



# *Lightning Notes*

*A Guide for Reviewers of  
Corel® WordPerfect® Lightning™*





# Why use Corel® WordPerfect® Lightning™?

Twenty years ago, in the early days of word processing, people started with a blank page. Times have changed, but the tools people use have not — until now.


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

Corel® WordPerfect® Lightning™ works the same way. WordPerfect Lightning is a new kind of free, downloadable software that fills the gap left by today's word-processing products. With a simple set of tools, WordPerfect Lightning gives you a fast, easy way to consume, capture, and reuse the information that's important to you.

WordPerfect Lightning works anytime and anywhere it's needed. At less than 20 megabytes, the lightweight WordPerfect Lightning is available via the Web, and it integrates with a variety of useful online products and services.

Yet unlike Web 2.0 tools, WordPerfect Lightning can be loaded locally on your PC and used even without a Web connection. That's what makes WordPerfect Lightning a





unique and groundbreaking tool: it puts productivity tools on the Web or your desktop, depending on what makes sense for the way you work — and it does so in a way that's simple enough for anyone to use.

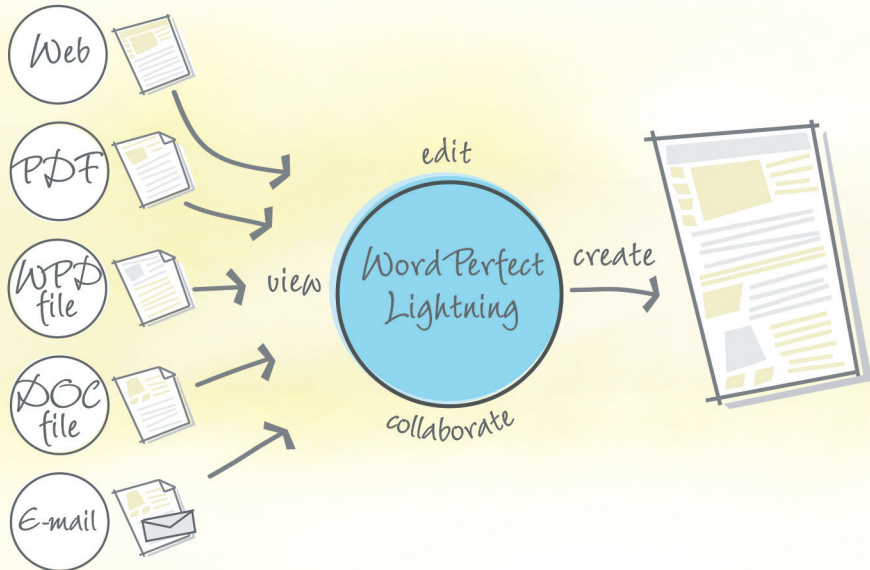
Use it to capture your notes, read documents, easily collect information and images, and create, edit, and collaborate on a wide variety of document types. You can even use WordPerfect Lightning as a fast and simple organizer for all your ideas and documents — it's like a word processor, notebook, whiteboard, and filing cabinet wrapped into one.

When you have all the information you need and want to create something polished, WordPerfect Lightning does something no other word-processing product can do: it seamlessly integrates with a larger ecosystem of productivity tools, including a full-featured office suite — Corel® WordPerfect® Office X3 — and an array of powerful online storage, collaboration, and e-commerce services.

WordPerfect Lightning blends the powerful features of desktop applications with the incredible versatility of Web-based office software to give you something new — an easily accessible tool that lets you not only quickly assemble ideas, information, and images, but also store and organize these items for future use.

# One simple tool to work with different types of information

We spend the vast majority of our day collecting and digesting information. That information comes at us from all directions and in a variety of formats.



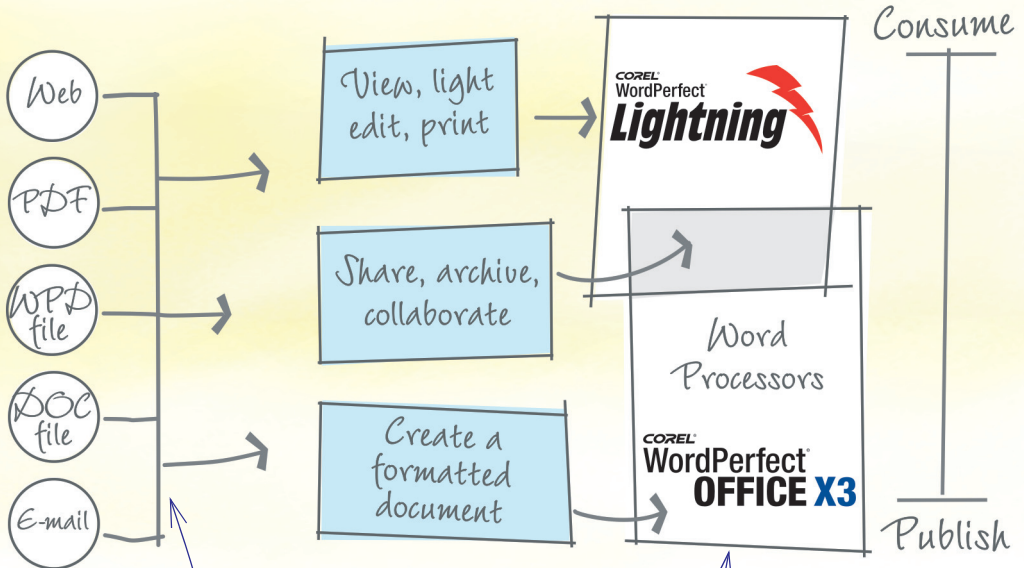
With each file format requiring its own viewer, accessing and using the information we need is more of a pain than it should be. WordPerfect Lightning solves this problem. It lets you pull different pieces of information from various sources, and then organize, edit, share, and compile them later in one finished document.

# One product to bridge the gap in word processing

Nowadays, people are bombarded with information coming from a wide variety of sources. More than ever, there is a need to quickly store, reuse, and share that information, something full-featured word processors weren't specifically designed to do. WordPerfect Lightning, with its Navigator, Viewer, and Notes window, bridges this gap. It lets you view PDF, WordPerfect, and Microsoft Word® files. You can then copy the information and images you need from these documents into a note, which is automatically saved on your computer. WordPerfect Lightning acts as your digital memory, letting you quickly capture your ideas in notes. You can also copy text and images into your notes from e-mail or the Web. WordPerfect Lightning lets you view, edit, and share information regardless of its source.

WordPerfect Lightning blends the flexibility of an online office tool with the security of a desktop word processor in a familiar, intuitive workspace. The ability to access your files from any computer is certainly a compelling reason to use an online word processor, but what if you have no Web access when you need to retrieve your information? WordPerfect Lightning offers a unique solution: it resides on your computer, so you don't need Web access to use it. Plus, WordPerfect Lightning lets you store your files both online and locally on your computer. You have peace of mind, knowing that your files are always safe and accessible.

When it's time to polish your work, WordPerfect Lightning offers you something no online office tool does — seamless integration with a full-featured office suite, Corel WordPerfect Office X3.



Each week, people spend about 80% of their time doing simple tasks, such as viewing, printing, and making light edits to simple documents.

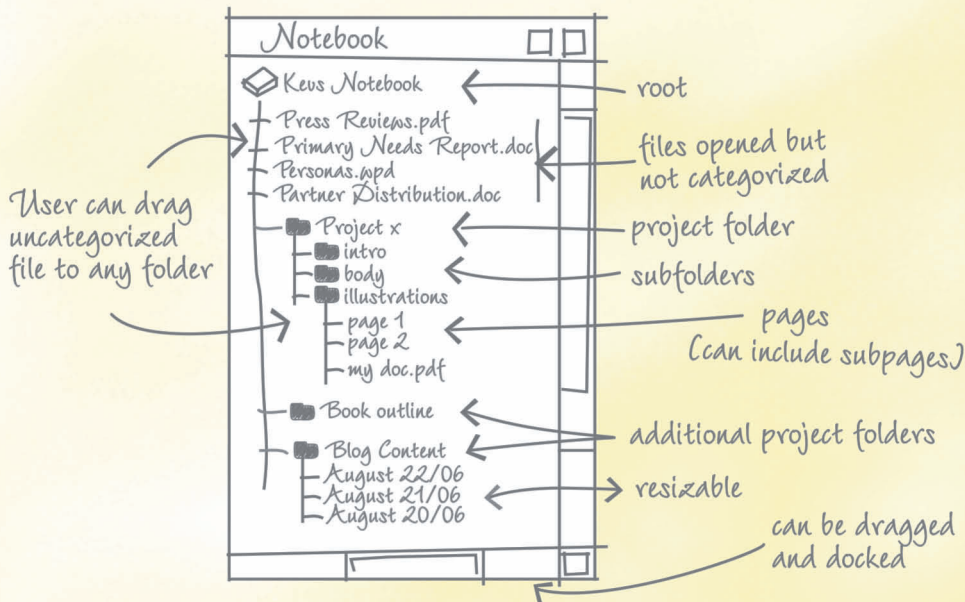
Corel's research shows that most PC users need to create a polished document once per week.



# The Navigator

WordPerfect Lightning has three basic components. The Navigator is at its very core — it allows you to organize the pieces of information you want to reuse.

## Navigator Concept



The Navigator resembles common applications that people use every day. It looks very much like an instant-messaging window and provides users with a familiar tree structure. This simple interface makes managing your projects a snap.

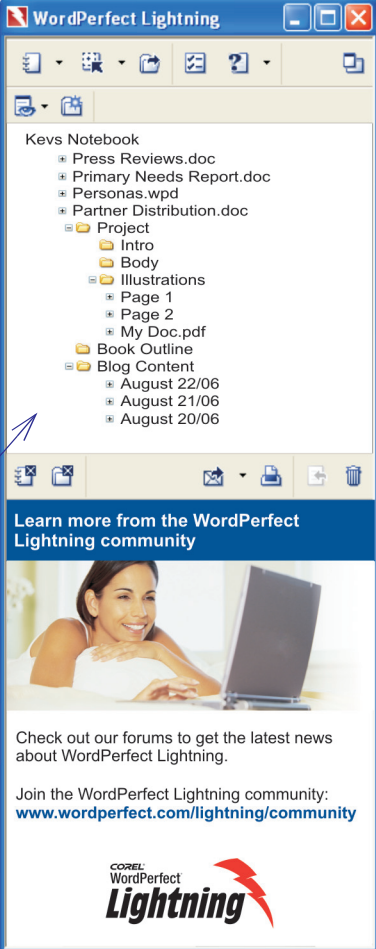


## You can

- create, organize, and access WordPerfect® Lightning™ notes through a familiar tree structure
- print and e-mail WordPerfect Lightning notes
- easily produce images of anything appearing on-screen
- access helpful Tips & Tricks for getting the most out of WordPerfect Lightning
- open and print PDF, WordPerfect®, and Microsoft® Word files

*The Navigator offers a familiar user experience.*

*The Message Center provides helpful tips.*



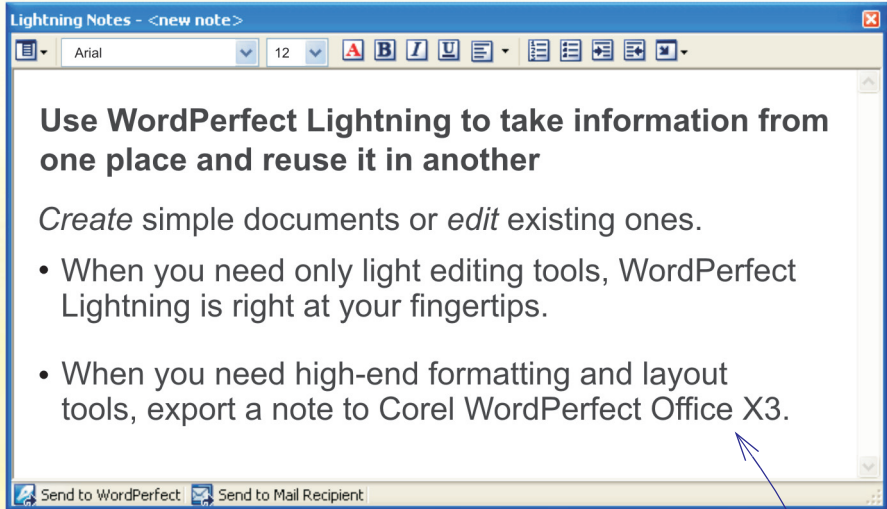
The screenshot shows the WordPerfect Lightning application window. The title bar reads "WordPerfect Lightning". Below the title bar is a toolbar with icons for file operations. The main area displays a tree structure under "Keys Notebook":

- Press Reviews.doc
- Primary Needs Report.doc
- Personas.wpd
- Partner Distribution.doc
- Project
  - Intro
  - Body
  - Illustrations
    - Page 1
    - Page 2
    - My Doc.pdf
  - Book Outline
- Blog Content
  - August 22/06
  - August 21/06
  - August 20/06

Below the tree is another toolbar with icons for email, print, and other functions. At the bottom, there is a blue banner that reads "Learn more from the WordPerfect Lightning community" with a photo of a woman smiling at a laptop. Below the banner, text says "Check out our forums to get the latest news about WordPerfect Lightning." and "Join the WordPerfect Lightning community: [www.wordperfect.com/lightning/community](http://www.wordperfect.com/lightning/community)". At the very bottom is the Corel WordPerfect Lightning logo.

# The Notes window

In an easy-to-use workspace, the Notes window lets you capture your ideas and reuse information from other sources. It gives you access to standard word-processing features, such as fonts and font styles, bullets and numbering, text alignment, tables, and color. The Notes window even lets you insert graphics or pictures in your notes.



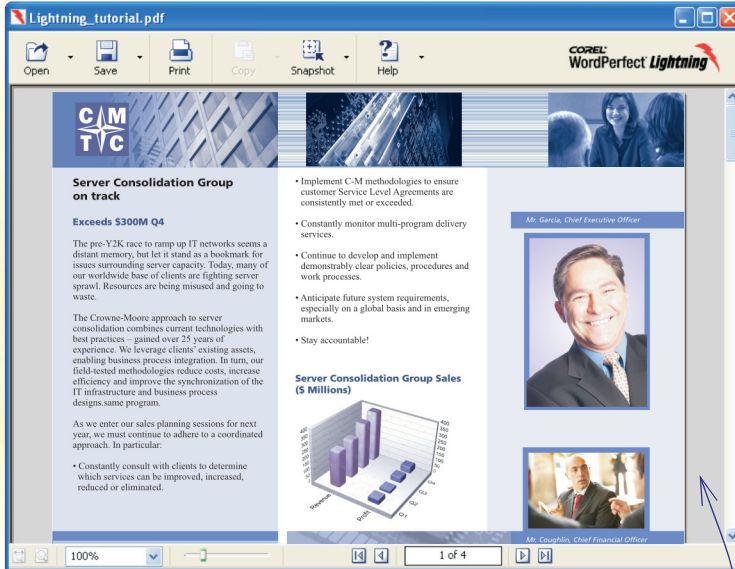
## You can

- create new notes whenever and wherever ideas strike you
- copy and store information from the Web, e-mail, and various documents
- easily format your text for later reuse
- add graphics or pictures to your notes
- e-mail and print notes

*It's easy to do light editing in the Notes window.*

# The Viewer

Every day, information comes at us from disparate sources: e-mail, text messages, links to Web sites, and PDF files, as well as Microsoft Word and WordPerfect files. The Viewer lets you unleash all the information that's locked in the many files sent your way.



## You can

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

*Quickly and easily  
view PDF files.*



## A simple story

These days, my time is a precious commodity. Although writing reports and presentations is what I do for a living, most of what I do is read, research, and sort through information so that I can produce the best report possible. With so much information floating around, no one can know everything. A lot of my success stems from being able to track down the information I need in a hurry. Creating something new by combining existing information with my own ideas is the name of the game. Although a great-looking layout gives my colleagues and clients confidence in my work, I know that the most crucial part of my job is to gather and sort through information from a variety of sources: the Web, e-mail from contacts, PDFs, and WordPerfect and Microsoft Word files from collaborators. Later, I combine snippets from all these sources as I create and polish my report.

I work whenever the opportunity presents itself. Wherever I go, my laptop goes, so I find myself working in all kinds of environments — at the coffee shop, at my daughter's soccer practice, in taxis, and in airports. My laptop helps me organize my life. I use it to keep track of whose turn it is to pick up the kids at school, when their big projects are due, who's playing what and where, and similar stuff. My softball team is managed electronically now, with game and practice schedules, and stats posted online. My parents are even in on the act, sending out reminders whenever

family members celebrate birthdays or anniversaries.

For years, I would cobble together all this information from a bunch of different applications. I often dreamt of a tool that could easily separate the wheat from the chaff — one that would let me access all this information and extract it to mesh with my own ideas as I create a final product. I've finally found that tool — Corel WordPerfect Lightning.

Here's an example of what I mean. Yesterday at 8:30 a.m., I returned from walking the dog and began working from my home office. I needed to research a new paper supplier that my company was considering using, so I went to check out the supplier's Web site on my laptop. I quickly copied some information into a note to use as a building block for my report. I also downloaded a PDF of the supplier's pricing and policies, viewed it in WordPerfect Lightning, and then saved it in a new folder, which I named "Paper Supplier."

Next, I went to check my e-mail and saw that Hector, the paper company's sales rep, had sent me a list of customer references. The list was a Microsoft Word file attached to Hector's e-mail. I

- A free download that simplifies the way you work with ideas, information, and images

- Less than 20 MB — small enough to fit on a USB flash drive

- Take it with you, and install it on any PC!

- Simple, intuitive workspace

- Schedule family activities by using the online calendar

- View PDF, WordPerfect, and Microsoft Word files

double-clicked the attachment, which opened instantly in WordPerfect Lightning — much more quickly than if I'd used my full office suite. I dragged the file into my “Paper Supplier” folder in WordPerfect Lightning and went back to checking my e-mail.

Then it dawned on me that I'd heard a former coworker mention this paper supplier. She was now working for a firm that uses the supplier, so at 8:45 a.m., I e-mailed her to get her take.

At 9:05 a.m., thanks to the online calendar included with WordPerfect Lightning, I received a reminder from my wife of our daughter's 10:30 a.m. orthodontist appointment. Good thing, too — that appointment had completely slipped my mind. Mind you, when I saw some of the boys in my teenaged daughter's class, the thought of her having crooked teeth didn't really bother me. But I digress.

At 9:10 a.m., my former coworker replied with her opinion of the paper supplier. It had been a while since we last spoke, so lots of grapevine stuff was mixed in with what I needed. Attached to her e-mail was a WordPerfect file containing information about another potential supplier.

I copied my former coworker's entire e-mail to a new WordPerfect Lightning note. The Notes window has plenty of familiar editing tools, and I used those to delete the gossip and highlight the relevant parts. Things are looking good with this new supplier — my friend says she's been pleased with them. I then e-mailed the updated note and the WordPerfect file directly to a colleague, who was checking out another paper company. I wondered what information he was getting about his potential supplier. Knowing he didn't have WordPerfect installed, I mentioned to him that if he wanted to view the WordPerfect document in WordPerfect Lightning, he could download it for free in no time from the Web. I wonder if he's getting the same kind of information about his potential supplier?

At 9:50 a.m., Wayne from my softball team forwarded everyone an updated schedule to make up last weekend's rained-out games. The schedule he attached was a Microsoft Word file. I viewed and printed it from WordPerfect Lightning and posted it on the fridge to keep my family in the loop. I was glad to see that Wayne's e-mail came from our ball club's team space, an online feature that came with WordPerfect Lightning. This meant that Wayne would have updated the online version

- *Easy-to-use, light-editing tools*

- *E-mail notes directly from WordPerfect Lightning*

- *Use notes as your digital memory*



- Collaborate easily

- No need for a Web connection

- Seamless integration with a full-featured office suite — Corel Word Perfect Office

of the schedule as well. I logged in, and whoa! — the first rescheduled game was 6:00 p.m. that night. It was time to buckle down on that report if I wanted to make the game.

At 10:20 a.m., I picked up my daughter at school. As her crooked-tooth grin made its way through a sea of boys in baggy jeans (have they never heard of a belt?), I was thankful I had remembered to bring my laptop with me. I knew I'd need to make good use of the time in the waiting room to get this report wrapped up.

By 11:00 a.m., my daughter was sitting comfortably in the orthodontist's chair, and I was fighting an urge to pick up the new football preview issue. Turning back to my work, I didn't have an Internet connection, but I could still review the information I had dug up earlier that morning. I fired up WordPerfect Lightning and opened the PDF from the paper supplier's Web site. I copied the pricing table into a note that I planned to use later when bringing all this information together. WordPerfect Lightning opens PDFs surprisingly quickly and gives you simple, no-fuss tools.

## The daughter's story

How often is Dad right about anything? Never. Well, almost never. The other day he was saying I should try WordPerfect Lightning. Whaaa? He said I could use it to start an assignment at school and then finish the project at home. He said Jenna and I could even work on the same project from different computers.

Well, Mr. Wood made us pair up and write a report on climate change. Of course, Jenna and I worked together. We started it at school. We copied stuff off the Web into WordPerfect Lightning, viewed and copied parts of the Microsoft Word and PDF files that we downloaded, and kept a running bibliography in a note. Then, we uploaded it to the online storage space we got with WordPerfect Lightning so that we could split up the rest of the work at home. Jenna finished hers, uploaded it, and texted me that she was done. I fired up WordPerfect Lightning and added the part I had to do. Then I wrapped everything up in WordPerfect — done!

Now, we have the time to go to a movie tonight. I hope Jenna's dad can drive. My dad is sooo embarrassing the way he always stares down guys at the theater like they're criminals or something. That's the way jeans are supposed to look, Dad. Get over it!

- Access your ideas, information, and images anywhere

- Take snapshots of specific on-screen areas

Because WordPerfect Lightning handles PDFs so well and lets me easily reuse PDF text and images, I never use Adobe® Reader® anymore. I freed up space on my hard drive by uninstalling it, so no more “time to upgrade” messages on startup. WordPerfect Lightning notifies me when an update is available through a handy message center — which was where I learned I could store up to 200 MB online through WordPerfect Lightning. Pretty useful, but more important to me, painless and unobtrusive.

By 12:15 p.m., I was home safe but less financially sound after settling up with the orthodontist. I went online again and checked my e-mail. Another message from softball Wayne (does this guy work or what?). He managed to convince the restaurant that sponsors us that we need new uniforms. Wayne's poor taste in clothing is well known. I decided to take 10 minutes to send around some ball jersey concepts of my own. I went to the Web site of a local sporting goods store. They have catalogs online and some great photos of sample uniforms. I decided to send some of my favorites to the team. I used the Snapshot feature in WordPerfect Lightning to take screen shots of uniforms I liked. With a single click, I dropped the


images into a note and then fired them off to the whole team. Take that, Wayne!

By 1:00 p.m., it was time to start piecing together my compiled notes. I had content from the company's Web site, from e-mail, from a WordPerfect file, and from a PDF. To spice up the final report, I used the Snapshot feature to copy the company's logo from its Web site.

At 2:20 p.m., the old adage “Be careful what you wish for” was rearing its sage-yet-ugly head. For years, I'd nagged my father, now a grandfather six times over, to get a computer. “Think of it, Dad. You'll be able to send messages to the family, keep in touch with your old work buddies, track your golf handicap, and research any big-ticket item you're interested in.” Well, he's finally done it, and his favorite task so far is to put together “family projects.” My mother was fast approaching a milestone birthday, and my father wants the whole family to record their most memorable “Mom” moment. Wow, Dad's adapting to his new PC quickly — he was using WordPerfect Lightning to get the whole family to collaborate on Mom's birthday celebration.

- Organize information for later use

- Store files online or locally



## **The grandfather's story**

I admit I was slow to get on board the whole computer thing. But when I did, I could see what all the fuss was about.

I don't want to spend time learning about new tools — I want to get down to work. That's what I love about WordPerfect Lightning. It's set up much like the programs I'm already using. In fact, it's even more streamlined. Within minutes of installing WordPerfect Lightning, I had thought of several projects I could use it for.

I guess you can teach an old dog new tricks. Now if I could get my son to quit dawdling and add his bit to his mother's birthday project...

Dad wants to avoid overlap, so he's making sure that each of us knows what the others are writing. He sent everyone a link to download WordPerfect Lightning, plus login details for our family's team space, which came with WordPerfect Lightning. I logged in and read everything my siblings, nephews, and nieces had written. I added my two cents by jotting down a quick note about how Mom made me take violin lessons in the eighth grade while my buddies were trying out for the football team. No one ever said that disappointment and humiliation weren't "memorable."

I checked the online calendar for the family and saw that Dad is even using it now to schedule family get-togethers at his cottage. Not bad for someone who's new to computers.

By 3:05 p.m., I got back to the report. I had an image and text from the Web, a table from a PDF, and some information from an e-mail and a WordPerfect file. Then, I added customer references from a Microsoft Word document. I also had a couple of notes with some ideas I captured at the orthodontist's office. It was time to compile and order them. Using WordPerfect Lightning to put this information in a memo is no problem, but

- Collaborate easily

- Seamless integration with a full-featured office suite — Corel WordPerfect Office

- Reuse content from the Web, PDF, Microsoft Word documents, and e-mail.

I knew my director would be seeing this, so I wanted to put together a polished report with a title page and formal layout. I selected my notes in WordPerfect Lightning and sent them to WordPerfect X3, where they merged into one document for me to work on.

- Seamless integration with a full-featured office suite — Corel WordPerfect Office

- Publish documents to PDF by using WordPerfect

It's dead simple to bring all my notes into WordPerfect X3 from WordPerfect Lightning — in fact, that's how I became a Corel WordPerfect Office user. When I first needed to create something a little more polished than I could create with WordPerfect Lightning, I found that I could easily format everything with the trial version of Corel WordPerfect Office X3. For 30 days, I used it for free, and I loved it. I bought it, and now I can continue doing all kinds of great stuff, including things I couldn't do with Microsoft Word — like opening a PDF file, editing it, and publishing it to PDF again. I can format documents a lot more easily in WordPerfect X3 than I ever could before.

Once I had all my notes in WordPerfect, I quickly and easily formatted the document and published it to PDF. I fired it off to my boss with time to spare. I could now make that 6:00 ball game. I thought I might even get a chance to relax. That's when I saw Dad's e-mail comments on my contribution to



Mom's birthday project. With the editing tools in WordPerfect Lightning, he'd added some constructive criticism: "Not exactly what I was looking for" and "You would've only gotten trampled in football, son." I took his kind words to heart, rewrote my contribution, and uploaded it to the family team space online.

By 5:45 p.m., I was at the diamond. All the guys were really excited about my uniform suggestions — except Wayne. He asked, "Didn't they have anything a little flashier?" I told him, "You worry about fielding the ball, and I'll worry about the jerseys!" He looked at me and laughed. "Anything you say, violin boy!" What Wayne lacks in taste, he sure makes up for in memory.

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*Legal stuff* →



*Reviewer's Notes*

