4 Deployment Guide:** Included as a PDF file, this step-by-step resource simplifies network deployment.

- **Deploying Macros and Templates:** Included as a PDF file, this guide provides helpful information on sharing macros and templates with other Corel WordPerfect Office X4 users.

Content

• WordPerfect Office X4 includes 8,000 clipart images, 175 photos, and 900 TrueType fonts.

Documentation

• A printed tutorial-based 96-page guidebook walks you step-by-step through some of the most common tasks in WordPerfect X4, Quattro Pro X4, Presentations X4, and WordPerfect Lightning (Retail version of Corel WordPerfect Office X4 – Standard Edition).

• The guidebook is also included as a PDF.

• Help files with zoom options so that you can adjust the display size.

• The fonts and clipart manual is also included as a PDF.

Minimum System Requirements

• Windows Vista® Home Basic, Home Premium, Ultimate, and Business (32 Bit and 64 Bit)* or Windows® XP Home, Media, or Professional Edition (with latest Service Pack and Critical Updates)

• 256 MB RAM (512 MB required for Windows Vista)

• 466-MHz processor (Pentium® III or equivalent processor recommended; 800-MHz processor required for Windows Vista)

• 600 MB hard disk space for full installation of all included applications

• Super VGA, 16-bit color monitor with 800 × 600 or greater resolution

• CD-ROM drive

• Mouse or tablet

• Microsoft® Internet Explorer® 6.0 or higher

* At this time, Paradox and SDK are not supported on Windows Vista.

Installation

The installation wizard makes it easy to install Corel WordPerfect Office X4.

To install the software

1 Insert **Disc #1** into your CD-ROM drive.
The WordPerfect Office X4 CD1 screen appears.

2 Select the **WordPerfect Office X4** option to install the software, and follow the instructions on your screen.
A message is displayed when installation is complete.

3 Click **Finish** to exit the installation wizard.

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Summary of New and Enhanced Features

More PDF Support

- Use the **built-in PDF capabilities** directly within Corel WordPerfect Office X4 instead of separate PDF-creation programs.

- Easily **convert scanned image-based PDF files** to fully editable text, using OCR (Optical Character Recognition) technology.

- **Add password protection to PDF files** so that you can control who can view, print, or edit them.

- **Quickly preview your PDF files** by using automatic PDF viewing.

- Get the most out of PDF files with **tagged PDF support**, which makes the files fully accessible to those using screen-reading devices.

- Easily archive files with new **support for PDF/A** to meet ISO standards.

WordPerfect® Lightning™

- Save your ideas in notes, store information gathered from the Web, and organize content in an intuitive workspace in the **Navigator**.

- Create basic documents, add snapshots of anything on your desktop, use formatting tools to fine-tune your notes, and send notes to WordPerfect from the **Notes window**.

- View Microsoft Word, WordPerfect, and PDF files in the **Viewer**.

- Store files online, and collaborate with others, by using the **Connector**.

Corel® Visual Intelligence™

- **Automatically create rich visuals** from complex data in your spreadsheets or live data from the Web.

- Easily **identify trends** in your data.

- Intuitively **tailor data analysis** with a single click.

- **Perform "What-If" analyses** to explore to your options.

- **Share your findings** by creating charts and slides.

Enhanced Compatibility

- Easily **open Microsoft® Office 2007 XML files** with WordPerfect, Quattro Pro, and Presentations.

- **Forget about file formats** thanks to support for more than 60 file types and enhanced compatibility with Microsoft Office formats.

- **Open older Microsoft files** that even Microsoft Office 2007 cannot open.

- **Use simple keystrokes** to open files saved with the latest version of Microsoft Office.

- Open word processing files saved in **Open Document Format (ODF)**.

- Choose your version of Windows — Corel WordPerfect Office X4 supports both **Windows XP** and **Windows Vista**.

More Tools For Better Documents

- Get step-by-step help for common productivity tasks in a **tutorial-based guidebook**.

- Learn even more with a **free two hour lynda.com training video**.

- Enhance your documents, slide shows, and spreadsheets with **new clipart**.

- **Easily redact documents** and output them as WordPerfect, Microsoft Word, or PDF files.

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New and Distinguishing Features

Corel WordPerfect Office has a 20-year pedigree of giving you the ability to do more. The newest version of the legendary office suite, lets you import, edit, and export PDF documents, making Corel WordPerfect Office X4 the first PDF office suite. New Web-connected tools for notebooking, data analysis, and collaboration make Corel WordPerfect Office X4 the first hybrid online/offline office suite. Support for more than 60 file formats, including OOMXML and ODF, helps you forget about file formats and focus on content.

With powerful new tools and capabilities added to its traditional strengths, Corel WordPerfect Office X4 offers an unrivalled productivity experience that lets you do more with words, numbers, and ideas.

More Tools That Make Your Life Easier

Among the biggest challenges facing today's office suite user is the abundance of information that surrounds them. Corel WordPerfect Office X4 provides new tools to help you deal with today's ever-rising tide of information — from capturing material from the Web and putting that content to work, to quickly interpreting complex data, to dramatically enhancing your ability to share your documents.

WordPerfect Office X4: *The PDF Office Suite*

With PDF readers available on more than 80% of all PCs worldwide, PDF has become standard for the sharing of electronic documents. But the inherent value of PDFs isn't fully exploited if you can do no more than read them. WordPerfect X4 lets you take advantage of what this format has to offer, with PDF importing, editing, archiving, and exporting capabilities unrivaled in any word processor. In addition, Quattro Pro X4 and Presentations X4 let you export your spreadsheets and presentations as PDFs.

Have you ever had to retype text from an image-based PDF? Have you ever had critical information stored in a PDF that you need to repurpose, but you couldn't access the source file? Reusing text locked in a PDF can be frustrating and expensive, and that's why WordPerfect X4 was designed to import and convert scanned, image-based documents to editable text.

Are you faced with having to archive your files in a way that meets ISO standards? With new compliance with the PDF/A format, Corel WordPerfect Office X4 ensures that your important files are properly preserved.

Whether you use PDF files for archiving or publishing content to the Web, WordPerfect X4 is up to the task.

New! **Import scanned PDFs:** Now you can do more with scanned PDFs than just read them. Using OCR (Optical Character Recognition) technology, WordPerfect X4 converts characters in image-based PDFs to fully editable text, so you'll never have to retype a scanned PDF again.

Give it a try

Importing an image-based PDF as text

1   Insert the Corel WordPerfect Office X4 Press Kit CD in your CD drive.

2   Click **File** menu ▶ **Open PDF**.

3   In the Open File dialog box, choose **scanned.pdf** from the **Sample File** folder on the Corel WordPerfect Office X4 Press Kit CD, and click **Open**.

4   In the Open PDF Settings dialog box, enable the **Auto-recognize text only on scanned pages** option.

5   Click **Open**.
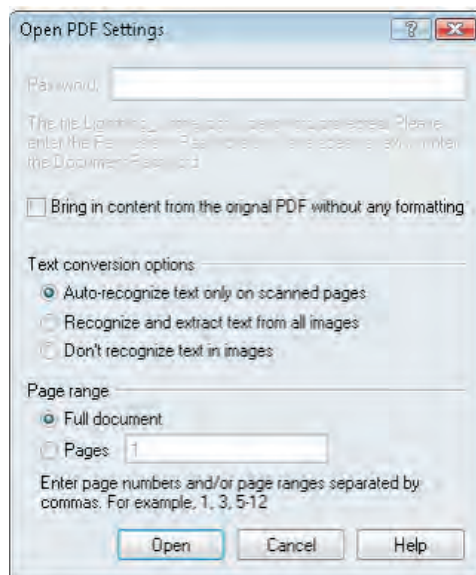
Convert scanned PDF to editable text

Corel
WordPerfect
OFFICE X4

New! **Password protection:** You can now decide who can view, copy, edit, or print your work by adding a password to a PDF you create in Corel WordPerfect Office X4.

Give it a try

<u>Adding password protection to a PDF</u>

1 Insert the Corel WordPerfect Office X4 Press Kit CD in your CD drive.

2 Click **File** menu ▸ **Open**.

3 In the Open File dialog box, choose **sampleflyer.wpd** from the **Sample File** folder on the Corel WordPerfect Office X4 Press Kit CD, and click **Open**.

4 Click **File** menu ▸ **Publish to PDF**.

5 In the Publish to PDF dialog box, click **Settings**.

6 In the Publish to PDF Settings dialog box, click the **Security** tab.

7 Enable the **Open Password** check box.

8 Type a password in the box, and click **OK**.

9 In the Publish to PDF dialog box, click **Save**.

To open the PDF, you will need to enter the password.
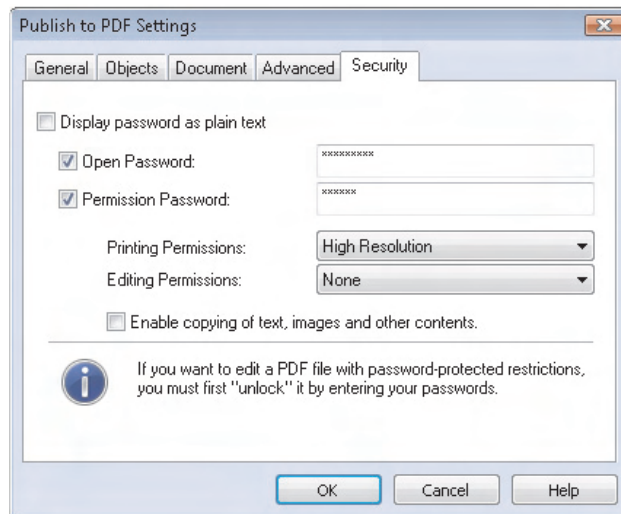
Add passwords to PDF

New! **Automatic PDF viewing:** Developed through user feedback, this time-saver lets you automatically launch PDFs you create in WordPerfect X4 so that you can instantly see how the PDF looks.

Give it a try

<u>Automatically viewing PDFs</u>

1 Insert the Corel WordPerfect Office X4 Press Kit CD in your CD drive.

2 Click **File** menu ▶ **Open**.

3 In the Open File dialog box, choose **sampleflyer.wpd** from the **Sample File** folder on the Corel WordPerfect Office X4 Press Kit CD, and click **Open**.

4 Click **File** menu ▶ **Publish to PDF**.

5 In the Publish to PDF dialog box, enable the **Open PDF After Saving** check box.

6 Click **Save**.

   The PDF automatically opens in your PDF viewer.
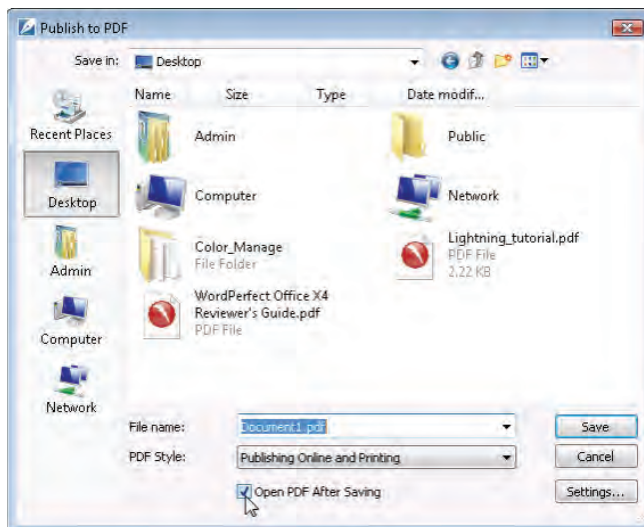
Automatically view PDFs

New! **Tagged PDF support:** Support for tagged PDFs ensures that PDFs you create flow exactly as you intended and that they can be read by devices for the visually impaired, meeting government accessibility standards. Tagged PDFs also ensure that your PDFs flow properly on handheld devices.

Creating tagged PDFs

1 Insert the Corel WordPerfect Office X4 Press Kit CD in your CD drive.

2 Click **File** menu ▶ **Open**.

3 In the Open File dialog box, choose **TaggedPDF.wpd** from the **Sample File** folder on the Corel WordPerfect Office X4 Press Kit CD, and click **Open**.

4 Click **File** menu ▶ **Publish to PDF**.

5 In the Publish to PDF dialog box, click **Settings**.

6 In the Publish to PDF Settings dialog box, click the **Document** tab.

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New! **PDF/A support:** Addressing a critical need for government and legal offices, WordPerfect X4 has kept pace with ISO standards by offering support for PDF/A, the de facto archiving format. PDF/A is a subset of PDF that excludes features, such as external document linking, that are not suited to long-term archiving.

Enhanced! **File size options:** The PDFs you create can be outputted to a variety of media, including the Web, e-mail, or print. WordPerfect X4 lets you tailor file size and printing resolution options to best suit the platform on which the end user will be viewing your work.

Enhanced! **PDF import:** Too often customers have difficulties when trying to access and reuse PDF content. To resolve this challenge, PDF importing has been enhanced in WordPerfect X4. By simply opening a PDF with WordPerfect X4, you can easily reuse text and graphics, and then save the file to a wide variety of formats. And if the you only need the text in a PDF, you can choose to import it without the layout.
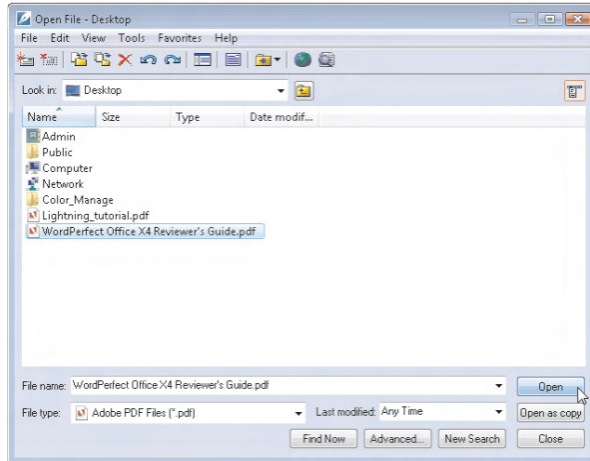
Import PDFs

Suite-wide publishing to PDF: The PDF capabilities of
Corel WordPerfect Office X4 aren't restricted to word processing documents.
You can create rich, eye-catching PDFs in Quattro Pro X4 and Presentations X4,
too. And unlike Microsoft Office, you can do this without having to download or
buy another tool just to create a PDF from a spreadsheet or slideshow.

WordPerfect® Lightning™

WordPerfect Lightning is a new Web-connected digital notebook that makes it
easier than ever to capture, organize, and reuse ideas, information, and images.
It helps you perform your most common tasks simpler and faster.

Twenty years ago, in the early days of word processing, people started with a
blank page. Today, in a pattern that has paralleled the growth of the Web,
people spend most of their time consuming or reusing information, rather than
creating it from scratch. They usually take ideas, information, and images from
one place — the Web, e-mail, existing documents, or other sources — and use
them somewhere else.

The rise of this common workflow has revealed a gap between today's word-
processing products — one that's filled by WordPerfect Lightning. With a simple
set of tools, WordPerfect Lightning gives you a fast, easy way to consume,
capture, and reuse the information that's important to you.

WordPerfect Lightning has four components: the Navigator, the Notes window,
the Viewer, and the Connector.

The Notes window: In an easy-to-use workspace, the Notes window lets you
capture your ideas and reuse information from other sources. It gives you access
to standard word-processing features, such as fonts and font styles, bullets and

numbering, text alignment, tables, and color. The Notes window even lets you insert graphics or pictures in your notes.
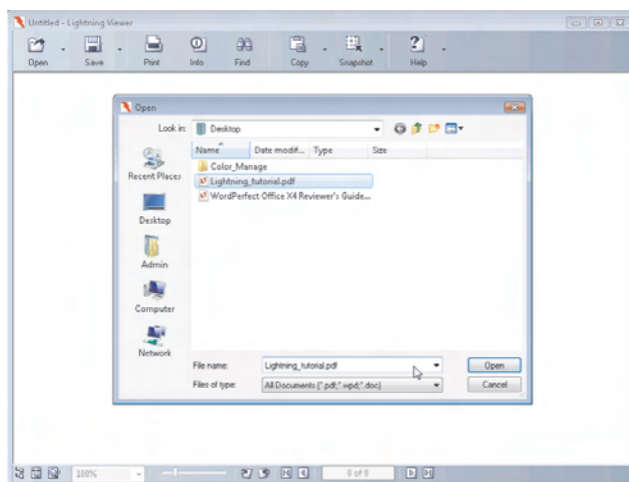
The Viewer: The Viewer is a fast, lightweight file-viewing alternative for PDF, Microsoft Word (binary), WordPerfect, and image files. One of the many strengths of the Viewer is the versatility it gives you as a PDF reader. From the ability to see document information to the power to search the document, the Viewer is a quicker way to maximize everything that PDFs offer. And with clickable links and helpful, intuitive page rotation, you can replace Adobe® Reader® or other PDF-viewing programs with WordPerfect Lightning.

The Viewer also offers simple ways to capture and reuse information. For example, you can drag image files from your desktop or Windows® Explorer into WordPerfect Lightning, where the files are organized as notes. You can then save the photo, allowing you to easily reuse it later in WordPerfect X4 or a WordPress blog.

*View a variety of document formats*

Snapshot Tool: You can easily take a snapshot of any area of your desktop or Web browser with the Snapshot tool with a simple click-and-drag. The snapshot is saved as a note, which you can then e-mail, print, or save as an image file, or send to WordPerfect X4. You can access the Snapshot tool from the Navigator, the Notes window, the Viewer, and the Start Panel.

Give it a try

Taking a snapshot

1 From the Start menu, click **All Programs** ▸ **WordPerfect Office X4** ▸ **Corel WordPerfect Lightning**.

2 In the **WordPerfect Lightning Start Panel**, click **Take a snapshot**.

3 Drag anywhere on your desktop.

   The snapshot is stored as a note in the Navigator.
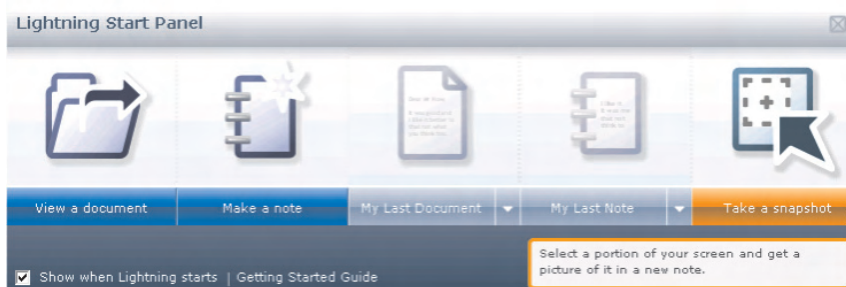
Take snapshots of anything onscreen

The Navigator: This folder-based application works like a notebook, allowing you to create, store, and organize your ideas and documents in a familiar tree structure. You can send an entire folder of notes to WordPerfect X4, where the notes are compiled in one document.

Give it a try

Organizing notes and sending them to WordPerfect X4

1 In the Navigator, right-click **Notebook**, and choose **New Folder**.

2 Drag the text note and the snapshot note to the new folder.

3 Right-click the new folder, and choose **Send To Word Processor**.

4 In the Choose Word Processor dialog box, enable the WordPerfect option, and click **OK**.

   The snapshot note and text note are sent to WordPerfect X4 and open in the same document.

The Connector: The Connector is Web-based software that provides tools for contact and calendar management, e-mail, and more. With nothing to install on your computer, you simply access it like any other Web site.

WordPerfect Lightning lets you upload your notebook from the Navigator on

your desktop to the Connector online, where you can share up to 200 MB of notes and documents with other online users.

Corel® Visual Intelligence™

Corel Visual Intelligence is business intelligence for the masses, letting you visualize and analyze complex data easier than ever. When you open a Quattro Pro spreadsheet in Corel Visual Intelligence, the graph that best suits the data is automatically displayed. Color-coded cells let you quickly identify value ranges, and rich visual graphs help you understand your data better.

You can customize your analysis with a series of sliders that let you adjust the range of data being analyzed and visualized. You can also use data from Microsoft Excel spreadsheets. A built-in learning guide walks you step-by-step through the basics of Corel Visual Intelligence, so there's no learning curve to worry about.

Give it a try

Visualizing data with Corel Visual Intelligence

1 Open Corel Visual Intelligence.

2 In the Visual Intelligence Professional window, click **Continue test drive**.

3 In the Demos area of the Visual Intelligence welcome screen, click **Sales Results** to open sample file.

4 In the Pie View pane, select **Segment** from the **Split by** menu.

The pie graph changes to display sales results by segment.

5 In the panel to the right of the screen, drag the left handle on the **Increase** slider to **30,000**.

Both graphs and the spreadsheet are dynamically updated to only analyze data in the 30,000 to 100,000 increase range.
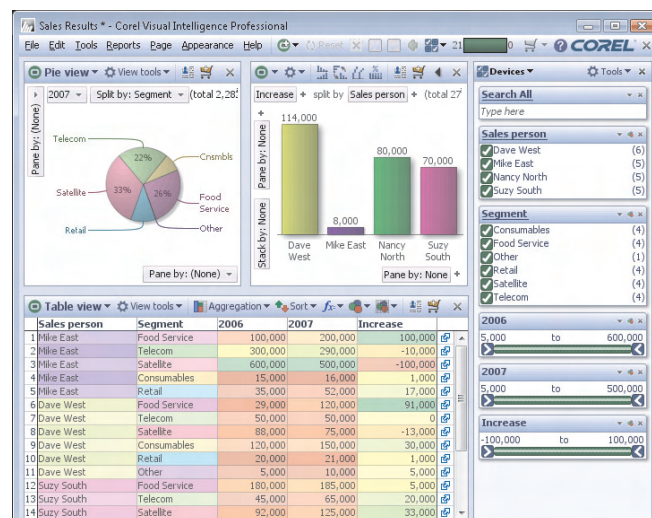
Get more from your complex data

Online Services

Today's PC users are as comfortable performing tasks on the Web as they are on the desktop. Corel WordPerfect Office X4 works the same way, offering users the option to work both online and offline.

With the addition of online services, Corel WordPerfect Office blends the flexibility of Web-based productivity solutions with the powerful features and toolset of a traditional desktop suite. Accessible from both WordPerfect X4 and WordPerfect Lightning, these new online services give you the control to decide how you want to work with others and share information with those you trust.

New! **Online file storage:** Online file storage allows you to access your files from anywhere and collaborate with others more effectively. 200 MB of storage space also offers dependable file backup, so you're always working with a safety net. You can also let others access your files, making for hassle-free remote teamwork.

New! **Online calendar:** A new online calendar helps you keep track of your schedule from any computer. What's more, you can share your online calendar with whomever you want, so you can collaborate more effectively with others. You can even import calendars from any program that supports the standard iCalendar format (.ics).

New! **Online contacts:** A new contact management application ensures that your personal and business contacts are accessible to you from almost anywhere, anytime.

New! **Online e-mail:** Your online e-mail includes Spam protection and lets you attach files directly from your computer or existing files you have previously uploaded.

When It's More Than a Page

Corel WordPerfect Office X4 delivers a legendary user experience found nowhere else, offering unparalleled control over multipage documents and features famous for their ability to deliver results when it counts. In the past, when most people went about writing a letter or creating a simple or informal document, they often used a word processor. Today, however, almost everyone does that in e-mail. So when there's more at stake — a critical document or something longer than a page or two — that's when you need a tool that delivers results. That's when you need Corel WordPerfect Office X4.

Renowned for its ease of use, Corel WordPerfect Office lets users get right to work, so they can get the job done. Many of the longtime features that distinguished Corel WordPerfect Office in the past have so impressed competing office suites that they decided to try to copy them! Often imitated, but never duplicated, Corel WordPerfect Office is still your best choice when the task at hand is more than a page.

New! **Redaction:** Adding to its list of impressive security features, WordPerfect X4 now offers versatile redaction tools. You can now replace sensitive or confidential information with a black bar in a way that ensures that the replaced text cannot be retrieved or revealed in the redacted version of the document. This versatile feature lets you easily search a document for words and phrases you want to hide and automatically apply redaction marks. In addition, you can now output the redacted document to DOC, PDF, or WordPerfect with the redacted text in place.

Give it a try

Adding redaction marks to a document

1 Click **File** menu ▶ **Open**.

2 In the Open File dialog box, choose **redact.wpd** from the **Sample File** folder on the Corel WordPerfect Office X4 Press Kit CD, and click **Open**.

3 Click **Tools** menu ▶ **Redaction** ▶ **Mark for redaction.**

4 Select the first paragraph.

5 Click **File** menu ▶ **Save**.

6 Click **Tools** menu ▶ **Redaction** ▶ **Create redacted document** ▶ **WPD**.

7 In the Confirm Redaction dialog box, click **OK**.
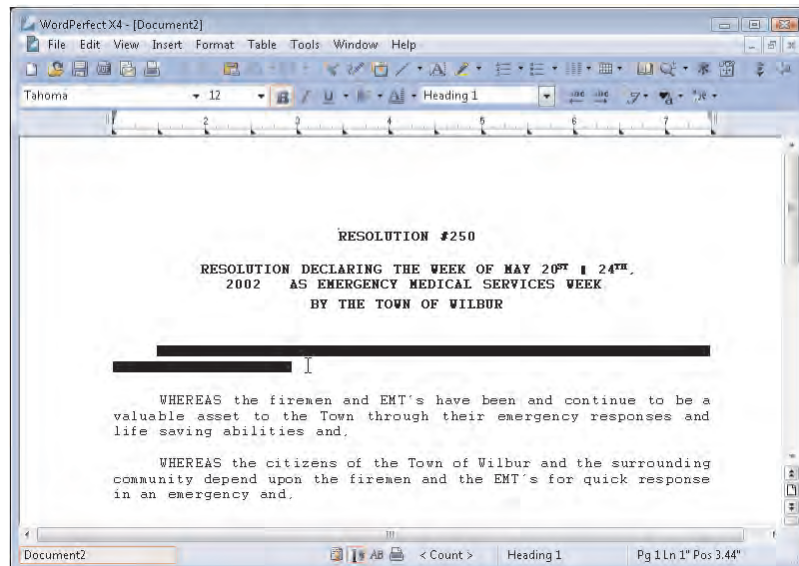
Redact sensitive text

Reveal Codes: This unique feature has long been a favorite of WordPerfect aficionados because it helps to reduce the time required for formatting your document. Easy to use, Reveal Codes makes it simple to change document formatting. 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.
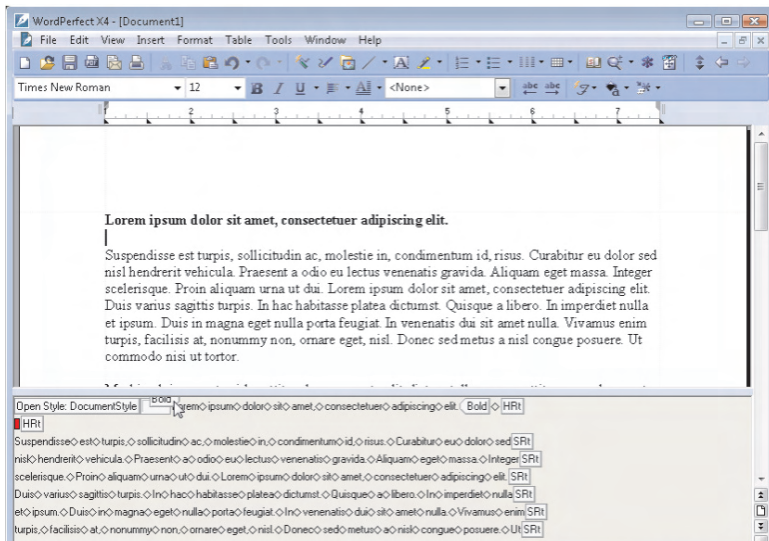
Control your formatting with Reveal Codes

Make It Fit: Sometimes you have just a little too much to say in the space you have to work with. This longtime favorite lets you select a block of text and instantly resize it to fit a specified number of pages. And, the tweaking is so subtle that formatting changes are barely noticeable.

Customizable workspace: With the release of Microsoft Office 2007, longtime users of previous versions of Microsoft Office were faced with a new user interface, and consequently, a learning curve. Rather than force you to work a certain way, Corel WordPerfect Office X4 encourages you to work in whatever way suits you best by customizing your workspace. You can tailor menus, shortcut keys, and toolbars, and you can even export and share your customized workspace.

PerfectExpert™: Get started quickly with the PerfectExpert, a step-by-step guide that offers an array of project templates and helpful advice. Positioned on the left side of the workspace, this comprehensive resource waits unobtrusively to provide help when you need it. When you start a PerfectExpert project, the PerfectExpert panel dynamically updates to provide advice and guidance specific to the task at hand.

Context-sensitive property bars: The property bar in each application of Corel WordPerfect Office X4 puts every option and button related to the task you're performing right at your fingertips, saving you time and effort.

Browse By button: A hidden gem in WordPerfect X4 and Quattro Pro X4, the handy button lets you scroll through your long documents by heading, table, footnote, graphic, or other object, so you can quickly review specific elements in a file.

Document Map: This convenient feature lets you use reference markers for an index, a table of contents, or a table of authorities to view and navigate long documents. The document map is a navigational window that displays links to reference markers in your document.

Easy table of contents: In two steps, you can create a table of contents that your readers can then use as a means to easily navigate your document.

Built-in image editor: Presentations Graphics X4 is an easy-to-use graphics application that includes a broad range of bitmap-editing tools and special effects. You can use Presentations Graphics X4 to create, edit, and enhance original drawings and pictures for use with WordPerfect, Quattro Pro, Presentations, on the Web, or elsewhere.

Word Count: With a simple click of the Count button on the application bar, you can get an update on your document's word count. In addition, the Word Count feature gives you control over which document elements to include in the count. For example, you can choose to include or exclude headers, footers, comments, footnotes, endnotes, watermarks, text boxes, and box captions. You can also get a word count on a selected block of text.

Effortless slideshow creation from an outline: This time-saver lets you convert an outline created in WordPerfect or WordPerfect Lightning into a Presentations slideshow. Each bullet in your outline becomes a slide, so you can spend your time on the content of your presentation, not the formatting.

Metadata removal: WordPerfect X4 has a built-in feature that helps ensure that you'll never get caught with confidential or sensitive information in your documents. Every few months, the media reports a case of metadata exposing a document's secrets. Metadata is information that lurks within office productivity files, such as undo/redo history, reviewers' notes, hidden text, and comments. This type of information is often confidential, and its inclusion within files could be detrimental to court cases or contract negotiations. The Save Without Metadata feature lets you decide what metadata to remove from your documents — without requiring additional purchase or download.
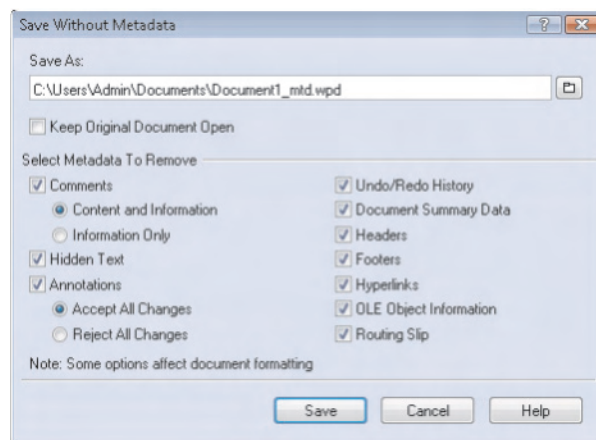
Remove metadata

Comprehensive legal tools: WordPerfect is an indispensable tool in legal offices because of the tools you can't get anywhere else. With the Pleading Expert, you create a custom pleading format — one time, and for each variation required — and then simply use the Pleading Expert Filler to complete your pleadings.

To save time, help you get organized, and streamline your workflow, you can turn on the Legal toolbar. It provides quick access to tools that let you easily create Tables of Authorities, Tables of Contents, and lined Pleading Paper. Other tools on the Legal toolbar let you turn on automatic paragraph numbering, use Redlining, create watermarks, publish to EDGAR, and compare documents.
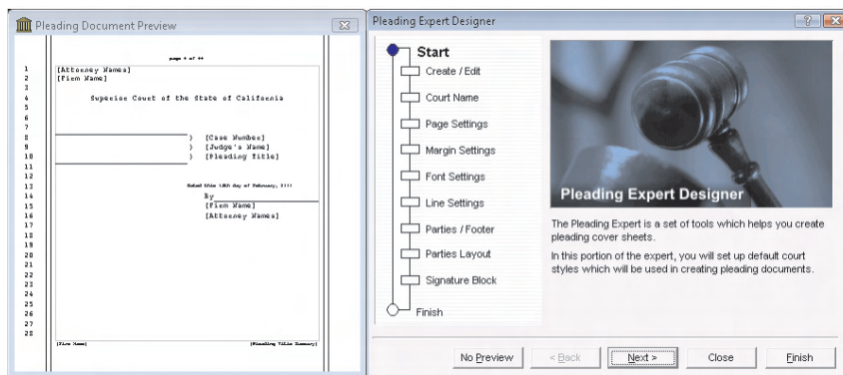
Create custom pleading formats

File-Format Freedom

Corel WordPerfect Office continues to grow its reputation for breaking down compatibility barriers. When you're working, your time and energy shouldn't be spent dealing with file format hassles. Focused on removing file compatibility headaches, Corel WordPerfect Office X4 has increased your ability to work with more files, including formats that are emerging as standards of the future, such as OOXML and ODF.

Do you ever need to access information stored in a document created in by an application 10 years ago? Try Corel WordPerfect Office X4, which can open legacy files created with its own older versions, as well as Microsoft Word, WordStar, or Ami Pro, and more than 60 other formats.
Corel WordPerfect Office X4 lets you forget about file formats and get to the task at hand.

New! **Open files created with Microsoft Office 2007:** Microsoft Office has developed new formats for its latest version, but that isn't a problem for Corel WordPerfect Office X4 users. You can open, view, and edit word-

processing documents (DOCX), spreadsheets (XLSX), and slideshows (PPTX) files created with Microsoft Office 2007.

> ## Give it a try
>
> **Opening a Microsoft Word 2007 document**
>
> **1**   Click **File** menu ▶ **Open**.
>
> **2**   In the Open File dialog box, choose **msdocxfile.docx** from the **Sample File** folder on the Corel WordPerfect Office X4 Press Kit CD, and click **Open**.

Enhanced! **Microsoft Office compatibility:** Are you familiar with Microsoft Office and concerned about having to learn another office suite? Corel WordPerfect Office X4 allows you to adopt the keystrokes and menus of Microsoft Office and automatically save files in a Microsoft Office file format. Corel WordPerfect Office X4 compatibility with Microsoft Office extends beyond file formats to workspace and workflow. With a single click, the unique Workspace Manager automatically adopts the keystrokes and menus of Microsoft Office, so there's no need to hunt for commands or features if you're new to Corel WordPerfect Office.

New! **PDF/A support:** With many organizations — especially large enterprises and government agencies — now being legally required to keep more records on hand, the need to efficiently archive word-processing files has increased. The PDF/A archival format has been developed to meet this need, and Corel WordPerfect Office X4 has enhanced your PDF output options to include PDF/A.

New! **Open ODF files:** The ISO-standard Open Document Format is generating interest with governments worldwide as a standard for storing and archiving documents. WordPerfect X4 has added ODF to its impressive array of supported formats, letting you open and edit ODF word-processing files.

> ## Give it a try
>
> **Opening ODF files**
>
> **1**   Click **File** menu ▶ **Open**.
>
> **2**   In the Open File dialog box, choose **open.odf** from the **Sample File** folder on the Corel WordPerfect Office X4 Press Kit CD, and click **Open**.

Enhanced! **Support for more than 60 file formats:** Famous for unrivaled file format support, Corel WordPerfect Office X4 continues to help you work with an impressive range of formats — from those created in the earliest days of word processing and spreadsheets to emerging standards. See Appendix A for a list of supported formats.

The Right Price

By adding new notetaking, data analysis, and online tools,
Corel WordPerfect Office X4 has broadened the definition of the office suite. By acknowledging that some tasks are better suited for the desktop and others online, Corel WordPerfect Office X4 is changing expectations of the kind of value an office suite should offer.

An all-in-one office solution: Why spend your time and money looking for an office suite, business intelligence tools, and PDF-creation and -editing software when you can get it all in Corel WordPerfect Office X4? The tight integration of all those productivity tools makes for an smooth, time-saving, headache-free workflow.

Hybrid online/offline productivity tools: New online services accessible from both WordPerfect Lightning and Corel WordPerfect Office X4 create a truly unique office tool by combining the best of Web-based productivity solutions with the powerful features and toolset of a traditional desktop suite.

Support for emerging standards: Corel WordPerfect Office X4 supports the standards of tomorrow at today's price. Do you need to make the transition to Windows Vista? No problem. Do you need a file-archiving solution that uses PDF/A, XML, or another format? Corel WordPerfect Office X4 is already there.

Free online support and inexpensive services: Regardless of which of Corel WordPerfect Office you use, online support is free. You can use customization services, templates, professional support that help you get the most out of Corel WordPerfect Office X4.

No hidden software costs: With a customizable user interface, you can adapt you work environment, so you won't have to retrain.

A

Appendix A: Supported File Formats

This table shows just a sample of file formats supported in WordPerfect Office X4.

WordPerfect® X4			
WordPerfect (WPD)	MS Word 2007 (DOCX)	PDF	MS Word 97/2000/XP (DOC)
Rich Text Format (RTF)	XML	HTML	MS Word Win 1.0, 1.1, 1.1a, 1.2, 1.2a, 2.0a, 2.0b, 2.0c, 5.5, 6.0, 95 (v 7.0) (DOC)
WordPerfect Merge Forms (FRM)	WordPerfect Merge Data (DAT)	WordPerfect Templates (WPT)	WordPerfect Macros (WCM)
WordPerfect Compound File (WPD)	WordPerfect 2.0, 2.1, 3.0, 3.1, 3.5, Mactintosh (WPM)	WordPerfect5.1/5.2 Far East (WP)	OfficeWriter 6.0, 6.1, 6.11, 6.2, (WP)
WordPerfect 4.2, 5.0, 5.1, 5.2 (WP)	AmiPro 1.0, 1.2, 1.2a, 1.2b, 2.0, 3.0 (SAM)	WP Works 2.0 WordProcessor (WPW)	EDGAR (EDG)
DisplayWrite 4.0, 4.2, 5.0 (DOC)	Professional Write 1.0, 2.2 (DOC)	Multimate 3.3, 3.6, 4.0, Adv II 1.0 (DOX)	WordStar 2000 1.0, 2.0, 3.0, 3.3, 3.31, 4.0, 5.0, 5.5, 6.0, 7.0 (WSD)
IBM DCA RFT (RFT)	IBM DCA FFT (FFT)	Spreadsheet DIF (DIF)	XyWrite III Plus 3.55, 3.56, 4.0 (XY)
ASCII (DOS) CR/LF to SRt (TXT)	ASCII (DOS) Text (TXT)	ANSI (Windows) Text (TXT)	ASCII (DOS) Delimited Text (TXT)
Quick Finder Log (TXT)	IA5	Volkswriter 4 (VW4)	Windows Write (WRI)

Quattro Pro® X4			
Quattro Pro 9, 10, 11, 12, X3, X4 (QPW)	MS Excel 3, 4, 5, 7, 95, 97, 2000, XP (XLS)	MS Excel 2007 (XLSX)	PDF
XML	HTML	Quattro Pro 7, 8 (WB3)	Quattro Pro Windows 6.0 (WB2)
Quattro Pro Win 1.0, 5.0 (WB1)	Quattro Pro DOS 5.0, 5.5 (WQ2)	Quattro Pro DOS (WQ1)	Lotus 1-2-3 97/9.x (123)
Lotus 1-2-3 4.0, 5.0 (WK4)	Lotus 1-2-3 1.0 (WKS)	Lotus 1-2-3 Ed (WKE)	Lotus 1-2-3 2.x (WK1)
Lotus 1-2-3 3.x (WK3)	Quicken Interchange Format (QIF)	Multiplan SYLK (SLK)	VisiCalc (DIF)

Presentations™ X4			
Corel Presentations Slide Show 3.0 (SHW)	Corel Presentations Slide Show 7, 8, 9, 10, 11, 12, X3, X4 (SHW)	MS PowerPoint 2, 3, 4, 95, 97, 2000, 2003, 2002, (PPT)	MS PowerPoint 2007 (PPTX)
Corel Presentations Masters 3.0, 7, 8, 9, 10, 11, 12, X3, X4 (MST)	PDF	Adobe Photoshop (PSD)	Corel PHOTO-PAINT (CPT)
CorelDRAW (CDR)	CorelDRAW Template (CDT)	encapsulated PostScript (EPS)	CompuServe Bitmap (GIF)
JPEG (JPG)	Enhanced Windows Metafile (EMF)	Kodak Photo CD Bitmap (PCD)	Portable Network Graphics (PNG)
Scalable Vector Graphics (SVG)	TIFF Bitmap (TIF)	Windows Metafile (WMF)	Windows Bitmap (BMP)
WordPerfect Graphic (WPG)	AutoCAD (DXF)	Computer Graphics Metafile (CGM)	Freelance Graphics Slideshow 2.x (PRE)
Hewlett-Packard Graphics Language (HPG) (PLT)	Lotus PIC (PIC)	HTML	

About Corel

Corel is a leading developer of graphics, productivity, and digital media software, with more than 100 million users worldwide. The company's product portfolio includes some of the world's most popular and widely recognized software brands, including CorelDRAW® Graphics Suite, Corel® Paint Shop Pro®, Corel® Painter™, Corel DESIGNER®, Corel® WordPerfect® Office, WinZip®, and iGrafx®. In 2006, Corel acquired InterVideo, makers of WinDVD®, and Ulead, a leading developer of video, imaging, and DVD authoring software. Designed to help people become more productive and express their creative potential, Corel's full-featured software products set a higher standard for value in being easier to learn and use. The industry has responded with hundreds of awards recognizing Corel's leadership in software innovation, design, and value. Corel's products are sold in more than 75 countries through a well-established network of international resellers, retailers, original equipment manufacturers, online providers, and Corel's global Web sites. With its headquarters in Ottawa, Canada, the company has major offices in the United States, the United Kingdom, Germany, China, and Japan. Corel's stock is traded on the NASDAQ under the symbol CREL and on the TSX under the symbol CRE.

Corel® WordPerfect® Office X4 Reviewer's Guide

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Product specifications, pricing, packaging, technical support and information ("specifications") refer to the retail English version only. The specifications for all other versions (including other language versions) may vary.

Corel®
WordPerfect®
OFFICE X4

Media Contact
Greg Wood
PR Manager, Productivity
Corel Corporation
Office: 613-728-0826 x1865
greg.wood@corel.com

COREL®

www.corel.com