COREL®

WordPerfect®
OFFICE X4

Contents

PART 1: BASICS

Welcome to Corel WordPerfect Office X4

Welcome to Corel® WordPerfect® Office X4, a feature-rich suite of productivity software that includes word-processing, spreadsheet, presentation, and address book programs.

About this guidebook

This guidebook gives you a hands-on learning experience to help you become familiar with the tools and features of Corel WordPerfect Office. By following the tutorials and by reading the information in the "Basics" and "Reference" chapters, you'll learn how easy it is to create and share professional-looking documents, spreadsheets, and slide shows.

The chapters in this guidebook are divided into three parts: "Basics," "Tutorials," and "Reference."

Basics

Chapters 1 through 3 introduce you to the programs and utilities included in Corel WordPerfect Office. In this part of the guidebook, you'll find instructions on how to register the product and how to access technical support. You'll also discover how to access additional learning resources that can help you use the software more efficiently.

Tutorials

Chapters 4 through 12 provide simple tutorials with step-by-step instructions for performing some common tasks. In addition to providing helpful background information, the tutorials let you step right into the action, so you learn as you go. As you complete each

tutorial, you'll learn technical tips for working with the programs, as well as valuable ideas that you can apply to your own documents, spreadsheets, and slide shows.

For most of the tutorials, you'll start by opening a file from the **Tutorial Samples** folder, which is installed with Corel WordPerfect Office X4 on the drive where your operating system is installed. Then, you'll save the file to a working file so that you can perform the tasks described in the tutorial while keeping the sample file unchanged.

WordPerfect®: By completing the WordPerfect tutorials (Chapters 4 through 9) in sequence, you'll re-create the final real-estate document (**WP_Final.wpd**), which is installed in the **Tutorial Samples** folder. At the same time, you'll learn to incorporate the tools into your workflow and use them to enhance the shape and structure of your own documents.

Quattro Pro®: By completing the Quattro Pro tutorial (Chapter 10), you'll learn how to create a basic formula that determines the average cost per unit of stock. The formula totals the cost of the purchase, including the commission, and then divides the total by the number of stocks purchased. You'll use basic operators and cell references to create this formula.

Presentations™: By completing the Presentations tutorial (Chapter 11), you'll learn how to create a customized slide show by importing an outline from a WordPerfect document. When you import an outline, the headings in the WordPerfect document appear in the Presentations file as slide titles, and the corresponding body text appears under the slide titles.

Corel® WordPerfect® Lightning™: By completing the WordPerfect Lightning tutorial (Chapter 12), you'll learn how to use the Navigator, Notes window, and Viewer to gather information from a variety of sources and send it to WordPerfect. And, if you've already completed the WordPerfect tutorials, you'll know how to format your rough content and create a polished document.

Reference

Chapters 13 and 14 describe the tools and features that let you share content with others. You'll learn how to convert your files to the industry-standard file formats PDF and HTML, and how to open PDF files with WordPerfect and WordPerfect Lightning. If you are transitioning from Microsoft® Office programs, or if you need to share work with Microsoft Office users, you'll learn how easy it is to open, import, export, and save Microsoft Office files. The compatibility features of Corel WordPerfect Office let you easily share files with users of Microsoft® Word, Microsoft® Excel®, or Microsoft® PowerPoint®.

About Corel Corporation

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

Getting started with Corel WordPerfect Office X4

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Corel WordPerfect Office is a feature-rich suite of productivity software that includes word-processing, spreadsheet, presentation, and address book programs. The suite is designed for compatibility with Microsoft Office and with industry-standard file formats such as PDF and HTML.

In this chapter, you'll learn about

- main programs in Corel WordPerfect Office
- additional programs and utilities
- registering Corel WordPerfect Office

Main programs in Corel WordPerfect Office

This section describes the main programs that are included in Corel WordPerfect Office. Note that not all of the programs described here are included in every edition of the software. You can find more information about each of these programs in other sections of this guidebook and in the Help accessible within each program.

WordPerfect

WordPerfect is a word-processing program that lets you produce professional-looking documents, such as newsletters, articles, reports, books, proposals, and brochures. You can easily add graphics, charts, columns, and tables to any document. By using the Reveal Codes feature, you can control every element of a document. In addition, the enhanced publishing features of WordPerfect let you publish your documents to paper, PDF, and the Web. You can also create, edit,

retrieve, validate, and save documents created with Extensible Markup Language (XML).

Quattro Pro

Quattro Pro is a spreadsheet program that lets you manage, analyze, report, and share data. Quattro Pro provides the tools you need to produce tables, financial forms, lists, databases, charts, and reports. You can use Quattro Pro to perform simple tasks, such as creating personal budgets, or more complex tasks, such as preparing year-end financial statements or creating reports from external databases. In addition, Quattro Pro lets you create a single file and then publish it to paper, electronic media, and the Web.

Presentations

With Presentations, you can create high-quality slide shows as well as project proposals, interactive reports, demonstrations, multimedia presentations, flyers, signs, and banners. You can also publish slide shows and other projects to HTML, XML, or PDF.

Presentations Graphics

Presentations Graphics™ lets you create drawings, edit and create bitmaps, and convert vector images to bitmaps.

WordPerfect Lightning

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 1.0 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, the Viewer, and the Notes window.

The Navigator

Using the Navigator, you can create, store, and organize your WordPerfect Lightning notes in a familiar tree structure.

The Viewer

The Viewer is a lightweight and versatile file-viewing alternative for PDF, Microsoft Word, WordPerfect, and image files. As a PDF reader, the Viewer lets you search a PDF file and read the comments and information it contains. What's more, WordPerfect Lightning offers clickable links and intuitive page rotation, so you can use it to replace Adobe® Reader® and other PDF-viewing programs.

The Notes window

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 into your notes.

Corel Visual Intelligence

Corel® Visual Intelligence™ is a business-intelligence program that anyone can use for visualizing and analyzing data. When you open a Quattro Pro spreadsheet in Corel Visual Intelligence, a graph that best suits the data is automatically displayed. Color-coded cells let you quickly identify value ranges, and rich visual graphs help you better understand your data. You can customize your analysis with a series of options that let you adjust the range of data being analyzed and visualized. You can also use data from Microsoft Excel spreadsheets or legacy Quattro Pro files, going back to version 9. A built-in learning guide walks you through the basics of Corel Visual Intelligence step by step.

Additional programs and utilities

In addition to the main programs already discussed, other programs and utilities are included in Corel WordPerfect Office X4. This section describes some of these programs. Not all editions of the software include these items.

Program or utility	Description
Clipbook™	Clipbook is a utility that works with any Windows®-based program to store multiple items, called clips, in an unlimited number of clipboards. Clips can be text, sounds, or graphics.
CorelMEMO™	CorelMEMO is an electronic notepad in Presentations that lets you add comments to slide shows and drawings.
Equation Editor	Equation Editor lets you insert and format mathematical and scientific equations in a WordPerfect document or Presentations slide show.
Grammatik®	You can use Grammatik to check an entire document, or part of a document, for grammar, spelling, and style errors. Grammatik also analyzes the grammatical structure of a document and provides statistics about the writing style, the types of errors flagged in the document, and the level of readability.
Macros	Macros are time-saving programming scripts that automate routine tasks.

Program or utility	Description
PerfectScript™	PerfectScript is the macro language for WordPerfect, Quattro Pro, and Presentations. This command-based language lets you record the results of keystrokes or mouse selections instead of recording the keystrokes themselves.
PerfectExpert™	The PerfectExpert can guide you through a detailed project, such as creating a resume, or it can guide you through a smaller task, such as inserting a clipart image. The PerfectExpert even provides you with galleries of professionally designed documents. You can choose one of these documents and tailor its layout and content to match your needs.
Spell Checker	Spell Checker is a writing tool that identifies misspelled words, duplicate words, and irregular capitalization in text selections.
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 two-dimensional or three-dimensional images.
Thesaurus	The Thesaurus is a writing tool that helps you refine your writing by letting you look up synonyms, antonyms, and related words.
Corel WordPerfect Office conversion utility	The Corel WordPerfect Office conversion utility allows you to convert the file format of a document without having to open WordPerfect.

Registering Corel WordPerfect Office

Registering Corel WordPerfect Office gives you timely access to the latest product updates and to high-quality technical support.

The serial number on the registration card is proof that you own a legal copy of Corel WordPerfect Office. You need the serial number when you call Corel Technical Support, upgrade to a new version of Corel WordPerfect Office, or order replacement CDs.

You can use any of the following methods to register:

- Fill out the Corel WordPerfect Office registration card, and return it to Corel. You can do this during the installation, while the setup program is running.
- Fill out the electronic form that appears when the software installation is completed. You'll need access to the Internet to use this method.
- Visit Corel on the Web, and complete the registration form at www.corel.com.

Learning to use Corel WordPerfect Office X4

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In addition to following the tutorials in this guidebook, you can access information from within each program of Corel WordPerfect Office to help you learn to use the software efficiently. You can also use the PerfectExpert, a tool that helps you work more quickly while you become familiar with the programs.

In this chapter, you'll learn about

- using the Help
- documentation conventions
- using the PerfectExpert
- using CorelTUTOR™
- other learning resources
- sending feedback

Using the Help

The Help is the most comprehensive source of information for each of the main programs in Corel WordPerfect Office. The Help Topics dialog box provides three ways to find information. You can choose a topic from the Contents page, use the Index page to search for a specific topic, or use the Search page to search for specific words and phrases. If you want, you can also print topics from the Help.

WordPerfect Lightning includes a Web-based Help system, which contains a full range of topics in a searchable format. The Help system for WordPerfect Lightning opens in a separate browser window on your screen.

Context-sensitive Help

WordPerfect, Quattro Pro, and Presentations include several forms of context-sensitive Help to assist you while you work. You can access context-sensitive Help from the menus, dialog boxes, and toolbars.

To access Help topics in WordPerfect, Quattro Pro, or Presentations

• Click **Help ▶ Help topics**.

To access Help topics in WordPerfect Lightning

• Click the **Help** button ![Help icon], and click **Help topics**.

To print an entire section of the Help

1 On the **Contents** page, choose a section.
2 Click **Print**.

To print a selected Help topic

• Right-click the Help topic window, and click **Print**.

To use context-sensitive Help

• Perform an action from the following table to find information about specific workspace components.

For help with	Do the following
Menu commands	Point to a command.
	A brief description, called a tooltip, appears.
Toolbar buttons	Point to a button.
	A brief description, called a tooltip, appears.
Dialog boxes	Click **Help** in the dialog box, or press **F1**.
Dialog box controls	Click the **What's This**? button ? in a dialog box, and click the control.

Documentation conventions

Before you start to follow procedures in this guidebook or the Help, make sure that you understand the documentation conventions that are used.

The following conventions are related to using the mouse.

When instructed to	Do the following
Click **Edit ▸ Select ▸ Sentence**	Click the **Edit** menu, click **Select**, and click **Sentence** in the menu that appears.
Enable a check box	Click the check box to place a check mark or an "X" in the box.
Disable a check box	Click the check box to remove the check mark or "X".
Select text	Drag to highlight text.
Click a paragraph	Click to position the cursor in the paragraph.
Click a frame	Click anywhere in a frame, or click the border of the frame.
Right-click, and click **Paste**	Click the right mouse button, and click the **Paste** command in the menu that appears.

The following conventions are related to keyboard actions.

When instructed to	Do the following
Press **Enter**	Press the **Enter** key on your keyboard.
Press **Ctrl + Shift**	Press the **Control** key, and continue to hold it down while pressing the **Shift** key.

The following icons appear in this guidebook.

When you see this	It indicates
	A note — provides related information, such as the conditions that are necessary to perform a procedure
	A tip — provides helpful suggestions, including shortcuts and alternate steps for procedures

Using the PerfectExpert

The PerfectExpert incorporates the best features of QuickTask™ and Coaches, which were included in earlier versions of Corel WordPerfect Office, with galleries of professionally designed document templates.You can choose any template and then tailor its layout and content to match your needs.

You can use the PerfectExpert to guide you through a detailed project, such as creating a resume, or a smaller task, such as inserting a clipart image.

To create a document by using a template

1 From within a Corel WordPerfect Office program, click **File ▶ New from project**.
2 Click the **Create new** tab.
3 Choose one of the following programs from the list box:
   • **WordPerfect**
   • **Quattro Pro**
   • **Presentations**

   If the program you want is not displayed in the list box, click **Options**, and click **Refresh projects**.
4 Choose a project template from the list.
5 Click the **Create** button.

☞ Some WordPerfect project templates use prompts to guide you through the process of adding information to a document. For more information about prompts, see "Automating project templates by using prompts" in the WordPerfect Help.

To use the PerfectExpert

• From WordPerfect, Quattro Pro, or Presentations, click **Help** ▶ **PerfectExpert**.

Using CorelTUTOR

CorelTUTOR provides a series of tutorials that introduce you to the basic and advanced features of WordPerfect, Quattro Pro, and Presentations. You can access the tutorials from the main program windows.

To access CorelTUTOR

• Click **Help** ▶ **CorelTUTOR**.

Other learning resources

Additional resources are available to help you learn to use Corel WordPerfect Office.

The Web

The Corel Web site contains a multitude of information and links to help answer your questions about Corel WordPerfect Office.

Corel Store

To learn how to get more out of Corel WordPerfect Office, you can visit the Corel® Store™ on the Web at buy.corel.com. This online shopping forum provides listings of books, tutorials, and training videos.

Third-party books and magazines

How-to books for Corel WordPerfect Office are available at your local computer store or bookstore. You can also find computer magazine articles that feature descriptions of specific tasks performed with Corel WordPerfect Office software.

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 about the support services that are available for your Corel product, please visit www.corel.com/support.

Sending feedback

If you want to share comments or suggestions about the documentation included with Corel WordPerfect Office, please send them by e-mail to wordperfectprodmgr@corel.com. You can check the product Web site for the latest news, tips and tricks, and product upgrade information. Go to www.corel.com, and follow the links to the product site.

PART 2: TUTORIALS

How to create footers

A footer is the text that appears across the bottom of a page repeatedly throughout a document. The purpose of a footer is to provide information that helps readers navigate through the document. Adding footers can therefore improve the usability of a document and add consistency to the page design. In this tutorial, you'll add footers that display page numbers and other useful information.

What you'll learn to do

- create two footers
- insert a horizontal line above the footers
- insert page numbers in the footers
- add the document's title to a footer
- add a company name and phone number to a footer
- remove footers from specific pages

First, you'll need to access the sample document.

Step 1: Open the sample document

1 Go to one of the following locations, depending on whether you are using the Windows Vista® or Windows® XP operating system. Note that "X" refers to the drive where the operating system is installed.

- On Windows Vista, go to X:\Users\Public\Public Documents\WordPerfect Office\X4\Tutorial Samples.
- On Windows XP, go to X:\Documents and Settings\All Users\Shared Documents\WordPerfect Office\X4\Tutorial Samples.

2 Open the **WP_1_Footers.wpd** file.

After you open the sample document, you'll save it with a new filename to create a working document. By creating a working document, you'll keep the sample document unchanged so that the tutorial can be reused.

Step 2: Create a working document

1 Click **File ▶ Save as**.

2 In the **File name** box, type the new filename (for example, M**y_Footers.wpd**).

3 Click the **Save** button.

Now you're ready to add the first footer to your document.

Step 3: Add the first footer

1 Click **Insert ▶ Header/Footer**.

2 Enable the **Footer A** option.

3 Click the **Create** button.

In the next few steps, you'll be working within Footer A. If at some point you find yourself outside the working area for Footer A, click **Insert ▶ Header/Footer**, enable the **Footer A** option, and click the **Edit** button.

Next, you'll add a horizontal line above the footer to create a visual separation between the footer text and the document text.

Step 4: Add a horizontal line to the first footer
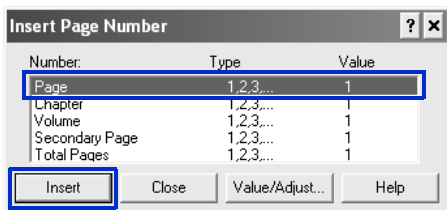
• Click **Insert ▶ Line ▶ Horizontal line**.

🔍 You can also add a custom horizontal line to a header or footer. Click **Insert ▶ Line ▶ Custom line**. Enable the **Horizontal line** option, and modify any of the settings in the line.

Now that you have created the footer and added the horizontal line, you'll insert the page number and the document title.

Step 5: Add page numbering to the first footer

1 Press **Enter** to start a new line.

2 Click **Format ▶ Page ▶ Insert page number**.

3 Choose **Page** from the **Number** list.

4 Click the **Insert** button.

Insert Page Number		? ✕
Number:	Type	Value
Page	1,2,3,...	1
Chapter	1,2,3,...	1
Volume	1,2,3,...	1
Secondary Page	1,2,3,...	1
Total Pages	1,2,3,...	1

Insert	Close	Value/Adjust...	Help

5 Choose **Total pages** from the **Number** list.

6 Click the **Insert** button.

7 Click **Close** button.

Note that the current page number and the total number of pages appear together.

8 To fix the display, position the cursor in between the numbers, press the **Spacebar**, type the word **of**, and then press the **Spacebar** again.

Step 6: Add the title of the document to the footer

1 Position the cursor after the total number of pages, and click **Format ▶ Line ▶ Flush right**.

2 Type **Selling and Buying a Home**.

3 Select all the text.

4 Apply bold formatting by clicking the **Bold** icon **B** on the property bar.

An alternate way to create bold text is to click **Format ▶ Font**, click the **Font** tab, and enable the **Bold** check box.

5 Clear the text selection by clicking the text.

The next step is to specify the placement of the footer in the document.

Step 7: Place the first footer on odd-numbered pages

1 Click the **Header/Footer** placement button 🗐 on the **Header/Footer** toolbar.

The Header/Footer toolbar

2 Enable the **Odd pages** option.

3 Exit the footer by clicking **File ▶ Close**.

At this point in the tutorial, you formatted the first footer for all odd-numbered pages in the document. You'll now create a second footer with a horizontal line.

Step 8: Add the second footer

1 Position the cursor at the top of page 2.

2 Click **Insert ▶ Header/Footer**.

3 Enable the **Footer B** option.

4 Click the **Create** button.

In the next few steps, you'll be working within Footer B. If at some point you find yourself outside the working area for Footer B, click **Insert ▶ Header/Footer,** enable the **Footer B** option, and click the **Edit** button.

Step 9: Add a horizontal line to the second footer

• Click **Insert ▶ Line ▶ Horizontal line**.

With the second footer and horizontal line in place, you'll add a company name, phone number, and page numbers.

Step 10: Add a company name and phone number to the second footer

1 Press **Enter** to start a new line.

2 Type **Acme Real Estate   555-555-1234**.

3 Click after **Estate**.

   Make sure that the cursor appears after **Estate**.

4 Click **Insert ▶ Symbol**.

5 In the **Symbols** dialog box, choose **Typographic symbols** from the **Set** list box.

6 In the **Number** box, type **4,2** to choose the square bullet.
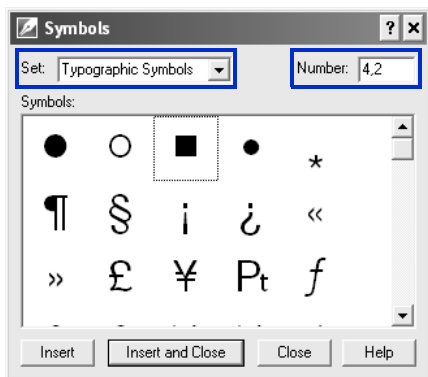
   This symbol matches the one used in the final real-estate document, which you are re-creating in these tutorials.

7 Click the **Insert and Close** button.

Step 11: Add page numbering to the second footer

1 Position the cursor after the phone number, and click **Format ▶ Line ▶ Flush right**.

2 Click **Format ▶ Page ▶ Insert page number**.

3 Choose **Page** from the **Number** list.

4 Click the **Insert** button.

5 Choose **Total pages** from the **Number** list.

6 Click the **Insert** button.
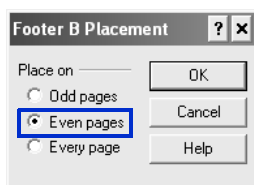
7 Click the **Close** button.

You'll notice that the current page number is displayed together with the total number of pages.

8 To fix the display, position the cursor in between the numbers, and press the **Spacebar**. Then, type the word **of**, and press the **Spacebar** again.

9 Highlight all the text.

10 Click the **Bold** icon **B** on the property bar.

11 Clear the text selection by clicking the text.

The next step is to specify the placement of the footer on even-numbered pages.

Step 12: Place the second footer on even-numbered pages

1 On the **Header/Footer** toolbar, click the **Header/Footer placement** button.

2 Enable the **Even pages** option.

3 Click the **OK** button.

4 Exit the footer by clicking **File ▶ Close**.

The footers now appear on all pages in the document, including the title page and the table of contents. In the next step, you'll remove the footers from both the title page and the table of contents.

Step 13: Remove the footer from specific pages

1. With the cursor on page 1, click **Format ▶ Page ▶ Suppress**.
2. Enable the **Footer A** and **Footer B** check boxes.
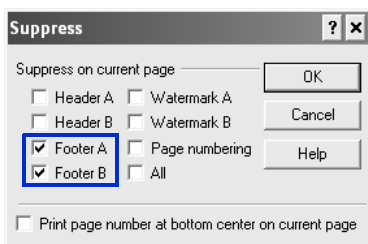
3. Click the **OK** button.
4. Repeat the previous three steps for pages 2 and 3.

🔎 You can also use delay codes to keep footers from displaying on a specific page of a document, such as a title page. For more information about delay codes, see "Inserting and editing delay codes" in the WordPerfect Help.

You can now set the first page number for the document.

Step 14: Set the first page number

1. With the cursor on page 4, click **Format ▶ Page ▶ Numbering**.
2. Click the **Set value** button.
3. In the **Set page number** box, type **1**.
4. Enable the **Always keep number the same** option.
5. Click the **OK** button.
6. To exit the **Page Numbering Format** dialog box without inserting another page number, click the **Cancel** button.

Other things you can do

WordPerfect lets you edit the text in your footers.

Edit the text in a footer

1 Click **Insert** ▶ **Header/Footer**.

2 Enable one of the following options:
- **Footer A**
- **Footer B**

3 Click the **Edit** button.

4 Make changes to the footer text.

You can discontinue a footer to remove it from the remainder of the document.

Discontinue a footer

1 Click **Insert** ▶ **Header/Footer**.

2 Enable one of the following options:
- **Footer A**
- **Footer B**

3 Click the **Discontinue** button.

Where to go from here

You have successfully inserted footers into your document. Next, you'll learn how to create styles for text and graphics.

How to create styles for text and graphics

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A style is a collection of formatting attributes that are applied to text or graphics. By using styles, you can ensure visual consistency throughout a document and avoid having to repeat multiple formatting tasks for every instance of a particular text or graphic element. Whenever you change the formatting in a style, you change the appearance of all text or graphics that use that style. The text styles that you create are saved with the active document.

What you'll learn to do

- create your own text style
- add additional formatting to the style
- add a table of contents marker
- create a QuickStyle
- save a text style
- create a graphics style

First, you'll need to access the sample document.

Step 1: Open the sample document

1 Go to one of the following locations, depending on whether you are using the Windows Vista or Windows XP operating system. Note that "X" refers to the drive where the operating system is installed.

- On Windows Vista, go to X:\Users\Public\Public Documents\WordPerfect Office\X4\Tutorial Samples.

- On Windows XP, go to X:\Documents and Settings\All Users\Shared Documents\WordPerfect Office\X4\Tutorial Samples.

2 Open the **WP_2_Styles.wpd** file.

After you open the sample document, you'll save it with a new filename to create a working document. By creating a working document, you'll keep the sample document unchanged so that the tutorial can be reused.

Step 2: Create a working document

1 Click **File ▶ Save as**.

2 In the **File name** box, type the new filename (for example, **My_Styles.wpd**).

3 Click the **Save** button.

You're now ready to create a new text style. First, you'll create a text style for the headings in your document.

Step 3: Create a text style for the main heading

1 Click **Format ▶ Styles**.

2 Click the **Create** button.

3 In the **Styles editor** dialog box, type **Main Heading** in the **Style name** box.

4 Type the following description for the style in the **Description** box: **Main heading style for section titles**.

5 In the **Type** list box, check to make sure that the default setting of **Paragraph** appears.

Do not close the **Styles editor** dialog box — you'll need to use it in the next step.

You can now add a little extra formatting to the style you just created.

Step 4: Add formatting to the Main Heading style

1 On the menu bar within the **Styles editor** dialog box, click **Format ▶ Font**.

2 In the **Font Properties** dialog box, choose **AvantGarde** from the **Face** list.

3 From the **Size** list, choose **14**.

4 Click **Format ▶ Justification ▶ Center**.

Again, you'll be using the **Styles editor** dialog box in the next step, so do not close it.

Next, you'll mark the main heading element for use in a table of contents. The **Styles editor** dialog box makes it convenient to do this at the same time that you format a style element.

Step 5: Add a marker for the table of contents

1 Enable the **Show 'off codes'** check box.

2 In the **Contents** area, select the code that is called **Codes to the left are ON - Codes to the right are OFF**.
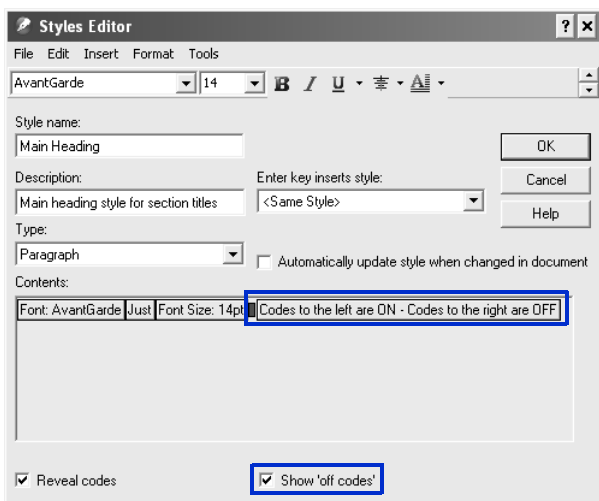
3 Click **Tools ▶ Reference ▶ Table of Contents**.

4 Click the **Mark 1** button.

    Mark 1 indicates that this heading is the highest-level heading in the document.

5 Click the **Close** button.

6 In the **Styles editor** dialog box, click the **OK** button.

Do not close the **Styles** dialog box — you'll need to use it in the next step.

Now that you've created a custom style for the main headings in your document, you need to make a text style for the subheading.

Step 6: Create a text style for subheadings

1 Click the **Create** button.
2 In the **Styles editor** dialog box, type **Subheading** in the **Style name** box.
3 Type the following description for the style in the **Description** box: **Secondary heading style for subheadings.**
4 In the **Type** list box, leave the default as **Paragraph**.

You can now add formatting to the Subheading style you just created.

Step 7: Add formatting to the Subheading style

1 On the menu bar within the **Styles editor** dialog box, click **Format ▶ Font.**
2 In the **Font Properties** dialog box, choose **Bold**.
3 From the **Size** list, choose **12**.
4 Click the **OK** button.
5 Click **Format ▶ Justification ▶ Center**.

Again, you'll be using the **Styles editor** dialog box in the next step, so do not close it.

Next, you'll mark the subheading element for use in a table of contents. The **Styles editor** dialog box makes it convenient to do this at the same time that you format a style element.

Step 8: Add a second marker for the table of contents

1 Enable the **Show 'off codes'** check box.
2 In the **Contents** area, select the code that is called **Codes to the left are ON - Codes to the right are OFF.**

3 Click **Tools ▶ Reference ▶ Table of Contents**.

4 Click the **Mark 2** button.

   Mark 2 indicates that this heading is the second-level heading in the document.

5 Click the **Close** button.

6 In the **Styles editor** dialog box, click the **OK** button.

7 In the **Styles** dialog box, click the **Close** button.

Next, you'll apply the custom styles that you've just created to the document.

Step 9: Apply the Main Heading style

1 In your document, select the text **Selling Your Home**.

2 Click **Format ▶ Styles**.

3 Choose **Main Heading** from the **Available styles** list.

4 Click the **Insert** button.

5 Repeat the process for the three remaining centered headings in your document.

Step 10: Apply the Subheading style

1 Select the text **Prepare your home for sale**.

2 Click **Format ▶ Styles**.

3 Choose **Subheading** from the **Available styles** list.

4 Click the **Insert** button.

5 Repeat the process for the remaining subheadings in your document.

Other things you can do

Another convenient way to create a text style while you edit a document is to use the QuickStyle feature. QuickStyles are styles that are based on the formatting in effect at the cursor location. You can also create QuickStyles for paragraphs.

Create a QuickStyle

1 Select the text or paragraph.

2 Click **Format ▶ Styles**.

3 Click the **QuickStyle** button.

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 text
- **Paragraph with automatic update** — creates a QuickStyle for paragraphs

7 Click the **OK** button.

When you save a style, you can associate it with a specific template or with the active document only. Or, if you plan to use the style with a different template or on a different computer, you can save the style as a separate file.

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 the **OK** button.

6 Click **Options ▶ Settings**.

7 In the **Style settings** dialog box, enable one of the following options in the **Save new styles to** area:

- **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.

8   Click the **OK** button.

Just as you can create styles for items such as headings, you can also format how you want graphics to appear.

Create a graphics style

1   Click **Format ▶ Graphics styles**.
2   Enable one of the following options in the **Style type** area:
- **Box**
- **Border**
- **Fill**
- **Line**
3   Click the **Create** button.
4   Type a name for the style in the **Style name** box.
5   Change any of the settings to modify the attributes of the graphics style.
6   Click the **OK** button.
7   In the **Graphics styles** dialog box, click the **Close** button.

Where to go from here

You've now created styles for the section headings in the document, and you've created a graphics style. Next, you'll learn how to add bulleted lists to your document.

How to create bulleted lists   6

Bullets help to differentiate items in a list or add emphasis to selected paragraphs. You might want to mark list items with bullets, rather than with numbers or outline levels, when the order of the list items is not important and you do not need to show hierarchical relationships in the list.

When creating a bulleted list, you can choose a preset bulleted list format, or you can replace the bullet in the format with a custom symbol, such as a heart, star, or check mark. You can also create a list that uses check boxes.

What you'll learn to do

- create a list style
- create a bulleted list
- create a custom bullet
- apply the list format
- create a list format

First, you'll need to access the sample document.

Step 1: Open the sample document

1   Go to one of the following locations, depending on whether you are using the Windows Vista or Windows XP operating system. Note that "X" refers to the drive where the operating system is installed.

- On Windows Vista, go to X:\Users\Public\Public Documents\WordPerfect Office\X4\Tutorial Samples.

- On Windows XP, go to X:\Documents and Settings\All Users\Shared Documents\WordPerfect Office\X4\Tutorial Samples.

2 Open the **WP_3_Lists.wpd** file.

After you open the sample document, you'll save it with a new filename to create a working document. By creating a working document, you'll keep the sample document unchanged so that the tutorial can be reused.

Step 2: Create a working document

1 Click **File ▶ Save as**.

2 In the **File name** box, type the new filename (for example, **My_Bullets.wpd**).

3 Click the **Save** button.

You're now ready to customize a bulleted list format and apply it to your document.

Step 3: Customize a bulleted list format

1 Locate a bulleted list in the working document, and click anywhere in the list.

Make sure that your cursor appears within the list.

2 Click **Insert ▶ Outline/Bullets & numbering**.

3 In the **Bullets & numbering** dialog box, click the **Bullets** tab.

4 Click the **Create** button.

5 In the **Create format** dialog box, type **Arrow** in the **List name** box.

6 From the **Based on** list box, choose the fourth item down, which includes standard bullet symbols.

7 Click in the **Text before** box, and press the **Backspace** key.

8 On the keyboard, press **Ctrl + W**.

This shortcut key opens the **Symbols** dialog box.

9 From the **Set** list in the **Symbols** dialog box, choose **Iconic symbols**.

10 In the **Number** box, type **5,152** to insert a right-pointing arrow.

The number 5 represents the **Iconic Symbols** set, and the number 152 represents the specific symbol. This symbol matches the arrow

that is used in the final real-estate document, which you are
re-creating in these tutorials.
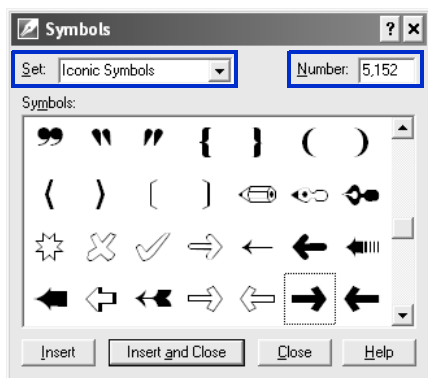
11 Click the **Insert and Close** button.

12 Click the **OK** button.

The new bulleted list format is now applied to the active list. Next,
you'll apply this same format to the other lists in the document.

Step 4: Apply the Arrow list format to the other lists

1 Locate the next bulleted list in your working document, and click
anywhere in the list.

2 Click **Insert ▸ Outline/Bullets & numbering**.

3 In the **Bullets & numbering** dialog box, choose the **Arrow** list
format.

The **Arrow** list format should appear last because it is the most
recently added format.

4 Click the **OK** button.

5 Repeat this procedure for all the remaining lists.

Other things you can do

WordPerfect gives you many ways to add a professional look and feel to your documents. By customizing your lists, you can make them more effective and easily reflect your own personal style.

Here is an additional method for choosing a custom bullet, plus a method for creating your own bulleted or numbered list formats.

Create a list format

1 Click **Insert ▶ Outline/Bullets & numbering**.
2 Click one of the following tabs:
   • **Numbers** — lets you create formats for numbered lists
   • **Bullets** — lets you create formats for bulleted lists
3 Click the **Create** button.
4 In the **Create format** dialog box, type a name for the list format in the **List name** box.
5 Type a description for the list format in the **Description** box.
6 In the **List type** area, enable one of the following options:
   • **Single level list** — lets you create a list with only one level
   • **Multilevel list (outline)** — lets you create a list with multiple levels
7 Choose a style from the **Based on** list box.
   If you want to add text before the list number, type the text in the **Text before** box.
8 Click the **OK** button.

Where to go from here

You have successfully created and customized your bulleted lists. Next, you'll add a table to your document.

How to create and format tables

7

With WordPerfect, you can easily create tables that are visually appealing and user-friendly. Tables let you organize cells of data in rows and columns and are perfect for presenting lists, schedules, financial data, comparisons, and summaries.

In this tutorial, you'll create a simple, two-column table that lists all the tasks someone would complete before moving to a new house. The table will include headings that define the time frame for each task.

What you'll learn to do

- convert a list to a table
- create subheadings in a table
- split columns
- create a table
- specify a width for table columns

First, you'll need to access the sample document.

Step 1: Open the sample document

1 Go to one of the following locations, depending on whether you are using the Windows Vista or Windows XP operating system. Note that "X" refers to the drive where the operating system is installed.

- On Windows Vista, go to X:\Users\Public\Public Documents\WordPerfect Office\X4\Tutorial Samples.

- On Windows XP, go to X:\Documents and Settings\All Users\Shared Documents\WordPerfect Office\X4\Tutorial Samples.

2 Open the **WP_4_Table.wpd** file.

After you open the sample document, you'll save it with a new filename to create a working document. By creating a working document, you'll keep the sample document unchanged so that the tutorial can be reused.

Step 2: Create a working document

1 Click **File ▸ Save as**.
2 In the **File name** box, type the new filename (for example, **My_Tables.wpd**).
3 Click the **Save** button.

Now you're ready to create a table from a list in your working document.

Step 3: Convert a list to a table

1 Select the text that makes up the Appendix.
2 Click **Table ▸ Convert**.
3 In the **Convert: Text to Table** dialog box, enable the **Paragraphs** option in the **Text Delimiters** area.
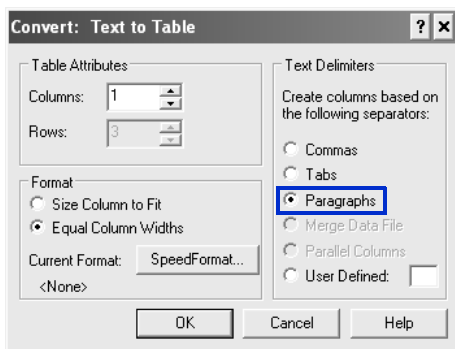
4 Click the **OK** button.

The selected text has now been converted to a table format.

Instead of having column headings, the table in this tutorial has highlighted rows that organize the table content according to time periods. These rows act as subheadings within the table.

Step 4: Create table subheadings

1 Position the cursor in the first row of the table.

2 Click **Table ▶ Borders/Fill**.

3 In the **Properties for Table Borders/Fill** dialog box, click the **Cell** tab, click the **Fill** button, and enable the **100% Fill** option.
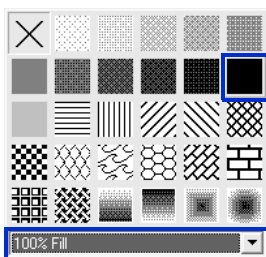
4 Click the **Foreground** button, and choose **Light Gray** from the **Foreground** palette.

5 Click the **OK** button.

The gray fill identifies the content in the first row as a subheading within the table.

6 Select the text in the first row of the table.

7 Click **Format ▶ Font**.

8 Enable the **Bold** check box.

9 Click the **OK** button.

In addition to changing the font and font attributes of text in a cell, row, column, or table, you can also apply other formatting, such as highlighting, indents, drop caps, and so forth. For more information, see "Formatting text" in the section "Editing and formatting documents" of the WordPerfect Help.

The QuickFormat™ feature of WordPerfect allows you to copy the formatting from a selection and apply it many times. You can copy and apply formatting from any text, not only from tables.

Step 5: Repeat the formatting

1 Select the text in the first row of the table.
2 Click **Format ▸ QuickFormat**.
3 In the **QuickFormat** dialog box, enable the **Selected table cells** option.
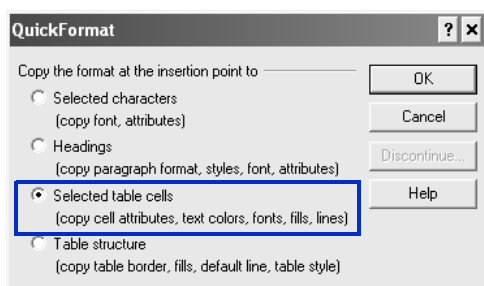
Notice that the appearance of the pointer has changed to a brush, which indicates that you can apply the formatting to other cells.

4 Click in each of the remaining subheading rows to apply the same formatting.
5 When you have finished formatting the subheadings, click **Format ▸ QuickFormat** to turn off the **QuickFormat** tool.

Now that the "Planning a Move" list is within a table, you can add details as needed. For example, you can add a column to track task-related information, such as whether the task is complete or which family member is in charge of the task.

Step 6: Split the columns

1 Click **Table ▸ Split ▸ QuickSplit Column**.
2 Move the pointer across the row. You'll see two numbers that indicate the size of the columns if you split the existing column at

that location. Click when the numbers indicate a size of 4 inches for the first column.

Repeat the previous step for every row that you want to split. You can split multiple rows at one time.

Notice that in the final real-estate document, all the rows that list tasks have been split.

3 When you are finished splitting rows, click **Table ▸ Split ▸ QuickSplit Column** to turn off the **QuickSplit** tool.

Other things you can do

You can create a table anywhere in a document window.

Create a new table

1 Click **Table ▸ Create**.

2 Type the following values in the following boxes:
- **Columns:** 2
- **Rows:** 31
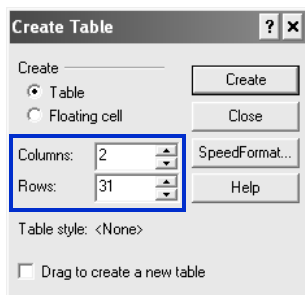
3 Click the **Create** button.

When you create a table, the column widths are automatically equalized. Sometimes, however, you may want to resize one or more columns — for instance, you may want to increase the width to accommodate the widest line of text in the column.

Accommodate the widest line of text in a table column

1 Position the cursor in a table.

2 Click **Table ▶ Size column to fit**.

Try the next technique if you need to fix unequal column widths in a table.

Equalize the width of table columns

1 Select two or more cells from adjacent columns.

2 Click **Table ▶ Equal column widths**.

You can also specify an exact width for table columns.

Specify a width for table columns

1 Select a table column.

2 Click **Table ▶ Format**.

3 Click the **Column** tab.

4 In the **Column width** area, type **5** in the **Width** box.

5 Click the **OK** button.

You can enable the **Always keep width the same** check box to maintain the current column width regardless of changes to the width of other columns, or changes to the left and right margin settings within columns.

Where to go from here

You have successfully added and formatted tables in your document. Next, you'll learn how to add visual interest by inserting graphics and images in your document.

How to add images and captions

8

Adding images to your document can be an effective way to convey information and to make your document more visually appealing. With WordPerfect, you can easily insert graphics or photos, as well as add accompanying captions.

What you'll learn to do

- insert a graphic file
- wrap text around a graphic
- add a caption
- load photos from a digital camera

First, you'll need to access the sample document.

Step 1: Open the sample document

1 Go to one of the following locations, depending on whether you are using the Windows Vista or Windows XP operating system. Note that "X" refers to the drive where the operating system is installed.
  - On Windows Vista, go to X:\Users\Public\Public Documents\WordPerfect Office\X4\Tutorial Samples.
  - On Windows XP, go to X:\Documents and Settings\All Users\Shared Documents\WordPerfect Office\X4\Tutorial Samples.

2 Click the **WP_5_Images.wpd** file.

After you open the sample document, you'll save it with a new filename to create a working document. By creating a working document, you'll keep the sample document unchanged so that the tutorial can be reused.

Step 2: Create a working document

1 Click **File ▶ Save as**.

2 In the **File name** box, type the new filename (for example, **My_Images.wpd**).

3 Click the **Save** button.

Now you're ready to add a graphic to the title page. WordPerfect lets you insert graphics in many industry-standard file formats, including GIF, JPEG, TIF, and BMP.

Step 3: Insert a graphic file

1 Go to the first page of your working document, and position the cursor to the left of "Acme Real Estate."

2 Click **Insert ▶ Graphics/Pictures ▶ From File**.

3 Browse to one of the following locations, depending on whether you are using the Windows Vista or Windows XP operating system. Note that "X" refers to the drive where the operating system is installed.

- On Windows Vista, go to X:\Users\Public\Public Documents\WordPerfect Office\X4\Tutorial Samples.
- On Windows XP, go to X:\Documents and Settings\All Users\Shared Documents\WordPerfect Office\X4\Tutorial Samples.

4 Select the **logo.wpg** file.

5 Click the **Insert** button.

Now that you've inserted the graphic file into your document, you'll wrap the text around it.

Step 4: Wrap text around the graphic

1 Right-click the graphic you just inserted, and click **Wrap**.

2 In the **Wrapping type** area, enable the **Square** option.

3 In the **Wrap text around** area, enable the **Right side** option.

4 Click the **OK** button.

Next, you'll add a caption for the graphic.

Step 5: Add a caption

1 Right-click the graphic, and click **Caption**.

2 In the **Box caption** dialog box, choose **Right** from the **Position** list box.
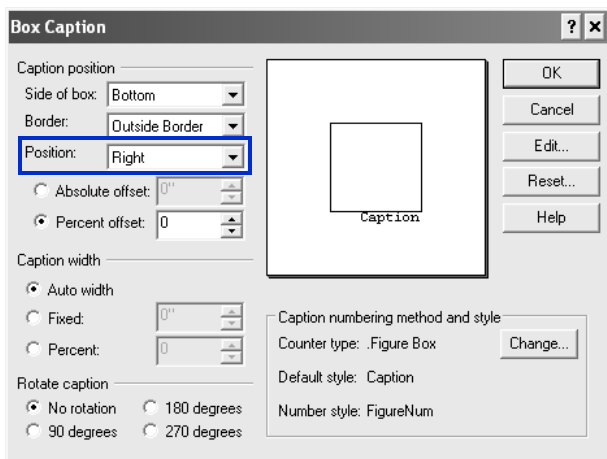
3 Click the **Edit** button.

4 Replace the default text **Figure 1** with **Since 1987**.

   Note that WordPerfect automatically adds counters for captions and other elements in a document. Each box style has a different caption numbering style. For example, all figure boxes are numbered in sequence, and the number appears after the word "Figure." You can change the numbering style of a box caption, or you can delete the caption number by selecting it and clicking **Delete**.

5 Select the text, and click **Format ▶ Font**.

6 In the **Font Properties** dialog box, choose **8** from the **Size** list box.

7 Click the **OK** button.

Now that you have added a graphic and a caption, you'll fine-tune the alignment of elements on the title page.

Step 6: Complete the title page

1 Highlight the text "Selling and Buying a Home."

2 Click **Format ▶ Justification ▶ Center**.

3 Select the logo, and drag it to the right so that the left side of the graphic aligns with the left side of the document title.

Notice that the company name and address also move to the right because of the **Wrap text** property.

Other things you can do

If you take photos with a digital camera, you can load the photos from your camera right into a WordPerfect document.

Load photos from a digital camera

1 Connect a digital camera to your computer.

2 Click **Insert ▶ Graphics/Pictures ▶ Select source**.

3 Choose a digital camera from the **Sources** box.

4 Click **Insert ▶ Graphics/Pictures ▶ Acquire image**.

5 Choose the images that you want to load from the dialog box that appears.

If your digital camera does not support WIA, you'll be presented with the digital camera's interface for loading photos. Available options vary, depending on the digital camera.

6 Click the **Get pictures** button.

The button on your digital camera may have a different name, such as "Send."

If you want to load additional photos during the same session, just click **Insert ▶ Graphics/Pictures ▶ Acquire image**.

Where to go from here

You've successfully added images and captions to your document. Next, you'll learn to create a table of contents to make your document easier to navigate.

How to add
a table of contents

<div style="text-align: right">

9

</div>

In a few simple steps, you can add a table of contents to your document. A table of contents is a handy outline that lists main topics in the order of their appearance in a document, along with the page number of each topic. By quickly glancing at the topics in the table of contents, readers can gain a sense of the document's content and scope. They can also easily access particular sections of the document.

What you'll learn to do

- define a table of contents
- generate a table of contents

If you followed the tutorial in Chapter 5, "How to create styles for text and graphics," you marked a document with heading styles and added markers for the table of contents. Using the styles created in that tutorial, you can easily generate a table of contents that is based on the heading text.

If you have not followed the tutorial in Chapter 5, you can still generate a basic table of contents by using preset heading styles and marking the headings manually, as described in the "Other things you can do" section of this tutorial.

First, you'll need to access the sample document.

Step 1: Open the sample document

1   Go to one of the following locations, depending on whether you are using the Windows Vista or Windows XP operating system. Note that "X" refers to the drive where the operating system is installed.

- On Windows Vista, go to X:\Users\Public\Public Documents\WordPerfect Office\X4\Tutorial Samples.
- On Windows XP, go to X:\Documents and Settings\All Users\Shared Documents\WordPerfect Office\X4\Tutorial Samples.

2 Open the **WP_6_TOC.wpd** file.

After you open the sample document, you'll save it with a new filename to create a working document. By creating a working document, you'll keep the sample document unchanged so that the tutorial can be reused.

Step 2: Create a working document

1 Click **File ▶ Save as**.

2 In the **File name** box, type the new filename (for example, **My_Contents.wpd**).

3 Click the **Save** button.

Next, you need to define a table of contents for your document. By defining a table of contents, you establish how it will display in the document by specifying things such as the number of levels, the position and the look of the page numbers, and the style of each level.

Step 3: Define a table of contents for the document

1 Position the cursor under the **Contents** title on page **3**.

2 Click **Tools ▶ Reference ▶ Table of contents**.

3 Click the **Define** button.

4 In the **Number of levels** box, type **2**.

This number specifies how many levels of headings your document has.

5 For the **TableofCont1** style, choose **Text ..... #** from the **Position** list box.

6 For the **TableofCont2** style, choose **Text ..... #** from the **Position** list box.

The indentation of levels in the table of contents is adjusted according to the number of heading levels you specify.

Define Table of Contents

Number of levels (1-5): 2

Numbering format

Level	Style	Position
1	TableofCont1	Text . . . . . #
2	TableofCont2	Text . . . . . #
3	TableofCont3	Text . . . . . #
4	TableofCont4	Text . . . . . #
5	TableofCont5	Text . . . . . #

Styles...   Page Numbering...

American Literature 2
   Late Nineteenth Century:
     (1861-1914) 5

☐ Display last level in wrapped format

OK   Cancel   Help
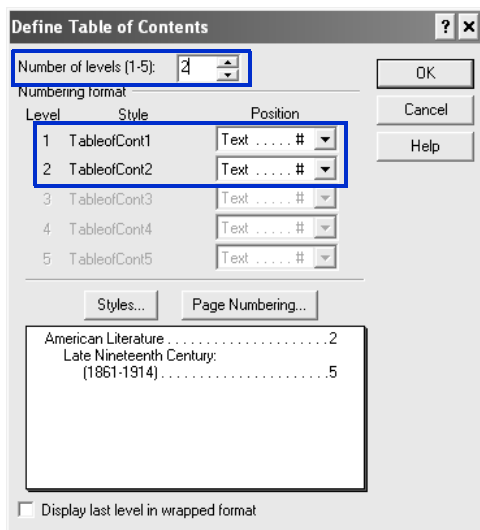
7 Click the **OK** button to close the **Define table of contents** dialog box.

8 In the **Reference tools** dialog box, click the **Close** button.

Notice that the text **<< Table of Contents will generate here >>** now appears on the page where you positioned your cursor.

Now that you've defined how and where the table of contents will appear in your document, you are ready to generate the table of contents. When you generate a table of contents, WordPerfect searches the document for the table of contents entry markers. This information is inserted on the table of contents page in the document.

You need to regenerate the table of contents whenever you update information in the document.

Step 4: Generate the table of contents

1 Click **Tools ▸ Reference ▸ Table of contents**.

To ensure that the table of contents is generated before you save or print the document, enable the **Auto generate** check box. If you do not generate a table of contents after editing the document, a warning appears when you attempt to save or print.

2 Click the **Generate** button.

3 In the **Generate** dialog box, click the **OK** button.

Other things you can do

If the headings in a document were not created by using styles with Table of Contents markers, you can still create a table of contents by first scrolling through the document and marking each heading manually.

Mark entries for a table of contents

1 Click **Tools ▶ Reference ▶ Table of contents**.

2 Position the cursor at the beginning of a title that you want to display in the table of contents.

3 Choose a level from **Mark 1** through **Mark 5**. The level you choose depends on the levels you defined for the table of contents. Each mark corresponds to a level of indentation.

4 Repeat the previous two steps for each title that you want to display in the table of contents.

You can press **Alt + F3** to view the mark codes for the table of contents. Then, you can go ahead and generate a table of contents as described earlier in this tutorial.

Where to go from here

You have successfully inserted a table of contents in your document. Next, you'll learn how to work with formulas in Quattro Pro.

How to add formulas to Quattro Pro spreadsheets

10

Formulas are mathematical equations that calculate a final value, such as the sum of two cells or the total of a column. By using formulas, you can make your Quattro Pro spreadsheets more effective. In addition, you can use cell references in the formulas so that results are automatically updated if the cell values change, or if you copy a formula to a new cell.

Introducing formulas in Quattro Pro spreadsheets is a great way to help you track your personal financial investments. For example, you can create a spreadsheet with stock purchases, stock ticker symbols, purchase dates, purchase volume, and purchase price. You can also track the broker's commission paid, as well as the average cost per unit of stock.

In this tutorial, you'll create a basic formula that determines the average cost per unit of stock. The formula will total the cost of the purchase, including the commission, and then divide the total by the number of stocks purchased. You'll use basic operators and cell references to create this formula.

What you'll learn to do

- create a basic formula
- copy a formula to a new cell
- apply a currency format
- apply a date format

First, you'll need to access the sample notebook.

Step 1: Open the sample notebook

1 Go to one of the following locations, depending on whether you are using the Windows Vista or Windows XP operating system. Note that "X" refers to the drive where the operating system is installed.

- On Windows Vista, go to X:\Users\Public\Public Documents\WordPerfect Office\X4\Tutorial Samples.

- On Windows XP, go to X:\Documents and Settings\All Users\Shared Documents\WordPerfect Office\X4\Tutorial Samples.

2 Open the **QP_1_Formulas.qpw** file.

After you open the sample notebook, you'll save it with a new filename to create a working notebook. By creating a working notebook, you'll keep the sample notebook unchanged so that the tutorial can be reused.

Step 2: Create a working notebook

1 Click **File ▶ Save as**.

2 In the **File name** box, type the new filename (for example, **My_Stock_Purchases.wpd**).

3 Click the **Save** button.

Now you're ready to create a basic formula.
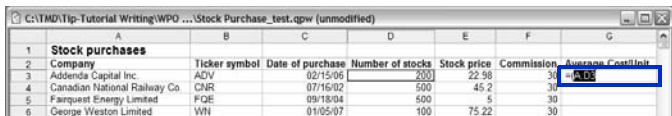
Step 3: Create a basic formula

1 Click the first cell of the **Average Cost/Unit** column (Cell G3).

2 Type an **equal sign** (=) in the cell.

The equal sign establishes the values that follow as part of a formula.

3 Type an **opening parenthesis** [**(**] in the cell.

The opening parenthesis establishes the order of operations. The total cost needs to be divided so that the average cost can be determined.

4 Click the first cell of the **Number of stocks** column (Cell D3).

Notice that the D3 cell reference is added to the formula in cell G3.
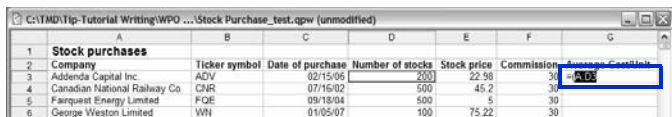
5   In cell G3, type the **multiplication sign** (*).

6   Click the first cell of the **Stock price** column (Cell E3).

    The E3 cell reference is also added to the formula in cell G3.
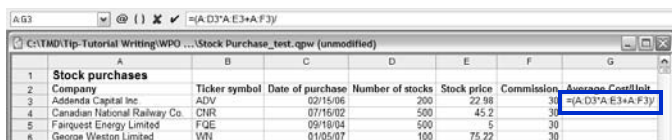
7   In cell G3, type the **plus sign** (+).

8   Click the first cell of the **Commission** column (Cell F3).
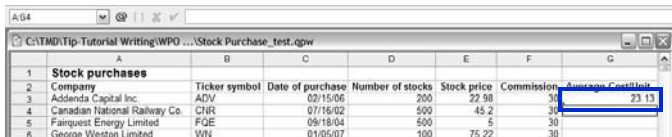
9   In cell G3, type a **closing parenthesis** [**)**], and then type a **division sign** (/).

10 Click the first cell of the **Number of stocks** column (Cell D3), and press **Enter** to perform the calculation.

    The calculation is performed, and the average cost per unit for the first stock is determined.
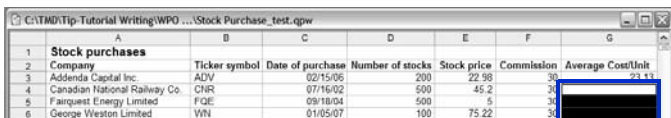
Now you're ready to copy the formula to a new cell. When you copy a formula to a new cell, the cell references are automatically updated to reflect the new cell location, and the new result is displayed.

Step 4: Copy a formula to a new cell

1 Click the first cell of the **Average Cost/Unit** column (Cell G3).

2 Click **Edit ▶ Copy**.

3 Select cells **G4 to G6**.
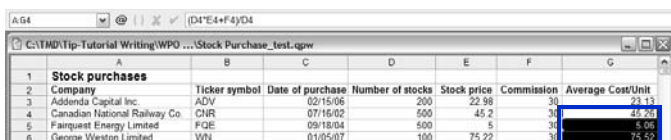
The cells G4 to G6 are selected.

4 Click **Edit ▶ Paste**.

The results are automatically displayed in the selected cells.

Next, you'll apply a currency format to the data. Currency is a numeric format that lets you choose the symbol for a particular currency — for example, the euro.

Step 5: Apply a currency format to the data

1 Click in the first cell in the **Stock price** column (E3), press **Shift**, and click in the last cell in the **Average Cost/Unit** column (G6).

2 Click **Format ▶ Selection Properties**, click the **Numeric Format** tab, and choose **Currency** from the **Numeric Formats** list.

3 In the **Currency** area, ensure that the value in the **Decimal Places** box is **2**.

4 Click the **OK** button.

Now you're ready to apply a date format.

Quattro Pro reads dates and times as values. Specific formatting and calculation criteria are applied, depending on the date and time criteria that you have set as defaults. When you type a date, the cell formatting automatically switches to the date format that you previously specified.

Step 6: Apply a date format

1 Click in the first cell of the **Date of purchase** column (C3), press **Shift**, and click in the last cell (C6).

2 Click **Format ▶ Selection Properties**, click the **Numeric Format** tab, and choose **Date** from the **Numeric Formats** list.

3 In the **Date** area, enable the **DD-MMM-YYYY** option.

4 Click the **OK** button.

Where to go from here

You have successfully created a basic formula to calculate the average cost per unit of stock purchased. Next, you'll learn how to use Presentations to create customized slide shows.

How to create customized slide shows

11

One way to create a customized slide show with Presentations is to import an outline from a WordPerfect document. In Presentations, an outline is a list that includes the text for every slide in a slide show. The outline provides the data relationship, or map, that Presentations uses to place the content into the slides. When you import an outline from a WordPerfect document, the headings in the WordPerfect document appear in the Presentations file as slide titles, and the corresponding body text appears beneath the slide titles.

In this tutorial, you'll create a blank slide-show file and then import an outline based on the final real-estate document that is installed with Corel WordPerfect Office.

What you'll learn to do

- create a blank slide-show file
- import an outline into a slide show
- change a slide's layout
- apply a slide show master
- customize the master layout
- play a slide show
- modify the master background layer
- save a customized master
- edit an outline
- insert an image
- resample an image

First, you'll need to create a slide-show file. In this tutorial, the method for creating a working file differs from the one you used for the previous

tutorials. Instead of opening a preexisting file, you'll start by creating a blank file.

Step 1: Create a slide-show file

1   Click **File ▶ Save as**.

2   In the **File name** box, type the new filename (for example, **My_Slide_Show.shw**).

3   Click the **Save** button.

Now you're ready to import the WordPerfect outline. The outline that you'll use in this tutorial is an outlined based on the final real-estate document that is installed with Corel WordPerfect Office.

Step 2: Import the outline

1   Click **View ▶ Slide Outliner**.

2   Click **Insert ▶ File**.

3   Browse to one of the following locations, depending on whether you are using the Windows Vista or Windows XP operating system. Note that "X" refers to the drive where the operating system is installed.

   • On Windows Vista, go to X:\Users\Public\Public Documents\WordPerfect Office\X4\Tutorial Samples.

   • On Windows XP, go to X:\Documents and Settings\All Users\Shared Documents\WordPerfect Office\X4\Tutorial Samples.

4   Choose **PR_Outline.wpd**.

5   Click the **Insert** button.

   Each first-level heading in the outline becomes a slide title, and any second-level or third-level headings are converted to slide text.

Next, you'll modify the text formatting on a slide by choosing a layout. The layout layer of a slide can consist of titles, subtitles, bulleted lists, data charts, and organization charts.

Step 3: Change the layout of a slide

1   Click **View ▶ Slide Editor**.

2 Click slide **4**.

3 Click **Format ▸ Layout Gallery**.

4 On the **Appearance** page, click the **Title** layout for the **Layout** layer.

An alternate way to change the layout of a slide is by opening the **Select layout** picker 📰▾ and clicking a layout.
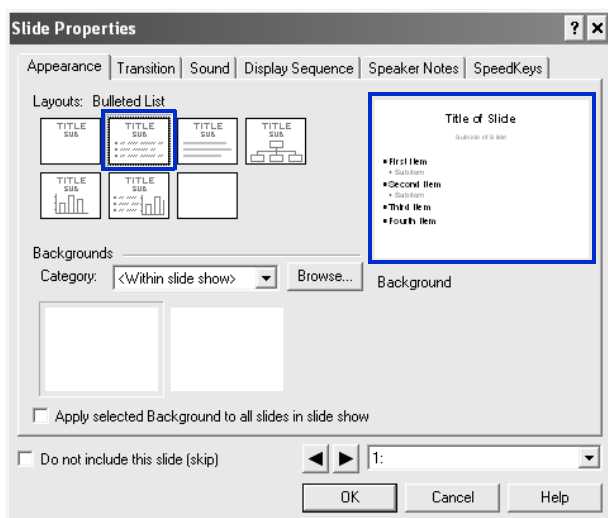
5 Click the **OK** button.

👉 You can add up to 30 different layouts to a slide show.

To simplify the process of creating slide shows, Presentations includes a collection of professionally designed masters. These masters contain slide backgrounds and layouts that include preset objects, such as titles, bulleted lists, and charts. The presets let you concentrate on the content of the slide show, rather than on the format.

The masters in the Master Gallery are grouped into categories. You can use a master provided with Presentations in the Master Gallery.

Step 4: Apply a master to the slide show

1 Click **Format ▶ Master Gallery**.

2 Choose **Design** from the **Category** list box.

3 Choose the **Blue Chevrons** master from the master list.

An alternate way of choosing a master is by clicking the **Master gallery** button 🖫 on the toolbar.
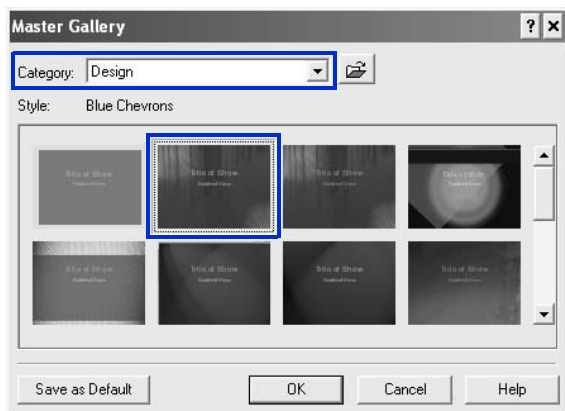
4 Click the **OK** button.

The layout layer of your master includes placeholders for objects such as titles, subtitles, bulleted lists, text, data charts, and organization charts. Objects on the layout layer appear on top of objects on the background layer. You can customize the layout layer by adding, modifying, and removing objects.

Step 5: Customize the master layout layer

1 Click **Edit ▶ Layout layer**.

2 On the **Title** layout slide, click the first title box to select it.

3 Click **Format ▶ Font**.

4 Choose the **54** from the **Size** list.

5 Click the **OK** button.

6 Click the second title box to select it.

7   Click **Edit ▶ Delete**.

8   On the **Bulleted List** slide, click the bulleted list.

9   Click **Format ▶ Bulleted List Properties**, and click the **Bullets** tab.

10 Select the first-level bullet, and change the **Foreground** color to white.

Repeat this step for the second-level and third-level bullets.

11 Click **Edit ▶ Slide Layer**.

Now that you've created your slide show, you can check its appearance by playing it manually. When you play a slide show manually, you can control the display of each slide.

Step 6: Play your slide show

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 the **Play** button.

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**.

Other things you can do

The background layer determines the overall color and size of a slide. You can easily change the appearance of a slide show by modifying the background layer. This example shows you how to add a date to the background layer.

Modify the master background layer

1   Click **Edit ▶ Background layer**.

2   Click **Insert ▶ Text Box**.

3   Drag in the lower-right corner of the background to define a text box.

4 Position the cursor in the text box.

5 On the property bar, type **20** in the **Font Sizes** box.

6 Click **Insert ▶ Date/Time**.

7 Choose a time format from the **Date/Time formats** list.

8 Click the **Insert** button.

The date appears in the lower-right corner of each slide in the slide show.

Now that you have modified both the layout and background layers, you can save the changes as a Presentations master and make it accessible from the Master Gallery.

Save a customized master

1 Click **File ▶ Save As**.

2 Choose **Presentations Master 7-X4** from the **File type** list box.

3 Click the **Save in** list box.

4 Browse to **X:\Program Files\Corel\WordPerfect Office X4\Languages\EN\Masters** where "X" represents the drive where the operating system is installed.

5 Click **File ▶ New ▶ Folder**.

6 Type **My designs** in the new folder name box.

7 Double-click the **My designs** folder.

8 Type **My_master** in the **File name** box.

9 Click the **Save** button.

The next time that you create a slide show, your customized master will appear in the Master Gallery under the **My designs** category.

You can edit the outline in the Slide Outliner by typing content for slide titles, subtitles, text slides, bulleted list slides, and combination slides.

Edit an 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 then clicking **Restore**. To move an outline up or down one level, click the **Previous level** button or the **Next level** button on the property bar.

Next, try enhancing your slide show by inserting images, such as photos or clipart objects from the Scrapbook™.

Insert an image from the Scrapbook

1 Click **Insert ▶ Graphics/Pictures ▶ Clipart**.

The Scrapbook window appears.
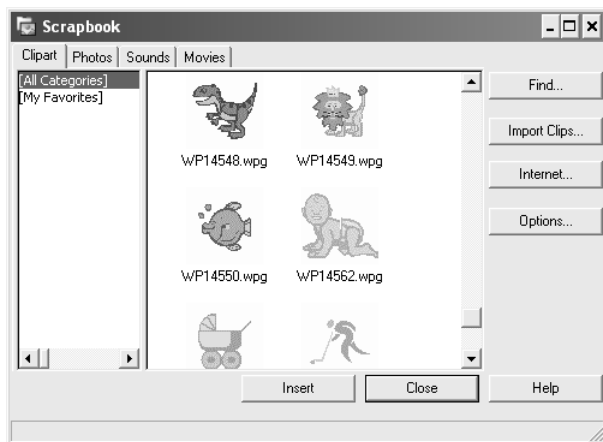
The Scrapbook window

2 Click one of the following tabs:
- **Clipart** — vector graphics
- **Photos** — bitmap images

3 Choose a category from the list.

4 Click a graphic on the palette.

5 Click the **Insert** button.

6 Click the **Close** button.

> 🔍 You can use the Scrapbook to insert clipart from a CD. Just insert the CD into the CD drive, and choose your clipart.

Now, try adding images to your slide show from files that you've saved on your computer.

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 the **Insert** button.

You can improve the print quality of an image by improving its resolution, a process known as resampling. Resampling lets you reduce the file size and memory requirements of your images when you edit, print, or save documents.

Resample an image

1 Click an image.

2 Drag the handles to resize the image.

3 Click **Tools ▸ Resample bitmap**.

4 Click the **Resample** button.

Where to go from here

You have successfully created a customized slide show from your WordPerfect document. Next, you'll learn how to collect information and ideas with WordPerfect Lightning.

How to gather information with WordPerfect Lightning

12

WordPerfect Lightning makes it easier than ever to capture, use, and reuse ideas, information, and images. WordPerfect Lightning has three basic components — the Navigator, the Viewer, and the Notes window. In this tutorial, you'll use these components to gather and store content, and then send the content to WordPerfect to create a polished document.

What you'll learn to do

- create a folder
- create a note
- change the background color of a note
- add a background image to a note
- take a snapshot
- close and rename a note
- send a note to a word processor
- send a folder to a word processor

The Navigator in WordPerfect Lightning has a familiar tree structure, which makes project management a snap. The Navigator lets you create folders to store and organize content, such as documents and notes.

Step 1: Create a folder

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

  By default, new folders are created at the root level.

Now, you're ready to create a note. WordPerfect Lightning lets you create notes for a variety of purposes. Notes can serve as building blocks for a document or as aids to project organization. For example,

you can use notes to create lists, task reminders, or comments about a document or Web page.

Step 2: Create a note

• From the Navigator, click the **New Note** button 🗒.

Now, you're ready to alter the appearance of a note. You can change the appearance of notes by changing the background color and modifying the font settings.

Step 3: Change the background color of a note

1 In the Notes window, click the **Note Properties** button 📋.
2 In the **Note Properties** dialog box, click the **Background color** picker.
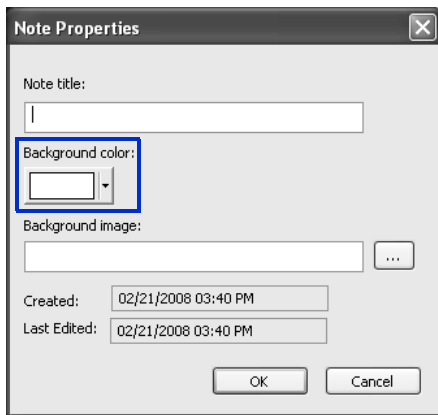
3 In the **Colors** dialog box, choose a color from the **Basic colors** area, and click the **OK** button.
4 In the **Note Properties** dialog box, click the **OK** button.

You can also change the appearance of a note by adding a background image.

Step 4: Add a background image to a note

1 In the Notes window, click the **Note Properties** button ⊡.

2 In the **Note Properties** dialog box, click the button next to the **Background image** box.
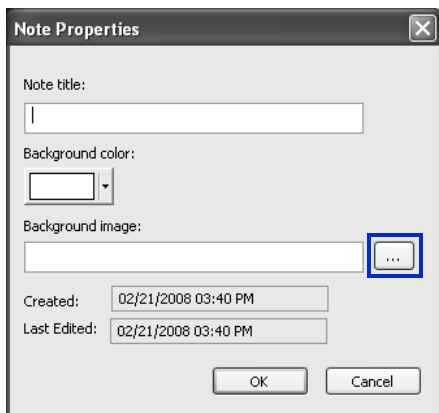
3 In the **Open** dialog box, browse for an image file, select it, and click the **Open** button.

4 In the **Note Properties** dialog box, click the **OK** button.

Now, you're ready to learn how to gather content with WordPerfect Lightning. You can quickly add content to a note by pasting text or images copied from another source, such as a document, a Web page, or another note. In this example, you'll paste text from a Web site.

Step 5: Take a snapshot

1 In the Notes window, click the arrow next to the **Snapshot** button 🖫, and choose **Take Snapshot to This Note**.

Notice that the pointer is replaced by crosshairs.

The **Snapshot** button lets you take a snapshot either to the active note or to a new note.

2 Make a selection by dragging around the area that you would like to include in the image.

The selected area appears in the Notes window.

Now, you're ready to close and rename your note. When closed, notes are saved automatically in a root folder in the Navigator; however, you can move notes to other folders in the Navigator.

Step 6: Close and rename your note

1 Click the **Close** button ☒ in the upper-right corner of the Notes window.

When you close the Notes window, WordPerfect Lightning automatically saves your notes in the Navigator.
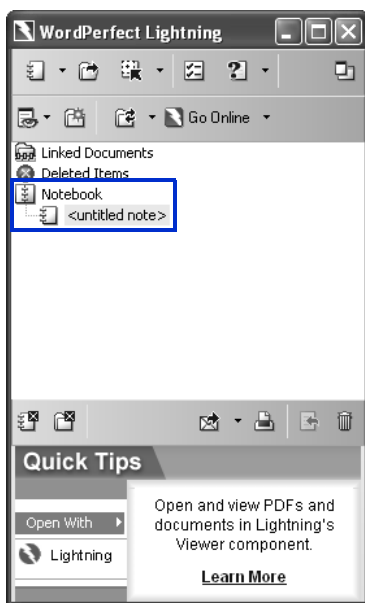

2 From the Navigator, right-click the **<untitled note>** item, and choose **Rename**.

3 Type a name for your note.

Now, you're ready to send a note to a word processor to create a formal document. The tools in a word processor let you apply additional formatting, control page layout, check grammar and spelling, and use other features to refine your document. You must have either WordPerfect or Microsoft Word installed in order to complete this task.

Step 7: Send a note to a word processor

1 From the Navigator, select a note.

2 Click the arrow next to the **Send to** button ![icon], and choose **Send to Word Processor**.

   The **Send to** button lets you send notes to a word processor, an e-mail application, or a blog.
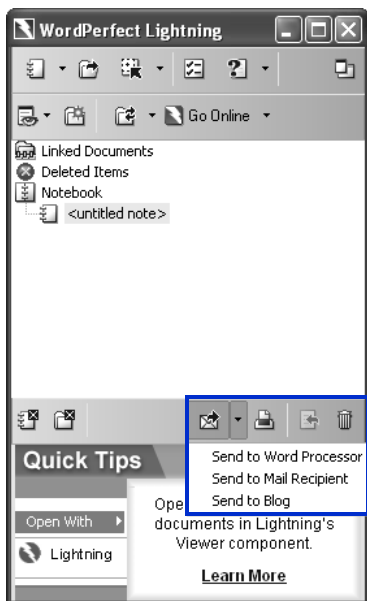
3 In the **Choose Word Processor** dialog box, enable one of the following options:

- **WordPerfect**
- **Microsoft Word**

4 Click the **OK** button.

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

🔍 You can also send a note to a word processor from within the Notes window by clicking the **Send to** button 📩 and choosing **Send to Word Processor**.

Now, you can send the contents of a folder to a word processor.

Step 8: Send the contents of a folder to a word processor

1 In the Navigator, right-click a folder, and choose **Send to Word Processor**.

2 In the **Choose Word Processor** dialog box, enable one of the following options:
- **WordPerfect**
- **Microsoft Word**

3 Click the **OK** button.

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

Where to go from here

You have successfully used WordPerfect Lightning to gather information and send it to a word processor. Now, you can use what you learned in the WordPerfect tutorials (Chapters 4 through 9) to format your rough content and create a polished document.

PART 3: REFERENCE

Sharing content with others $\quad$ **13**

Corel WordPerfect Office includes tools and features that let you easily share content with others. For example, you can e-mail documents directly from Corel WordPerfect Office programs. You can convert your files to the industry-standard file formats PDF and HTML. You can even open PDF files in WordPerfect and WordPerfect Lightning.

If you need to share files with Microsoft Office users, you can convert them to Microsoft Office formats. For more information, see "Working with users of Microsoft Office" on page 87.

In this chapter, you'll learn about

- working with PDF files
- creating Web-compatible content
- e-mailing files
- creating envelopes
- creating mailing labels
- using password protection
- excluding metadata when saving documents

Working with PDF files

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. To view the PDF file, the recipients of the file must have Adobe Reader or WordPerfect Lightning installed on their computers.

In addition, you can create PDF files that are compatible with different versions of Adobe® Acrobat® and with the PDF/A standard. The purpose of the PDF/A standard is to ensure the reliable reproduction of

documents for long-term preservation. In other words, the PDF/A documents that you create today will be readable for years to come.

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 document. 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 the **Save** button.
   If you do not want the PDF file to open automatically after you save it, disable the **Open PDF after saving** check box.

To import PDF documents into WordPerfect

1 Click **File ▸ Open PDF**.
2 Choose the drive and folder where the PDF document is stored.
3 Choose the file.
4 Click the **Open** button.
   The **Open PDF settings** dialog box 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** — To import an entire document, enable this option.
- **Pages** — To import part of a document, enable this option, and type a page range in the box.

6 Click the **Open** button.

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.

To change the PDF compatibility settings

1 Click **File ▶ Publish to PDF**.

2 Click **Settings**.

The **Publish to PDF settings** dialog box appears.

3 On the **General** page, choose a compatibility option from the **Compatibility** list box:
- **Acrobat 3.0 (PDF 1.2)** — creates a PDF file that is compatible with Adobe Acrobat 3.0
- **Acrobat 4.0 (PDF 1.3)** — creates a PDF file that is compatible with Adobe Acrobat 4.0
- **Acrobat 5.0 (PDF 1.4)** — creates a PDF file that is compatible with Adobe Acrobat 5.0
- **PDF/A-1a** — 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** — creates a standardized PDF file that ensures the long-term archiving of the document. This option does not include the preservation of document tags and font encoding.

4 Click the **OK** button.

To view PDF documents in WordPerfect Lightning

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

2 Choose the folder where the document is stored.

3 Right-click the filename, and click **Open with ▸ WordPerfect Lightning Viewer**.

Creating Web-compatible content

Corel WordPerfect Office lets you create Web-compatible content by publishing WordPerfect documents, Quattro Pro spreadsheets, and Presentations slide shows to HTML.

To publish a WordPerfect document to HTML

1 Click **File ▸ Publish to ▸ HTML**.

2 Type a name in the **HTML filename** box.

3 Click the **Publish** button.

To save a spreadsheet range as an HTML document

1 Click **File ▸ Publish to ▸ Internet**.

2 In the **Ranges and charts to convert** area, click the **Range** picker 📌 , and select a range of cells.

3 Click the **Add** button.

4 In the **Export range as** area, enable one of the following options:

- **Table exports HTML table formatting tags**
- **Text exports only text, excluding HTML table formatting tags**

5 Type a path and filename in the **Save file** box.

6 Click the **OK** button.

To publish a slide show as an HTML document

1 Click **File ▸ Internet Publisher**.

The Corel® Internet Publisher™ wizard starts.

2 Click the **Next** button.

3 Click **Layout**.

4 Enable one of the following options:

- **Create a new layout**
- **Use an existing layout**

5 Choose the formatting options for the slide show by following the instructions in the Corel Internet Publisher wizard.

6 Click the **Finish** button.

E-mailing files

You can e-mail files from any Corel WordPerfect Office program by using the default e-mail program that is installed on your computer, such as Microsoft Outlook.

To e-mail a file

- Click **File ▸ Send to ▸ Mail recipient**.

    Your default e-mail program starts.

Creating envelopes

When you create an envelope, you can insert addresses from a WordPerfect or Microsoft Outlook address book. If you haven't done so already, you need to specify which address book you want WordPerfect to use.

After creating an envelope, you can print it. For information about printing envelopes, see "Working with envelopes and labels" in the WordPerfect Help.

To choose an address book for WordPerfect

1 Click **Tools ▸ Settings**.

2 Click **Environment**.

3 In the **Environment settings** dialog box, click the **General** tab.

4 From the **Address book** list box, choose one of the following:

- **WordPerfect address book**
- **Outlook address book**

To create an envelope

1 Click **Format ▶ Envelope**.

2 Click the **Address Book** button in the **Return address** area, and choose a contact.

3 Click the **Insert** button.

4 Click the **Address Book** button in the **Mailing address** area, and choose a contact.

5 Click the **Insert** button.

6 Click one of the following:
   - **Create new** — creates an envelope in a new document
   - **Append to doc** — adds an envelope to the end of an existing document as a page

The most recently used return address becomes the default return address for future documents.

To change the size of an existing envelope, click the **Envelope size** button on the property bar, and choose a new size.

Creating mailing labels

You can create a series of identical mailing labels that include your name and address. You can also create a mailing label for each contact in your address book. You can merge the contact information in your WordPerfect or Microsoft Outlook address book with a sheet of mailing labels. To do this, you need to specify which address book you want WordPerfect to use. For more information, see "To choose an address book for WordPerfect" on page 81.

When you merge the contact information in your address book with labels, you begin by inserting merge fields into the first label that appears in your document. The merge fields you choose direct

WordPerfect where to print the corresponding contact information from your address book. When you perform the merge, WordPerfect replaces the merge fields in the main document with the information in your address book.

After creating a label, you can print it. For information about printing labels, see "Working with envelopes and labels" in the WordPerfect Help.

To create a series of identical mailing labels

1 In a blank document, click **Format ▶ Labels**.
2 Select a label definition from the **Labels list** box.
3 Type your name and address on the label.
4 Click **Tools ▶ Merge**.
5 Click **Form Document ▶ Create Form Document**.
6 Enable the **Use file in active window** option, and then click the **OK** button.
7 Enable the **No Association** option, and then click the **OK** button.
8 Click the **Options** button.
9 Type the number of labels you want in the **Number of copies for each record** box, and then click the **OK** button.
10 Click the **Merge** button.

To perform a mail merge

1 In a blank document, click **Format ▶ Labels**.
2 From the **Labels** list box, choose the label style you want to use, and then click the **Select** button.
3 Click **Tools ▶ Merge**.
4 Click the **Form Document** button, and then choose **Create Form Document**.
5 In the **Data Source File** dialog box, enable the **Use file in active Window** option.
6 Click the **OK** button.

7 Click the **Data Source** button, and choose **Associate an Address Book**.

8 Choose an address book from the list box to the right of the **Data Source** button.

9 Click the **Merge** button.

10 Click the **Insert Field** button, and choose the fields you want to insert from the **Field Names** list box.

11 Click **Merge** to generate the labels.

A new document that includes an address label for each of your contacts is created.

Using password protection for PDF files

You can control access to a PDF file by applying an open password or a permission password, or both. An open password secures a file and prevents someone from opening it. A permission password allows someone to open the file but allows or denies other specific tasks, such as printing or editing. When only an open password is added, you are allowing the PDF to be both opened and edited. If only the permission password is applied, you have more control over which actions are permitted.

To maximize the security of the PDF file, you can apply both types of passwords to a PDF file concurrently. If both passwords are applied, the person receiving the file can use either password to open the file for viewing with Adobe Acrobat or Adobe Reader. If, however, you want to allow someone to edit the document with Adobe Acrobat or print the document with Adobe Acrobat or Adobe Reader, the person must use the permission password. In addition, you must allow the person to perform these actions.

To add an open password to a PDF file

1 Click **File ▶ Publish to PDF**.

2 Click **Settings**.

The **Publish to PDF settings** dialog box appears.

3 Click the **Security** tab.

4 Enable the **Open password** check box.

5 Type a password in **Open password** text box.

To add a permission password to a PDF file

1 Click **File ▸ Publish to PDF**.

2 Click **Settings**.

The **Publish to PDF settings** dialog box appears.

3 Click the **Security** tab.

4 Enable the **Permission password** check box.

5 Type a password in the **Permission password** text box.

6 Perform one or more tasks from the following table.

To	Do the following
Add a printing permission	Choose an option from the **Printing permissions** list box.
Add an editing permission	Choose an option from the **Editing permissions** list box.
Allow the copying of content, such as text and images	Enable the **Enable the copying of text, images, and other contents** check box.

Excluding metadata when saving documents

Documents that you save with WordPerfect 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, known as metadata, is 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 save a version of the document that excludes the metadata, which allows you to share the document with others.

To exclude metadata when saving a document

1 In WordPerfect, click **File ▶ Save without metadata**.

2 Enable the **Keep original document open** check box.

   If the **Keep original document open** check box is not enabled, the original document will close, and the version without metadata will remain open.

3 In the **Save without metadata** dialog box, choose the drive and folder where you want to save the document.

   By default, **_mtd** is added to the filename to indicate that the file does not contain metadata.

4 In the **Select metadata to remove** area, enable any of the following check boxes:

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

5 Click the **Save** button.

Working with users of Microsoft Office

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Corel WordPerfect Office includes an array of compatibility features that make it easy to transition from using Microsoft Office programs and that facilitate the sharing of documents with Microsoft Office users. For instance, you can simulate the workspace of a Microsoft Office program while you are learning to use Corel WordPerfect Office. In addition, you can easily open, import, export, and save Microsoft Word, Microsoft Excel, and Microsoft PowerPoint files, reducing or eliminating many of the difficulties that can arise when working with multiple file formats.

In this chapter, you'll learn about

- simulating a Microsoft Office workspace
- sharing documents with users of Microsoft Office

Simulating a Microsoft Office workspace

If you have worked mostly with Microsoft Office programs, you may find it helpful to restore a familiar workspace while you are learning to use a program in Corel WordPerfect Office. For example, you can simulate the Microsoft Word workspace while you become accustomed to working with WordPerfect. When you simulate a Microsoft Office workspace, features such as toolbars and menu items are positioned where you would find the equivalent features in the Microsoft Office program. In addition, the shortcut keys of Microsoft Word and Microsoft Excel are applied to the features of WordPerfect and Quattro Pro, respectively, so that you can quickly access the tools you need.

You can also display the **Compatibility** toolbar, which lets you easily save documents to Microsoft Office formats and publish them to HTML.

The Compatibility toolbar

To simulate a Microsoft Office workspace

1 From WordPerfect, Quattro Pro, or Presentations, click **Tools ▶ Workspace manager**.
2 Enable the appropriate Microsoft Office workspace option in the **Workspace** dialog box:
    • For WordPerfect, choose **Microsoft Word mode**.
    • For Quattro Pro, choose **Microsoft Excel mode.**
    • For Presentations, choose **Microsoft PowerPoint mode**.
3 Click the **OK** button.

To display the Compatibility toolbar

1 From WordPerfect or Quattro Pro, click **View ▶ Toolbars**.
2 From the **Toolbars** list, enable the **Compatibility** check box.
3 Click the **OK** button.

👉 In Presentations, the compatibility options are accessible from the default toolbar.

Sharing documents with users of Microsoft Office

You can share Corel WordPerfect Office files with Microsoft Office users, and they can share their files with you. For example, to share a WordPerfect document with a Microsoft Word user, you can save the WordPerfect document as a Microsoft Word file, which automatically converts the document to the Microsoft Word format. You can also save Quattro Pro files to the Microsoft Excel format and Presentations files to the Microsoft PowerPoint format.

Similarly, if you receive a file created with a Microsoft Office program, you can easily open it in the corresponding Corel WordPerfect Office program. For example, opening a Microsoft Excel file with Quattro Pro automatically converts the file to the Quattro Pro format.

If you modify a file with Quattro Pro and the recipients of the file will be using Microsoft Excel, then you need to save the file as a Microsoft Excel file. If you don't specify the Microsoft Excel format when saving, the file is saved as a Quattro Pro file by default. Again, the same process applies when you modify Microsoft Word files in WordPerfect and when you modify Microsoft PowerPoint files in Presentations.

You can specify preferences for saving files. In WordPerfect, you can choose a setting that lets you automatically save files to the same format in which they are opened. In Quattro Pro, you can choose to save all files to the Microsoft Excel file format.

To save a Corel WordPerfect Office file as a Microsoft Office file

1 From WordPerfect, Quattro Pro, or Presentations, 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 appropriate Microsoft Office file format from the **File type** list box:
    • For WordPerfect, choose **Microsoft Word**.
    • For Quattro Pro, choose **Microsoft Excel**.
    • For Presentations, choose **Microsoft PowerPoint**.
5 Click the **Save** button.

To open a file created with a Microsoft Office program

1 From WordPerfect, Quattro Pro, or Presentations, click **File ▶ Open**.
2 Choose the drive and folder where the Microsoft Office file is stored.

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

3 Click the Microsoft Office file.

4 Click the **Open** button.

To save to the Microsoft Word format automatically

1 From WordPerfect, click **Tools ▶ Settings ▶ Files.**

2 On the **Document** page, enable the **On save, keep the document's original file format** check box.

3 Click the **OK** button.

To save to the Microsoft Excel format automatically

1 From Quattro Pro, click **Tools ▶ Settings**.

2 In the list of categories, click **Compatibility**.

3 Choose **XLS** from the **Default file type** list box.

4 Click the **OK** button.