COREL™

WordPerfect® STANDARD OFFICE X7

Handbook

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Part One: Introduction

Welcome to the *Corel® WordPerfect® Office X7 Handbook*! More than just a reference manual, this handbook is filled with valuable tips and insights on a wide variety of tasks and projects.

The following chapters in this introductory section are key to getting started with the software:

- “What’s new?” on page 5
- “Installation” on page 6
- “Help resources” on page 9

If you’re ready to explore specific components of the software in greater detail, see the subsequent sections in this handbook.

For an A-to-Z look at the topics covered in this manual, see the index on page 245.

What’s included?

WordPerfect Office X7 includes the following programs:

- **Corel® WordPerfect® X7** — for creating professional-looking documents. See “Part Two: WordPerfect” on page 13.
- **Corel® Quattro Pro® X7** — for managing, analyzing, reporting, and sharing data. See “Part Three: Quattro Pro” on page 107.
- **Corel® Presentations™ X7** — for producing high-quality slide shows and drawings. See “Part Four: Presentations” on page 153.

In addition, WordPerfect Office X7 provides the following:

- **utilities** — supplementary tools for accomplishing specific tasks quickly and easily: taking notes, storing contact information, converting and managing files, and much more. See “Part Five: Utilities” on page 201.
- **writing tools** — built-in features for improving your spelling, grammar, style, and vocabulary. See “Part Six: Writing Tools” on page 219.
- support for **macros** — tools, features, and resources that can help you streamline or automate tasks. See “Part Seven: Macros” on page 233.
- **Web resources** — product information, support materials, social media, and more. See “Part Eight: Web Resources” on page 243.

Not all documented features are available in all versions of WordPerfect Office X7. To compare versions, please visit **WordPerfect.com**.

What’s new?

Corel WordPerfect Office X7 offers a variety of new and enhanced features.

NEW! PDF fillable forms

You can create your own PDF forms with WordPerfect, complete with fillable text fields, check boxes, radio buttons, command buttons and drop-down lists. See “Creating PDF forms” on page 96.

ENHANCED! Template for eBooks

You can now create WordPerfect documents for publication to the EPUB and MOBI eBook formats. See “Publishing eBooks” on page 103.

NEW and ENHANCED! Workflow macros

The new and updated workflow macros for WordPerfect help you perform various tasks easily.

ENHANCED! Mail Merge Expert

The new Mail Merge Expert is designed to simplify merging addresses with letters, labels and envelopes, guiding you step-by-step through the process. See “Performing simplified merges” on page 1.

NEW! Keystroke Menu

You can adopt a mouse-free, keyboard-based workflow using the Keystroke Menu function browser. It’s an easily searchable list of WordPerfect functions that lets you quickly find and use WordPerfect tools, dialog box settings, menu commands, macros, and feature options in a few keystrokes.

ENHANCED! Quick Reference Cards

Quick Reference Cards provide “bird’s-eye view” of important or complex tasks, complete with valuable tips and insights. Quick Reference Cards are offered as PDF files, so you can display them on-screen or print them out.

...And much more!

Sprinkled throughout this documentation are notes and tips on various additional new features and enhancements proudly brought to you by the WordPerfect Office team. To locate all such tidbits, search for the phrases “NEW for X7” and “ENHANCED for X7”.

For even more information on what’s new, along with details on additional programs and features included only with certain versions of the software, please visit the WordPerfect Office website at WordPerfect.com.

Installation

In this chapter:

- “Migrating from an earlier version” on page 6
- “Installing WordPerfect Office X7
- “Registering WordPerfect Office X7” on page 7
- “Updating WordPerfect Office X7” on page 8

Migrating from an earlier version

WordPerfect Office X7 offers numerous features that help you transfer, or “migrate,” from an earlier version of the software.

For your convenience, many such features are offered during installation. If the setup detects an earlier version of the software, you can choose to remove that version; you can also choose to migrate customized settings, user-created templates, and user-created macros from that version. See “To install WordPerfect Office X7 from DVD” on page 6.

For even more migration options, please see “Migrating from an earlier version of WordPerfect Office” in the WordPerfect Help.

Installing WordPerfect Office X7

The WordPerfect Office X7 DVD lets you install WordPerfect Office X7, as well as any DVD extras included with your purchase.

If you downloaded the software, please refer to the installation instructions included with your purchase.

After installing WordPerfect Office X7, you can use the Windows® Control Panel to modify, repair, or uninstall the software.

To install WordPerfect Office X7 from DVD

1 Close all applications.

2 Insert the WordPerfect Office X7 DVD in the DVD drive.

If the DVD does not start automatically, do one of the following:

- (Windows® 8) Move your pointer into the upper-right or lower-right corner, move it up or down to click **Search**, type **Run** in the search box, and press **Enter**. Then in the **Run** dialog box, type **D:\Autorun.exe** (where **D** is the letter that corresponds to the DVD drive), and press **Enter**.
- (Windows 7 ®) Click **Start** on the Windows® taskbar, type **D:\Autorun.exe** (where **D** is the letter that corresponds to the DVD drive), and press **Enter**.
- (Windows® XP) Click **Start ▸ Run**, type **D:\Autorun.exe**, and press **Enter**.

3 Click **WordPerfect Office X7**, and follow the setup instructions for installing the software.

You must enter your WordPerfect Office X7 serial number. Check your disc holder for this number, and keep it handy.

If you purchased an “upgrade” version of the software, you must enter the serial number for the earlier version if the setup cannot detect it.

The setup lets you choose to remove any earlier versions of the software detected by the setup. You can also choose to migrate settings, templates, and macros from an earlier version.

For help with installation, please visit the Corel® Install Center at **Corel.com/installcenter**.

To install DVD extras

1. Follow steps 1 and 2 in the previous procedure.
2. Click one of the following:
   - **Clipart, Photos, and Fonts** — to install the extra content for WordPerfect Office X7, along with a PDF catalog of the fonts and clipart (“Content Manual”)
   - any desired program or feature — to install that extra
3. Follow the setup instructions.
4. Repeat this procedure for each additional extra you want to install.

To modify WordPerfect Office X7

1. Close all applications.
2. On the Windows Control Panel, click **Uninstall a program**.

   NOTE: On Windows XP, double-click **Add or remove programs**.
3. Double-click **WordPerfect Office X7** on the **Uninstall or change a program** page. The setup appears.

   NOTE: On Windows XP, choose **WordPerfect Office X7** from the list, and click **Change/Remove**. The setup appears.
4. Enable the **Modify** option, and then click **Next**.
5. Follow the setup instructions.

To modify an installed DVD (or download) extra for WordPerfect Office X7, choose that extra at step 4.

You can also

Repair WordPerfect Office X7	At step 5, enable the **Repair** option.
Uninstall WordPerfect Office X7	At step 5, enable the **Uninstall** option.

Registering WordPerfect Office X7

Registering Corel® products is important. Besides activating (or updating) your Corel account, registration provides you with timely access to product updates, free downloads, tutorials and tips, special offers, and more.

Registration happens after you install WordPerfect Office X7. Click **Help ▸ Product registration** in WordPerfect.

You can also:

- Wait until WordPerfect Office X7 prompts you to register.
- Visit **Corel.com/support/register** on the Web.

Updating WordPerfect Office X7

WordPerfect Office X7 offers a messaging service that helps keep your installation up-to-date by informing you when product updates are available. To receive messages, you require an Internet connection.

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

To access the messaging service

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

To update WordPerfect Office X7

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

To modify the messaging settings

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

To access the Messages Help file

1 On the Windows taskbar, click **Start** ▸ **All programs** ▸ **WordPerfect Office X7** ▸ **Reference Center**.

The **Key Resources** page of the Reference Center appears.

2 Click **Messages Help**.

Help resources

WordPerfect Office X7 offers a variety of learning resources.

For centralized, categorized access to installed resources and additional materials on the Web, you can visit the Reference Center.

For details on specific programs and features, you can use the installed Help files and the various built-in Help features.

In this chapter:

- "Using the Reference Center" on page 9
- "Using the Help files" on page 10
- "Using the built-in Help features" on page 12

Using the Reference Center

The Reference Center centralizes and categorizes the Help files and PDF resources that install with WordPerfect Office — and helps you locate additional materials on the Web.

You can access the Reference Center from within Windows, or from directly within WordPerfect Office. You can perform a Help search, or a Web search, from directly with the Reference Center.

About Help files

Help files offer information in a separate window that you can keep displayed on top of the application window. For more information, see "Using the Help files" on page 10.

About PDF resources

You can access the following PDF resources from the Reference Center:

- handbook — electronic copy of the general-reference printed manual for the suite
- guidebook — anthology of tutorials, based on the CorelTUTOR™ Help files for the suite
- quick-reference cards — tips and insights on various topics
- user guides — detailed reference manuals, based on the main Help files for specific programs
- macro guide — programming manual, based on the Macro Help file for the suite
- content manual — catalog of installed fonts and clipart

You can access the content manual only if you've installed the extra content (clipart, photos, and fonts) for the software. See "To install DVD extras" on page 7.

To access the Reference Center

- Do one of the following:
    - On the Windows taskbar, click **Start ▸ All Programs ▸ WordPerfect Office X7 ▸ Reference Center.**
    - In WordPerfect, Quattro Pro, or Presentations, click **Help ▸ Reference Center.**

  The Reference Center appears. Click a tab (on the left) to display the resources for that category; click any entry on the page to access that resource.

To perform a search from the Reference Center

1 In the Reference Center, click one of the following tabs:
  - **Key Resources** — to search a wide variety of WordPerfect Office resources
  - **WordPerfect** — to limit searches to WordPerfect content
  - **Quattro Pro** — to limit searches to Quattro Pro content
  - **Presentations** — to limit searches to Presentations content

2 Type a word or phrase in the search box.

3 Enable one of the following options:
  - **Help Search** — consults the installed Help files
  - **Web Search** — consults select websites (Internet connection required)

4 Click **Search**.

  Results appear in a new window, which you can use to perform additional searches.

Using the Help files

Help files offer information in a separate window that you can keep displayed on top of the application window.

You can access the Help from within a program or from the Reference Center. You can browse by topic, use the index to look up keywords, or search for specific information. You can also print specific Help topics or entire Help sections.

You can browse or search multiple Help files — or only those for WordPerfect, Quattro Pro, or Presentations — by visiting the Reference Center. See “To perform a search from the Reference Center” on page 10.

Documentation conventions

The following table explains the documentation conventions.

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

Not all documented features are available in all versions of WordPerfect Office. To compare versions, please visit **WordPerfect.com**.

To access the Help

1 Do one of the following:
  - In WordPerfect, Quattro Pro, or Presentations, click **Help** ▸ **Help topics.**
  - In the Reference Center, click a Help file.

2 Click one of the following tabs:
  - **Contents** — to browse the Help file by topic
  - **Index** — to browse the Help file by keyword
  - **Search** — to search the Help file for a particular word or phrase. For more information, see "To search a Help file" on page 11.

You can also

Access tutorials	Do one of the following: • In WordPerfect, Quattro Pro, or Presentations, click **Help** ▸ **CorelTUTOR**. • In the Reference Center, click the **Tutorials** entry on the associated program page.
Access information on macros, macro languages (such as PerfectScript™), and macro commands	Do one of the following: • In WordPerfect, Quattro Pro, or Presentations, click **Help** ▸ **Macro commands**. • In the Reference Center, click the **Macros** tab, and then click the **Macro Help** entry.

To search a Help file

1 Click the **Search** tab in the left pane of the Help file.

2 Type a word or phrase in the search box.

For example, if you are looking for information about macros, you can type **macro** to display a list of relevant topics.

To search for an exact phrase, type the phrase, and enclose it in quotation marks (for example, type **"writing tools"** or **"file formats"**).

3 Click the **List topics** button.

4 Choose a topic from the list that appears, and press **Enter.** The topic is displayed in the right pane of the Help file.

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

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

You can also

Search for a word or phrase in a list of topics generated by the previous search	Enable the **Search previous results** check box.
Search for all forms of a word	Enable the **Match similar words** check box. For example, if you type **"type"** and enable this check box, the search results will include topics that contain the words "types" and "typing."

You can also	
Search only the titles of Help topics	Enable the **Search titles only** check box.
Repeat a recently performed search	On the search box, click the arrow that points down, and choose a word or phrase.
Combine multiple search terms	Type a search term in the box. Click the flyout arrow that points to the right, and choose an operator. Type another search term in the search box, and then press **Enter**.
Search multiple Help files, or search for materials on the Web	See “To perform a search from the Reference Center” on page 10.

To print Help content

To	Do the following
Print a section	Select the section you want to print, click **Print**, and enable the **Print selected heading and all subtopics** option.
Print a topic	Select the topic you want to print, click **Print**, and enable the **Print selected topic** option. You can also right-click the window and click **Print**.

Using the built-in Help features

WordPerfect Office programs offer the following types of built-in Help content:

- context-sensitive Help — information, relevant to the current task, on menu commands, toolbar buttons, dialog boxes, and dialog box controls
- QuickTips™— information about menu items, or about icons and buttons on the toolbars and the Toolbox
- PerfectExpert™— assistance with everyday tasks and detailed projects

To access context-sensitive Help

To get help for	Do the following
A menu item	Point to the menu item, and press **F1**.
A toolbar button	Point to the toolbar button, press **Shift** + **F1**, and click the button.
A dialog box	Click **Help**, or press **F1**.
A dialog box control	Click the **Context-sensitive Help** ? button in the dialog box, and click the control.

To access a QuickTip

- Point to a menu item, icon, or button.

  The QuickTip appears in a balloon.

Part Two: WordPerfect

WordPerfect is a powerful word-processing application that helps you produce newsletters, articles, reports, proposals, books, and other documents.

About WordPerfect

See the following chapters:

- “WordPerfect basics” on page 15
- “Windows and views” on page 19
- “Reveal Codes” on page 22
- “Navigation” on page 24
- “Microsoft Word compatibility” on page 25

Documents and templates

See the following chapters:

- “Document basics” on page 27
- “PDF import” on page 29
- “Templates” on page 31

Text

See the following chapters:

- “Text basics” on page 35
- “Text selection” on page 37
- “Text formatting” on page 39
- “Text arrangement” on page 45
- “Text organization” on page 49

Graphics

See the following chapter:

- “Graphics” on page 53

Editing content

See the following chapters:

- “Editing basics” on page 57
- “Find and Replace” on page 61

Design and layout

See the following chapters:

- “Styles” on page 65
- “Page margins” on page 69

- “Page size and orientation” on page 70
- “Page flow” on page 73
- “Page columns” on page 74
- “Page numbering” on page 77
- “Headers and footers” on page 81
- “Footnotes and endnotes” on page 83

Sharing documents

See the following chapters:

- “Saving documents” on page 87
- “Performing simplified merges” on page 1
- “Printing” on page 93
- “Publishing to PDF” on page 95
- “Publishing eBooks” on page 103

The **WordPerfect** page of the Reference Center offers extensive program help: reference topics, tutorials, tips, insights, and more. See “To access the Reference Center” on page 9.

WordPerfect basics

This chapter tells you how to perform basic operations in WordPerfect.

In this chapter:

- "Starting WordPerfect" on page 15
- "Exploring the workspace" on page 16
- "Changing the workspace" on page 17
- "Quitting WordPerfect" on page 18

Starting WordPerfect

You can start WordPerfect as you would any other Windows program.

If you start WordPerfect while the program is already running, a new **instance** is created. Running multiple instances of WordPerfect is useful when, for example, you need to work on multiple documents simultaneously:

- Rather than switching among document windows within WordPerfect, you can switch among WordPerfect instances in Windows.
- Rather than switching among documents at all, you can display them simultaneously across multiple monitors (if available).

To start WordPerfect

- On the Windows taskbar, click **Start** ▸ **All Programs** ▸ **WordPerfect Office X7** ▸ **WordPerfect**.

Exploring the workspace

In WordPerfect, the workspace (or “work area”) refers to everything within the WordPerfect application window.

The document window

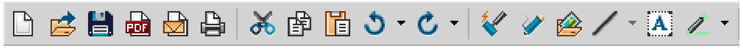
The large open area is the document window.

The menu bar

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

The toolbars

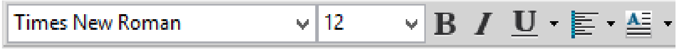
Many menu commands can be accessed through toolbars, located below the menu bar.



This is the WordPerfect toolbar.

The property bar

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



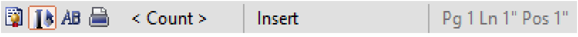
This is the property bar.

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

The application bar

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

When you open a file, a document button with the name of the file appears on the application bar. You can use document buttons to quickly move between the documents. For more information about moving between documents, see “Navigation” on page 102.



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

Changing the workspace

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

You can customize and save workspace settings, including shadow cursor settings, measurement and ruler settings, toolbar, application bar and property bar settings. Saving your workspace settings ensures they remain in effect until you change them.

To change the workspace

1. Click Tools ▸ Workspace manager.
2. Enable one of the following options:
   - WordPerfect Office mode — displays the default WordPerfect workspace
   - Microsoft Word mode — simulates the Microsoft® Word workspace by positioning the WordPerfect features, including toolbars, keyboards, and menu items, where you would find the equivalent features in Microsoft Word
   - WordPerfect Classic mode (version 5.1) — lets you work in the familiar visual environment of Corel WordPerfect 5.1 and use its keystrokes
   - WordPerfect Legal mode — exposes the WordPerfect legal features, such as tools that let you create specialized legal documents such as cases and pleadings

To save workspace settings

1. Click Tools ▸ Settings.
2. Click Environment.
3. In the Environment settings dialog box, click the Interface tab.
4. In the Save workspace area, enable one of the following options:
   - Always — always saves workspace settings when quitting WordPerfect
   - Never — never saves workspace settings when quitting WordPerfect
   - Prompt on exit — prompts you to save workspace settings when quitting WordPerfect

Quitting WordPerfect

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

To quit WordPerfect

- Click **File** ▸ **Exit**.

You are prompted to save any modified documents before quitting.

Windows and views

In this chapter:

- “Running multiple instances of WordPerfect” on page 19
- “Switching document views” on page 19
- “Changing document display settings” on page 20
- “Working with the ruler and ruler guides” on page 21
- “Using guidelines” on page 21

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

Running multiple instances of WordPerfect

You can run multiple **instances** of WordPerfect — for example, if you want to work on multiple documents across multiple monitors.

To accommodate this new multiple-instance workflow, various traditional behaviors of WordPerfect have been adjusted.

- **Starting WordPerfect:** If you start WordPerfect while the program is already running, a new instance is created.
- **Viewing documents:** You can transfer an open document to a new instance of WordPerfect. See page 20.
- **Template settings:** You can choose to apply template changes to all instances of WordPerfect. See page 155
- **Macro behavior:** Macro commands that previously applied to ”all documents” now apply only to those in the current instance of WordPerfect.

Switching document views

In WordPerfect, you can view documents in four ways: draft, page, two pages, and browser preview. You can also view documents with no user-interface elements.

To switch the document view

- Click **View**, and click one of the following:
  - **Draft** — to hide some document elements such as footers, page breaks, margins, and watermarks
  - **Page** — to display the document the way it will look when printed
  - **Two pages** — to display two consecutive pages in a document side by side
  - **Preview in browser** — to display a document in HTML format

Changing document display settings

WordPerfect lets you change document display settings in several ways. You can enlarge or reduce the page display. As well, the document window can be minimized or maximized.

You can cascade or tile multiple open documents. You can also transfer an open document to a new **instance** of WordPerfect.

To enlarge or reduce the page display

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

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

To minimize or maximize the document window

- Right-click the **WordPerfect** title bar, and click one of the following:
  - **Minimize**
  - **Maximize**

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

To cascade multiple documents

- Click **Window** ▸ **Cascade**.

To tile multiple documents

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

To transfer a document to a new instance of WordPerfect

- Click **Window** ▸ **Separate**.

You can also right-click the document button on the application bar and choose **Separate document**.

Working with the ruler and ruler guides

The ruler is used to display page format elements, such as margins, tabs, column gutters, and indentation. The ruler has two parts: the line and the tab bar.

- The line resembles a ruler and contains graduated measurements for the area between the left and right margins.
- The tab bar, the white space in the lower part of the ruler, displays the triangular shaped tab marks.

Ruler guides are black dotted vertical lines that allow you to see where the settings for your margins and indentations are in relation to where the text displays on the page. For example, when you click a tab, the ruler guide and a box containing the tab's settings are displayed.

To hide or display the ruler

- Click **View** ▸ **Ruler**.
  A check mark beside **Ruler** indicates that the ruler is displayed.

To display ruler guides

1. Click **Tools** ▸ **Settings**.
2. Click **Display**.
3. Click the **Ruler** tab.
4. Enable the **Show ruler guides** check box.

Using guidelines

Guidelines are horizontal and vertical nonprinting lines that you can use to align tables, margins, columns, headers, and footers on a page.

To display guidelines

1. Click **View** ▸ **Guidelines**.
2. In the **Display guidelines for** area, enable one or more of the following check boxes:
   - **Tables** — displays guidelines that you can drag to change the width of table columns
   - **Margins** — displays guidelines that you can drag to change the width of margins
   - **Columns** — displays guidelines that you can drag to change the width of columns
   - **Header/Footer** — displays guidelines that you can drag to change the widths of headers or footers

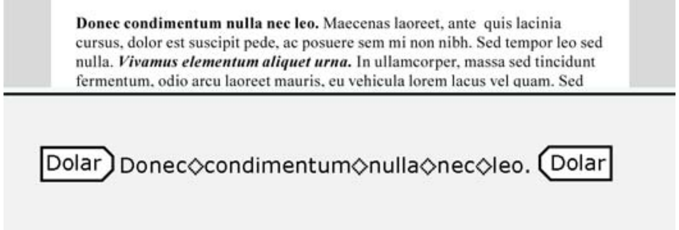
Reveal Codes

Formatting codes are inserted when you add text and formatting to a document.

The Reveal Codes feature gives you full control over document formatting, especially when copying and pasting text from various sources. For example, to remove bold formatting, you can turn on Reveal Codes, locate the <**Bold**> code, and then just drag it out of the Reveal Codes window.

You can also double-click any code in the Reveal Codes window to make advanced alterations to the settings or styles.

Codes are hidden by default; however, they can be displayed in a separate window below the active document.



Donec condimentum nulla nec leo. Maecenas laoreet, ante quis lacinia cursus, dolor est suscipit pede, ac posuere sem mi non nibh. Sed tempor leo sed nulla. ***Vivamus elementum aliquet urna.*** In ullamcorper, massa sed tincidunt fermentum, odio arcu laoreet mauris, eu vehicula lorem lacus vel quam. Sed

Dolar Donec◇condimentum◇nulla◇nec◇leo. Dolar

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

You can hide or display formatting codes.

You can also customize the display of the codes. For example, you can specify the font style and color, and several other formatting options.

To hide or display formatting codes

- Click **View** ▸ **Reveal Codes**.
  A check mark beside **Reveal Codes** indicates that formatting codes are displayed.

To customize the display of formatting codes

1. Click **Tools** ▸ **Settings**.
2. Click **Display**.
3. Click the **Reveal Codes** tab.
4. In the **Format** area, enable or disable any of the following check boxes:
   - **Wrap lines at window** — to continue codes on the next line
   - **Show spaces as bullets** — to display a bullet for each space character
   - **Show codes in detail** — to display formatting information with codes
   - **Auto-display codes in Go to dialog** — to display the Reveal Codes window when a code match is found in a specific section of the document

You can also

Change the font	Click **Font**, and choose a font from the **Face** list box.
Change the font size	Choose a font size from the **Size** list box.
Change the font color	In the **Color** area, disable the **Use system colors** check box. Open the **Text** color flyout, and click a color.

You can also

Change the background color	In the Color area, disable the Use system colors check box. Open the Background color flyout, and click a color.
Use Windows system colors	In the Color area, enable the Use system colors check box.

Navigation

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

You can browse a document by insertion points, or by using a navigation control.

To move to a specific section of a document

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

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

To scroll through a document

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

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

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

To display a document from a list of open documents

- Click **Window**, and click the filename of the document that you want to display.
  A check mark beside a document path and filename indicates the active document.

You can also display a document by clicking its button on the application bar.

To browse through insertion points in a document

- Click one of the following buttons:
  - **Back** ⬅
  - **Forward** ➡

To browse by using a navigation control

1. On the vertical scroll bar, click the **Browse** button, and click a navigation control.
2. Click one of the following buttons:
   - **Previous** — moves the cursor to the previous occurrence of the selected navigation control
   - **Next** — moves the cursor to the next occurrence of the selected navigation control

Microsoft Word compatibility

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

In this chapter:

- “Simulating the Microsoft Word workspace” on page 25
- “Sharing documents with Microsoft Word users” on page 25

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

Simulating the Microsoft Word workspace

If you recently switched from Microsoft Word to WordPerfect, you may not be familiar with the WordPerfect workspace. While there are many similarities between the two applications, you may find it easier to simulate the Microsoft Word workspace until you are accustomed to working in WordPerfect. What the Microsoft Word workspace does is position the WordPerfect features, including toolbars and menu items, where you would find the equivalent feature in Microsoft Word. It also applies Microsoft Word keyboard shortcuts to WordPerfect features, allowing you to quickly find the tools you need to create documents in WordPerfect.

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

To work in the Microsoft Word workspace

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

To display the Microsoft Word toolbar in WordPerfect

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

To display the Compatibility toolbar

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

Sharing documents with Microsoft Word users

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

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

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

To save a WordPerfect document as a Microsoft Word document

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

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

To open a Microsoft Word document

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

   If you can't see the file, choose All files from the File type box.
3. Click the Microsoft Word file.
4. Click Open.

You can open documents created in Microsoft Word for MS-DOS versions 1.0, 1.1, 1.2, 2.0, 4.0, 5.0, and 5.5, Microsoft Word for Windows 6.0, and 7.0, and Microsoft Word 97, 2000, XP (2002), 2003, 2007, 2010, and 2013. You can also open Microsoft Word Open XML documents (.docx) and Microsoft Word Open XML Macro-enabled document (.docm).

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

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

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

To automatically save files to their original format

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

Document basics

You can create documents from scratch. You can also open existing documents — even those created in another word processor.

In this chapter:

- “Understanding the parts of a document” on page 27
- “Creating documents” on page 28
- “Opening documents” on page 28

Understanding the parts of a document

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

Template

A template is a preformatted document that can be used as a guide for creating a new document.

Every document created in WordPerfect is based on either the default template or a project template.

- When you open WordPerfect, the blank document you see is based on the default template. For information, see “Default template” on page 166.
- Project templates include fax cover sheets, memos, newsletters, and brochures. For information, see “Project templates” on page 169.

Text

Text can be typed directly into WordPerfect or imported from text editors or other word-processing applications.

For information, see “Text basics” on page 107.

Graphics

Graphics include shapes, drawings, pictures, and clipart.

- A shape is any object created with WordPerfect drawing tools.
- A drawing is created with Presentations menus and tools.
- A picture is a bitmap, or graphic image, that has been imported into a WordPerfect document. Pictures can be imported from storage media, photo-editing programs, or a scanner.
- Clipart images are images that can be brought into Corel applications and used as they are or edited.

For information, see “Graphics” on page 219.

Styles

A style is a collection of formatting attributes applied to text (characters, paragraphs, or documents) or graphics.

By formatting items with styles, you ensure consistent formatting throughout a document. Whenever you change the formatting in a style, you change the appearance of all items that use that style.

For information, see “Styles” on page 183.

Macros

Macros are used to automate application tasks. For example, you can use WordPerfect macros to set margins, select a font, or create a merge file.

For information, see “Part Seven: Macros” on page 263.

Creating documents

You can create a document in WordPerfect by using the default template, a blank document that includes formatting elements such as margin settings, tab settings, and toolbars.

WordPerfect also includes ready-made project templates that you can open and use to create a wide range of documents, including letters, fax cover sheets, calendars, and business cards.

To create a document by using the default template

- Click **File** ▸ **New**.

You can also apply the default template to a new document by clicking the **New blank document** button on the toolbar.
For more information on the default template, see page 166.

To create a document by using a project template

- Click **File** ▸ **New from project**.

For more information on project templates, see page 169.

Opening documents

You can open word-processing documents that were created in WordPerfect or in another application.

The advantage of opening — rather than importing — a document created in another application is that many of the formatting attributes in the original document (such as page size, margins, font properties, bullets, and underlining) are preserved.

To open a document

1. Click **File** ▸ **Open**.

   You can also click the **Open** button on the toolbar.
2. Choose the drive and folder where the file is stored, and choose the file.

   You can also type the full path and filename in the **File name** list box.
3. Click **Open**.

   The document opens in a new document window, and a corresponding button is added to the application bar. You can have up to nine documents open within the application window.

PDF import

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

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

Design documents

A design document is a PDF in which the layout is not necessarily based on flow — for example, a magazine advertisement. Design documents are typically created with graphics or illustration software, such as CorelDRAW.

Text strings may be individual lines across sections on the page, as opposed to a long paragraph that flows down a page. In such cases, WordPerfect provides text flows for all text strings that were saved in the graphics application when the PDF was created. The text and formatting of graphic elements are also maintained.

Images are maintained in their original file formats, as is text that is embedded in images that are not vector based.

The layout in the imported PDF may be different from the layout in the original PDF, but you can still modify text strings and create a new document without having to copy or redesign all the elements.

Scanned documents

A scanned document is a document that is read with a scanner and saved as a graphic file, such as a JPEG. Scanned documents store all information as one large image file that is not vector based.

When you import a scanned document, WordPerfect uses OCR technology to scan the document and reconstruct text strings and images. The quality of the original scanned PDF that you import affects the accuracy of what is displayed in the WordPerfect document.

To import a PDF file

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

   The **Open PDF settings** 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**
   - **Pages** (requires you to type a page range in the box)
6. Click **Open**.

   The **PDF import** dialog box appears.

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

Templates

A template is a preformatted document that can be used as a guide for creating a new document. Every document created in WordPerfect is based on either the default template or a project template.

In this chapter:

- "Default template" on page 31
- "Project templates" on page 33

Default template

When you open WordPerfect, the blank document you see is based on the default template—a special WordPerfect template (WPT) file that records various workspace settings.

Besides storing basic document settings (such as the default font and the default text and graphics styles), the default template also stores any customizations you make to the WordPerfect work area.

Choosing the default template

You can choose a different default template.

You can also choose an additional objects template. This is a second default template that stores objects such as keyboards, menus, template macros, toolbars, and styles that you can use in addition to or in place of those in the default template. For example, a system administrator could use an additional objects template as a network template that would overwrite a user's default template.

Applying the current document style to the default template

You can apply the style used in the current document to the default template.

Applying template settings across multiple instances

You can choose to apply template changes across all instances of WordPerfect. This technique is especially useful for refreshing all open documents that are based on the same template.

Document, style, and compatibility settings typically affect all instances, whereas customization settings affect only the current instance (and subsequent instances). For details, see the Help.

To choose a different default template

1. Click **Tools** ▸ **Settings**.
2. Click **Files**.
3. Click the **Template** tab.
4. In the **Default template folder** box, click the **Browse** 🗀 button.
5. Choose the drive and folder where the template is stored.
6. Click **Select**.
7. In the **Default template** box, click the **Browse** 🗀 button.
8. Click the template you want to use as the default template.

9 Click **Open**.

To choose an additional objects template

1 Follow steps 1 to 3 in the previous procedure.

2 In the **Additional template folder** box, click the **Browse** 🗀 button.

3 Choose the drive and folder where the template is stored.

4 Click **Select**.

5 In the **Additional objects template** box, click the **Browse** 🗀 button.

6 Click the template you want to use as the additional objects template.

7 Click **Open**.

If desired, enable the **Update default template from additional objects template** check box.

To use the current document style as the default

1 Click **File** ▸ **Document** ▸ **Current document style**.

2 Enable the **Use as default** check box.

To apply template changes across multiple instances

1 Click **Tools** ▸ **Settings**.

2 Click **Files**.

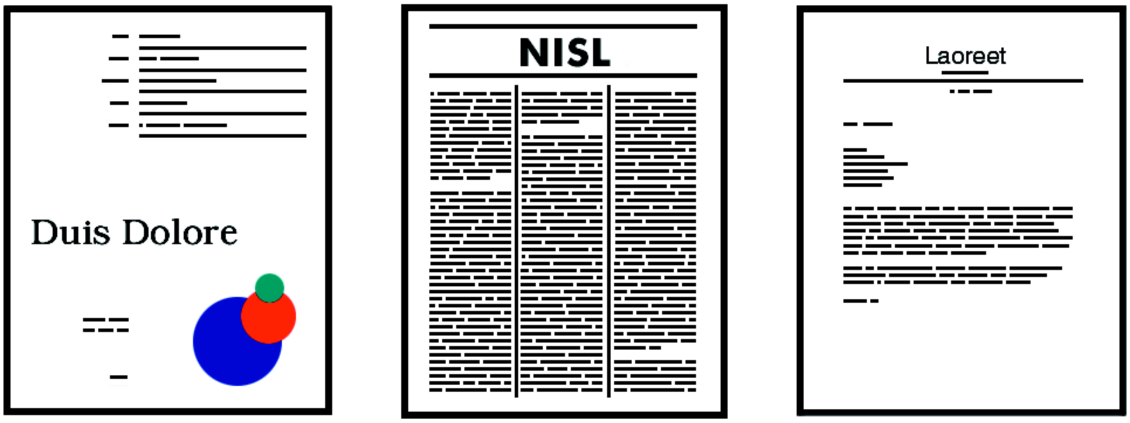
3 Click the **Template** tab.

4 Enable the **Apply template changes to all WordPerfect windows** check box.

You can apply both default-template and project-template changes across multiple instances.

Project templates

WordPerfect lets you create documents from project templates. A project template is a shell, or skeleton structure, that can consist of elements such as margins, styles, and graphics objects. You fill in the details and provide data to complete the project.



These are examples of project templates.

If you intend to use a specific template often, you can add it to the Favorites category.

You can also use the PerfectExpert, which guides you through basic tasks and helps you create detailed projects. For information, see “To access the PerfectExpert” on page 5.

To create a document from a project template

1. Click **File** ▸ **New from project**.
2. Click the **Create new** tab.
3. Choose **[WordPerfect]** from the list box.

   If **[WordPerfect]** is not displayed in the list box, click **Options**, and click **Refresh projects**.
4. Choose a project template from the list.
5. Click **Create**.

Some WordPerfect project templates use prompts to guide you through the process of adding information to a document.

To add a project template to the Favorites category

1. Click **File** ▸ **New from project**.
2. Click the **Create new** tab.
3. Choose a category from the list box.
4. Choose a project template from the list.
5. Click **Copy to favorites**.

You can view the contents of the **Favorites** folder. Click **File ▸ New from project**. Choose **[Favorites]** from the list box.

Text basics

In this chapter:

- "Entering text" on page 35
- "Inserting text" on page 35

Entering text

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

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

To enter text in a document window

1 Click in the document window.

2 Type text.

To enter text by using the shadow cursor

1 Click View ▸ Shadow cursor.

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

2 Click anywhere on the page.

3 Type text.

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

To enter text in a text box

1 Click Insert ▸ Text box.

2 Type text.

Inserting text

You can insert text from another file.

If you have more than one document opened, you can use the application bar to insert text from one document to another document.

See also:

- "Cutting, copying, and pasting text and graphics" on page 289
- "Moving text and graphics" on page 290

To insert the entire text of another document

1 Click where you want to insert the text.

2 Click **Insert** ▸ **File**.

3 Choose the drive and folder where the document is stored.

4 Choose a file.

5 Click **Insert**.

To insert selected text from another document

1 Select the text you want to insert.

2 Drag the selected text to the button on the application bar that displays the name of the document into which you want to insert the text, but don’t release the mouse button.

This document opens in the document window.

3 Point to where you want to insert the text, and release the mouse button.

Text selection

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

You can also set selection options.

To select text

To select	Do the following
A character or word	Drag across a character or word.
A sentence	Click in a sentence. Click **Edit** ▸ **Select** ▸ **Sentence**.
A paragraph	Click in a paragraph. Click **Edit** ▸ **Select** ▸ **Paragraph**.
A page	Click on a page. Click **Edit** ▸ **Select** ▸ **Page**.
A document	Click **Edit** ▸ **Select** ▸ **All**.
A tabular column	Select the text from the first character in the tabular column to the last character in the tabular column, and then click **Edit** ▸ **Select** ▸ **Tabular column**.
A rectangular block of text	Select the text from the upper left corner to the lower left corner of the block, and then click **Edit** ▸ **Select** ▸ **Rectangle**.
A range of text in a document	Click **Edit** ▸ **Select** ▸ **Section**, choose an option from the **Select** list, and then type a value in the **Range** box.

To select a range of text in a document

1. Click **Edit** ▸ **Select** ▸ **Section**.
2. From the **Select** list, choose one of the following options:
   - **Page** — lets you select certain pages
   - **Secondary page** — lets you select certain secondary pages
   - **Chapter** — lets you select certain chapters
   - **Volume** — lets you select certain volumes
3. Type a value in the **Range** box.

To deselect text

- Click anywhere outside the selected text.

To set the selection options for a document

1. Click **Tools** ▸ **Settings**.
2. Click **Environment**.
3. In the **Environment settings** dialog box, click the **General** tab.
4. Enable the **Automatically select whole words when dragging to select text** check box.

Deleting text

You can delete text.

To delete text

1 Select the text you want to delete.

2 Press **Delete**.

Text formatting

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

In this chapter:

- “Modifying font settings” on page 39
- “Copying the text format” on page 41
- “Highlighting text” on page 41
- “Working with drop caps” on page 42
- “Inserting characters and symbols” on page 43
- “Correcting capitalization” on page 43
- “Correcting the spacing between words and sentences” on page 44

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

Modifying font settings

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

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

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

WordPerfect lets you format text using recent font settings, including the font and its size. You can also change the default font and font size for the active document or for all documents.

To change the font

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

You can also

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

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

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

To change the font appearance

1 Select the text you want to modify.

2 Click **Format** ▸ **Font**.

3 Click the **Font** tab.

4 In the **Appearance** area, enable one or more of the following check boxes:

- **Bold** — applies bold formatting to the selected text
- **Italic** — applies italic formatting to the selected text
- **Underline** — applies a single underline to the selected text
- **Outline** — applies an outline to the selected text
- **Shadow** — applies a shadow to the selected text
- **Small caps** — applies small capitals to the selected text
- **Redline** — applies the color red to the selected text
- **Strikeout** — applies a line through the selected text
- **Hidden** — applies the hidden format to the selected text

To change the font by using Corel RealTime Preview

1 Click in a document.

2 Open the **Font face** list box on the property bar, and point to a font.

Changes to the font display in the font face preview window.

3 Choose a font from the **Font face** list box.

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

To apply a recently used font

1 Select the text you want to format.

If the **Fonts** toolbar is not displayed, click **View** ▸ **Toolbars**. In the **Toolbars** dialog box, enable the **Fonts** check box.

2 Click the **QuickFonts™** button on the font toolbar, and choose a font from the list.

The **QuickFonts** list displays the 10 most recently used fonts.

To change the default font and font size

1 Click **File** ▸ **Document** ▸ **Default font**.

2 Choose a font from the **Face** list.

3 Choose a font size from the **Size** list box.

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

You must install a printer before you can change the default font.

If you specify a default printer font and distribute the file to others, the file may not display or print correctly if their printer doesn’t have the specified default font.

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

Copying the text format

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

When you copy the format of text, you automatically create a text style. Changing text that has been formatted using a text style also changes other text in the document that uses that style. For information about text styles, see "Using text styles" on page 159.

To copy the text format

1 Click in the text whose format you want to copy.

2 Click **Format** ▸ **QuickFormat**™.

3 Enable one of the following options:

- **Selected characters** — copies the format of the font and its attributes
- **Headings** — copies the format of the paragraph and its styles, and the font and its attributes

4 Click **OK**.

5 Drag the **QuickFormat** paintbrush pointer over the text to which you want to copy the format.

6 Click **Format** ▸ **QuickFormat**.

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

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

Highlighting text

Highlighting text adds a bar of transparent color over text, which is useful for editing documents or for distinguishing words and paragraphs. You can highlight and remove the highlighting from part or all of a document, and you can change the highlight color. You can also hide highlighting in a document.

To highlight text

1 Click **Tools** ▸ **Highlight** ▸ **On**.

The cursor changes to a highlighting pen.

2 Select the text.

3 Click **Tools** ▸ **Highlight** ▸ **On**.

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

To remove highlighting from text

1 Select the highlighted text.

2 Click **Tools** ▸ **Highlight** ▸ **Remove**.

You can also remove highlighting by clicking anywhere in the highlighted text and clicking the **Highlight** button. Highlighting is removed from the entire highlighted section.

To change the highlight color

1 Click **Tools** ▸ **Highlight** ▸ **Color**.

2 Open the **Color** picker, and click a color.

3 Type a value in the **Shading** box.

Higher values darken the highlight color. Lower values lighten it.

The color change does not apply to text that has already been highlighted. To change the color of highlighted text, you must first select the text.

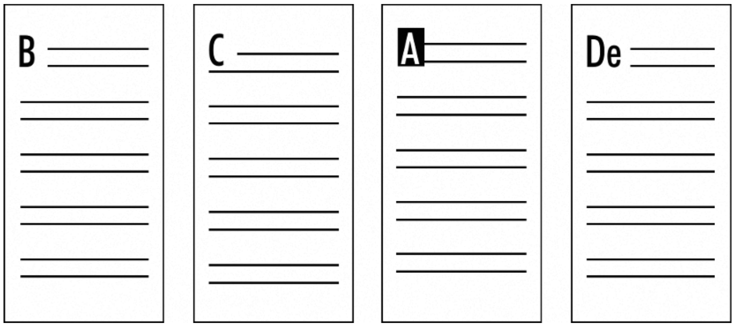
To hide highlighting

- Click **Tools** ▸ **Highlight** ▸ **Print/show**.

  The absence of a check mark beside the **Print/show** menu command indicates that highlighting is hidden.

Working with drop caps

Drop caps are letters that you can use to decorate text at the beginning of a line or paragraph.



These are examples of drop caps.

To add or remove a drop cap

To	Do the following
Add a drop cap to a blank line	Click in a document. Click **Format** ▸ **Paragraph** ▸ **Drop cap**. Type a letter.
Add a drop cap to an existing paragraph	Click at the beginning of a paragraph. Click **Format** ▸ **Paragraph** ▸ **Drop cap**.
Remove a drop cap	Click before a drop cap. Click the **Drop cap style** button on the property bar. In the **Style** area, click **No drop cap**.

You can also add a drop cap by right-clicking in a document and clicking **Drop cap**.

You can also remove a drop cap by clicking the **Drop cap style** picker and clicking the **No drop cap** style.

Inserting characters and symbols

You can insert characters, such as iconic symbols, phonetic characters, and characters from other alphabets, into your document.

To insert a character or symbol

1. Click in the document where you want to insert a character or symbol.
2. Click **Insert** ▸ **Symbol**.
3. Choose a symbol type or a character set from the **Set** list box.
4. Choose a symbol from the **Symbols** list.
5. Click one of the following:
   - **Insert** — inserts the symbol and leaves the **Symbols** dialog box open
   - **Insert and close** — inserts the symbol and closes the **Symbols** dialog box

Depending on the font you are using, some WordPerfect characters may not display in the document window. These characters are represented by a hollow box on your screen; however, they will display and print correctly if your printer supports graphics.

You can also insert a symbol by clicking the **Symbols** button on the property bar and clicking a symbol.

You can also insert a character or symbol by pressing **Ctrl** + **W**.

Correcting capitalization

You can quickly change a word or selected text to all uppercase or lowercase letters, or to lowercase letters with initial caps. You can also correct capitalization automatically.

To change capitalization

1. Select the text for which you want to change capitalization.
2. Click **Edit** ▸ **Convert case**, and click one of the following:
   - **Lowercase** — changes all letters to lowercase
   - **Uppercase** — changes all letters to uppercase
   - **Initial capitals** — changes only the first letter of each word to uppercase

You can also change the selected text to uppercase or lowercase by pressing **Ctrl** + **K**.

To correct capitalization automatically

1. Click **Tools** ▸ **QuickCorrect™**.
2. Click the **Format-As-You-Go™** tab.

3 In the Sentence corrections area, enable the Capitalize next letter after end-of-sentence punctuation check box.

You can also

Automatically correct two initial capital letters in a sentence	Enable the Correct two irregular capitals (make a second letter lowercase) check box.
Automatically correct Caps lock capitalization	Enable the CapsFix check box.
Automatically correct capitalization after a period	Click Exceptions. In the Do not capitalize next letter after this word box, type a word. Click Add entry. Click Close.

Correcting the spacing between words and sentences

WordPerfect lets you correct the spacing between words and sentences. You can delete double spaces between words in a sentence, and you can convert one space between sentences to two or two spaces to one.

To automatically change double spaces between words to single spaces

1. Click Tools ▸ QuickCorrect.
2. Click the Format-As-You-Go tab.
3. In the Sentence corrections area, enable the Change two spaces to one space between words check box.

To automatically change the number of spaces between sentences

1. Click Tools ▸ QuickCorrect.
2. Click the Format-As-You-Go tab.
3. In the End of sentence corrections area, enable one of the following options:
   - Change one space to two spaces between sentences
   - Change two spaces to one space between sentences

Text arrangement

In this chapter:

- “Indenting text” on page 45
- “Justifying text” on page 46
- “Changing the spacing between lines” on page 47

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

Indenting text

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

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

To apply a single indent to text

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

To apply a hanging or double indent to text

1 Click at the beginning of a paragraph.

2 Click **Format ▸ Paragraph**, and click one of the following:

  - **Hanging indent** — indents all but the first line in the paragraph
  - **Double indent** — indents the paragraph equally from both margins

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

To remove an indent from text

1 Click at the beginning of a line of text.

2 Press **Shift** + **Tab**.

Justifying text

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

To justify text

1 Click in a paragraph.

2 Click **Format** ▸ **Justification**, and click one of the following:

- **Left** — aligns text evenly with the left margin
- **Right** — aligns text evenly with the right margin
- **Center** — centers text between the right and left margins
- **Full** — aligns text, excluding the last line, along both the right and left margins
- **All** — aligns text, including the last line, along both the right and left margins

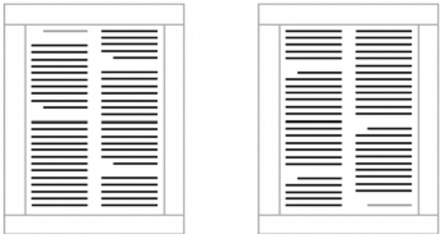
Justification is applied to all text from the cursor location forward. If you want to apply justification to a word, line, or paragraph, you must first select the text.

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

Keeping text together

To keep words together, you can insert a hard space between them. You can also prevent the first and last lines of a paragraph from being separated from the rest of the paragraph across a page break.

You can also insert a line break to begin a new line without ending the paragraph.



This is an example of text that is not being kept together. The grey text at the top of the left page belongs with text on the previous page. The grey text at the bottom of the right page belongs with the text on the following page.

To keep words together

1 Click between two words.

2 Click **Format** ▸ **Line** ▸ **Other codes**.

3 Enable the **Hard space [HSpace]** option.

4 Click **Insert**.

To keep a paragraph together

1 Click at the beginning of a paragraph.

2 Click **Format** ▸ **Keep text together**.

3 In the **Widow/Orphan** area, enable the **Prevent the first and last lines of paragraphs from being separated across pages** check box.

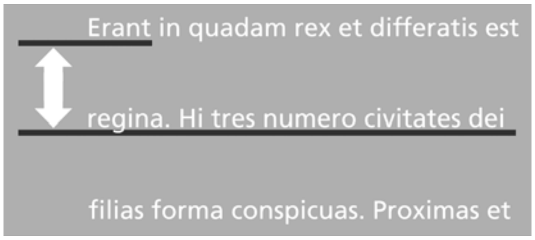
You can also

Keep several lines of text together	In the **Conditional end of page** area, enable the **Number of lines to keep together** check box, and type the number of lines you want to keep together, including any blank lines.
Keep selected text from dividing between pages	In the **Block protect** area, enable the **Keep selected text together on same page** check box.

If you keep several consecutive paragraphs together, you must separate each paragraph by at least one soft or hard return; otherwise, they are treated as one large block of text.

Changing the spacing between lines

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


Erant in quadam rex et differatis est
regina. Hi tres numero civitates dei
filias forma conspicuas. Proximas et

This is an example of changing spacing between lines.

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

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

To adjust the leading

1 Click in a paragraph.

2 Click **Format** ▸ **Typesetting** ▸ **Word/Letter spacing**.

3 Enable the **Adjust leading** check box.

4 Type a value in the **Between lines** box.

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

To change the line spacing

1 Click in a paragraph.

If you want to limit the line spacing change to a specific section of text, select the text.

2 Click **Format** ▸ **Line** ▸ **Spacing**.

3 Type a value in the **Spacing** box.

To change the line height

1. Click in the line of text where you want the line height change to begin.

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

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

Text organization

You can organize text by using bullets, numbers, or outlines.

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

In this chapter:

- “Bulleted lists” on page 49
- “Numbered lists” on page 50
- “Outlines” on page 51

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

Bulleted lists

You can create a bulleted list in a document. You can also use QuickBullets to create lists as you type.

You can also apply a bullet format to existing text.

To create a bulleted list

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

   Perform this step for each entry in the list.

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

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

To create a bulleted list by using QuickBullets

1. Click in a document.
2. Type a **QuickBullet** character.
3. Press **Tab**.
4. Type the text, and press **Enter**.

   Perform this step for each entry in the list.

To use QuickBullets, they must first be enabled. Click **Tools** ▸ **QuickCorrect** ▸ **Format As-You-Go**.

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

To create a bulleted list from existing text

1 Select the text to which you want to apply the bullet format.

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

3 Click the **Bullets** tab.

4 Choose a bullet style from the **Bullets** list.

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

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

Numbered lists

You can create a numbered list in a document. You can also use QuickNumbers to create lists as you type.

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

To create a numbered list

1 Click in a document.

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

3 Click the **Numbers** tab.

4 Choose a number style from the **Numbers** list.

5 Click **OK**.

6 Type text, and press **Enter**.

Perform this step for each entry in the list.

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

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

To create a numbered list by using QuickNumbers

1 At the beginning of a new line, type a number followed by a closing parenthesis or hyphen.

2 Press **Tab**.

3 Type the text for the first list item, and press **Enter**.

For a paragraph, let the text wrap at the end of the line instead of inserting a hard return.

Perform this step for each entry in the list.

4 Press **Backspace**.

To use QuickNumbers, you must enable QuickBullets. Click **Tools** ▸ **QuickCorrect** ▸ **Format As-You-Go**.

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

To number existing text

1 Select the text you want to number.

2 Open the **Numbering** picker on the toolbar, and click a numbering format.

To renumber a list

1 Click in a list or outline.

2 Click the **Set paragraph number** button on the property bar.

3 Type the new number in the **Paragraph number** box.

The number changes, and all numbers following it are renumbered accordingly.

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

If the numbering you want to change is indented from the left margin, type “?” for each indentation level in the **Paragraph number** box before you type the new number.

Outlines

You can apply different levels to text by creating an outline.

To create an outline

1 Click in a document.

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

3 Click the **Text** tab.

4 From the **Text** list, choose an option.

5 Click **OK**.

6 Type text, and press **Enter**.

You can send an outline to Presentations for use in slide show by playing the **wp_pr.wcm** macro. Click **Tools** ▸ **Macro** ▸ **Play**, and double-click **wp_pr.wcm**. For information about macros, see “Playing macros” on page 811.

To change the level of a list item

1 Click in the text of an item.

2 Click one of the following buttons on the property bar:

- **Promote** — moves the item to a higher level (less indented)
- **Demote** — moves the item to a lower level (more indented)

To change the order of a list item

1 Select the text whose order you want to change.

2 Click one of the following buttons on the property bar:

- **Move up** — moves the item up one position on the list
- **Move down** — moves the item down one position on the list

You can also change the order of a list item by clicking the **Show icons** button on the property bar, and dragging the symbol for the item up or down.

To add a list or outline within another list

1. Click in a list or outline.
2. Press **Enter**.
3. Press **Backspace**.
4. Click **Insert** ▸ **Outline/Bullets & numbering**.
5. Click one of the following tabs:
    - **Numbers** — lets you add a numbered list
    - **Bullets** — lets you add a bulleted list
6. Choose a style from the list.
7. Enable the **Insert new outline/List within current outline/List** option.
8. Click **OK**.
9. Type text.

TTo change a bulleted list to a numbered list

1. Click in a bulleted list.
2. Click **Insert** ▸ **Outline/Bullets & numbering**.
3. Click the **Numbers** tab.
4. Choose a style from the **Numbers** list.
5. Enable the **Apply selected layout to current outline/List** option.

To change a numbered list to a bulleted list

1. Click in a numbered list.
2. Click **Insert** ▸ **Outline/Bullets & numbering**.
3. Click the **Bullets** tab.
4. Choose a style from the **Bullets** list.
5. Enable the **Apply selected layout to current outline/List** option.

Graphics

In this chapter:

- “Inserting graphics” on page 53
- “Sizing graphics” on page 54
- “Arranging graphics” on page 54
- “Working with color” on page 55

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

Inserting graphics

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

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

To insert a clipart image

1. Click where you want to insert an image.
2. Click **Insert** ▸ **Graphics/Pictures** ▸ **Clipart**.

   The Scrapbook™ opens.
3. Browse through the folders in the Scrapbook until you find the image you want to insert.
4. Select the clipart image.
5. Click **Insert**.

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

To insert a picture from the WordPerfect Office disc

1. Insert the WordPerfect Office disc into your disc drive.
2. Click where you want to insert a picture.
3. Click **Insert** ▸ **Graphics/Pictures** ▸ **From file**.
4. Choose the drive and folder where the file is stored.

   Pictures have a **.jpg** filename extension.
5. Double-click a filename.

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

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

To link to an image on disk

1. Click where you want to insert a link to an image.
2. Click **Insert** ▸ **Graphics/Pictures** ▸ **From file**.
3. Choose the drive and folder where the file is stored.
4. Click the image you want to link to the document.
5. Enable the **Image on disk** check box.
6. Click **Insert**.

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

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

Sizing graphics

You can size a graphic by dragging its handles.

To size a graphic

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

You can also

Stretch a graphic	Drag a side handle until you achieve the effect you want.
Size a graphic proportionally	Hold down **Shift**, and drag a handle.

Arranging graphics

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

You can group graphics so that they remain together when they are moved, sized, or edited.

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

To move a graphic by using the keyboard

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

To reorder overlapping graphics

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

- **To back** — moves a graphic behind the overlapping graphics
- **Forward one** — moves a graphic forward one layer
- **Back one** — moves a graphic back one layer

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

To move a graphic behind or in front of text

1 Select a graphic.

2 Click the **Graphics** picker on the property bar, and click one of the following:

- **In front of text** — moves the selected graphic in front of the text
- **Behind text** — moves the selected graphic behind the text

To navigate between graphics

1 Select a graphic.

2 On the property bar, click one of the following:

- **Next box** ⏭ — selects the next graphic box that displays in the document
- **Previous box** ⏮ — selects the previous graphic box that displays in the document

To group graphics

1 Hold down **Shift**, and click the graphics you want to group.

2 Right-click one of the selected graphics, and click **Group**.

You can separate grouped graphics by right-clicking grouped graphics, and clicking **Separate**.

Working with color

You can create colors to use when working with fonts, highlighting, and graphics in WordPerfect. You can also use color models to create colors. Three color models are available: **RGB**, **HLS**, and **CMYK**. WordPerfect lets you preview color changes to a selection before the changes actually take place, and then apply the colors you created to graphics.

To create a color by using color models

1 Click **Format** ▸ **Font**.

2 Click the **Font** tab.

3 Open the **Color** picker, and click **More**.

4 Choose a color model from the **Color model** list box.

5 In the **Color values** area, type values in the boxes until the color you want displays in the **Current color** box.

The color model you select determines the options available in the **Color values** boxes.

To preview color changes

1 Select a graphic.

2 On the property bar, click one of the following buttons:

- **Foreground color** — lets you change the foreground color of a shape
- **Background color** — lets you change the background color of a shape
- **Shadow color** — lets you change the color of a drop shadow
- **Outline color** — lets you change the color of a graphics line

3 Point to a color on the color palette.

When you pause on a color, a preview of the graphic in that color displays on the page.

If you want to apply the color to the graphic, click the color.

Corel RealTime Preview is enabled by default. For more information about Corel RealTime Preview see, “Modifying font settings” on page 333.

Editing basics

In this chapter:

- “Cutting, copying, and pasting text and graphics” on page 57
- “Moving text and graphics” on page 58
- “Undoing, redoing, and repeating actions” on page 58
- “Adding, editing, and deleting comments” on page 59

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

Cutting, copying, and pasting text and graphics

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

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

You can also choose a specific format when you paste information from the Clipboard into WordPerfect.

To cut, copy, and paste text and graphics

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

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

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

To paste Clipboard contents in a specified format

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

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

Moving text and graphics

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

To move text or graphics by dragging within a document

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

To move text or graphics by dragging to another document

1 Click **Window**, and click one of the following:
  - **Tile top to bottom** — arranges the windows so that the documents are displayed above or below one another
  - **Tile side by side** — arranges the windows so that the documents are displayed side by side

2 Select the text or graphic, and drag it to the other document.

Undoing, redoing, and repeating actions

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

To undo actions

To	Do the following
Undo the last action you performed	Click **Edit** ▸ **Undo**.
Undo a series of actions	Click **Edit** ▸ **Undo/Redo history**, choose an action from the **Undo** list, and click **Undo**.
Set the number of Undo levels	Click **Edit** ▸ **Undo/Redo history**, click **Options**, and type a value in the **Number of undo/redo items** box.
Save Undo and Redo items with a document	Click **Edit** ▸ **Undo/Redo history**, click **Options**, and enable the **Save undo/Redo items with document** check box.

The maximum number of Undo levels is 300.

If the Undo/Redo history has not been saved with the document, you can undo and redo changes that have been made since the document was last saved.

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

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

To redo actions

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

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

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

To repeat an action

1 Click **Edit** ▸ **Repeat next action**.

2 Type a value in the **Number of times to repeat next action** box.

To set this value as the default whenever you use repeat, click **Use as default**.

Adding, editing, and deleting comments

You can add comments to document text, footnotes, endnotes, and outlines. Comments exist outside the main document body and can contain text and formatting, such as font style, justification, margins, tabs, and color. For more information about formatting text, see “Formatting text” on page 171. In addition, you can edit and delete comments.

To add a comment

1 Click in the document where you want the comment to appear.

2 Click **Insert** ▸ **Comment** ▸ **Create**.

3 Type the comment text.

4 Click **File** ▸ **Close** to return to the main document.

When you return to the main document, a comment icon is displayed in the left margin next to line where the comment is inserted. In Draft view, comments appear as shaded text within the document.

When publishing to HTML, you can include the comments that you inserted in a document. For more information about publishing comments to HTML, see “To publish to HTML” on page 759.

To edit a comment

1 Click in the line where the comment is inserted.

2 Click **Insert** ▸ **Comment** ▸ **Edit**.

If you prefer, you can right-click the comment icon and click **Edit**.

3 Edit the comment.

4 Click one of the following to edit other comments in the document:

- **Next** ⏭

  - **Previous** ⏮

5 Click **File** ▶ **Close** to return to the main document.

To delete a comment

- Right-click a comment or comment icon, and click **Delete**.

Find and Replace

In this chapter:

- "Finding and replacing text" on page 61
- "Finding and replacing formatting codes" on page 63

Finding and replacing text

WordPerfect lets you find and replace text. You can search for words, phrases, or individual characters in a document. Once the text is found, you can replace some or all occurrences of the text with other text, or you can delete the text. You can also create a list of find-and-replace items and commit them all at once.

You can search for text that is displayed in a specific font or case. You can also highlight, and advance through, each instance of a word or phrase in a document.

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

You can also find and replace text in all WPD or WPT files in a folder.

To find and replace text

1. Click **Edit** ▸ **Find and replace**.
2. In the **Find** box, type the text you want to search for.
3. Type the replacement text in the **Replace with** box.
4. Click one of the following:
    - **Find next** — finds the next occurrence of the search text
    - **Find prev** — finds the previous occurrence of the search text
    - **Replace** — finds and replaces the next occurrence of the search text
    - **Replace all** — finds and replaces all occurrences of the search text

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

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

To find and replace a list of words or phrases

1. On the **Workflow macros** toolbar, click the **Multiple find and replace** button.
2. In the **Find** box, type the text you want to search for.
3. Type the replacement text in the **Replace with** box.
4. Click **Add**.

5 Repeat steps 2 through 4 for each word or phrase you want to replace.

If the **Workflow macros** toolbar is not displayed, click **View** ▸ **Toolbars**, and enable the **Workflow macros** check box.

To find text in a specific font

1 Click **Edit** ▸ **Find and replace**.

2 In the **Find** box, type the text you want to find.

3 Click **Match** ▸ **Font**.

4 Enable the **Font** check box.

5 Choose a font from the **Font** list box.

You can also

Search for a font style	Choose a font style from the **Font style** list box.
Search for a specific point size	Enable the **Point size** check box. Type a point size in the **Point size** box.
Search for specific font attributes	In the **Attributes** area, enable one or more of the attribute check boxes.

To find and highlight text

1 On the **Workflow macros** toolbar, click the **Highlight find and replace** button.

2 In the **Find** box, type the text you want to find.

You can scroll through the highlighted text by clicking **Previous** and **Next**.

You can also count a specific word in a document. For more information, see “To count a specific word or phrase” on page 120.

If the **Workflow macros** toolbar is not displayed, click **View** ▸ **Toolbars**, and enable the **Workflow macros** check box.

To find and replace case-specific text

1 Click **Edit** ▸ **Find and replace**.

2 Click **Match** ▸ **Case**.

To find and replace a form of a word

1 Click **Edit** ▸ **Find and replace**.

2 Click **Type** ▸ **Word forms**.

To find and replace a whole word

1 Click **Edit** ▸ **Find and replace**.

2 Click **Match** ▸ **Whole word**.

To find and replace text in all WPD and WPT files in a folder

1. Click **Tools ▸ Macro ▸ Play**, and double-click **ReplaceInFolder.**
2. Click the **Browse** 🗀 button, and navigate to the folder where the WPD or WPT files are stored.
3. Enable one or more of the following check boxes:
   - **WPD** — to find and replace text in all WordPerfect documents in the folder
   - **WPT** — to find and replace text in all WordPerfect templates in the folder
4. In the **Find** box, type the text you want to search for.
5. Type the replacement text in the **Replace with** box.
6. Repeat steps 2 through 5 for each word or phrase you want to replace.

You can also

Find and replace occurrences of a word that are not part of larger words	Enable the **Whole words** check box.
Include headers, footers, and other substructures, such as endnotes and equations in the find-and-replace process	Enable the **Whole words** check box.
Find and replace only case-specific occurrences of a word or phrase	Enable the **Case sensitive** check box.
Make the changes in a new version of the file, leaving the original file unchanged	Enable the **Do not overwrite original (Append number to end of filename)** check box.

If the **Workflow macros** toolbar is not displayed, click **View ▸ Toolbars**, and enable the **Workflow macros** check box.

Finding and replacing formatting codes

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

You can also search for specific codes, such as a specific font size.

To find and replace codes, you must first enable Reveal Codes.

Sample Code	Represents
Bot mar	Bottom margin
Font	Font
Font size	Font size
HAdv	Horizontal advance
Just	Justification
Lft Mar	Left margin
Lft Mar Adj	Left margin adjustment
Ln Spacing	Line spacing

Sample Code	Represents
Ovrstk	Overstrike
Rgt Mar	Right margin
Rgt Mar Adj	Right margin adjustment
Style	Document style
Top Mar	Top margin
VAdv	Vertical advance

To find and replace a general formatting code

1. Click **Edit ▸ Find and replace**.
2. Click **Match ▸ Codes**.

   To choose a merge code, enable the **Display merge codes only** check box.
3. Choose a code from the **Find codes** list box.
4. Click **Insert**.
5. In the **Find and replace** dialog box, click in the **Replace with** box.
6. In the **Codes** dialog box, choose a replacement code from the **Replace codes** list box.
7. Click **Insert and close**.
8. Click one of the following:
   - **Find next** — finds the next occurrence of the code
   - **Find prev** — finds the previous occurrence of the code
   - **Replace** — finds and replaces the next occurrence of the code
   - **Replace all** — finds and replaces all occurrences of the code

To find and replace a specific formatting code

1. Click **Edit ▸ Find and replace**.
2. Click **Type ▸ Specific codes**.
3. Choose a code from the **Find codes** list box.
4. Type values in the following boxes:
   - **Find**
   - **Replace with**

Styles

A style is a collection of formatting attributes that you can apply to text or graphics.

WordPerfect provides several preset styles ready for use. You can also create your own styles.

In this chapter:

- “Using text styles” on page 65
- “Using graphics styles” on page 67

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

Using text styles

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

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

You can save a text style. You can also specify where to save text styles. When you save a text style, you can associate it with a specific template or with the active document only, or you can save it as a separate file. Saving a text style as a separate file is useful if you plan to use the style with a different template or on a different computer.

You can apply a style to text in a document.

You can edit a text style.

To create a text style

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

   You can create style names that contain up to 12 characters.
4. Type a description for the style in the **Description** box.
5. Choose a style from the **Type** list box.
6. Using the **Styles editor** toolbar and menu bar, apply any style attributes.

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

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

You can also

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

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

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

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

To create a QuickStyle

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

To save a text style

1. Click **Format ▸ Styles**.
2. Click **Options ▸ Save as**.
3. In the **Save styles to** dialog box, type a filename in the **Filename** box.
4. In the **Style type** area, enable one of the following options:
   - **Both** — includes both the styles you have created and the preset styles provided with WordPerfect
   - **User styles** — includes only the styles you have created
   - **System styles** — includes only the preset styles provided with WordPerfect
5. Click **Options ▸ Settings**.
6. In the **Save new styles to** area, enable one of the following options:
   - **Current document** — associates the style with the active document
   - **Default template** — associates the style with the default template
   - **Additional objects template** — associates the style with an **additional objects template**

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

To apply a text style

1. Click **Format ▸ Styles**.
2. Choose a style from the **Available styles** list.
3. Click **Insert**.
4. Type the text in the document.

5 Press **Enter**.

6 Press **Backspace**.

To edit a text style

1 Click **Format** ▸ **Styles**.

2 Choose a style from the **Available styles** list box.

3 Click **Edit**.

4 In the **Styles editor** dialog box, use the **Styles editor** toolbar and menus to apply any style attributes.

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

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

Using graphics styles

You can use the preset styles included with WordPerfect or you can create your own styles.

You can create graphics styles for boxes, borders, fills, and lines. You can save a graphics style. Saving graphics styles lets you use them again in other documents or templates.

You can delete a graphics style that you have created, but you cannot delete one of the preset graphics styles provided with WordPerfect.

You can edit a graphics style to apply different formatting. When you edit a graphics style, all graphics boxes, borders, fills, and lines formatted with that style are updated.

To create a graphics style

1 Click **Format** ▸ **Graphics styles**.

2 Enable one of the following options:

- **Box**
- **Border**
- **Fill**
- **Line**

3 Click **Create**.

4 Type a name for the style in the **Style name** box.

5 Change the attributes of the graphics style.

To save a graphics style

1 Click **Format** ▸ **Graphics styles**, and enable one of the following options:

- **Box**
- **Border**
- **Fill**
- **Line**

2 Click **Options** ▸ **Save as**, and type a name for the style in the **Filename** box.

The file is saved to the default template folder, as specified in **Tools** ▸ **Settings**. If none is specified, WordPerfect saves the styles where your user files are stored.

To delete a graphics style

1 Click **Format** ▸ **Graphics styles**.

2 Enable one of the following options:

- **Box**
- **Border**
- **Fill**
- **Line**

3 Choose a style from the **Styles** list.

4 Click **Options** ▸ **Delete**.

To edit a graphics style

1 Click **Format** ▸ **Graphics styles**.

2 Enable one of the following options:

- **Box**
- **Border**
- **Fill**
- **Line**

3 Choose a style from the **Styles** list.

4 Click **Edit**.

5 Change the attributes of the graphics style.

Page margins

WordPerfect lets you set margins using various methods.

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

You can also set margins by using exact measurements or the ruler.

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

To set the margins by using the margin guidelines

1 Click **View** ▸ **Guidelines**.

2 Enable the **Margins** check box.

3 Point to one of the following guidelines:

- left vertical dotted guideline
- right vertical dotted guideline
- upper horizontal dotted guideline
- lower horizontal dotted guideline

The pointer changes to a double-sided arrow.

4 Drag the guideline to a new position.

To set the margins by using exact measurements

1 Click in the document where you want the margin changes to start.

2 Click **Format** ▸ **Margins**.

3 Click the **Page setup** tab.

4 In the **Document margins** area, type values in any of the following boxes:

- **Left** — lets you specify where the left margin starts
- **Right** — lets you specify where the right margin starts
- **Top** — lets you specify where the top margin starts
- **Bottom** — lets you specify where the bottom margin starts

You can also

Set all margins to the last margin value edited	In the **Document margins** area, click **Equal**.
Set all margins to the minimum size allowed by the current printer	In the **Document margins** area, click **Minimum**.

You can also set margins by clicking **File** ▸ **Page setup**.

To set the margins by using the ruler

1 Point to the **Margin marker** || to the left or right of the ruler.

The pointer changes to a double-sided arrow.

2 Drag the **Margin marker** || to a new location on the ruler.

Page size and orientation

When creating documents, you can choose the size and orientation of pages. The page size and orientation determine how a printer formats and prints pages. You can choose from preset page sizes, or you can create your own.

In this chapter:

- "Preset page sizes" on page 70
- "Page orientation" on page 70
- "Custom page sizes" on page 71

Preset page sizes

You can select preset page sizes.

To select a preset page size

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

Page orientation

You can specify page orientation.

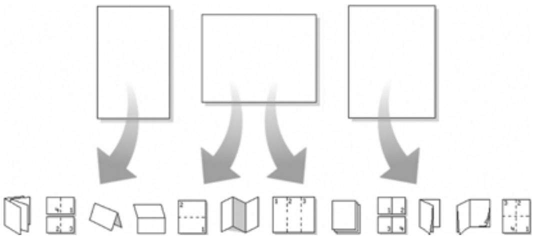
To specify page orientation

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

Custom page sizes

You can create a custom page size from scratch, or you can modify a preset page size. When you create a custom page size, it is added to the printer's page size selection as a preset. Therefore, you can apply the custom size to more than one document. If you no longer require the custom or modified page sizes, you can delete the page size or restore the default page sizes.

In addition, you can divide a **physical page** into several **logical pages**. Dividing pages is useful when you want to create small documents, such as pamphlets, raffle tickets, or business cards.



This is an example of how you can divide pages.

To create a custom page size

1. Click **File** ▸ **Page setup**.
2. Click the **Page setup** tab.
3. Click **Add**.
4. In the **Add new form** dialog box, type a name for the new page size in the **Name** box.
5. Choose a predefined paper type from the **Type** list box.
6. Choose a predefined paper size from the **Size** list box.

   If you want to create a page size definition from a nonstandard paper size, choose **User defined size** from the **Size** list box.
7. Type values in the following boxes:
   - **Width**
   - **Height**
8. Choose a paper source from the **Source** list box.

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

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

To modify a preset page size

1. Click **File** ▸ **Page setup**.
2. Click the **Page setup** tab.
3. Choose a page definition from the **Page definition** list.
4. Click **Edit**.
5. Modify any of the settings.

To delete a page size

1. Click **File** ▸ **Page setup**.
2. Click the **Page setup** tab.
3. From the **Page definition** list box, choose one of the following:
   - **Printer page types** — lists all page size options for installed printers
   - **Standard page types** — lists all page size options for most printers
4. Choose a page definition from the **Page definition** list box.
5. Click **Delete**.

When you delete a page size definition, you can no longer use that definition; a document can print with a similar page definition, but it may not be an exact match.

To restore default page sizes

1. Click **File** ▸ **Page setup**.
2. Click the **Page setup** tab.
3. From the **Page definition** list box, choose one of the following:
   - **Printer page types** — lists all page size options for installed printers
   - **Standard page types** — lists all page size options for most printers
4. Click **Restore**.

To divide a page

1. Click **File** ▸ **Page setup**.
2. Click the **Layout** tab.
3. In the **Divide pages** area, type a value in one of the following boxes:
   - **Columns** — lets you divide a page into a specified number of columns
   - **Rows** — lets you divide a page into a specified number of rows

Page flow

You can start a new page at any point in a document. You can make selected text or all text in a document fit a specific number of pages.

You can change the text flow in a document by using hard or soft returns. You can start a new line manually by inserting a hard return. A soft return wraps text to the next line and is inserted automatically by WordPerfect when the line extends beyond the right margin.

To force a new page

1. Click where you want to start a new page.
2. Click Insert ▸ New page.

In draft view, a new page break is displayed as a double line.

You can also force a new page by pressing Ctrl + Enter.

To make text fit a specific number of pages

1. Click in a document.
2. Click Format ▸ Make It Fit™.
3. Type a value in the Desired number of pages box.

   The number of pages you set must be within 50 percent of the document's current page count.
4. In the Items to adjust area, enable any of the following check boxes:
   - Left margin
   - Right margin
   - Top margin
   - Bottom margin
   - Font size
   - Line spacing
5. Click Make it fit.

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

To insert a hard return

- At the end of a line or paragraph, press Enter.

A hard return displays as an [HRt] code in the Reveal Codes window.

You can also view hard returns by clicking View ▸ Show ¶.

To insert a soft return

- As you type, WordPerfect automatically inserts a soft return at the end of each line.

A soft return displays as an [SRt] code in the Reveal Codes window.

Page columns

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

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

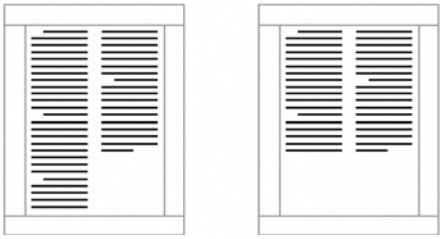
You can change the appearance of columns by inserting a vertical line between the columns. This creates a visual separation between the columns.

Newspaper columns

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

Balanced newspaper columns

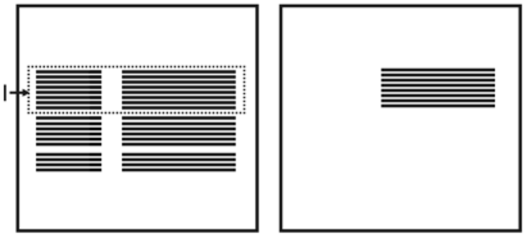
Balanced newspaper columns are similar to regular newspaper columns, but each column is adjusted on the page so that all columns are equal in length.



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

Parallel columns

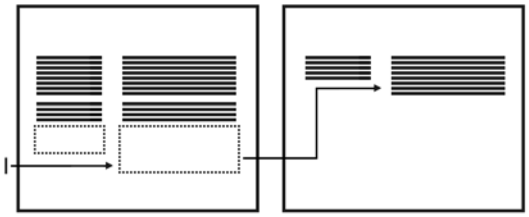
The parallel column text is grouped across the page in a row. The next row starts below the longest column of the previous row. Parallel columns are useful for resumes, scripts, charts, inventory lists, or lists where columns span multiple pages.



This is an example of parallel columns.

Parallel columns with block protect

Parallel columns with block protect keep each row of columns together. If a column in one row becomes so long that it moves across a page break, the entire row moves to the next page.



This is an example of parallel columns with block protect.

To create columns

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

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

To discontinue columns

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

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

To delete all columns

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

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

To navigate columns

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

To insert a vertical line between columns

1. Select a column.
2. Click **Format** ▸ **Columns.**
3. Click **Border/Fill**.
4. In the **Column border/fill** dialog box, click the **Border** tab.
5. Choose **Column between** from the **Available border styles** list.

   If you want to apply the vertical line only to a selected column group, enable the **Apply border to current column group only** check box.

Page numbering

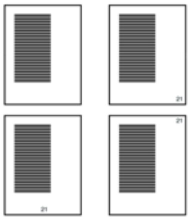
In this chapter:

- “Numbering pages” on page 77
- “Changing the appearance of page numbers” on page 78
- “Forcing, suppressing, and stopping page numbers” on page 79
- “Numbering paragraphs” on page 79
- “Numbering lines in a document” on page 80

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

Numbering pages

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



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

You can also insert secondary page numbers, which allow you to start a new page numbering scheme in a document. For example, suppose you are creating a document in WordPerfect, but in the middle of the document, you need to add maps that were not created in WordPerfect. The WordPerfect document is 10 pages, but the maps need to be added as pages 7 and 8. To accomplish this, you can start page numbering at 1 at the beginning of the document and insert a secondary page number, number 9, on the document’s page 7. This would allow for the addition of the maps without disrupting the page numbering.

To insert page numbers

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

To specify an alternate starting page

1. Click **Format** ▸ **Page** ▸ **Numbering**.
2. Click **Set value**.
3. In the **Values** dialog box, click the **Page** tab.
4. Type a new page number in the **Set page number** box.

5 Enable one of the following options:

- **Always keep number the same** — ensures that the number remains the same when the document is edited
- **Let number change as pages are added or deleted** — lets the number change as the document is edited

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

To insert a secondary page number

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

Changing the appearance of page numbers

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

To change the font attributes of page numbers

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

You can also

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

Forcing, suppressing, and stopping page numbers

By forcing a page number, you can insert a new page or make sure that a certain page in a document always has an odd or even page number.

In addition, you can suppress page numbering on one page in a document. You can also stop the page numbers so that they are removed from the entire document.

To force a page number

1. Click on the page where you want to force a page number.
2. Click **Format** ▸ **Page** ▸ **Force page**.
3. Enable one of the following options:
    - **None** — numbers the page sequentially in the document. This is the default setting.
    - **Current page odd** — inserts a blank page when necessary to make sure the current page always has an odd page number
    - **Current page even** — inserts a blank page when necessary to make sure the current page always has an even page number
    - **Start new page** — inserts a new page

To suppress a page number

1. Click **Format** ▸ **Page** ▸ **Suppress**.
2. Enable the **Page numbering** check box.

To stop page numbering

1. Click **Format** ▸ **Page** ▸ **Numbering**.
2. Choose **No page numbering** from the **Position** list box.

Numbering paragraphs

You can insert paragraph numbers in a document.

To number a paragraph

1. Click where you want to insert the paragraph number.
2. Click **Format** ▸ **Paragraph** ▸ **Paragraph numbering**.
3. Type a level number in the **Outline level** box.
4. Type a starting number in the **Start value** box.
5. Choose a numbering format from the **Number type** list box.

   If you want to specify that numbers update automatically if a paragraph is added or deleted, enable the **Automatic** check box.

Numbering lines in a document

You can number the lines in a document, including newspaper columns. When you number lines, you can specify the numbering method and the starting line.

To number lines in a document

1. Click in a paragraph.
2. Click **Format ▸ Line ▸ Numbering**.
3. Enable the **Turn line numbering on** check box.

You can also

Choose a numbering method	Choose a numbering method from the **Numbering method** list box.
Set the starting line	Type a number in the **Starting line number** box.
Set the first printed line	Type a number in the **First printed line number** box.
Specify which line numbers to print	Type a number in the **Numbering interval** box.
Include blank lines when numbering	Enable the **Count blank lines** check box.
Restart line numbers on each page	Enable the **Restart numbering on each page** check box.

Line numbering begins with the first line of the paragraph in which the cursor is positioned.

The line numbering settings you choose are displayed in the preview window in the bottom-right corner of the **Line numbering** dialog box.

Headers and footers

You can use headers and footers to display information such as titles, page numbers, dates, times, and document names.

In this chapter:

- "Creating and viewing headers and footers" on page 81
- "Editing headers and footers" on page 82

Creating and viewing headers and footers

You can create headers and footers in a document. You can also view headers and footers in page view or two pages view.

To create a header or footer

1. Click **Insert** ▸ **Header/Footer.**
2. Enable one of the following options:
   - **Header A**
   - **Header B**
   - **Footer A**
   - **Footer B**

   If you want to align the header or footer with the document margins, enable the **Align with document margins** check box.
3. Click **Create**.
4. Type the header or footer text.

You can use two different headers and two different footers on any page in a document; however, only two headers and two footers can be created on one page.

To view a header or footer

- Click **View**, and click one of the following:
  - **Page**
  - **Two pages**

Headers and footers do not display in draft view. If you want to view a header or footer, the document must be open in **Page** or **Two pages** view.

Editing headers and footers

WordPerfect lets you edit the text in headers and footers. You can also adjust the distance below a header or above a footer. You can suppress headers and footers so that they do not display on a page and do not print. Discontinuing a header or footer removes it from the remainder of the document.

You can also place a header or footer on odd or even pages of a document.

To edit the text in a header or footer

1. Click **Insert** ▸ **Header/Footer**, and enable the header or footer.
2. Click **Edit**.
3. Make any changes to the text.
4. Click **File** ▸ **Close**.

If the document is displayed in **Page** view or **Two pages** view, you can also edit the header or footer by clicking anywhere inside the header or footer.

To adjust the distance below a header or above a footer

1. Click the **Header/Footer distance** button on the **Header/Footer** toolbar.
2. Type a value in the **Distance between text and header/footer** box.

To suppress a header or footer

- Click **Format** ▸ **Page** ▸ **Suppress**, and enable the header or footer.

To discontinue a header or footer

1. Click **Insert** ▸ **Header/Footer**, and enable the header or footer.
2. Click **Discontinue**.

You can also remove a header or footer from a document by dragging its associated code from the **Reveal Codes** window.

To place a header or footer on odd or even pages

1. Click **Insert** ▸ **Header/Footer**, and enable the header or footer.
2. Click **Create**.
3. Click the **Header/Footer placement** button on the **Header/Footer** toolbar.
4. Enable an option: **Odd pages**, **Even pages**, or **Every page**.

Footnotes and endnotes

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

In this chapter:

- “Inserting footnotes and endnotes” on page 83
- “Finding footnotes and endnotes” on page 84
- “Editing and deleting footnotes and endnotes” on page 84
- “Formatting footnotes and endnotes” on page 85
- “Modifying the display of footnotes and endnotes” on page 85

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

Inserting footnotes and endnotes

When you insert endnotes or footnotes, a reference number or mark is inserted in the document text. That number or mark is linked to the corresponding information in the endnote or footnote.

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

To insert a footnote

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

   If you want to restart the footnote numbering at a specific number, type the number in the **Footnote number** box.
4. Click **Create**.
5. Type the footnote text.

   If you want to align the footnotes with the document margins, enable the **Align with document margins** check box.
6. Click **File** ▸ **Close**.

To insert an endnote

1. Click where you want the endnote reference mark to display.
2. Click **Insert** ▸ **Footnote/Endnote**.
3. Enable the **Endnote number** option.
4. Click **Endnote placement**.
5. Enable the **Insert endnotes at insertion point** option.
6. Click **Create**.
7. Type the endnote text.

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

8 Click **File** ▸ **Close**.

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

Finding footnotes and endnotes

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

To find a footnote

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

To find an endnote

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

Editing and deleting footnotes and endnotes

You can edit footnote or endnote text.

When you delete a footnote or endnote number or mark, the note text for that footnote or endnote is automatically deleted. In addition, the footnotes and endnotes that follow are renumbered.

To edit a footnote

1 Find the footnote. See "To find a footnote" on page 84.
2 Edit the footnote text.
3 Click **File** ▸ **Close**.

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

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

To edit an endnote

1 Find the endnote. See "To find an endnote" on page 84.
2 Edit the endnote text.
3 Click **File** ▸ **Close**.

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

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

To delete a footnote or endnote

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

Formatting footnotes and endnotes

You can change the formatting of footnote and endnote text, as well as that of the reference mark that displays in the document text.

To specify the text and numbering styles of footnotes and endnotes

1. Click **Insert** ▸ **Footnote/Endnote**.
2. Enable one of the following options:
   - **Footnote number**
   - **Endnote number**
3. Click **Options**, and click **Advanced**.
4. In the **Edit numbering style** area, click one of the following:
   - **In text** — lets you specify a format for all footnote or endnote numbers that display in the document text
   - **In note** — lets you specify a format for footnote or endnote text
5. In the **Styles editor** dialog box, modify any attributes.

Modifying the display of footnotes and endnotes

You can change the spacing between footnotes or endnotes. You can also change the position of footnotes on a page. For example, you can display footnotes immediately following the corresponding text on a page or at the bottom of a page.

You can also choose to continue footnotes on the following page if there isn't enough room on a page. In addition, you can adjust the separator line between document text and footnotes.

To change the spacing between footnotes or endnotes

1. Click **Insert** ▸ **Footnote/Endnote**.
2. Enable one of the following options:
   - **Footnote number**
   - **Endnote number**
3. Click **Options**, and click **Advanced**.
4. Type a value in the **Space between notes** box.

To change the position of footnotes on a page

1. Click **Insert** ▸ **Footnote/Endnote**.
2. Enable the **Footnote number** option.
3. Click **Options**, and click **Advanced**.
4. In the **Position** area, enable one of the following options:
   - **Place notes below text**
   - **Place notes at bottom of page**

To continue footnotes on the following page

1. Click **Insert** ▸ **Footnote/Endnote**.
2. Enable the **Footnote number** option.
3. Click **Options**, and click **Advanced**.
4. In the **Continued notes** area, type a value in the **Amount of note to keep together** box.

   This value specifies the minimum distance allowed for a footnote at the bottom of a page before the note is moved to the next page.

   If you want to include a "continued..." message on the last footnote line of a page and the first footnote line of a new page, enable the **Insert (continued...) message** check box.

To adjust the separator line between document text and footnotes

1. Click **Insert** ▸ **Footnote/Endnote**.
2. Enable the **Footnote number** option.
3. Click **Options**, and click **Separator**.
4. In the **Add space** area, type a value in the **Above line** box.

   This value specifies the amount of white space between the separator line and the document text above it.
5. Type a value in the **Below line** box.

   This value specifies the amount of white space between the separator line and the footnote text below it.
6. In the **Line format** area, choose one of the following positions for the line from the **Line position** list box:
   - **Left**
   - **Center**
   - **Right**
7. Choose a line length from the **Length of line** list box.
8. Open the **Line style** picker, and click a line style on the line style palette.

Saving documents

By default, you can save documents in WordPerfect 6–X7 format. This ensures cross-platform compatibility for documents saved in WordPerfect 6.x and later, and lets you save a document in an earlier version of WordPerfect. You can also save documents in formats other than WordPerfect, such as Microsoft Word.

You can save a single document, or you can save all documents in the current **instance** of WordPerfect. You can save a document to a new location. You can also save selected text or graphics in a new WordPerfect document.

Saving without metadata

When you save a document, it may contain information that you do not want others to see — for example, the name of your computer or a document summary. This information is known as metadata, which is data used to identify, describe, and locate electronic resources on a network.

Metadata is used to enhance the editing, viewing, filing, and retrieving of electronic documents. It is important to keep this information stored in the original document, but you can avoid sharing the metadata with others by saving a version of the document without including the metadata.

Saving automatically

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

Saving to multiple formats simultaneously

NEW for X7: WordPerfect lets you save a document to WPD, DOC, DOCX, PDF, and HTML5 at the same time.

Saving iteratively

NEW for X7: When you save an iteration of a file, an updated version of the file is saved with a version number added to the filename. For example, if you saved the original file as **Document. WPD** and then save an iteration of the file, the latest version of the file is saved as **Document 1.WPD**. For each subsequent iterative save that you perform, the number added to the filename increases by 1, for example, **Document 2.WPD** and **Document 3.WPD**. Iterative saving is useful if you need to revert to an older version of a file, or simply to track your progress over time.

Reverting documents

You can revert a document to its last saved state.

To save a document

1 Click **File** ▸ **Save**.

2 Choose the drive and folder in which you want to save the file.

To save a file in a format other than WordPerfect, choose a file format from the **File type** list box.

3 Type a name in the **Filename** box.

To embed the fonts in the document, enable the **Embed fonts using TrueDoc®** check box.

4 Click **Save**.

You can also

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

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

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

A filename cannot exceed 255 characters.

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

To save all documents in the current instance

- On the Workflow macros toolbar, click the Save all button.

If the Workflow macros toolbar is not displayed, click View ▸ Toolbars, and enable the Workflow macros check box.

To save a document to a new location

1. Click File ▸ Save as.
2. From the Save in list box, choose the drive and folder in which you want to store the document.
3. Click Save.

To save a document to multiple formats simultaneously

1. Click Tools ▸ Macro ▸ Play.
2. In the Play macro dialog box, choose Save to multiple formats, and click Play.
3. In the Save file dialog box, type a name in the File name box.
4. Click Save as.
5. Enable any of the following check boxes:
   - WordPerfect 6-X7 (WPD)
   - MS Word 2007/2010/2013 (DOCX)
   - MS Word 97/2000/2002/2003 (DOC)
   - Portable Document Format (PDF)
   - HTML5 (HTML)
6. Click Save.

   The new files are saved to the folder containing the current document or the folder.

PDF files are output using the last PDF-publishing configuration used.

To save to DOCX, you must first manually save one file to that format by clicking File ▸ Save as, and choosing MS Word 2007/2010/2013 from the File type list box. You only have to do this once.

To save selected text or a graphic in a new document

1 Select the text or graphic you want to save in a new document.

2 Click **File** ▸ **Save**.

3 In the **Save** area, enable one of the following options:

- **Selected text**
- **Selected graphic**

4 Click **OK**.

5 In the **Save file** dialog box, choose the drive and folder in which you want to save the file.

6 Type a name in the **Filename** box.

7 Click **Save**.

To save a document in compound file format

1 Click **File** ▸ **Save as**.

2 Type a name in the **Filename** box.

3 Choose **WordPerfect compound file** from the **File type** list box.

4 Click **Save**.

If a file is password protected, WordPerfect saves OLE object information in WordPerfect format, rather than in compound file format. Saving files in WordPerfect format prevents others from using an OLE-enabled application to viewing embedded objects in a password-protected file.

To save a document without metadata

1 Click **File** ▸ **Save without metadata**.

2 Choose the drive and folder in which you want to save the document.

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

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

If the **Keep original document open** check box is not enabled, the original document closes, and the metadata-free version remains open.

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

Comment information includes the comment writer’s name and initials, and the date the comment was inserted in the document. If you want to remove both the comment text and the comment information, enable the **Content and information** option. If you want to remove only the comment information, enable the **Information only** option.

5 Click **Save**.

To perform an iterative save

1 Click **Tools** ▸ **Macro** ▸ **Play**.

2 In the **Play macro** dialog box, choose **Numbered save**, and click **Play**.

To set timed document backups

1. Click **Tools** ▸ **Settings**.
2. Click **Files**.
3. On the **Document** page, enable the **Timed document backup every** check box.
4. Type a value in the **minutes** box.

You can also

Save backup files in a specific folder	In the **Backup folder** box, click the **Browse** button. Choose the drive and folder in which you want to save backup files.
Save a backup file each time you save a document	Enable the **Save original document as a backup at each save** check box.

To revert a document to its last saved state

- On the **Workflow macros** toolbar, click the **Revert** button.

If the **Workflow macros** toolbar is not displayed, click **View** ▸ **Toolbars**, and enable the **Workflow macros** check box.

Performing simplified merges

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

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

NEW for X7: The Mail Merge Expert is designed to simplify merging addresses with letters, labels and envelopes. It guides you step-by-step through a merge, from choosing the data source that contains the recipients’ information (DAT file) and the form document that has the consistent content (FRM file) to outputting the merge. You can use a variety of webmail address books that are in the CSV format in a merge, but you must first convert them to a DAT file.

To perform a simplified merge

1 Click **Tools** ▸ **Mail Merge Expert**.

The **Mail Merge Expert** opens.

2 On the **Data** tab, enable one of the following data-source options:

- **Merge data file (DAT)** — lets you uses an existing data file by clicking the **Browse** button and selecting the DAT file. You can also begin creating a DAT file by clicking **Create**. For more information on creating DAT files, see “To create a data file for a merge” on page 3.
- **Spreadsheet** — lets you use a Quattro Pro (QPW) or Microsoft Excel (XSL or XSLX) spreadsheet as the data source.
- **Corel address book** — lets you use a Corel address book as a data source. You can also use a gmail.com, outlook.com, and yahoo.com webmail address book in a merge, but you must first convert it to a DAT file. For more information, see “To convert an existing address book to a DAT file for a merge” on page 92.

3 Choose an option for how blank lines are treated in the merged document when the corresponding field in the data source is empty:

- **Remove blank line**
- **Leave blank line**

4 If you only want to use certain records in the data source, click **Select records**, select a record to include in the merge, and click **Add**. You can choose which fields to display in the **Select records** dialog box by clicking **Display fields**, choosing the fields to display, and clicking **Add**.

5 Click the **Form** tab.

6 Enable one of the following form-document options:

- **Current document** — lets you use the current document as the form (FRM)
- **Merge form file (FRM)** — lets you use an existing form file by clicking the **Browse** button and selecting the FRM file

You can also begin creating a FRM file by clicking **Create**. For more information on creating FRM files, see “To create a form document for a merge or keyboard merge” on page 6.

7 In the FRM file, position your cursor where you want to insert a field in the document, choose a field, and click **Insert**.

You can insert multiple fields.

8 Click the **Output** tab.

9 Enable one of the following merge options:

- **Current document** — outputs the merge to the current document with a page break between records
- **New document** — outputs the merge to a new document with a page break between records
- **New document per record** — outputs the merge so that each record is a separate document. In the **Format** area, choose the output file format. You can choose how the output files are named by selecting a field name from the **Data field name** list box.

10 Choose a folder location for the merge output.

11 Click **Merge**.

To convert an existing address book to a DAT file for a merge

1 Click **Tools** ▸ **Macro** ▸ **Play**.

2 In the **Play macro** dialog box, select **CSVtoMerge**, and click **Play**.

3 In the **Select CSV file** dialog box, navigate to the folder where the CSV file is stored, and click **Open**.

The CSV file is converted to a DAT file.

Printing

In this chapter:

- “Printing documents” on page 93
- “Printing envelopes and labels” on page 94

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

Printing documents

WordPerfect provides numerous options for printing documents.

To print a document

1. Click **File** ▸ **Print.**
2. On the the **Main** page, choose a printer from the **Name** box.
3. In the **Print range** area, enable one of the following options:
   - **Full document** — prints the entire file
   - **Current page** — prints the page where the cursor is located
   - **Pages** — prints the pages specified in the **Pages** box:
     A hyphen (-) between numbers defines a range of sequential pages. For example, **1-5** prints pages 1 to 5.
     A comma (,) between numbers defines a series of non-sequential pages. For example, **1, 5** prints pages 1 and 5 only.
     Any combination of hyphens and commas is supported. For example, **1-3, 5, 7, 10-12** prints the following pages: 1, 2, 3, 5, 7, 10, 11, and 12.
   - **Selected text** — prints the selected text in the document (available only if text is selected)
   - **Document summary** — prints only the document summary (available only if there is a document summary)
4. Click **Print.**

To print multiple copies

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

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

To print sections of a document

1. Click **File** ▸ **Print.**
2. Click the **Advanced** tab.
3. Type a number or a combination of numbers in any of the following list boxes:
   - **Page(s)/Label(s)** — prints the specified pages
   - **Secondary pages** — prints the specified secondary pages

- **Chapters** — prints the specified pages in the specified chapters
- **Volumes** — prints the specified pages in the specified volumes

4 Click **Print**.

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

Printing envelopes and labels

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

WordPerfect allows you to print different sizes of envelopes.

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

To print an envelope

1 Click the page of a document that is set up as an envelope.

2 Click **File** ▸ **Print**.

3 Click the **Main** tab.

4 Click **Print**.

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

To select a label size

1 Click the page where you want labels to begin.

2 Click **Format** ▸ **Labels**.

3 In the **List labels for** area, enable one of the following options:

- **Laser printed** — if you are using a laser printer
- **Tractor-fed** — if you are using a tractor-fed printer
- **Both** — if you are using a tractor-fed laser printer

4 Choose a label definition from the **Labels** list.

5 Click **Select**.

To print a label

1 Click **File** ▸ **Print**.

2 Click the **Advanced** tab.

3 In the **Page(s)/Label(s)** list box, type the number of each label or a range of labels. For example:

- To print label 3, type **3**.
- To print labels 3 and 8, type **3, 8**.
- To print label 3 through the end of the document, type **3-**.

4 Click **Print**.

Working with PDF files

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

In this section, you'll find these topics:

- "Publishing to PDF" on page 95
- "Creating PDF forms" on page 96
- "Setting passwords for PDF files" on page 102
- "Optimizing PDF files for the Web" on page 19

Publishing to PDF

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

You can also add file information, such as the author name or keywords, to the PDF file.

You can verify the compliance of a PDF file by creating a log file. The log file created for a PDF file contains details about what was done to the file to achieve compliance when the file was published. In addition, the log file lists all limitations and warnings.

To publish to PDF

1. Click **File ▸ Publish to PDF**.
2. Choose the drive and folder where you want to save the file.
3. Type a filename in the **File name** box.
4. From the **PDF style** list box, choose one of the following options:
   - **Commercial printing (Largest file size)** — creates a high-quality PDF to send to a printer or digital copier
   - **PDF/A-1b (Level B compliance)** — creates a standardized PDF file that ensures the long-term archiving of the content.
   - **Publishing online (Smallest file size)** — creates a PDF suitable for online viewing, such as a document to be distributed by e-mail or displayed on the Web
   - **Publishing online and printing** — creates a PDF suitable for viewing or printing on a laser or desktop printer
5. Click **Save**.

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

If you publish to a PDF/A style, the document fonts are automatically embedded in the file. Some licensed fonts are meant to be viewed only in the original document, however, and you are prohibited from redistributing the font. Therefore, before publishing to the PDF/A style, you must make sure that you can redistribute the fonts. To view the licensing information and embedding restrictions for a font, you can use a tool such as the font properties extension tool that is available for free on the Microsoft Web site.

6 Click **File ▸ Publish to PDF**.

7 Click **Settings**.

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

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

To add file information to a PDF file

1 Click **File ▸ Publish to PDF**.

2 Click **Settings**.

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

3 Perform one or both tasks from the following table.

To	Do the following
Add author information	Type a name in the **Author** box.
Add keywords	Type keywords in the **Keywords** 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-1b** — creates a standardized PDF file that ensures the long-term archiving of the content.

PDFs that have been saved with Acrobat 5.0 can be opened in later versions of Adobe Acrobat.

To generate a log file

1 Click **File ▸ Publish to PDF**.

2 Click **Settings**.

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

3 Click the **Advanced** tab.

4 Enable the **Generated log file** check box.

If you want to change the location where the log file is stored, click **Browse**.

Creating PDF forms

NEW for X7: You can create fillable PDF forms, which you can distribute to gather specific information from users. You can add form controls to a PDF form, such as text fields, check boxes, drop-down lists, list boxes, and radio buttons. The type of information that you're seeking dictates which form controls to use.

You can also add buttons that allow users to navigate, reset, and submit the form. You can also insert a customizable button. To help users enter the information you're seeking, you can add a tooltip description that appears when the cursor is positioned over the form control.

You can define how data, especially numeric data, in a text field displays by using format masks. WordPerfect has a variety of pre-defined format masks for dates, times, percentages, and numbers. When you're compiling the information that you've gathered from PDF forms, using format masks ensures that all the data from a specific text field adheres to a format that you've chosen. For example, users could type a date in the PDF form in several ways — using only numbers or a mixture of numbers and characters — and the format mask automatically converts the data they've typed to the format you specified.

When you insert a form control in a document, it's attached to a location on a page by default. As you add or delete text before the form control, it remains in the same position on that page and moves with that page. However, you can change the position of a form control on a page.

You can attach a form control to a character in a line so that the form control moves just like any other character in the document. You can also attach a form control to a paragraph so it moves with the paragraph. As you add or delete text before the form control, it moves automatically with the character or paragraph. You can also specify an exact position for a form control within columns

You can use specific measurements to resize a form control. You can apply formatting to form-control text to change the font and its attributes, such as size, color, and alignment. You can also edit the border style and fill for a form control.

In addition, you can choose how the document text wraps around a form control. For example, you can wrap text around one or both sides of a form control.

To add text fields

1 Position the cursor where you want to insert the text field.

2 Click **Insert** ▸ **PDF form control**, and click one of the following:

- **Text field** — inserts a single-line text field
- **Multiline text field** — inserts a multiline text field

You can also

Allow spell checking for user text	Right-click the text field, click **Properties**, and enable the **Enable spell checking** check box.
Restrict text entry to the width of the field	Right-click the text field, click **Properties**, and enable the **Limit text entry to width of field** check box.
Allow formatting of user text	Right-click the text field, click **Properties**, and enable the **Allow rich text formatting** check box.
Set the comb length of a single-line text field	Right-click the text field, click **Properties**, and enable the **Comb length** check box, and type a value in the **characters** box.

By default, multiline text fields can only accept 150 characters in WordPerfect. However, after the document is published to PDF and opened in a PDF viewer, multiline text fields can accept more than 150 characters.

You can also insert a text field by clicking the **Insert text field** or **Insert multiline text field** button on the **Form controls** toolbar. If the **Form controls** toolbar is not displayed, click **View** ▸ **Toolbars**, and enable the **Form controls** check box.

To format a text field

1 Right-click a text field, click **Properties**.

You can only format a single-line text field.

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

3 Choose a format from the **Format list**.

4 Click **OK**.

To create a custom format

1 Right-click a text field, click **Properties**.

You can only create a custom format for single-line text fields.

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

3 In the **Add format** area, type a name for the format in the **Name** box.

4 Choose the type of format you want to create from the **Format type** list box.

5 Type an example of the syntax you want the data to adhere to in the **Format mask** box.

If the format that you are creating is a number or percent format type, choose an option from the **Negative number format** list box.

For information about using format mask codes, see “Reference: Format mask codes in PDF forms” in the WordPerfect Help.

To add a check box

1 Position the cursor where you want to insert the check box.

2 Click **Insert** ▸ **PDF form control** ▸ **Check box**.

You can also insert a check box by clicking the **Insert check box** button on the **Form controls** toolbar. If the **Form controls** toolbar is not displayed, click **View** ▸ **Toolbars**, and enable the **Form controls** check box.

To add drop-down lists

1 Position the cursor where you want to insert the drop-down list.

2 Click **Insert** ▸ **PDF form control** ▸ **Drop-down list**.

3 Right-click the drop-down list, and click **Properties**.

The **Properties** dialog box appears.

4 Type the name of a list item in the **Item** box.

If you want to assign an export value to the drop-down list, type the value in the **Export value** box.

5 Click **Add**.

You can also insert a drop-down list by clicking the **Insert drop-down list** button on the **Form controls** toolbar. If the **Form controls** toolbar is not displayed, click **View** ▸ **Toolbars**, and enable the **Form controls** check box.

To add list boxes

1. Position the cursor where you want to insert the list box.
2. Click **Insert** ▸ **PDF form control** ▸ **List box**.
3. Right-click the list box, and click **Properties**.

   The **Properties** dialog box appears.
4. Type the name of a list item in the **Item** box.

   If you want to assign an export value to the item, type the value in the **Export value** box.
5. Click **Add**.

You can also insert a radio button by clicking the **Insert list box** button on the **Form controls** toolbar. If the **Form controls** toolbar is not displayed, click **View** ▸ **Toolbars**, and enable the **Form controls** check box.

To add radio buttons

- Click **Insert** ▸ **PDF form control** ▸ **Radio button**.

You can also insert a radio button by clicking the **Insert radio button** or **Insert a radio button group** button on the **Form controls** toolbar. If the **Form controls** toolbar is not displayed, click **View** ▸ **Toolbars**, and enable the **Form controls** check box.

To add command buttons

1. Click **Insert** ▸ **PDF form control** ▸ **Button**, and click one of the following:
   - **Custom button** — inserts a customizable button
   - **Reset button** — inserts a button that clears all user-entered information
   - **Submit button** — inserts a button that sends completed form to an email address
   - **Next page button** — inserts a button that moves to the next page
   - **Previous page button** — inserts a button that moves to the previous page

To add a tooltip to a form control

1. Right-click a form control, and click **Properties**.
2. Type the tooltip text in the **Tooltip** box.

To change the border of a form control

1. Right-click a form control, and click **Properties**.

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

3 In the **Border/Fill** area, do any of the following:

- Choose a line thickness from the **Line thickness** list box.
- Choose a line style from the **Line style** list box.
- Open the **Border color** picker, and choose a color.

To change the fill of a form control

1 Right-click a form control, and click **Properties**.

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

3 Open the **Fill color** picker, and choose a color.

To set form control text properties

1 Right-click a form control, and click **Properties**.

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

3 In the **Text** area, do any of the following:

- Choose a font from the **Font face** list box.
- Choose a font size from the **Font size** list box.
- Open the **Text color** picker, amd choose a color.
- Choose an alignment option from the **Align contents** list box.

To change the position of a form control on a page

1 Right-click a box, click **Properties**.

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

3 Choose **Page** from the **Attach form control to** list box.

4 From the **From** list box in the **Horizontal** area, choose an element from which to set the horizontal position of the form control.

5 From the **From** list box in the **Vertical** area, choose an element from which to set the vertical position the form control.

6 Type values in the following boxes:

- **Horizontal** — lets you specify the horizontal position of the form control
- **Vertical** — lets you specify the vertical position of the form control

If you want to anchor the form control to a specific page, enable the **Form control stays on page** check box. The form control remains on the current page even if you add or remove information before the form control.

To attach a form control to a character

1 Right-click a form control, and click **Properties**.

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

3 Choose **Character** from the **Attach form control to** list box.

4 Enable a line position option.

If you want to prevent text on other lines from printing over the form control, enable the **Form control changes text line height** check box.

To attach a form control to a paragraph

1 Right-click a form control, and click **Properties**.

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

3 Choose **Paragraph** from the **Attach form control to** list box.

4 From the **From** list box in the **Horizontal** area, choose an element from which to set the horizontal position of the form control.

5 Type values in the following boxes:

- **Horizontal** — lets you specify the horizontal position of the form control
- **Vertical** — lets you specify the vertical position of the form control relative to the top of the paragraph

If you want the form control to extend beyond table cell boundaries, enable the **Form control not limited by table cell** check box.

To resize a form control to specific measurements

1 Right-click a form control, and click **Properties**.

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

3 In the **Width** area, enable the **Set** option, and type a value in the box.

4 In the **Height** area, enable the **Set** option, and type a value in the box.

You can set the height of a form control to the line height of text in the form by clicking **Match line height**.

You can resize a form control to fill the width or height of a page column (from left to right margin) by enabling the **Full** option in the **Width** or **Height** area. A form control with **Full** as its height is automatically attached to the page.

To prevent form control from becoming distorted, enable the **Maintain proportions** option in the **Width** or **Height** area.

To wrap text around a form control

1 Right-click a form control, and click **Properties**.

2 In the list of categories, click **Wrap text**.

3 In the **Wrapping type** area, enable one of the following options:

- **Square** — wraps the text around the edges of the form control
- **Contour** — wraps the text around the outline of the form control
- **Neither side** — wraps the text above and below the form control
- **Behind text** — places the form control behind the text
- **In front of text** — places the form control on top of the text

4 In the **Wrap text around** area, enable one of the following options:

- **Largest side** — wraps the text along the side of the form control with the longest dimension
- **Left side** — wraps the text along the left side of the form control

- **Right side** — wraps the text along the right side of the form control
- **Both sides** — wraps the text along both sides of the form control

Setting passwords for PDF files

You can apply a password to a PDF file to control access to the file. You can add different types of passwords to a file. You can add an open password to secure a file and prevent someone from opening it. You can also add a permission password if you want to allow the file to be opened but you want to restrict access to other tasks, such as printing or editing. If you apply only an open password, recipients of the PDF file can both open and edit the file content. If you apply a permission password, 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 recipient of the file can use either password to open the file for viewing in Adobe Acrobat or Adobe Reader. For example, if you want to allow someone to edit the file in Adobe Acrobat or print the document in Adobe Acrobat or Adobe Reader, recipients must use the permission password.

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.

Passwords are not allowed in PDF files that are intended for archiving and saved with the PDF/A option.

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	Enable the **Enable the copying of text, images, and other contents** check box.

Publishing eBooks

ENHANCED for X7: You can publish WordPerfect documents to MOBI and EPUB, two of the most popular eBook formats.

You can create an eBook by opening the WordPerfect eBook Publisher template and writing and formatting the eBook directly in the template. You can also base an eBook on an existing document by copying and pasting its content into the template.

Your eBook must have at least one chapter. Each chapter has two components: heading and content, which can be text or images. Adding a chapter forces a page break.

You can add front matter, such as a title page, copyright, or dedication. Front matter appears before the chapters in your eBook. You can also proofread your work in the eBook Publisher template.

You can add metadata to your eBook. Metadata — or publishing information — in eBooks is the same as bibliographic data in traditional books. Metadata can help eBook retailers and librarians better catalog your eBook and make your eBook more discoverable in online searches. Most metadata fields are optional, but you must give your eBook a title. You can also add a cover to your eBook.

To create an eBook

1. Click **File** ▸ **New from project**.
2. Click the **Create new** tab.
3. Choose **[WordPerfect]** from the list box.

   If **[WordPerfect]** is not displayed in the list box, click **Options**, and click **Refresh projects**.
4. Choose **eBook Publisher** from the list.
5. Click **Create**.
6. Click **Enable macros**.

   If you do not want to show this warning again, enable the **Do not show this message again** check box
7. Click **Start**.

   If you do not want to show the **WordPerfect eBook Publisher** dialog box, enable the **Do not show wizard when creating a new eBook** check box.
8. In the **New chapter** dialog box, type a chapter heading.

   You can now start writing the eBook. You can also copy text from an existing file. For more information, see “To add text from another file” on page 103.

You can start a new eBook in the eBook Publisher template by clicking the **New eBook** button on the template toolbar.

To add text from another file

1. Click the **Open** button on the template toolbar.
2. Choose the drive and folder where the file containing the text you want to copy is stored, choose the file, and click **Open**.
3. Select the text, and click **Edit** ▸ **Copy**.

4 In the eBook Publisher template, position the cursor where you want to insert the text.

5 Click the **Paste** button on the template toolbar.

The default font in the eBook Publisher template is Georgia.

Footnotes that you copy into the eBook Publisher template appear as endnotes in the eBook. The endnote reference number and the corresponding information in the endnote are linked to one another. You can also add endnotes to your eBook. For more information, see “To insert an endnote” on page 625.

To insert an image in an eBook

1 Click the **Insert image** button on the template toolbar.
2 Choose the drive and folder where the image is stored, choose the file, and click **Open**.

You can use JPG, BMP, GIF, PNG, or TIFF files.

For more information about using images in WordPerfect, see “Working with graphics” on page 219.

To add a chapter

1 Position the cursor where you want to insert the chapter.
2 Click the **New chapter** button on the template toolbar.
3 In the **New chapter** dialog box, type a chapter heading.

Chapter headings are used to build the table of contents for your eBook.

A placeholder for each chapter heading appears at the beginning of the document until you publish to an eBook format.

You can also use chapters for book components that appear before or after the main content, such as a prologue, preface, foreword, epilogue, or afterword.

To add front matter

1 Click the **Add front matter** button on the eBook template toolbar.
2 Enable any of the following check boxes for the components you want to add:
- **Title page** — the first page after the cover
- **Copyright** — details on content copyright or other legal matters
- **Dedication** — warm words for your sources of inspiration

3 Click **OK**, and then click within any inserted component to proceed with its content.

You cannot use the **Front matter** dialog box to remove front matter. You must delete the content itself from your document.

To proofread an eBook

- On the template toolbar, click one of the following buttons:
  - **Spell checker** button — checks and corrects spelling

- **Grammatik** button — checks and corrects grammar and spelling

You can also use the thesaurus to refine your writing style by clicking the **Thesaurus** button on the template toolbar. The thesaurus lets you look up options such as **synonyms, antonyms,** and **related words.**

For more information about using Grammatik, Spell checker, or Thesaurus, see "Using the writing tools" on page 293.

For tips on proofreading your writing, see "**Proofreading documents.**"

To publish to an eBook format

1 Click the **Publish to eBook** button on the eBook template toolbar.

If you haven't saved the document that you are publishing to an eBook format, you must save it now.

2 In the **eBook formats** dialog box, enable any of the following check boxes:

- **MOBI**
- **EPUB**

3 Click **Next.**

4 In the **Publishing information** dialog box, type the eBook title in the **Title** box.

For best results, capitalize every word in the title and subtitle except articles, conjunctions, or prepositions unless they are the first or last word in the title.

5 If you want to add non-mandatory metadata, type in the following boxes:

- **Author**
- **Publisher**
- **Subject**
- **Unique ID** — If you want to sell your eBook through an online vendor, it must have a unique identifier. Although there are several common identifiers for eBooks you could use, International Standard Book Number (ISBN) is recommended. For more information about obtaining an ISBN for your eBook, see **www.isbn-international.org**. If you don't choose a unique identifier, WordPerfect automatically assigns one based on the date and time of publishing.
- **Publish date**
- **Description**

6 Choose a language code that from the **Language** list box.

The language code embedded in your eBook helps optimize reading devices for the eBook language.

7 To add a cover, click the plus sign (+) next to the **Cover image** box, choose the drive and folder where the image is stored, choose the file, and click **Open**.

You can use JPG, BMP, GIF, PNG, or TIFF files. The cover image will appear as the first page in your eBook. For best results, choose an image 600 pixels wide by 800 pixels high.

8 Choose the point in your eBook that displays on opening from the **Book starts at** list box:

- **First chapter**
- **Tables of contents**
- **Title page**

9 Click **Publish.**

When you first publish to MOBI, or when you click the **Publisher settings** button on the **eBook publisher** toolbar, the **Publisher settings** dialog box prompts you to specify the installed location of two supporting files, kindlegen.exe and KindlePreviewer.exe. These files are required to publish your document to the MOBI file format. You can download the files by clicking **Auto download** or **Go to download site**.

For more information about optimizing ebook metadata, see the WordPerfect Quick Reference Card “Adding metadata to your ebooks” in the Reference Center.

Part Three: Quattro Pro

Quattro Pro lets you create professional spreadsheet-based documents to help you manage data. With Quattro Pro, you can create a notebook that contains a single spreadsheet or an entire project. Quattro Pro provides all the tools you need to produce tables, financial forms, lists, databases, charts, reports, or any other type of data-oriented document.

About Quattro Pro

See the following chapters:

- “Quattro Pro basics” on page 109
- “Navigation and display” on page 113
- “Microsoft Excel compatibility” on page 117

Setting up Quattro Pro projects

See the following chapters:

- “Notebook basics” on page 119
- “Spreadsheet basics” on page 122
- “Data entry” on page 125
- “Calculations” on page 128

Editing and formatting spreadsheets

See the following chapters:

- “Editing spreadsheets” on page 131
- “Formatting text” on page 135
- “Formatting data” on page 137
- “Formatting cells” on page 139

Formulas and functions

See the following chapters:

- “Formulas” on page 143
- “Functions” on page 146

Charts

See the following chapter:

- “Charts” on page 147

Sharing Quattro Pro projects

See the following chapter:

- “Sharing Quattro Pro projects” on page 151

The **Quattro Pro** page of the Reference Center offers extensive program help: reference topics, tutorials, tips, insights, and more. See “To access the Reference Center” on page 9.

Quattro Pro basics

In this chapter:

- "Starting Quattro Pro" on page 109
- "Understanding the components of a notebook" on page 109
- "Working with toolbars" on page 110
- "Working with the application bar" on page 111
- "Working with Quattro Pro Experts" on page 112
- "Quitting Quattro Pro" on page 112

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

Starting Quattro Pro

Let's begin by starting Quattro Pro.

To start Quattro Pro

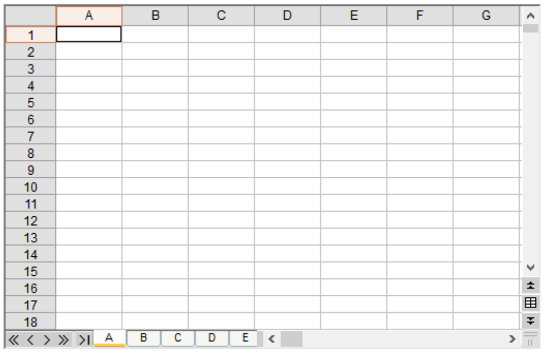
- On the Windows taskbar, click **Start** ▸ **All Programs** ▸ **WordPerfect Office X7** ▸ **Quattro Pro**.

Understanding the components of a notebook

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

Spreadsheets

A spreadsheet is an electronic ledger. It contains columns and rows in which you enter, arrange, calculate, and analyze data. In a spreadsheet, you can arrange and categorize data, perform simple math operations, and apply complex formulas. Once you enter your data in a spreadsheet, you can create a chart, add maps and graphics, or produce a report. The spreadsheet you see when Quattro Pro opens is one of thousands available in each notebook.



Objects sheet

The last sheet of every notebook is the Objects sheet. The Objects sheet displays an icon for every chart in the notebook. This sheet also displays icons for custom dialog boxes you build. You can copy, rename, and print items in the Objects sheet. The **Objects sheet property bar** has buttons for creating, editing, and displaying charts and for building custom dialog boxes.

Project templates

Project templates let you create a new notebook based on a pre-designed project. Many of the Quattro Pro project templates provide a basic format and structure for common spreadsheets and data entry forms. You can also create your own project templates.

Values

A value is a number, date, formula, or the result of a formula. Quattro Pro automatically determines whether data is a value or a label. As you type your data in a cell, the READY indicator on the **application bar** changes to LABEL or VALUE, depending on the type of data you enter.

Labels

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

Formulas

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

Functions

Spreadsheet functions are built-in formulas that automate many of the calculations you perform in a spreadsheet. For example, @AMAINT is a spreadsheet function that calculates the accumulated interest paid on a loan after a specified number of payments. All spreadsheet functions are preceded by an @ sign.

Macros

Macros are computer scripts that automate complex or repetitive command sequences. A macro is a sequence of commands that Quattro Pro runs automatically. Macros can perform keystrokes, mouse actions, and menu commands. You can use macros to automate tasks (such as printing a standard report), enter frequently used labels with a keystroke, or build complete applications to simplify Quattro Pro tasks for other users.

Working with toolbars

Toolbars give you quick access to the features you frequently use.

The following standard toolbars come with Quattro Pro:

- **Notebook** — provides tools for entering and editing data
- **Selection formatting** — provides tools for manipulating the current selection
- **Data manipulation** — provides tools for working with notebook cells and selections
- **Drawing tools** — provides tools for drawing or inserting objects in a graphics window, and for arranging objects on a layer on top of the notebook

- **Outlining tools** — provides tools for grouping data in collapsible and expandable sets of information
- **Auditing tools** — provides tools for tracing dependent cells, precedents, and even errors in large, complex notebooks
- **Review** — provides tools for reviewing shared notebooks
- **Experts and numeric tools** — provides tools for quickly creating maps, charts, and budgets, and for performing computations
- **CrossTab report** — provides tools for manipulating cross-tab reports
- **Visual Basic®** — launches the Visual Basic Editor and Visual Basic Design Mode

To display a toolbar

1. Right-click any toolbar.
2. Click the toolbar you want to display.

To move a toolbar

1. Point to the two vertical gray lines at the left of a toolbar.
2. Drag the toolbar to a new position.

Working with the application bar

The application bar displays mode and status indicators. For example, if you press **Caps lock**, the application bar display shows that **Caps lock** is on.

The QuickCell™ feature is also displayed on the application bar. With QuickCell, you can view a selected cell on the application bar to see its updated value as you change other cells elsewhere in the spreadsheet.

To use the QuickCell feature

1. Click a cell on the spreadsheet.
2. On the application bar, click **QuickCell**.

You can also

Clear the QuickCell value	Click a blank cell on the spreadsheet, and click **QuickCell**.
Disable QuickCell	Right-click the application bar, click **Customize ▸ Application bar ▸ Add new command**, and drag the **QuickCell** button from the application bar to the spreadsheet window.

Working with Quattro Pro Experts

Quattro Pro Experts guide you step by step through many spreadsheet tasks. You can access Quattro Pro Experts from a toolbar or from a menu. The following Experts are available:

- **PerfectExpert** — helps you quickly perform many common Quattro Pro tasks
- **Analysis Expert** — helps you make many analysis calculations, such as advanced regression, correlation, covariance, exponential smoothing, F-test, moving average, sampling, T-test, and Z-test
- **Budget Expert** — guides you in creating five different budget templates for both home and business use
- **Consolidate Expert** — lets you combine cells using statistical operators (SUM, AVG, COUNT, MIN, MAX, STD, STDS, VAR, VARS), after which you can sort the combined data
- **External Data Expert** — lets you easily import data from a database, such as a Paradox® or dBASE database. It also supports Query By Example (QBE) and **Open Database Connectivity** (ODBC).
- **Map Expert** — builds a map from selected cells of data
- **Scenario Expert** — lets you create and display groups of scenarios (data conditions and results) based on models in your notebook
- **What-If Expert** — lets you create tables that show the effect of changing one or two variable cells referenced in a formula

To access a Quattro Pro Expert from a toolbar

1 Right-click a toolbar, and click **Experts and numeric tools**.

2 From the **Experts and numeric tools** toolbar, click the Expert you wish to use.

You can point to a toolbar button to see a description of a particular Expert.

Quitting Quattro Pro

You can quit Quattro Pro.

To quit Quattro Pro

- Click **File** ▸ **Exit**.

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

Navigation and display

In this chapter:

- “Navigating notebooks and spreadsheets” on page 113
- “Working with windows and views” on page 114
- “Zooming data and viewing screen components” on page 115
- “Hiding and revealing rows and columns” on page 116

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

Navigating notebooks and spreadsheets

You can cycle through open notebooks. You can navigate columns and rows on a spreadsheet. You can also automatically scroll through a spreadsheet.

In addition, you can quickly navigate to the **Objects sheet**.

To cycle through open notebooks

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

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

To navigate a spreadsheet

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

To	Do the following
Move down columns after entering data	Press **Enter** or the **Down arrow**.
Move up columns after entering data	Press the **Up arrow**.
Move across rows after entering data	Press the **Left arrow** or **Right arrow**.

You can also move across rows by pressing **Tab**.

To automatically scroll through a spreadsheet

1. On the notebook toolbar, click **AutoScroll**.
   The cursor changes to the **AutoScroll** arrow.
2. Move the **AutoScroll** arrow in the direction you want to scroll.

The scrolling speed increases as you move the arrow farther away from the **AutoScroll** tool.

You can disable **AutoScroll** by clicking anywhere on the spreadsheet.

To go to the Objects sheet

- Click the Quick tab ›| button at the bottom left of the notebook window.

To return to the original spreadsheet, click the Quick tab |‹ button again.

Working with windows and views

A Quattro Pro window displays a Quattro Pro file, or a file imported into Quattro Pro. While working in Quattro Pro, you can have several windows open. For example, suppose you are working with four different notebooks, each dealing with a quarterly report; you can display all four at once.

You can select which windows you want open, and how you want to view the data in those windows. In addition, there are several methods of rearranging windows on your desktop. You can also hide windows.

You can change how you view your notebook without changing the notebook itself. For example, you can use Draft view when quickly entering data, or you can use Page view when you want to change margins and see how information will fit on a printed page. You can also use Zoom to make the notebook display larger or smaller.

To select a notebook window

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

The window with the highlighted title bar is active.

You can toggle back and forth between Quattro Pro and a non-spreadsheet window, such as the spelling checker, by pressing Alt + F6.

To arrange notebook windows

To	**Do the following**
Tile windows vertically	Click Window ▸ Tile top to bottom.
Tile windows horizontally	Click Window ▸ Tile side by side.
Have windows overlap	Click Window ▸ Cascade.

When possible, tiled windows are given equal room on the screen.

To hide a notebook window

1 Click the window.
2 Click Window ▸ Hide.

To show a hidden notebook window, click Window ▸ Show.

To select a notebook view

1 Click View.
2 Click one of the following views:

- **Draft** — does not display some document elements such as footers, page breaks, and margins, although they may exist in the notebook
- **Page** — displays your notebook pages the way they will look when printed
- **Page breaks** — displays soft and hard page breaks
- **Objects** — displays the **Objects sheet**, the last sheet in the notebook

The view that is currently selected when you exit Quattro Pro is the view that will appear when you open Quattro Pro again.

You can drag graphics or charts while in **Draft view** or **Page view**.

To see multiple pages while in **Page view**, click **View** ▸ **Zoom**, and choose 50 percent (%) or less. To change margins while in **Page view**, drag a blue margin line to set the current margin for a column or row of pages.

Zooming data and viewing screen components

Zoom lets you see an entire printed page or focus in on the detail of a few cells. You can set zoom for an entire notebook or for individual sheets. The default setting is 100%. Percentages less than 100% show more columns and rows; percentages greater than 100% show fewer. You can also use the **Zoom to fit** option to automatically fill the screen with the current selection.

To zoom in and out of a notebook

1. Click **View** ▸ **Zoom**.
2. Select a zoom level.
3. Enable the **Notebook** option.

The zoom level does not affect printed output.

To restore the screen to its normal display, choose **100%**.

If you select one cell and choose **Selection**, Quattro Pro finds the boundaries of the data, then zooms only that cell.

To fit data on the screen by zooming

1. Select the cell or cells to zoom.
2. Right-click a toolbar, and click **Data manipulation**.
3. Click **Zoom to fit** .

Hiding and revealing rows and columns

Quattro Pro lets you hide rows or columns from view on the screen. Hidden rows and columns do not print. Although they are hidden from view, they are still used in calculations. Columns move left to fill in the space left by the hidden column, and rows move up; however, row numbers and column letters do not change. For example, if you hide column B, the columns on the screen are labeled A, C, D, and so on.

You can reveal rows and columns that are hidden.

To hide rows or columns

1 Select the rows or columns to hide.

2 Right-click the rows or columns, and click **Hide**.

To reveal hidden columns

1 Click **Edit** ▸ **Select all**.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Row/column** tab.

4 Enable the **Reveal** option in the **Column options** area.

You can also reveal a hidden column by placing the pointer slightly to the right of where the hidden column should be and dragging.

You can reveal hidden rows by enabling the **Reveal** option in the **Row options** area.

Microsoft Excel compatibility

In this chapter:

- “Simulating the Microsoft Excel workspace” on page 117
- “Sharing spreadsheets with Microsoft Excel users” on page 117

For additional topics, please see “Compatibility with Microsoft Excel” in the Quattro Pro Help.

Simulating the Microsoft Excel workspace

If you recently switched from Microsoft® Excel® to Quattro Pro, you may not be familiar with the Quattro Pro workspace. While there are many similarities between the two applications, you may find it easier to simulate the Microsoft Excel workspace.

In addition, you can display the **Compatibility** toolbar, which gives you immediate access to tools such as saving documents to Microsoft Excel and publishing to HTML.

To work in the Microsoft Excel workspace

1. Click **Tools** ▸ **Settings**.
2. Click **Workspace**.
3. Enable the check box beside the **Microsoft Excel** workspace in the available workspaces list.

   Quattro Pro features, including toolbars and menus items, are rearranged to simulate where you would find their equivalents in Microsoft Excel.

To display the Compatibility toolbar

1. Click **View** ▸ **Toolbars**.
2. Enable the **Compatibility** toolbar check box in the **Toolbar** list.

Sharing spreadsheets with Microsoft Excel users

Quattro Pro makes it possible for you to share your Quattro Pro spreadsheets with Microsoft Excel users and for them to share their workbooks with you.

To save a Quattro Pro notebook as a Microsoft Excel file

1. Click **File** ▸ **Save as**.
2. Choose the drive and folder where you want to save the file.
3. Type a filename in the **Filename** box.
4. Choose a Microsoft Excel file type from the **File type** list box.

To open a Microsoft Excel workbook in Quattro Pro

1. Click **File** ▸ **Open**.

2 Choose the drive and folder where the workbook is stored.

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

3 Double-click the workbook's filename.

You can open Microsoft Excel version 3, 5, 7, 97, 2000, 2002 (XP), 2003, 2007, 2010, and 2013 workbooks in Quattro Pro. You can also open Microsoft Excel Open XML workbooks (.xlsx) and Microsoft Excel Open XML Macro-enabled workbooks (.xlsm).

When opening Microsoft workbooks in Quattro Pro, some information may not display as it did in Microsoft Excel.

To automatically save to the Microsoft Excel format

1 Click **Tools** ▸ **Settings**.

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

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

Notebook basics

In this chapter:

- "Creating and opening notebooks" on page 119
- "Adding and deleting spreadsheets" on page 120
- "Moving and copying spreadsheets" on page 121
- "Renaming spreadsheets" on page 121

Creating and opening notebooks

When you start a new spreadsheet in Quattro Pro, you must first create a notebook. You can create a notebook from the default template or from a list of **project templates**:

- When you create a notebook from the default template, you must format the data yourself and perform your own calculations.
- Project templates prompt you for data and then format and calculate it automatically.

You can also open a notebook.

To create a notebook from the default template

- Click **File** ▸ **New**.

To create a notebook from a project template

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

To open a notebook

1. Click **File** ▸ **Open**.
2. Choose the drive and folder where the notebook is stored.
3. Click a filename
4. Click **Open**.

Adding and deleting spreadsheets

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

To insert a spreadsheet

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

To insert multiple spreadsheets

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

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

To delete a spreadsheet

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

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

To delete multiple spreadsheets

1. Click the first spreadsheet tab.
2. Hold down **Shift** while you click the last spreadsheet tab to delete.

   A black line appears under the tabs.
3. Click **Edit** ▸ **Delete cells**.
4. Enable the **Sheets** option.
5. Enable the **Entire** option.

Moving and copying spreadsheets

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

To move a spreadsheet

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

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

To copy a spreadsheet

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

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

Renaming spreadsheets

Each spreadsheet in a notebook has a tab at the bottom. This tab displays the name of the spreadsheet. Spreadsheets are initially named with letters of the alphabet in sequence, from A to Z, continuing from AA to AZ, up to ZZZ. You can assign a descriptive name to a spreadsheet using up to 64 characters (letters and numbers).

To rename a spreadsheet

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

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

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

To reassign the original name to a spreadsheet, click **Reset**.

You can also name a spreadsheet by double-clicking its tab.

Spreadsheet basics

In this chapter:

- "Selecting cells, rows, and columns" on page 122
- "Inserting and deleting cells, rows, and columns" on page 123

Selecting cells, rows, and columns

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

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

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

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

To select nonadjacent cells

1 Select the first group of cells.

2 Hold down **Ctrl**, and select additional cells.

To select a 3D block of cells

1 Select the cells on the first spreadsheet.

2 Hold down **Shift,** and click the tab for the last spreadsheet in the series.

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

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

To select cells from a dialog box

1 Click the **Range picker**.

2 Select the cells you want to appear in the edit field of the dialog box.

3 Maximize the dialog box.

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

To select a row or column

- Click the row or column **heading**.

To select multiple spreadsheets

1 Click the tab of the first spreadsheet to select.

2. Hold down **Shift** while you click the last spreadsheet tab you want to include in the selection.
   A black line appears under the tabs.

To lock titles on a spreadsheet

1. Select the top-left cell of the spreadsheet area you want to remain scrollable.
2. Click **View** ▸ **Locked titles**.
   A blue line divides the locked area and the notebook data.

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

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

To repeat column titles on a printed notebook

1. Click **File** ▸ **Page setup**.
2. Click the **Options** tab.
3. Type the location of the column title in the **Top heading** box.

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

Inserting and deleting cells, rows, and columns

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

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

To insert a cell

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

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

To insert a row

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

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

To insert a column

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

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

To delete a cell

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

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

To delete a row or a column

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

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

Data entry

In this chapter:

- “Creating labels and special characters” on page 125
- “Entering values” on page 126

Creating labels and special characters

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

Character	Description
/	forward slash
+	plus
-	minus
$	dollar sign
(	opening parenthesis
@	at sign
#	number sign
.	period
=	equals

You can insert special characters and symbols that are not on your keyboard, such as icons, phonetic characters, and characters in other languages.

To create a label

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

To create a label from a value

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

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

To insert special characters and symbols

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

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

Entering values

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

About numbers

Numbers entered in cells can consist only of the following:

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

You can enter fractions in a cell.

About formulas

For information on entering formulas, see “Formulas” on page 315.

About dates and times

You can enter a date or time, including the current date, in a cell. While Quattro Pro reads dates and times as values, it applies specific formatting and calculation criteria to them depending on the date and time formats you set as defaults.

To enter a number

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

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

To enter fractions

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

To enter a date or time

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

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

To enter the current date

1. Click a cell.
2. Click **Insert ▸ Date**.
   Quattro Pro inserts the short date format specified in the Windows Regional Settings on the Control Panel.

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

Calculations

In this chapter:

- “Creating simple equations” on page 128
- “Calculating data in rows and columns” on page 128
- “Using preset calculations” on page 130

Creating simple equations

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

To do simple math in cells

1. Type the numbers and math operators in a cell.

   For example, type 4500+450.
2. Press **Enter**.

Do not include commas in numbers.

To total values in a column

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

This feature is not case sensitive and is language dependent.

You can also total values in a row: Click the first blank cell to the right and one row above the cells to be totaled, type **total**, and press **Enter**.

Calculating data in rows and columns

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

You can also perform calculations on individual cells.

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

To calculate data in a single row or column

1. Click **Help ▸ PerfectExpert**.
2. Click **Do simple math** in the **PerfectExpert** panel.
3. Click **Quick math**.

4. In the **Select a row or column** box, specify the cells to calculate.
5. Choose a math operation from the **Do math** list box.
6. In the **Insert answer in cell** box, specify the cell where you want to display the answer.

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

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

1. Click **Do simple math** in the **PerfectExpert** panel.
2. Click **More quick math**.
3. In the **Select a row or column** box, specify the cells to calculate.
4. Choose a math operation from the **Do math** list box.
5. In the **Insert answer in cell** box, specify the cell where you want to display the answer.
   The answer row or column must have as many cells as are in the list on which you're performing calculations.

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

To calculate data in two rows or columns

1. Click **Do simple math** in the **PerfectExpert** panel.
2. Click **2-column quick math**.
3. In the **Select first row/column** box, specify the cells to calculate for the first row or column.
4. In the **Select second row/column** box, specify the cells to calculate for the second row or column.
5. Choose a math operation from the **Do math** list box.
6. In the **Insert answer in cell** box, specify the cell where you want to display the answer.
   The answer row or column must have as many cells as are in the list on which you're performing calculations.

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

Using preset calculations

You can perform calculations quickly by using preset calculations.

You can also total cells in rows or columns. For example, you can calculate totals in a single row, or multiple rows or columns. The row or column cannot contain blank cells, and any labels in the selected cells are treated as zero values.

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

To perform preset calculations

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

To total cells

To total	Do the following
Cells in a row (or a column)	Select the cells, along with one blank cell to the right (or below), and click the QuickSum™ Σ button on the Notebook toolbar.
Multiple rows (or columns)	Select the cells, along with a blank column to the right (or a blank row below), and click the QuickSum button Σ on the Notebook toolbar.
Rows and columns for a grand total	Select the cells, along with a blank column to the right and a blank row below, and click the QuickSum button Σ on the Notebook toolbar.
Rows or columns on multiple spreadsheets	Select the rows or columns, along with a blank row and column around the data on each spreadsheet, and click the QuickSum button Σ on the Notebook toolbar.

To use Calc-As-You-Go

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

Editing spreadsheets

In this chapter:

- “Editing cell content” on page 131
- “Undoing actions” on page 132
- “Copying and moving cells” on page 133

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

Editing cell content

Quattro Pro lets you overwrite, replace, or edit cell content.

Quattro Pro lets you quickly find a cell and automatically replace the data it contains. You can look for data in cell formulas or cell values.

To overwrite data

1. Click a cell.
2. Press **Insert**.

   The **Typeover** button on the application bar appears pressed when the typeover mode is on.

You can return to inserting data by pressing **Insert**.

To replace the entire contents of a cell

1. Click a cell.
2. Type a new entry.
3. Press **Enter**.

To edit cell contents

1. Double-click a cell.
2. Click where you want to edit.
3. Edit the cell content.
4. Press **Enter**.

You can move the insertion point within a cell by using the arrow keys.

To edit the contents and formatting properties of a cell

1. Click a cell.
2. Click **Edit** ▸ **Clear**, and click one of the following:
   - **Cells** — lets you erase the content and the formatting of a cell
   - **Values** — lets you erase the content but not the formatting of a cell
   - **Format** — lets you erase the formatting but not the content of a cell

Clicking **Edit** ▸ **Clear** ▸ **Format** does not affect column width or row height.

Unnecessary cell formatting can add significantly to the size of a notebook file; clearing cell formatting reduces the size of the file.

To clear values in a range of cells without clearing formulas

1. Select a range of cells.
2. Click **Edit** ▸ **Cut**.
3. Click **Edit** ▸ **Paste special**.
4. Disable the **Number cells** check box.
5. Click **Paste**.

To find and replace data

1. Click **Edit** ▸ **Find and replace**.
2. Type the text or value to find in the **Find** box.
3. Type the replacement text or value in the **Replace** box.
4. Type the cells to search in the **Cell(s)** box.
5. In the **Look in** area, enable one of the following options:
   - **Formula** — finds data in a formula
   - **Value** — finds data in a value
   - **Condition** — compares cells in the spreadsheet with any conditions specified in the **Find** box
6. Click one of the following buttons:
   - **Find next**
   - **Previous**
7. Click **Replace**.

Quattro Pro makes replacements from the cursor position to the end of a document, so you must position the cursor at the beginning of a document before you search.

You can replace all occurrences of the search item with the replacement text or value by clicking **Replace all**.

When using conditional searches, type a question mark (?) before the search condition (e.g. ? > 300).

Undoing actions

Quattro Pro lets you undo most actions in reverse order of performance. You can reinstate a change by redoing an action.

To undo an action

- Click **Edit** ▸ **Undo**.

To undo multiple actions

1 Click **Edit**, and click the **Undo** flyout.
2 Choose an action from the list.

When you choose an action from the list, all actions performed after that action will be undone.

You can also undo multiple actions by clicking the **Undo** flyout on the notebook toolbar.

To redo an action

- Click **Edit** ▸ **Redo**.

To redo multiple actions

1 Click **Edit**, and click the **Redo** flyout.
2 Choose an action from the list.

When you choose an action from the list, all actions performed after that action will be redone.

You can also redo multiple actions by clicking the **Redo** flyout on the notebook toolbar.

To set the number of actions that can be undone and redone

1 Click **Tools** ▸ **Settings**.
2 In the list of categories, double-click **Workspaces**, **Application**, and click **General**.
3 Type a value in the **Undo/Redo level (0 to 200)** box.

In all situations, except where program speed and available memory are absolutely crucial, the level for undoing and redoing actions should be set to a minimum of one.

Copying and moving cells

You can copy or move cells by selecting the cells directly on a spreadsheet or you can copy cells by specifying the location of the cell.

To copy and paste cells

1 Select the cells to copy.
2 Click **Edit** ▸ **Copy**.
3 Select the destination cells within the active spreadsheet.
4 Click **Edit** ▸ **Paste**.

When you copy a selection of cells to a specific cell, the Clipboard uses that cell as the upper-left position of the copied information.

You can also copy a cell to the **input line** of another cell, a **text box**, another spreadsheet in the notebook, or another notebook.

To copy cells to a specified location

1 Click **Edit** ▸ **Copy cells**.

2 In the **From** box, specify the cells to copy.

3 In the **To** box, specify the **destination cells**.

If you copy cells containing absolute references, enable the **Model copy** check box.

Instead of specifying the cells you want to copy, you can press **F3** and choose a named cell from the **Cell names** dialog box.

To move cells by cutting and pasting

1 Select the cells to move.

2 Click **Edit** ▸ **Cut**.

3 Select the destination cells within the active spreadsheet.

4 Click **Edit** ▸ **Paste**.

You can also move a cell to the **input line** of another cell, a **text box**, another spreadsheet in the notebook, or another notebook.

To move cells by dragging

1 Select a cell or cells.

2 Point to an edge of the cells until a four-way arrow displays.

3 Drag the cells to the **destination area.**

You can use the colored outline as a guide when you move cells.

You can copy a cell by holding down **Ctrl** as you drag.

Formatting text

In this chapter:

- “Using formatting tools” on page 135
- “Changing the appearance of text” on page 135

Using formatting tools

Quattro Pro lets you format a spreadsheet by copying the formatting (background color, font, numeric format, and so on) of one cell to another cell or selection of cells.

You can apply a predesigned format to data.

To copy cell formatting

1 Click the cell or cells with the format you want to copy.

2 Click the **QuickFormat** button on the toolbar.

3 Select the cell or cells where you want to copy the formatting.

To turn off **QuickFormat**, click the **QuickFormat** button on the toolbar.

To apply a predesigned format

1 Select the cells to format.

2 Click **Format** ▸ **SpeedFormat**™.

3 Choose a format from the **Formats** list.

You can also apply a predesigned format by clicking the **SpeedFormat** button on the toolbar.

Changing the appearance of text

You can change the text in one or more cells by adjusting its font face, font size, or text color. You can also change the appearance of text.

To change the typeface, size, and color of text

1 Select the cells with text to format.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Cell font** tab.

4 Choose a font face from the **Face** list.

5 Choose a font size from the **Size** list box.

6 Open the **Color** picker, and click a color.

To change the properties of the text font

1. Select the cells with text to format.
2. Click **Format** ▸ **Selection properties**.
3. Click the **Cell font** tab.
4. Enable any of the check boxes in the **Appearance** area.

You can also change the text appearance by clicking the **Bold** **B**, **Italic** *I* , or **Underline** U button on the property bar.

To convert text to superscript or subscript

1. Double-click a cell.
2. Select the data to change.
3. Click one of the following buttons on the property bar:
   - **Superscript** x^2
   - **Subscript** x_2

Formatting data

Numeric formats do not change cell values; they change only the way values display.

Quattro Pro uses two types of numeric formats: number formats and date/time formats.

About number formats

When you type numbers, Quattro Pro by default rounds off fractional numbers as necessary to fit in the cell. You can change the numeric format of a cell to accommodate, for example, scientific, currency, decimal, and percent formats.

In addition, Quattro Pro lets you change the number of decimal places in a value.

About date/time formats

Quattro Pro lets you format dates and times in a spreadsheet. For example, by default, Quattro Pro displays times in long form as HH:MM:SS (for example, 09:32:30), or in short form as HH:MM (for example, 09:32) when no seconds are specified, but you can change this format.

To change the number format of a cell

1. Select a cell.
2. Click **Format ▸ Selection properties.**
3. Click the **Numeric format** tab.
4. Choose one of the following formats from the **Numeric formats** list:
   - **General** — to display numbers exactly as you type them (unless the column width is too narrow)
   - **Number** — to choose a negative number and number of decimal places formats, and separate thousands with commas
   - **Currency** — to choose a country whose currency symbol you want to use
   - **Scientific** — to display numbers as scientific notations
   - **Fraction** — to choose a fraction format
   - **Hidden** — to prevent a cell from displaying its contents
   - **Percent** — to display numbers in a percent format
   - **Custom** — to choose a customized format

To change the number of decimal places in a value

1. Select a cell.
2. On the property bar, click the **Change the number of decimal places** button.
3. Type a value in the box.
4. Press **Enter.**

To format dates and times

1 Select a cell to format.

2 Click **Format** ▸ **Selection properties.**

3 Click the **Numeric format** tab.

4 Click one of the following formats from the **Numeric formats** list:

- **Date** — lets you choose a date format from the **Date formats** options
- **Time** — lets you choose a time format from the **Time formats** options

Formatting cells

In this chapter:

- "Aligning data" on page 139
- "Wrapping text" on page 141
- "Joining cells" on page 141
- "Resizing rows and columns" on page 142

Aligning data

You can align data horizontally and vertically in a cell. The default alignment setting for numbers and formula results is right-aligned; the default setting for labels and dates is left-aligned.

You can center data across multiple cells. You can also change the orientation of text in a cell by rotating it.

To align data in a cell

1. Select a cell.
2. Click **Format** ▸ **Selection properties.**
3. Click the **Alignment** tab.
4. In the **Horizontal alignment** area, enable one of the following options:
   - **General** — right-aligns **values** and left-aligns **labels**
   - **Left** — left-aligns all types of data
   - **Right** — right-aligns all types of data
   - **Center** — centers cell data
   - **Indent** — moves data in from the edge of a cell
5. In the **Vertical alignment** area, enable an option.

You can also click the **Alignment** button on the property bar to change horizontal cell alignment.

To center text across multiple cells

1. In the left-most cell, type the text to be centered.
2. Select the cells over which to center the text starting with the cell containing the text.
3. Click **Format** ▸ **Selection properties.**
4. Click the **Alignment** tab.
5. In the **Horizontal alignment** area, enable the **Center across block** option.

To rotate text

1. Click a cell with text to rotate.
2. Click **Format ▸ Selection properties.**
3. Click the **Alignment** tab.
4. In the **Orientation** area, enable one of the following options:
    - **Horizontal** — orients text horizontally
    - **Vertical** — orients text vertically
    - **Rotated** — rotates text to the degree you specify

Wrapping text

Text that displays wider than a column width overflows to the next cell when that cell is empty. If the next cell contains data, the overflow text is hidden and the text appears truncated. To fix this, you can wrap text within a cell or enter short lines of text in one cell.

To wrap text within a cell

1. Click the cell in which you want to wrap text.
2. Click **Format** ▸ **Selection properties**.
3. Click the **Alignment** tab.
4. Enable the **Wrap text** check box in the **Cell options** area.

You can also wrap text by clicking the **Property** button on the toolbar.

To enter short lines of text in a cell

1. Click a cell.
2. Type a line of text.
3. Press **Alt** + **Enter**.
4. Continue typing.
5. Press **Enter**.

Joining cells

Quattro Pro lets you join cells to create a title across multiple cells or a vertical side bar.

To join cells

1. Drag across the cells you want to join.
2. Click **Format** ▸ **Selection properties**.
3. Click the **Alignment** tab.
4. Enable the **Join cells** check box in the **Cell options** area.

You can also join cells by selecting the cells to join and clicking the **Join cells** button on the toolbar.

Resizing rows and columns

Quattro Pro lets you change the row height in a spreadsheet. You can also change the width of a column.

To change the row height

1. Select a cell in each row you want to resize, or select the row borders.
2. Click **Format** ▸ **Selection properties.**
3. Click the **Row/column** tab.
4. In the **Row options** area, enable the **Set height** option and type a value in the box.
5. Enable one of the following options:
    - **Points**
    - **Inches**
    - **Centimeters**

You can also change row height by moving the pointer to the bottom edge of a row border until it changes to a **double arrow,** ↕↔ and dragging the double arrow to resize the row.

To change the column width

1. Follow steps 1 through 3 in the previous procedure.
2. In the **Column options** area, enable the **Set width** option and type a value in the box.
3. Enable one of the following options:
    - **Characters**
    - **Inches**
    - **Centimeters**

You can also change column width by moving the pointer to the right edge of a column border until it changes to a **double arrow,** ↕↔ and dragging the double arrow to resize the column.

Formulas

Formulas are mathematical equations that calculate a final value, such as the difference between two cells or the total of a column.

Using Quattro Pro, you can create math formulas.

You can also create text formulas. Text formulas are any formulas that have a textual result.

Quattro Pro also allows you to create logical formulas that evaluate true or false. For example, the result of the formula +C3<10 displays either 1 or 0 depending on the value of cell C3.

You can also create a formula by using the Formula Composer™.

To create a math formula

1 Type a plus sign (+) in a blank cell.
2 Type a formula.
3 Press **Enter**.

To view formula results as you enter the formula data, press **F9**.

To create a text formula

1 Type a plus sign (+) in a blank cell.
2 Type the formula using an ampersand (&) to combine text strings.
For example, +**C4&"Review"** enters the text in cell C4, and then the word **Review**.
3 Press **Enter**.

If you want to add a space between strings, type it inside the quotation marks. For example, +**C4&" Review"** enters the text in cell C4, a space, and then the word **Review**.

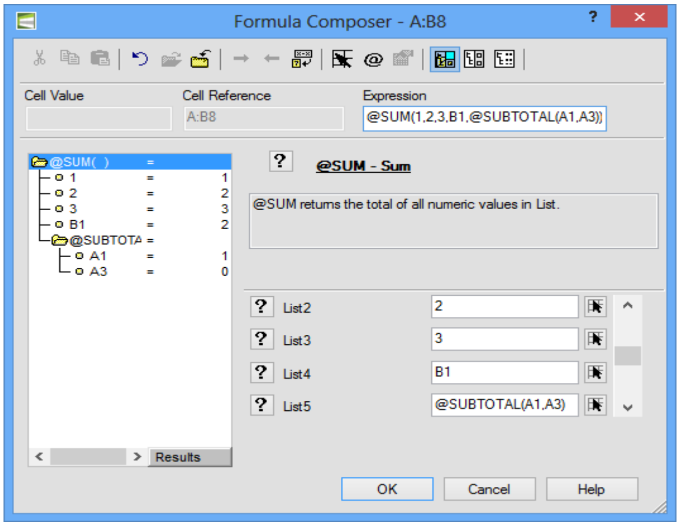
To create a formula that evaluates to true or false

1 Click a blank cell.
2 Type a formula using one of the logical operators.
3 Press **Enter**.

If the statement is true, a 1 displays in the cell. If the statement is false, a 0 displays.

Composing formulas

You can create a formula or edit an existing one using Quattro Pro's Formula Composer.



Cell Value:
Cell Reference: A:B8
Expression: @SUM(1,2,3,B1,@SUBTOTAL(A1,A3))

@SUM( ) =
1 = 1
2 = 2
3 = 3
B1 = 2
@SUBTOTA =
A1 = 1
A3 = 0

@SUM - Sum

@SUM returns the total of all numeric values in List.

List2: 2
List3: 3
List4: B1
List5: @SUBTOTAL(A1,A3)

This is the formula composer.

Depending on the view you choose, you can see up to three panes that provide information about the formula you are creating:

- Outline pane — lets you examine the structure of a formula, edit parts of the formula, and trace cell references and cell names. The outline pane shows the hierarchy of the formula you have created. You can expand or collapse parts of the formula to focus on part of the formula. The outline can consist of several levels, with each level containing a different expression.
- Spreadsheet function description pane — provides a brief description of the spreadsheet function you have selected in the outline pane. When you type a spreadsheet function (for example, @SUM) in the Expression edit field, the spreadsheet function description pane appears to the right of the dialog box.
- Argument pane — provides entry fields for the spreadsheet function arguments. Parentheses around an argument indicate an optional argument. When you type a value for an optional argument, you must also enter values for all preceding optional arguments. Clicking to the left of an argument gives you a short description of each spreadsheet function argument.

To create a formula in the Formula Composer

1. Select a blank cell.
2. Click the **Formula Composer** button.
3. Enable one of the following options:
   - **Standard view** — displays all three panes (spreadsheet function description, outline, and argument)
   - **Argument view** — displays the outline and argument panes
   - **Outline view** — displays only the outline pane
4. Type a formula in the **Expression** box.

If an formula is incomplete or syntactically incorrect (for example, a spreadsheet function may be missing an argument), a red question mark icon in the outline alerts you to the error.

Expressions that cannot be expanded, such as values, display a small yellow circle to their left.

You can expand and collapse selected parts of the formula outline by clicking **Expand** and **Collapse**.

To edit a formula in the Formula Composer

1. Select a cell containing a formula.
2. Click the **Formula Composer** button.
3. Select the first expression in the outline on the left.
4. In the **Expression** box, make changes to the formula.

Functions

Instead of composing formulas, you can use spreadsheet functions. Spreadsheet functions are a set of standard built-in formulas used to simplify complex calculations.

Quattro Pro offers more than 500 built-in spreadsheet functions. These spreadsheet functions cover a range of calculations, including database, financial, engineering, and statistical calculations. A common spreadsheet function is @SUM, which adds the cell values you reference. For example, typing @SUM(A1..A4,B1) is equivalent to typing +A1+A2+A3+A4+B1.

For documentation on the available functions for Quattro Pro, please see the Quattro Pro Functions Help (**qpfn.chm**).

You can enter spreadsheet functions in a cell. As you type a function, the most likely function and its **syntax** appear at the bottom right of the screen. The function's **arguments** will appear on the **application bar**.

Spreadsheet functions can also be used to create formulas. In a formula, the left parenthesis is red until you type the right parenthesis. Then, they both turn green.

To enter a spreadsheet function in a cell

1 Select a cell.
2 Click **Insert ▸ Insert function**.
3 Choose a category from the **Function category** list.
4 Choose a spreadsheet function from the **Function** list.
5 Click **Next**.
6 Type the arguments of the function in the relevant boxes; optional **arguments** appear within angled brackets (<>).

All spreadsheet functions begin with the at sign (@). When typing a spreadsheet function, you can omit the @ if it is not the first item in the formula.

Enclose **arguments** in parentheses.

To create a formula by using a spreadsheet function

1 Select a cell.
2 Click **Insert ▸ Insert function**.
3 Choose a category from the **Function category** list.
4 Choose a spreadsheet function from the **Function** list.
5 Click **Next**.
6 In the **Expression** box, type the rest of the formula.

The pane on the left shows a breakdown of the formula.

To identify a missing parenthesis or bracket, double-click the cell, and move the insertion point through the formula. When you reach an unmatched parenthesis or bracket, the character turns red.

Charts

Quattro Pro lets you present data graphically by plotting it in a chart.

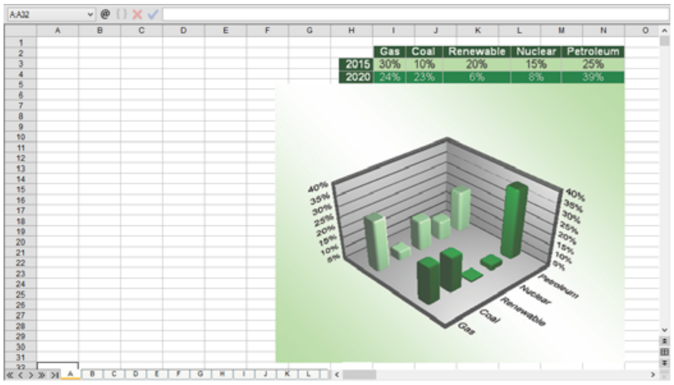
In this chapter:

- “Understanding charts” on page 147
- “Creating charts automatically” on page 148
- “Adding titles to charts” on page 149
- “Adding linked data to charts” on page 149
- “Changing chart data” on page 150

For additional topics, please see “Presenting spreadsheet data in a chart” in the Quattro Pro Help.

Understanding charts

You can create the following chart types: area (2D and 3D), bar (2D and 3D), bubble, Gantt, high/low, histogram, line (2D and 3D), mixed, pie (2D and 3D), polar, radar, scatter (2D and 3D), spectral, and surface (2D and 3D).



	Gas	Coal	Renewable	Nuclear	Petroleum
2015	30%	10%	20%	15%	25%
2020	24%	23%	6%	8%	39%

Quattro Pro lets you create a variety of chart types.

Plotting chart data

How Quattro Pro plots data depends on the range and values of the cells you select before you create the chart.

When a selection contains more rows than columns or an equal number of rows and columns:

- Quattro Pro plots each column as a single series.
- If the first column contains labels, the labels are placed along the x-axis.
- If the first row contains labels, the labels are used as the chart legend.

When a selection contains more columns than rows:

- Quattro Pro plots each row as a single series.
- If the first row contains labels, the labels are placed along the x-axis.
- If the first column contains labels, the labels are used as the chart legend.

Setting up chart axes

All charts except pie and doughnut charts have two references for plotting data: the x-axis and the y-axis. The x-axis is a horizontal line at the bottom of the chart pane with fixed reference points; the column labels in your data series are used for x-axis labels to explain what each data series represents. Y-axis labels show the values being represented. Depending on the data series, Quattro Pro determines the range and increment amounts of the y-axis.

There are a few exceptions to this format:

- Horizontal charts have a vertical x-axis and a horizontal y-axis. Quattro Pro reverses the axes of horizontal charts automatically.
- In XY charts (scatter diagrams), the x-axis series is data, not labels. Quattro Pro scales the x-axis to match the data.
- If the chart is a 2D bar, line, or area chart, you can assign any series to a secondary y-axis, which appears on the right side of the chart.

Creating charts automatically

Creating a chart lets you represent spreadsheet data graphically. You can create a chart automatically and have all the chart options chosen for you, or you can create a chart by using the Chart Expert, which guides you through the steps of creating a chart that best suits a data set.

For information about creating specific types of charts, please see “Presenting spreadsheet data in a chart” in the Quattro Pro Help.

To create a chart automatically

1 Select the cells you want to plot.

If the surrounding cells contain explanatory labels, you can include them in the selection as the chart axis labels or the chart legend.

2 Click the Chart button on the toolbar, and choose Create QuickChart™.

3 On the spreadsheet, click where you want to insert the chart.

When you create a chart automatically, it is placed on the spreadsheet in a floating graphics window; however, you can view it on its own page.

If you want to customize the size of the chart, click and drag diagonally on the spreadsheet.

If the cells you select contain dates, you can display the dates on the x or y axes by changing the numeric format to Date.

To create a chart by using the Chart Expert

1 Click Insert ▸ Chart ▸ Use Chart Expert.

2 Follow the steps of the Expert.

Adding titles to charts

You can add a title for any numeric chart type.

To add a title to a chart

1. Click a chart.
2. Click **Chart** ▸ **Titles**.
3. Enable the **Main title** check box, and type a title in the box.

You can also

Add a subtitle	Enable the **Subtitle** check box, and type a subtitle in the box.

Adding linked data to charts

You can display the data from linked cells on a chart. This is useful when you use a chart type that shows information that lacks specific numeric content (for example, in a surface chart). If you select multiple cells, a linked picture of them appears on the chart. If you select a single cell, the data in that cell displays on the chart (for example, the number in the cell). The cells in the chart update with any changes you make to the data or properties of the notebook cells.

To add linked data to a chart

1. Double-click a chart.
2. Click **Insert** ▸ **Link to cells**.
3. Click and drag a rectangle on the chart where you want the data to appear.
4. Click the **Pointer** button next to the **Select cells** box in the **Link cells** dialog box, then choose the cell or group of cells you want to display.
5. Enable one or both of the following check boxes in the **Border options** section:
   - **Row borders**
   - **Column borders**
6. Enable one or both of the following check boxes in the **Grid lines** section:
   - **Horizontal**
   - **Vertical**
7. Enable the **Maintain aspect ratio** check box in the **Display scaling** section to match the same aspect ratio used on the notebook.

Changing chart data

Quattro Pro lets you change chart data by adding or removing a series and by changing the data range of a series. For most chart types, you can change only the Y range, however for XY, XYX, bubble, and high/low charts you can change other ranges. For example, in a bubble chart you can change the Y range, the X range, and the size range.

To add a series

1 Click a chart.
2 Click **Chart** ▸ **Source data**.
3 Click **Add**.
4 Click the **Range picker** in the **Y-range** box, and select a data range.

When you add a series to a chart, it is placed as the last series.

You can also add a series by selecting the data and dragging it onto the chart.

To remove a series

1 Click a chart.
2 Click **Chart** ▸ **Source data**.
3 From the list, choose the series you want to remove.
4 Click **Remove**.

When you remove a series, all the series following it are renumbered accordingly.

You can also remove a series by selecting it and clicking **Delete**.

To change the data range of a series

1 Type a new data range on a spreadsheet.
2 Click a chart.
3 Click **Chart** ▸ **Source data**.
4 Choose a series from the list.
5 Click the **Range picker** in the **Y-range** box, and select the new data range.

Sharing Quattro Pro projects

In this chapter:

- “Printing Quattro Pro projects” on page 151
- “Publishing Quattro Pro projects to PDF” on page 151
- “Publishing spreadsheet data in HTML” on page 152

For additional topics, please see “Printing” and “Sharing projects” in the Quattro Pro Help.

Printing Quattro Pro projects

Quattro Pro lets you print part of a notebook, or an entire notebook.

To print the active spreadsheet or a notebook

1 Click **File** ▸ **Print**.

2 On the the **Print** page, choose a printer from the **Name** box.

3 In the **Print** area, enable one of the following options:
  - **Current sheet** — prints the active spreadsheet
  - **Notebook** — prints a notebook

4 In the **Copies** area, type the number of copies you want to print in the **Number of copies** box.
  If you want the copies collated, enable the **Collate** option.

5 Click **Print**.

Publishing Quattro Pro projects to PDF

Quattro Pro lets you publish to PDF.

To publish to PDF

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

2 Choose the drive and folder where you want to save the file.

3 Type a filename in the **File name** box.

4 From the **PDF style** list box, choose one of the following options:
  - **Commercial printing (Largest file size)** — creates a high-quality PDF to send to a printer or digital copier
  - **PDF/A-1b (Level B compliance)** — creates a standardized PDF file that ensures the long-term archiving of the content
  - **Publishing online (Smallest file size)** — creates a PDF suitable for online viewing, such as a document to be distributed by e-mail or displayed on the Web
  - **Publishing online and printing** — creates a PDF suitable for viewing or printing on a laser or desktop printer

5 Click **Settings**, and specify any additional PDF settings in the **Publish to PDF settings** dialog box that appears.
  For example, if you want to publish only parts of the spreadsheet to PDF, you can enable one of the following options in the **Export range** area of the **General** page:

  - **Notebook** — publishes the notebook to PDF
  - **Selection** — publishes the selected cells to PDF
  - **Current sheet** — publishes the selected sheet to PDF

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

6. Click **Save**.

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

Publishing spreadsheet data in HTML

Using Quattro Pro, you can save spreadsheet ranges as **Hypertext Markup Language (HTML)** documents. You can also save charts as HTML documents. In addition, you can reorganize HTML documents to move or delete cell ranges.

To an HTML document you can add such information as when the document was last updated, who wrote the document and their email address, and the title of the document. You can also add hidden **meta text** to the HTML file which allows you to specify keywords to produce hits when performing searches on the Internet.

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 **Add**.
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.

To save a table or chart as an HTML document

1. Click **File** ▸ **Publish to Internet**.
2. In the **Ranges and charts to convert** area, click **Chart** .
3. In the **View chart** dialog box, choose a chart from the **Selected chart** list.
4. Type a path and filename in the **Save file** box.

   If you want to save tables or charts in an existing HTML file, enable the **Insert only tables and charts into existing HTML file** check box.

When using **Insert only tables and charts into existing HTML file**, the selected ranges are inserted into the file specified in the **Save file** box at the <!- -## TABLE ##- - > tag if the file contains an HTML table, or at the <!- -## CHART## - - > tag if the file contains an HTML chart. If the specified file does not contain a <!- -## TABLE ##- -> or <!- - ## CHART ##- -> tag, the selected ranges are appended to the end of the file.

Part Four: Presentations

Presentations lets you create high-quality slide shows and drawings that can include text and graphic objects. You can use Presentations to produce professional-looking project proposals, interactive demonstrations, multimedia presentations, flyers, signs, banners, and more.

About Presentations

See the following chapters:

- "Presentations basics" on page 155
- "Microsoft PowerPoint compatibility" on page 157

Setting up slide shows

See the following chapters:

- "Slide-show basics" on page 159
- "Views" on page 161
- "Outlines" on page 162
- "Slides" on page 163
- "Masters" on page 165
- "Objects" on page 169

Text

See the following chapters:

- "Text basics" on page 173
- "Titles and subtitles" on page 177
- "Bulleted lists" on page 181

Multimedia

- "Graphics" on page 185
- "Bitmaps" on page 3
- "Shapes" on page 189
- "Sounds" on page 193
- "Movies and animations" on page 195

Sharing slide shows

See the following chapters:

- "Presenting slide shows" on page 197
- "Sharing slide shows" on page 199

The **Presentations** page of the Reference Center offers extensive program help: reference topics, tutorials, tips, insights, and more. See "To access the Reference Center" on page 9.

Presentations basics

The work area in Presentations includes everything you see on your screen when you start the program.

Drawing window

The large open area is the drawing window. Depending on the view you choose, the drawing window displays one or more slides.

For information about changing the settings for your view, see “Views” on page 109.

Menu bar

The menu bar, which is located at the top of the work area, just below the title bar, provides access to most of the Presentations commands. Many of these commands can also be accessed through toolbars and flyouts.

Toolbars and flyouts

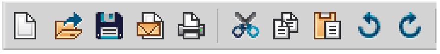
Toolbars and flyouts give you quick access to Presentations tools.

In this chapter:

- “Using toolbars” on page 155
- “Accessing flyouts” on page 155

Using toolbars

Toolbars provide quick, one-click access to commands. You can choose to display or hide the toolbars.



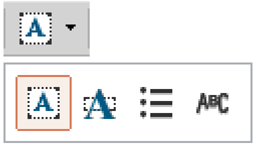
The Standard toolbar is displayed by default in the drawing window.

To display or hide a toolbar

1. Click View ▸ Toolbars.
2. Enable the check box beside each toolbar you want to display.
3. Disable the check box beside each toolbar you want to hide.

Accessing flyouts

Flyouts are toolbars that are accessible from a tool on another toolbar.



This is an example of a flyout.

A small black arrow at the bottom right corner of a tool button indicates that you can access a **flyout** from that tool.

To display a flyout

- Click the black arrow at the bottom-right of the tool button.

You can also display a flyout by clicking the tool and holding the mouse button down until the flyout is displayed.

Microsoft PowerPoint compatibility

In this chapter:

- "Simulating the Microsoft PowerPoint workspace" on page 157
- "Sharing files with Microsoft PowerPoint users" on page 157

For additional topics, please see "Compatibility with Microsoft PowerPoint" in the Presentations Help.

Simulating the Microsoft PowerPoint workspace

If you recently switched from Microsoft® PowerPoint® to Presentations, you may not be familiar with the Presentations workspace.

While there are many similarities between the two applications, you may find it easier to simulate the PowerPoint workspace while in slide show mode, which includes toolbars and menus, until you are accustomed to working in Presentations. It allows you to quickly find the tools you need to create slide shows in Presentations.

To work in the Microsoft PowerPoint workspace

1. In Presentation slide show mode, click **Tools ▸ Workspace manager**.
2. Enable the **PowerPoint mode** option.

Sharing files with Microsoft PowerPoint users

You can share your Presentations slide shows with Microsoft PowerPoint users and they can share their files with you. To share a Presentations slide show, you must save it as a PowerPoint file. The saving process automatically converts the slide show to the PowerPoint format.

If you receive a PowerPoint file, all you need to do is open it in Presentations. The opening process automatically converts the file to the Presentations format. If you modify the file and you want others to view the changes in PowerPoint, then you need to save the file as a PowerPoint presentation. If you don't specify the PowerPoint format when saving, the file is saved as a Presentations slide show by default.

To open a Microsoft PowerPoint with Presentations

1. Click **File ▸ Open**.
2. Choose the drive and folder where the PowerPoint file is stored.

   If you can't see the file, choose **All files** from the **File type** box.
3. Click the PowerPoint file.
4. Click **Open**.

For more information about how Presentations opens PowerPoint files, see "Notes for opening Microsoft PowerPoint files" in the Presentations Help.

To save a Presentations slide show to the PowerPoint format

1. Click **File ▸ Save as**.

2 Choose the drive and folder where you want to save the file.

3 Type the filename in the **Filename** box.

4 Choose the **MS PowerPoint** file format from the **File type** list box.

5 Click **Save**.

For more information about how Presentations saves PowerPoint files, see “Notes for saving Microsoft PowerPoint files” in the Presentations Help.

You can also save a Presentations slide show to the PowerPoint format by clicking the **Save as PowerPoint** button on the toolbar.

Slide-show basics

In this chapter:

- “Starting Presentations” on page 159
- “Creating and opening slide shows” on page 159
- “Saving and closing slide shows” on page 160

Starting Presentations

Let’s begin by starting Presentations.

To start Presentations

- On the Windows taskbar, click **Start** ▸ **Programs** ▸ **WordPerfect Office X7** ▸ **Presentations**.

Creating and opening slide shows

You can create a slide show from either a blank “master” or a predefined project. You can also open an existing slide show.

To create a slide show from a blank master

1. Click **File** ▸ **New**.
2. In the **Master Gallery**, choose a slide show from the **Category** list box.
3. Click a slide show master on the palette.

For more information, see “Understanding masters” on page 407.

To create a slide show from a predefined project

1. Click **File** ▸ **New from project**.
2. Click the **Create new** tab.
3. Choose **Presentations** from the list box.
4. Choose **Presentations slide show** from the list.
5. Click **Create**.
6. In the **Master Gallery**, choose a slide show from the **Category** list box.
7. Click a slide show master on the palette.

To open an existing slide show

1. Click **File** ▸ **Open**.
2. Choose the drive and folder where the slide show is saved.
3. Choose a filename.
4. Click **Open**.

Saving and closing slide shows

You can save new slide shows. When you have completed your tasks, you can close a document, and you can quit Presentations.

To save a slide show

1. Click **File** ▸ **Save**.
2. Choose the drive and folder where you want to save the file.
3. Type a filename in the **Filename** box.
4. Click **Save**.

To close a slide show

- Click **File** ▸ **Close**.

You can also

Quit Presentations	Click **File** ▸ **Exit**.

Views

You can create, edit, and sort a slide show in three views: Slide Editor, Slide Outliner, and Slide Sorter.

You can also change the zoom level.

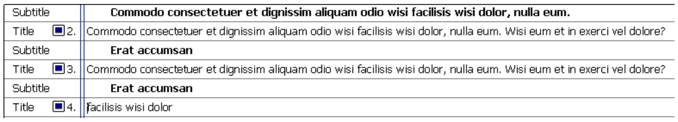
Slide Editor

You can use the Slide Editor to add, view, and edit the text, objects, and charts of individual slides. The Slide Editor is also used to specify slide properties for the slides in a slide show.

Slide Outliner

You can use the Slide Outliner to create an outline for a slide show. You can specify a layout, and then type the text for each slide. You can also import a WordPerfect outline.

For more information about the Slide Outliner, see “Outlines” on page 162.



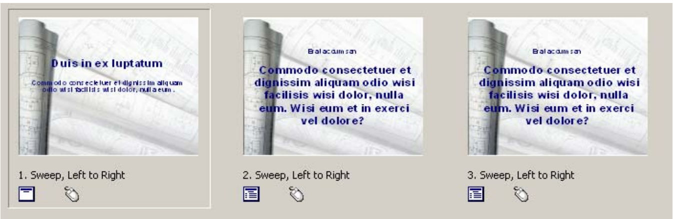
Subtitle		**Commodo consectetuer et dignissim aliquam odio wisi facilisis wisi dolor, nulla eum.**
Title	2.	Commodo consectetuer et dignissim aliquam odio wisi facilisis wisi dolor, nulla eum. Wisi eum et in exerci vel dolore?
Subtitle		**Erat accumsan**
Title	3.	Commodo consectetuer et dignissim aliquam odio wisi facilisis wisi dolor, nulla eum. Wisi eum et in exerci vel dolore?
Subtitle		**Erat accumsan**
Title	4.	facilisis wisi dolor

An example of a slide displayed in the Slide Outliner.

Slide Sorter

The Slide Sorter displays thumbnail sketches of each slide in a slide show. You can select slide properties and display detailed information about the settings used for each slide in the current slide show.

For more information about the Slide Sorter, see “Sorting slides” on page 164.



Duis in ex luptatum

Commodo consectetuer et dignissim aliquam odio wisi facilisis wisi dolor, nulla eum.

1. Sweep, Left to Right

Erat accumsan

Commodo consectetuer et dignissim aliquam odio wisi facilisis wisi dolor, nulla eum. Wisi eum et in exerci vel dolore?

2. Sweep, Left to Right

Erat accumsan

Commodo consectetuer et dignissim aliquam odio wisi facilisis wisi dolor, nulla eum. Wisi eum et in exerci vel dolore?

3. Sweep, Left to Right

An example of slides displayed in the Slide Sorter.

To switch between slide show views

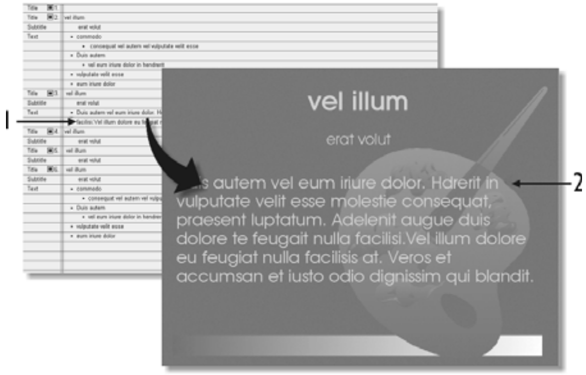
- Click **View**, and click one of the following:
  - **Slide Editor**
  - **Slide Outliner**
  - **Slide Sorter**

You can also change the slide show view by clicking the **Slide Editor**, **Slide Outliner**, or **Slide Sorter** tab on the right side of the slide show window.

Outlines

You create an outline for a slide show in the Slide Outliner. An outline is a numbered list that includes all the text found in every slide in a slide show.

You can create an outline by choosing a slide layout and typing the text for each slide. You can type the text for slide titles, subtitles, text slides, bulleted list slides, and combination slides.



vel illum

erat volut

...s autem vel eum iriure dolor. Hdrerit in vulputate velit esse molestie consequat, praesent luptatum. Adelenit augue duis dolore te feugait nulla facilisi.Vel illum dolore eu feugiat nulla facilisis at. Veros et accumsan et iusto odio dignissim qui blandit.

This is an example of how the Slide Outliner can be used to view and create a slide.

Importing a WordPerfect outline into a Presentations slide show converts each first level paragraph number to a slide title and any second or third level paragraph numbers to text in each slide.

To create a slide show outline

1. Click **View** ▸ **Slide Outliner**.
2. Type a title in the slide show, and press **Enter**.
3. Type a subtitle in the slide show, and press **Enter**.
4. Type any text in the slide show.
5. Click **Insert** ▸ **New slide**.
6. In the **New slide** dialog box, click a slide layout on the **Layout** palette.

If you delete text, you can restore it by clicking the **Undelete** button on the property bar, and clicking **Restore**.

You can move an outline down or up one level by clicking the **Previous level** button or the **Next level** button on the property bar.

To import a WordPerfect outline

1. Click **View** ▸ **Slide Outliner**.
2. Click in the slide.
3. Click **Insert** ▸ **File**.
4. Choose the drive and folder where the file is stored.
5. Choose a filename.
6. Click **Insert**.

Slides

In this chapter:

- “Adding and removing slides” on page 163
- “Adding speaker notes” on page 163
- “Sorting slides” on page 164

Adding and removing slides

You can build a slide show by adding one slide or several slides at a time. When you add a slide, it’s added immediately after the current slide. You can also delete any slides you have added.

To add a slide

1. Click **Insert** ▸ **New slide**.
2. Click a slide layout on the **Layout** palette.
3. Type a value in the **Number to add** box.

To delete a slide

1. Click a slide tab at the bottom of the slide show window.
2. Click **Edit** ▸ **Delete slide(s)**.

Adding speaker notes

You can use speaker notes as cue cards for slide show presentations. You can type your own notes, or you can insert the text that appears on the slides.

To create speaker notes

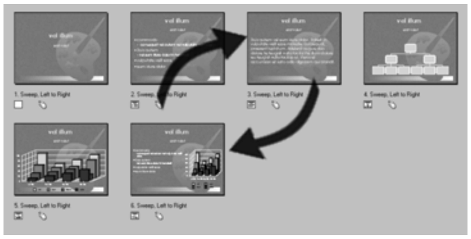
1. Click **Format** ▸ **Slide properties** ▸ **Speaker notes**.
2. Type text in the box.

To insert text from a slide

1. Click **Format** ▸ **Slide properties** ▸ **Speaker notes**.
2. Click **Insert text from slide**.

Sorting slides

The Slide Sorter displays thumbnail sketches of each slide in a slide show. You can sort the slides in a slide show by dragging them. Once you drag a slide to a new position, the Slide Sorter reorders and renumbers each slide.



This is an example of how the Slide Sorter lets you rearrange the order of slides in a slide show.

To sort slides

1 Click **View** ▸ **Slide Sorter**.

2 Drag a slide to a new position.

You can also

Sort a range of slides	Hold down **Shift**, click the first and last slide in the range of slides, and drag them to a new position.
Sort a range of nonconsecutive slides	Hold down **Ctrl**, click each slide, and drag them to a new position.

To apply a slide transition

1 Click **View** ▸ **Slide Sorter**.

2 Click a slide.

3 Click **Format** ▸ **Slide properties** ▸ **Transition**.

4 Choose a transition effect from the **Effects** list.

5 Choose a transition direction from the **Direction** list.

6 In the **Speed** area, enable one of the following options:

- **Fast**
- **Medium**
- **Slow**

If you want to apply the slide transition to an entire slide show, enable the **Apply to all slides in slide show** check box.

You can also

Show only transitions with Macromedia Flash format	Enable the **Show only Flash enabled transitions** check box.
Apply sound to the slide transition	Type a file path and filename in the **Sound** box, and move the slider to adjust the volume of the sound.

Masters

In this chapter:

- “Understanding masters” on page 165
- “Applying masters to slides” on page 166
- “Applying backgrounds and layouts to slides” on page 166

For additional topics, please see “Using the Master Gallery” in the Presentations Help.

Understanding masters

Presentations provides a selection of masters to work with in the Master Gallery.

Each master is a set of professionally designed slide layouts and backgrounds that include preset objects, such as titles, bulleted lists, and charts.

This is an example of the Master Gallery.

Layouts

A layout is a slide with preset placeholders for objects such as titles, subtitles, bulleted lists, text, data charts, and organization charts. Each layout has a page format and color scheme that is consistent with the other layouts and backgrounds that are part of a master.

You can apply preset layouts from the Layout Gallery. Choosing a preset layout allows you to concentrate on the content of the slide show, rather than on the format.

The preset layouts included in Presentations are listed in the following table.

Use a	**To**
Title layout	Introduce your subject or to serve as a divider between subjects.
Bulleted list layout	Summarize and reinforce major points.
Text layout	Display sentences or paragraphs of text on a slide.
Organization chart layout	Show the structure of positions and span of control in a business, department, agency, group, division, or office.
Data chart layout	Display percentages, trends, market shares, and relational information.
Combination layout	Display a bulleted list and a data chart on a slide.

__Backgrounds__

A background can include a border, a gradient background, and other related images.

You can apply preset backgrounds from the Background Gallery.

Applying masters to slides

Presentations provides a collection of masters in the Master Gallery.

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

You can also import a master from another location on your computer.

To use a master in the Master Gallery

1. Click **Format** ▸ **Master gallery**.
2. Choose a slide show category from the **Category** list box.
3. Click a master on the palette.

You can also choose a master from the Master Gallery by clicking the **Master gallery** button on the toolbar.

To import a master from another location

1. Click **Format** ▸ **Master gallery**.
2. Click **Browse** button.
3. Choose the drive and folder where the master is stored.
4. Choose a filename.
5. Click **Insert**.

Applying backgrounds and layouts to slides

When you add a new slide to a slide show, you can apply preset backgrounds and layouts from the Background Gallery and the Layout Gallery.

For example, if you want a slideshow with a grayscale or black-and-white look, you can choose one of the printout masters available in the Master Gallery category list.

To apply a background to a slide

1. Click **Format** ▸ **Background gallery**.
2. Click the **Appearance** tab.
3. In the **Backgrounds** area, choose a background category from the **Category** list box.
4. Click a background on the **Background** palette.

   If you want to apply the background to all slides in the slide show, enable the **Apply selected background to all slides in slide show** check box.

You can add up to 30 different backgrounds to a slide show.

You can also apply a background that is not in the **Category** list box by clicking **Browse** and choosing the drive and folder where the background is stored. For example, you can apply clipart as a background.

To apply a layout to a slide

1. Click **Format ▸ Layout gallery.**
2. Click the **Appearance** tab.
3. Click a layout on the **Layouts** palette.

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

You can also apply a layout to a slide by opening the **Select layout** ☰ ▾ picker and clicking a layout.

4. In Windows Explorer or File Explorer, copy the new master file you created and navigate to
   - **Widescreen**

Creating slide show layouts and backgrounds

Creating new slide show layouts and backgrounds is an alternative to applying preset formats. The layout layer of a slide can consist of titles, subtitles, bulleted lists, data charts, and organization charts.

To create a slide show layout

1. Click **Edit ▸ Layout layer.**
2. Click **Insert ▸ New layout.**
3. Type a layout name in the **Name** box.
4. Click **OK.**
5. Insert any objects into the layout.

When you insert a text object, such as a text box or a text line, into a slide show layout, you must type placeholder text in it.

To create a slide show background

1. Click **Edit ▸ Background layer.**
2. Click **Insert ▸ New background.**
3. Type a background name in the **Name** box.
4. Click **OK.**
5. Insert any objects into the background.

Creating slide show layouts and backgrounds

Creating new slide show layouts and backgrounds is an alternative to applying preset formats. The layout layer of a slide can consist of titles, subtitles, bulleted lists, data charts, and organization charts.

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1. Click **Edit ▸ Layout layer**.
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When you insert a text object, such as a text box or a text line, into a slide show layout, you must type placeholder text in it.

To create a slide show background

1. Click **Edit ▸ Background layer**.
2. Click **Insert ▸ New background**.
3. Type a background name in the **Name** box.
4. Click **OK**.
5. Insert any objects into the background.

Objects

All of the elements that you add to slides — including text, clipart, shapes, charts, and bitmaps — are treated as objects in Presentations.

In this chapter:

- “Selecting objects” on page 169
- “Copying and pasting objects” on page 169
- “Transforming objects” on page 170
- “Arranging objects” on page 171
- “Creating SpeedLink objects” on page 172
- “Animating objects” on page 15

For additional topics, please see “Working with objects in slide shows and drawings” in the Presentations Help.

Selecting objects

You must select an object before you can arrange, edit, or move it.

To select an object

To select	Do the following
An object	Click an object using the **Selection** tool.
Multiple objects	Hold down **Ctrl**, and click the objects using the **Selection** tool.
All objects in a window or slide	Click **Edit** ▸ **Select** ▸ **All**.
Objects automatically when they are created	Click **View** ▸ **Auto select**.

Copying and pasting objects

You can copy an object into another slide or drawing.

To copy an object

1 Click an object.

2 Click **Edit**, and click one of the following:

  - **Cut** — removes the object from the drawing or slide show window
  - **Copy** — leaves the original object in the drawing or slide show window

You can also copy object attributes by clicking the **Get attributes** button on the toolbar.

To paste an object

- Click **Edit** ▸ **Paste**.

You can paste only one object at a time.

You can also apply copied attributes by clicking the **Apply attributes** button on the toolbar.

Transforming objects

You can resize objects in slides or drawings by sizing and stretching them.

You can also flip, rotate, and skew objects in the drawing window.

To size an object proportionately

1 Click an object.
2 Drag a corner **handle** until the object is the size you want.

You can also size an object proportionately by holding down **Alt** while dragging any handle until the object is the size you want.

To stretch an object

1 Click an object.
2 Drag a side **handle** until you achieve the effect you want.

To flip an object

1 Click an object.
2 Click **Edit** ▸ **Arrange** ▸ **Flip**, and click one of the following:
  - **Left/Right** — flips the selected object around a vertical axis
  - **Top/Bottom** — flips the selected object around a horizontal axis

You can also flip an object by opening the **Flip** picker on the property bar and clicking a direction.

To rotate an object

1 Click an object.
2 Click **Edit** ▸ **Arrange** ▸ **Rotate**.
3 Drag a corner rotation handle.

You can also rotate an object by opening the **Rotation options** picker on the property bar and clicking a rotation angle.

To skew an object

1 Click an object.
2 Click **Edit** ▸ **Arrange** ▸ **Rotate**.

3 Drag a side rotation handle.

Arranging objects

You can arrange the layering of objects on slides.

As well, you can combine and group objects. You can also separate the layering of any of the combined or grouped objects on slides.

You can align a single object relative to the drawing page margins and multiple objects in relation to one another.

As well, you can evenly space three or more objects in relation to each other.

To arrange objects

1 Click an object.

2 Click **Edit** ▸ **Arrange** ▸ **Order**, and click a direction.

You can also arrange the order of objects by opening the **Order** picker on the property bar and clicking a direction.

To combine objects

1 Hold down **Ctrl**, and click the objects you want to combine.

2 Click **Edit** ▸ **Arrange** ▸ **Combine**.

You cannot combine bitmaps, text, or charts.

To group objects

1 Hold down **Shift**, and click the objects you want to group.

2 Click **Edit** ▸ **Arrange** ▸ **Group**.

If you group an object that contains a SpeedLink™ or animation, these features will be removed.

To separate objects

1 Click a grouped object.

2 Click **Edit** ▸ **Arrange** ▸ **Separate objects**.

To align an object

1 Click an object.

To align two or more objects at the same time, hold down **Shift** while clicking.

2 Click **Edit** ▸ **Arrange** ▸ **Align objects**, and click a direction.

You can also align an object by opening the **Align** picker on the property bar and clicking a direction.

You can nudge an object by selecting it, holding down **Spacebar**, and pressing the arrow keys in the direction you want to nudge it.

To space objects

1. Hold down **Shift**, and click three or more objects.
2. Click **Edit** ▸ **Arrange** ▸ **Space evenly**, and click one of the following:
    - **Left/Right** — spaces objects horizontally
    - **Top/Bottom** — spaces objects vertically

You can also space objects evenly by opening the **Space** ↔ picker on the property bar and clicking a direction.

Creating SpeedLink objects

You can create **SpeedLink** objects for slide shows, which allows you to do such things as optimize an object to launch a Web browser and go to a specific Web address or FTP site, open an application, such as WordPerfect or Quattro Pro, play a sound file, and move to another part of the slide show.

To create a SpeedLink object

1. Click an object.
2. Click **Format** ▸ **Object properties** ▸ **SpeedLink**.
3. Type a name in the **SpeedLink name** box.

    If you want to make the SpeedLink object invisible, enable the **Invisible while playing or printing slides** check box.
4. In the **Link assignment** area, enable one of the following options:
    - **Go to** — from a list box, lets you choose a slide that displays when you click the SpeedLink object during a slide show
    - **Action** — from a list box, lets you choose the action that occurs when you click the SpeedLink object during a slide show

The cursor displays when you position it where the SpeedLink is located, even if the SpeedLink is invisible.

Text basics

In this chapter:

- “Text objects” on page 173
- “Text formatting” on page 174
- “Text arrangement” on page 175
- “Text correction” on page 176

For additional topics, please see “Adding and formatting text in slide shows and drawings” in the Presentations Help.

Text objects

You can create text objects by inserting text boxes and text lines. Text boxes expand in length and text lines expand in width to contain text as you type.

You can adjust the position of text in a text box. You can also move individual characters or blocks of text, and you can delete them.

To insert a text box

1. Click **Insert** ▸ **Text box**.

   You can also click the **Text box** button on the tool palette.
2. Drag to define the text box.

   You can also click in the slide show or drawing window.
3. Type text in the text box.

To insert a line of text

1. Click **Insert** ▸ **Text line**.
2. Click in the slide show or drawing window.
3. Type text.

To position text in a text box

1. Double-click a text box.
2. Click at the beginning of the text.
3. Click **Format** ▸ **Line**, and click one of the following:
   - **Center** — centers text
   - **Flush right** — positions text to the right

To move text

1. Double-click a text object.
2. Select the text.

3 Drag the selected text to a new position inside the selected text object.

To delete text

1 Double-click a text object.
2 Select the text.
3 Click **Edit** ▸ **Delete**.

Text formatting

You can use Corel RealTime Preview to view different font styles, sizes, and colors before you apply them to your text.

You can also format text by setting text attributes.

To preview and apply font properties

1 Double-click a text object.
2 Open the **Font selection** list box on the property bar, and point to a font.

The text object changes to display the font to which you're pointing. Choose a font from the **Font selection** list box to apply it.

3 Open the **Font size** list box on the property bar, and point to a font.

The text object changes to display the font size to which you're pointing. Choose a font from the **Font size** list box to apply it.

4 On the tool palette, open any of the following pickers:

- **Fill pattern**
- **Foreground fill color**
- **Background fill color**

Point to a pattern or color. When you pause on a color, the text in the text object displays a preview of the font color. Click a pattern or color to apply it.

To set font properties

1 Double-click a text object.
2 Select the text.
3 Click **Format** ▸ **Font**.
4 Click the **Font** tab.
5 Choose a font from the **Face** list.

You can also

Change the appearance of text	In the **Appearance** area, enable the **Bold**, **Italic**, or **Underline** check box.
Change the font size	Choose a font size from the **Size** list box.
Change the font size relative to the current size	Click the **Relative size** picker, and click a size.

You can also

Change the font color	Open the **Color** picker, and click a color.
Restore the text appearance	Right-click the selected text, and click **Normal**.

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

You can also change the appearance of text by clicking the **Bold** **B** button, the **Italic** *I* button, or the **Underline** U button on the property bar.

Text arrangement

You can format text and text objects by adjusting the spacing between lines of text. You can also set text alignment by positioning text to the left, right, or center in relation to the sides of a text box.

You can also indent lines or paragraphs of text. You can remove any indents from text.

To set the line spacing

1 Click a text box.

2 Click **Format** ▸ **Line** ▸ **Spacing**.

3 Type a number in the **Spacing** box.

To set text alignment

1 Click a text box.

2 Click **Format** ▸ **Justification**, and click one of the following:

- **Left** — aligns text to the left
- **Right** — aligns text to the right
- **Center** — aligns text to the center

You can also justify text by opening the **Justification** ≡ ▾ picker on the property bar and clicking an alignment.

To indent text

1 Double-click a text box.

2 Click at the beginning of a line of text.

3 Click **Format** ▸ **Paragraph**, and click one of the following:

- **Indent** — indents the left margin of the paragraph by one tab stop
- **Hanging indent** — indents all but the first line of the paragraph by one tab stop
- **Double indent** — indents the paragraph equally from both sides

To remove an indent from text

1 Double-click a text box.

2 Click at the beginning of the line of indented text.

3 Click **Format** ▸ **Paragraph** ▸ **Back tab**.

Text correction

You can find and replace text by searching for specific words or phrases and replacing them with other words or phrases.

You can display the text formatting codes that correspond to the line of text where the cursor is located. The codes appear in the lower-right corner of the application bar.

You can automatically correct spelling, capitalization, or spacing errors as you type.

To find and replace text

1 Double-click a text object.

To find and replace text by using the Slide Outliner, click **View** ▸ **Slide Outliner**.

2 Click **Edit** ▸ **Find and replace**.

3 Type text in the **Find** box.

4 Type replacement text in the **Replace with** box.

5 Choose a direction from the **Direction** list box.

6 Click one of the following:

- **Replace** — replaces the selected occurrence of the text
- **Replace all** — replaces all occurrences of the text

To display text formatting codes

1 Double-click a text object.

2 Click **View** ▸ **Reveal Codes**.

To correct words automatically as you type

1 Click **Tools** ▸ **QuickCorrect**.

2 Enable the **Replace words as you type** check box.

3 Click **Close**.

To correct capitalization and spacing automatically

1 Click **Tools** ▸ **QuickCorrect**.

2 Click **Options**.

3 In the **Sentence corrections** area, enable any of the following check boxes:

- **Capitalize next letter after end of sentence punctuation**
- **Correct two irregular capitals (make second letter lowercase)**
- **Change two spaces to one space between words**

In the **End of sentence corrections** area, you can specify how spaces between sentences are handled.

Titles and subtitles

In Presentations, when slides with layouts are inserted into a slide show, they are automatically created with placeholders for titles and subtitles.

In this chapter:

- "Formatting titles and subtitles" on page 177
- "Changing the line spacing in titles and subtitles" on page 179
- "Adding boxes to titles and subtitles" on page 179

For additional topics, please see "Working with titles and subtitles in Presentations" in the Presentations Help.

Formatting titles and subtitles

You can format the appearance of a title or subtitle by changing such attributes as the font, the font size, and the color. You can also change the font fill of a title or subtitle.

To change the font properties of a title or subtitle

1. Click a title or subtitle.
2. Click **Format**, and click one of the following:
   - **Title properties**
   - **Subtitle properties**
3. Click the **Fonts** tab.
4. Choose a font from the **Font face** list box.
5. Type a value in the **Size** box.
6. In the **Appearance** area, enable any of the following check boxes:
   - **Bold**
   - **Underline**
   - **Italic**
7. In the **Color** area, open the **Foreground** picker, and click a color.
8. Open the **Background** picker, and click a color.

The background color is visible only if a font fill style other than the default is selected.

You can also format the appearance of a subtitle by clicking the **Subtitle properties** button on the property bar.

To change the font fill of a title or subtitle

1. Follow steps 1 through 3 in the previous procedure.
2. In the **Appearance** area, click **Font properties**.
3. In the **Font properties** dialog box, click the **Fill** tab.
4. In the **Fill style** area, click one of the following:

- Pattern
- Gradient

5 Open the **Foreground** picker, and click a color.
6 Open the **Background** picker, and click a color.
7 Click a fill style on the palette.

To change the font outline of a title or subtitle

1 Follow steps 1 and 2 in the previous procedure.
2 In the **Font properties** dialog box, click the **Outline** tab.
3 Open the **Color** picker, and click a color.
4 Open the **Style** picker, and click a line style.
5 Open the **Width** picker, and click a line width.

Changing the line spacing in titles and subtitles

You can specify the amount of space between the lines of text in a title or subtitle.

To change the line spacing in a title or subtitle

1. Click a title or subtitle.
2. Click **Format**, and click one of the following:
   - **Title properties**
   - **Subtitle properties**
3. Click the **Spacing** tab.
4. Type a value in the **Line spacing** box.

Adding boxes to titles and subtitles

You can add a box to a title or subtitle and choose its position, shape, and color. You can then apply pattern or gradient fills to the box to, for example, emphasize certain points in your presentation; you can also apply texture or picture fills to a box.

To add a box to a title or subtitle

1. Click a title or subtitle.
2. Click **Format**, and click one of the following:
   - **Title properties**
   - **Subtitle properties**
3. Click the **Box** tab.
4. In the **Position** area, enable one of the following options:
   - **Above**
   - **Below**
   - **Above and below**
   - **Behind**
5. In the **Corner style** area, enable one of the following options:
   - **Rectangle**
   - **Rounded rectangle**
   - **Octagon**
6. In the **Frame style** area, choose a frame from the **Type** list box.
7. Open the **Color** picker, and click a color.

To apply a pattern or gradient fill to a title or subtitle box

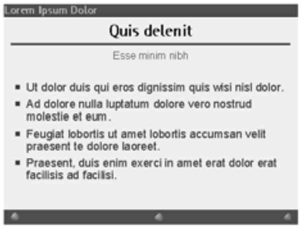
1. Click a title or subtitle.
2. Click **Format**, and click one of the following:
   - **Title properties**
   - **Subtitle properties**
3. Click the **Box** tab.
4. In the **Fill style and color** area, click **Properties**.
5. In the **Object properties** dialog box, click one of the following icons:
   - **Pattern**
   - **Gradient**
6. Open the **Foreground** picker, and click a color.
7. Open the **Background** picker, and click a color.
8. Click a pattern or gradient on the palette.

To apply a texture or picture fill to a title or subtitle box

1. Follow steps 1 through 4 in the previous procedure.
2. In the **Object properties** dialog box, click one of the following icons:
   - **Texture**
   - **Picture**
3. Choose a texture or picture from the **Category** list box.
4. Click a texture or picture on the palette.

Bulleted lists

You can create bulleted lists in Presentations to effectively communicate sequential ideas within drawings and slide shows.



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This is an example of a bulleted list.

In this chapter:

- “Creating bulleted lists” on page 181
- “Changing the appearance of text in bulleted lists” on page 182
- “Changing the appearance of bullets in bulleted lists” on page 182
- “Changing the line spacing in bulleted lists” on page 183
- “Animating bulleted lists” on page 183
- “Using styles with bulleted lists” on page 184

For additional topics, please see “Working with bulleted lists” in the Presentations Help.

Creating bulleted lists

Keep the following points in mind when you create any type of bulleted list:

- Express a single idea on each line.
- Avoid using more than six items in a list.
- Use nouns and action verbs to start sentences.

Levels can be created within these bulleted lists.

To create a bulleted list

1. Click Insert ▸ Bulleted list.
2. Click in the slide show or drawing window.
3. Type text on the bulleted line.
4. Press Enter.

   If you want to create a new level within the list, press Tab.
5. Click outside the bulleted list to return to the slide show or drawing window.

To create a new level for a bulleted list item

1. Double-click a bulleted list.
2. Click at the beginning of a list item.

3 Press **Tab**. The item moves down one level.

To move the item up one level, press **Shift** + **Tab**.

Changing the appearance of text in bulleted lists

You can customize the appearance of text and bullets within a bulleted list, including the font size, color, and attributes of text, and the fill and outline of font. You can also change the alignment of a bulleted list level.

To change the font properties in a bulleted list level

1. Click a bulleted list.
2. Click **Format** ▸ **Bulleted list properties**.
3. Click the **Fonts** tab.

To change the alignment of a bulleted list level

1. Double-click a bulleted list.
2. Click **Format** ▸ **Bulleted list properties**.
3. Click the **Bullets** tab.
4. Choose a list level from the list.
5. Choose a position from the **Justification** list box.

Changing the appearance of bullets in bulleted lists

You can change the shape of a bullet, or use a different symbol for a bullet. You can also choose to change the bullet type for all list levels and resize a bullet.

To change the shape of a bullet

1. Click a bulleted list.
2. Click **Format** ▸ **Bulleted list properties**.
3. Click the **Bullets** tab.
4. Choose a list level from the list.
5. Choose a bullet shape from the **Bullet shape** list box.

To use a different symbol as a bullet

1. Follow steps 1 through 4 in the previous procedure.
2. Choose **Other** from the **Bullet shape** list box.
3. In the **Symbols** dialog box, click **Set**, and click a symbol set.
4. Click a symbol on the **Symbols** palette.
5. Click **Insert and close**.

To change the bullet type for all list levels

1. Click a bulleted list.
2. Click **Format** ▸ **Bulleted list properties**.
3. Click the **Bullets** tab.
4. Choose a bullet type from the **Bullet set (all levels)** list box.

To resize a bullet

1. Follow steps 1 through 3 in the previous procedure.
2. Choose a list level from the list.
3. Type a value in the **Relative size** box.

Relative bullet size is calculated in relation to the current bullet size.

Changing the line spacing in bulleted lists

You can change the amount of line spacing in a bulleted list. Spacing can be adjusted between the text on the same level, between each main bullet level, and between subordinate bullet levels.

To change the line spacing in a bulleted list

1. Click a bulleted list.
2. Click **Format** ▸ **Bulleted list properties**.
3. Click the **Spacing** tab.

Animating bulleted lists

You can use animation as a special effect to capture your audience's attention and reinforce the points in your presentations. For example, you can animate list items so that they move across the screen or animate them in place.

To animate a bulleted list on a bulleted list slide

1. Click **Insert** ▸ **New slide**.
2. Click the **Bulleted list** layout on the **Layout** palette, and click **OK**.
3. Create the bulleted list, and click **Format** ▸ **Bulleted list properties**.
4. Click the **Bullet animation** tab.

Using styles with bulleted lists

Presentations lets you choose various attributes for bulleted lists and save them for future use. For example, you can choose the color and size of fonts or the properties of a bulleted list and save them to use in new presentations. You can also apply saved bulleted list styles to other bulleted lists.

To save a bulleted list style

1. Click a bulleted list.
2. Click **Format** ▸ **Bulleted list properties**.
3. Modify any attributes.
4. Click **Save style**.
5. In the **Save chart style** dialog box, choose the drive and folder where you want to save the style.
6. Type a filename in the **Filename** box.
7. Click **Save**.

The file format extension of a bulleted list style file is **.chs** (chart styles).

To apply a bulleted list style

1. Click a bulleted list.
2. Click **Format** ▸ **Bulleted list properties**.
3. Click **Load style**.
4. In the **Retrieve chart style** dialog box, choose the drive and folder where the style is stored.
5. Type a filename in the **Filename** box.
6. Click **Open**.

Graphics

In this chapter:

- “Understanding graphics formats” on page 185
- “Inserting graphics” on page 185
- “Creating and saving bitmaps” on page 186
- “Modifying bitmaps” on page 187
- “Applying special effects to bitmaps” on page 188
- “Converting bitmaps and vector objects” on page 188

See also “Working with graphics and pictures” in the Presentations Help.

Understanding graphics formats

The two main types of computer graphics are vector graphics and bitmaps.

Vector graphics

Vector graphics are made of lines and curves, and they are generated from mathematical descriptions that determine the position, length, and direction in which lines are drawn.

Vector graphics are ideal for logos and illustrations because they are resolution-independent and can be scaled to any size, or printed and displayed at any resolution, without losing detail and quality. In addition, you can produce sharp and crisp outlines with vector graphics.

Bitmaps

Bitmaps, also known as raster graphics, are composed of tiny squares called pixels. Each pixel is mapped to a location in an image and has numerical color values.

Bitmaps are excellent for photographs and digital paintings because they reproduce color gradations well. Bitmaps are resolution-dependent — that is, they represent a fixed number of pixels. While they look good at their actual size, they can appear jagged or lose image quality when scaled, or when displayed or printed at a resolution higher than their original resolution.

For help working with bitmaps, see “Bitmaps” on page 251.

Inserting graphics

Vector graphics, such as CorelDRAW (CDR) files, are ideal for use in slide shows.

You can, however, add bitmaps in formats such as Windows bitmap (BMP) or TIFF to slide shows. For best results:

- Don't compress bitmaps or you'll lose much of the image quality.
- Bitmaps should contain at least 256 colors.
- Bitmaps should have a minimum resolution of 96 dpi for screen, 150 dpi for print.

To insert a graphic from the Scrapbook

1. Click **Insert** ▸ **Graphics/Pictures** ▸ **Clipart**.
2. Click one of the following tabs:
   - **Clipart** — vector graphics
   - **Photos** — bitmaps
3. Choose a category from the list.
4. Click a graphic on the palette.
5. Click **Insert**.
6. Click **Close**.

To insert a graphic from a file

1. Click **Insert** ▸ **Graphics/Pictures** ▸ **From file**.
2. Choose the drive and folder where the file is stored.
3. Choose a file.
4. Click **Insert**.

Creating and saving bitmaps

You can create new, original bitmaps by using the Bitmap Editor.

To create a bitmap

1. Click **Insert** ▸ **Graphics/Pictures** ▸ **Bitmap**.
2. Drag to define the bitmap frame.
3. Use the bitmap tools in the Bitmap Editor to create a bitmap.
4. Click **File** ▸ **Close Bitmap Editor**.

To save a bitmap

1. Click a bitmap.
2. Click **File** ▸ **Save as**.
3. Enable the **Selected items** option.
4. Click **OK**.
5. In the **Save** dialog box, choose the drive and folder where you want to save the bitmap.
6. Type a name in the **Filename** box.
7. Choose a graphic type from the **File type** list box.

   WordPerfect Graphic (WPG) is the default bitmap format.
8. Click **Save**.
9. In the **Export** dialog box, choose your desired settings.

Modifying bitmaps

Modifying bitmaps in Presentations can be done with precision. You can refine small details, make drastic changes, and intensify effects on the bitmap as a whole.

To select an area of a bitmap

1 Double-click a bitmap.
2 Click **Edit** ▸ **Select area**.
3 Drag to select an area of the bitmap.

To size the frame around a bitmap

To	Do the following
Size the frame around a bitmap	Double-click the bitmap, and drag the side or corner handles to resize the frame.
Size the frame around a rotated or skewed bitmap	Click **Tools** ▸ **Convert to bitmap**. Click **OK**. Double-click the bitmap, and drag the side or corner handles to resize the frame.

Increasing the size of the frame around a bitmap does not alter the bitmap itself; however, moving any part of the bitmap outside of the resized frame will delete that part when you close the Bitmap Editor window and return to the drawing window.

To zoom in on a bitmap

1 Double-click a bitmap.
2 Click **View** ▸ **Zoom**.

A check mark beside **Zoom** indicates that you have zoomed in on the bitmap.

To erase parts of a bitmap

1 Double-click a bitmap.
2 Click **Insert** ▸ **Eraser**.
3 Click **Format** ▸ **Brush**.
4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.
5 Type a value in the **Brush width** box.
6 Drag to erase any part of the bitmap.

When you erase parts of a bitmap, they are replaced with the transparent color that you specify.

You can also erase a selected area of a bitmap by clicking **Edit** ▸ **Select area**, dragging to select an area of a bitmap, and clicking **Edit** ▸ **Erase selection**.

To remove a bitmap

1. Double-click a bitmap.
2. Click Edit ▸ Clear.

To resample a bitmap

1. Click a bitmap.
2. Drag the handles to resize the bitmap.
3. Click Tools ▸ Resample bitmap.
4. Click Resample.

Applying special effects to bitmaps

Presentations includes a variety of special effects for bitmaps.

To apply a special effect to a bitmap

1. Double-click a bitmap.
2. Click Edit ▸ Select area.
3. Drag to select an area of the bitmap.
4. Click Tools ▸ Special effects.
5. Enable one of the following options:
   - Full image — applies the special effect to the entire bitmap
   - Inside area — applies the special effect inside the selected area
   - Outside area — applies the special effect outside the selected area
6. Choose a special effect from the Effects list.

   Click Apply to preview the effect in the After window.

Converting bitmaps and vector objects

You can convert bitmaps to vector objects — or vector objects to bitmaps.

To convert a bitmap to a vector object

1. Click a bitmap.
2. Click Tools ▸ Trace bitmap.

To convert a vector object to a bitmap

1. Click a vector object.
2. Click Tools ▸ Convert to bitmap.
3. Click Convert.

Shapes

You can enhance Presentations slides and drawings with seven categories of preset shapes.

In this chapter:

- “Drawing shapes” on page 189
- “Editing shapes” on page 191

Drawing shapes

Line shapes can be everything from a simple line to a **polyline**. You can draw lines, polylines, and curves. You can also draw closed curves and **Bezier curves**.

Other shapes that you can draw include basic shapes, such as rectangles and diamonds; arrow shapes; flowchart shapes, such as connectors and processes; star shapes; callout shapes; and action shapes, such as volume buttons and transition buttons.

To draw a line

1 Click **Insert** ▸ **Shape** ▸ **Line shapes**, and click a line shape.
2 Drag to draw the line shape.

You can also draw a precise horizontal, vertical, or diagonal line shape by holding down **Shift** while dragging.

You can also draw line shapes by clicking the **Line shapes** button on the tool palette.

To draw a polyline

1 Click **Insert** ▸ **Shape** ▸ **Line shapes**, and click a polyline shape.
2 Drag to draw the polyline.
3 Double-click to complete the shape.

You can transform an elliptical arc polyline shape into a circle by double-clicking the shape with the **Selection** tool and moving an edit point to the inside of the arc.

To draw a curve

1 Click **Insert** ▸ **Shape** ▸ **Line Shapes** ▸ **Curve**.
2 Click once in the drawing or slide show window.
3 Drag to start the curved line.
4 Click to create the first section of the curve.
5 Drag to continue the curve.
6 Double-click to complete the curve.

To draw a closed curve

1. Click **Insert** ▸ **Shape** ▸ **Line shapes** ▸ **Closed curve**.
2. Click once in the drawing or slide show window.
3. Drag to start the curved shape.
4. Click to create the first section of the curve.
5. Continue to drag and click to create the curved shape you want.
6. Double-click to complete the closed curve.

To draw a Bezier curve

1. Click **Insert** ▸ **Shape** ▸ **Line shapes** ▸ **Bezier**.
2. For each section of the curve, click to start the curved line, and drag to curve the line in another direction.
3. Double-click to finish the curve.

The distance between the control points and the **node** determines the height or depth of the segment that you are drawing.

You can draw a **cusp** in the Bezier curve by dragging from the anchor point, sizing and curving the segment, then holding down **Alt** and dragging in the direction that you want the next curve. You can then release **Alt** and size and curve the next segment.

To draw a shape

1. Click **Insert** ▸ **Shape**, and click a shape in one of the following categories:
   - **Basic shapes**
   - **Arrow shapes**
   - **Flowchart shapes**
   - **Star shapes**
   - **Callout shapes**
   - **Action shapes**

   If you want to draw a shape from the center, hold down **Alt**, and click where you want to create the center of the shape.
2. Drag diagonally to draw the shape.

For more information about creating action shapes, see “Creating SpeedLink objects” on page 320.

You can also create a shape with equal horizontal and vertical dimensions by holding down **Alt** + **Shift** as you draw the shape.

You can also draw shapes by clicking the **Basic shapes** button, the **Arrow shapes** button, the **Flowchart shapes** button, the **Star shapes** button, the **Callout shapes** button, or the **Action shapes** button on the tool palette.

Editing shapes

You can resize the shapes you add to slides and drawings by using a glyph.

You can also change the form, angle, or direction of a line or polyline by using the edit points.

To size a shape by using a glyph

1 Click a shape.
2 Drag a glyph until the shape is the size you want.

To change the shape of a line or polyline

1 Click a line or polyline.
2 Click Edit ▸ Edit points.
3 Drag the edit points until the shape is the size you want.

Edit points are specific to lines and polylines. If you want to access the edit points of a shape other than a line or polyline, you must first convert the shape to a polygon.

To convert a shape to a polygon

1 Click a shape.
2 Click Tools ▸ Convert to polygon.

To change the shape of a polygon

1 Click a polygon.
2 Click Edit ▸ Edit points.
3 Drag any of the edit points.

When you edit a polygon, it does not maintain its standard size or proportions. The shape is treated as a series of lines or polylines instead of a preset shape.

Sounds

Once you have correctly installed and set up sound hardware on your computer, you can add Wave (WAV), MPEG-1 Audio Layer-3 (MP3), and Windows Media® Audio (WMA) sound files. You can also add Musical Instrument Digital Interface (MIDI) files to slides. You can add an entire CD track or only sections of a track to slides by choosing specific starting and stopping points.

If you have a microphone and an internal sound card that supports digital audio or an external sound device that supports digital audio, you can also record any sound and add it to your slides. For more information about recording and saving sounds, consult your operating system's Help file.

To insert a sound or MIDI file into a slide

1. Click **Insert** ▸ **Sound**.
2. Click **Browse** beside one of the following boxes:
   - **Sound**
   - **MIDI**
3. Choose the drive and folder where the sound file is stored.
4. Type a filename in the **Filename** box.
5. Click **Open**.

You can only play one MIDI and one sound file at the same time. You cannot play two sound files of the same type simultaneously.

To get the best results from the MIDI files that are included with Presentations, make sure that your system is set up correctly for your sound card.

To add an entire CD track to a slide

1. Click **Insert** ▸ **Sound**.
2. Click **Browse** beside the **CD** box.
3. In the **Slide CD — Audio** dialog box, type a track description in the **Description** box.
4. Type the number of the CD track in the **Track** box.

To add part of a CD track to a slide

1. Follow the previous procedure.
2. Disable the **From beginning** check box.
3. In the **Start location** area, type a value in any of the following boxes:
   - **Minutes**
   - **Seconds**
   - **Frames**
4. Disable the **To end** check box.

5. In the **End location** area, type a value in any of the following boxes:
   - **Minutes**
   - **Seconds**
   - **Frames**

To record a sound file

1. Click **Format** ▸ **Slide properties** ▸ **Sound**.
2. Click **Record**.
3. In the **Sound** dialog box, click **Record**.
4. Click **Stop** when you finish recording.

Movies and animations

You can add movies to slide shows in a variety of formats, including Moving Pictures Experts Group (**.mpeg**), Audio Video Interleaved (**.avi**), QuickTime® (**.mov** and **.qt**), and Animated GIF (**.gif**).

Certain movie-file types require installed drivers.

To add a movie file to a slide show

1. Click **Insert** ▸ **Movie.**

   To insert an animated GIF, click **Insert** ▸ **Animated GIF.**
2. Choose the drive and folder where the file is stored.

   If you want to save the movie within the slide show, enable the **Save movie within slide show document** check box.
3. Choose a file type from the **File type** list box.

   If you are adding an animated GIF, the file type is chosen for you.
4. Type a filename in the **Filename** box.
5. Click **Insert.**

The file size of the slide show increases greatly.

To change a movie file in a slide show

1. Right-click the movie, and click **Movie properties.**

   Alternatively, click the **Movie properties** button on the property bar.
2. Click **Browse** beside the **Movie name** box.
3. Choose the drive and folder where the file is stored.
4. Choose a file type from the **File type** list box.
5. Type a filename in the **Filename** box.
6. Click **Insert.**

You can also

Apply a movie border to the slide show	Choose a border type from the **Movie border** list box.
Display the control panel while playing a slide show	Enable the **Display control panel when playing show** check box.
Save the movie file within the slide show	Enable the **Save movie within slide show document** check box.
Play the movie continuously	Enable the **Loop the movie for continuous play** check box.

To play a movie in a slide show

- Select the movie, and click **View** ▸ **Play movie**.

  Alternatively, click the **Play movie** button on the property bar.

You can also

Access play settings	Right-click the movie, and click **Movie properties**. You can also click the **Movie properties** button on the property bar.
Hide the movie when it is not playing	Enable the **Hide movie while not playing** check box.
Set the movie to play only when clicked	Enable the **Play movie when clicked** check box.
Set the movie to play automatically	Enable the **Play movie** check box, and type a value in the **Seconds after slide transition** box.

Presenting slide shows

In this chapter:

- “Playing slide shows” on page 197
- “Increasing the speed of slide shows” on page 198
- “Using the slide highlighter” on page 3

You can also present slide shows by working from a print-out or a PDF file. For information, see “Sharing slide shows” on page 225.

Playing slide shows

There are different ways to play slide shows in Presentations.

You can play a slide show by manually controlling the display of each slide.

A slide show can also be played automatically, with each slide displayed in succession and where you can control the time delay between the display of each slide.

To check the appearance, transition, sound, and so on of a slide without playing the entire slide show, you can use QuickPlay™.

You can also play portable slide shows, which play on any computer that uses the Windows operating system, even if it doesn’t have Presentations installed. For information about creating portable slide shows, see “Creating and opening slide shows” in the Presentations Help.

You can also smooth out the appearance of text when playing slide shows. See “Enabling text smoothing” in the Presentations Help.

To play a slide show manually

1. Click **View ▸ Play slide show.**
2. Choose a slide from the **Beginning slide** list box.

   If you want to play the slide show continuously, enable the **Repeat slide show until you press “Esc”** check box.
3. Click **Play.**
4. Click in the slide show window to advance to the next slide or animation.

   If you want to return to the previous slide or animation, right-click the slide show window, and click **Previous slide.**

You can also play a slide show by clicking the **Play slide show** button on the toolbar.

You can also return to the previous slide or animation by pressing **Page up.**

To play a slide show automatically

1. Click **Format** ▸ **Slide properties** ▸ **Display sequence**.
2. In the **Display next slide** area, enable the **After a delay of** option.
3. Type a value in the **Seconds** box.
4. Enable the **Apply to all slides in slide show** check box.

The time delay begins the second the first slide displays on the screen.

Time delays also apply to animated images. For example, if you set a two-second time delay for a slide, the first animated object automatically displays two seconds after the slide appears. The next animated object follows two seconds later, and so on. Two seconds after the last animated object displays, the show advances to the next slide.

You can also apply a different time delay to each slide in a slide show by selecting an individual slide.

To play a slide show by using QuickPlay

1. Click a tab on the bottom of the slide show window.
2. Click the **QuickPlay** tab on the side of the slide show window.
3. Press **Esc** to stop playing the slide show.

When QuickPlay reaches the end of the show, it returns to the slide show window.

Increasing the speed of slide shows

You can speed up the display of a slide show by creating a QuickShow.

When you create a QuickShow, each slide in the slide show is saved as a bitmap for quicker display. Slides from a QuickShow file display on the screen with the delay time you apply. For information about delay times, see “To play a slide show automatically” on page 198.

To increase the speed of a slide show

1. Click **View** ▸ **Play slide show**.
2. Click **Create QuickShow**.
3. Enable the **Use QuickShow file** check box.

If you change any part of a slide show, you must re-create the QuickShow file.

QuickShow files use more memory than regular slide show files, creating a larger file.

Sharing slide shows

In this chapter:

- “Printing slide shows” on page 199
- “Publishing slide shows to PDF” on page 200

For additional topics, please see “Printing” and “Sharing projects” in the Presentations Help.

Printing slide shows

Presentations offers a variety of options for printing your slide shows.

To print a slide show

1 Click **File** ▸ **Print**.

You can also click the **Print** button on the toolbar.

2 On the the **Main** page, choose a printer from the **Name** box.

3 In the **Print range** area, enable one of the following options:

- **Full document** — prints the entire file
- **Current view** — prints only the current page or slide
- **Selected objects** — prints a specific object in a slide or drawing
- **Slides** — prints only the specified slides
- **Handouts** — prints handouts
- **Speaker notes** — prints speaker notes
- **Audience notes** — prints audience notes

Type a value in the **Number of slides per page** box, if available.

4 In the **Copies** area, type the number of copies you want to print in the **Number of copies** box.

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

5 Click **Print**.

Publishing slide shows to PDF

Presentations lets you publish your slide shows to PDF.

To publish to PDF

1. Click **File** ▸ **Publish to PDF**.
2. Choose the drive and folder where you want to save the file.
3. Type a filename in the **File name** box.
4. From the **PDF style** list box, choose a PDF type.
5. Click **Settings**, and specify any additional PDF settings in the **Publish to PDF settings** dialog box that appears.
   Click **OK** to apply your settings and return to the **Publish to PDF** dialog box.
6. Click **Save**.
   If you do not want the PDF file to open automatically after it is saved, disable the **Open PDF after saving** check box.

Part Five: Utilities

WordPerfect Office X7 provides a vast array of supplementary tools that can help you accomplish specific tasks quickly and easily.

Certain utilities described in this section are available only in certain versions of WordPerfect Office X7. To compare versions, please visit WordPerfect.com.

WordPerfect Lightning

Corel® WordPerfect® Lightning™ allows you to view, create, and capture content in a variety of ways. For details, see page 203.

Address Book

The Address Book is an information center that lets you store personal and business contact information. For details, see page 206.

Conversion utility

The conversion utility lets you convert files in various formats to one of five WordPerfect file formats. For details, see page 209.

File-management tools

WordPerfect Office provides two file-management tools: WordPerfect Office file-management dialog boxes (or "enhanced file dialogs"), and QuickFinder™. For details, see page 211.

Equation Editor

Equation Editor lets you insert equations in WordPerfect and Presentations. For details, see page 214.

Scrapbook

Scrapbook is a graphics utility that lets you search for and insert clipart, photo, sound, and movie files in WordPerfect, Quattro Pro, and Presentations. For details, see page 216.

TextArt

TextArt™ lets you transform words into designs. You can use TextArt in WordPerfect, Quattro Pro, and Presentations. For details, see page 218.

Printing engine

The WordPerfect Office printing engine provides a variety of printing and page-setup options for WordPerfect (see page 93), Quattro Pro (see page 151), and Presentations (see page 199).

PerfectScript utility

The PerfectScript utility lets you automate tasks by creating PerfectScript macros. For details, see page 241.

Paradox

Certain versions of WordPerfect Office X7 include Paradox, a powerful and easy-to-use relational database program that helps you organize, track, and retrieve information. For details, please see the Paradox Help.

Third-party software

Certain versions of WordPerfect Office X7 also include third-party software. For details on any such programs, please refer to their documentation.

The **Utilities** page of the Reference Center offers extensive help for the utilities included with all versions of WordPerfect Office X7. See "To access the Reference Center" on page 9.

WordPerfect Lightning

WordPerfect Lightning lets you view, capture, and reuse information and images. With WordPerfect Lightning, you have the tools you need to work with others and to capture and fine-tune your ideas.

You can use WordPerfect Lightning to take notes or to view graphics, photos, or documents saved as Microsoft Word or WordPerfect files. When it's time to polish your work, WordPerfect Lightning integrates seamlessly with WordPerfect and Microsoft Word.

In this chapter:

- "Getting started" on page 203
- "Using the Navigator window" on page 203
- "Using the Notes window" on page 204
- "Using the Viewer window" on page 205

Getting started

When you start WordPerfect Lightning, you'll find the **Navigator window**. The Navigator lets you create, store, and organize your WordPerfect Lightning notes in a familiar tree structure.

The **Notes window** lets you capture your ideas and reuse information from other sources.

Finally, the **Viewer window** lets you view Microsoft Word, WordPerfect, and image files.

To start WordPerfect Lightning

- Click **Start** ▸ **All Programs** ▸ **WordPerfect Office X7** ▸ **WordPerfect Lightning**.

To quit WordPerfect Lightning, click the **Close** button.

Using the Navigator window

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

From the Navigator window, you can

- create, store, and access WordPerfect Lightning notes
- print and e-mail WordPerfect Lightning notes
- capture images of documents and applications appearing on-screen

To create a note

- Click the **New Note** button.

When closed, notes are saved automatically to the active folder in the Navigator. To open a closed note, double-click it.

To print a note, right-click it, and choose **Print**.

To e-mail a note, right-click it, and choose **Send to ▸ Mail Recipient**.

To capture an image

1 Click the arrow beside the **Snapshot** button, and choose an option:
  - **Take Snapshot to New Note**
  - **Take Snapshot to WordPerfect**
  - **Take Snapshot to Clipboard**

2 Drag around the area that you would like to include in the image.

Using the Notes window

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

From the Notes window, you can

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

To create a note

- Click the **New Note** button.

To print a note, click the **Print** button.

To e-mail a note, click the arrow next to the **Send to** button, and choose **Send to Mail Recipient**.

To format the text in a note

1 Drag across the text to select it.

2 Use the text-formatting controls on the toolbar.

To add an image to a note

1 Click in the note where you want to insert the image.

2 Click the **Insert** button, and choose **Image**.

3 Type the path and filename of the image in the **Picture Source** box.

If you don't know the exact path and filename, you can locate the image by clicking **Browse**.

Using the Viewer window

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

From the Viewer window, you can

- view WordPerfect and Microsoft Word (DOC, DOCX) files
- copy and reuse text from any document that you are viewing
- easily produce images of anything appearing on-screen
- send documents to the Navigator, to WordPerfect or Microsoft Word, or to e-mail

To view a document

1. Click the **Open** button.
2. Choose the folder where the document is stored.
3. Choose the file type from the **Files of type** list.
4. Choose the file, and click **Open**.

To copy text from a document

1. Drag across the text to select it.
2. Click the arrow beside the **Copy** button, and choose an option:
   - **Copy to Note**
   - **Copy to WordPerfect**
   - **Copy to Clipboard**

To capture an image in a document

- See “To capture an image” on page 204.

To send a document

- Click the arrow beside the **Save** button, and choose an option:
  - **Save to Notebook**
  - **Send to Word Processor**
  - **Send to Main Recipient**

Address Book

The Address Book is an information center that lets you store personal and business contact information.

In this chapter:

- “Getting started” on page 206”
- “Creating address books” on page 206”
- “Opening address books” on page 207
- “Sorting and filtering address book data” on page 208

Getting started

You can start the Address Book from WordPerfect.

The Tree view in the left pane displays all open address books. When you select an address book format in the Tree view in the left pane, all open address books in the selected format display in the Summary view in the right pane.

To start the Address Book

- In WordPerfect, click **Tools** ▸ **Address Book**.

To quit the Address Book, click **File** ▸ **Exit**.

Creating address books

You can create multiple address books to store different types of contact information.

Address entries are the records that you create in an address book. You can create an address entry for a person, organization, or resource. You can also create a group address entry, which can contain individual, organizational, and resource address entries, as well as other group address entries.

To create an address book

1. Click **File** ▸ **New**.
2. From the **Address book type** list, choose one of the following:
   - **Address book**
   - **MAPI**
3. Type a name for the address book in the **Name** box.

To create an address entry

1. Click an address book in the Tree view.
2. Click **Address** ▸ **New**.
3. From the **Select entry type** list, choose one of the following:
   - **Person**
   - **Organization**

- Resource

4 Click **OK**.

5 Type text in any of the boxes.

To edit an address entry, click **Address** ▸ **Edit**. To delete an address entry, click **Address** ▸ **Delete**.

To create a group address entry

1 Click an address book in the Tree view.

2 Click **Address** ▸ **New**.

3 Choose **Group** from the **Select entry type** list.

4 Click **OK**.

5 Click the **Group** tab.

6 Type a name for the group in the **Group** box.

If you want to include comments about the group, type text in the **Comments** box.

7 Click **Add/remove members**.

8 In the **Add/remove members** dialog box, choose a name from the **Addresses** list.

9 Click **Add**.

To remove a name from the **Addresses** list, click **Delete**.

Opening address books

You can open the address books displayed in the Tree view.

When you close an address book, it no longer appears in the Tree view. You can open a closed address book by browsing to the folder in which it is saved on your computer.

To open an address book displayed in the Tree view

1 Click **File** ▸ **Open**.

2 Choose an address book from the **Previously opened books** list.

To close an address book, click **File** ▸ **Close**.

To open an address book not displayed in the Tree view

1 Click **File** ▸ **Open**.

2 Click the **Address book** button.

3 Click the **Browse** button.

4 Choose the drive and folder where the address book is stored.

5 Click **Select**.

6 Choose an address book from the **Available address books** list.

7 Click **OK**.

8 In the **Previously opened books** dialog box, choose an address book from the **Available address books** list.

Sorting and filtering address book data

In the Summary view, each address field in an address entry is displayed in a column. You can display, hide, or sort by any address field column.

Not only can you search for an address entry, but you can filter an address book to display a specific address entry or range of entries.

To sort by an address field column

1 Click an address book in the Tree view.

2 Click View ▸ Columns.

3 In the Columns dialog box, do the following:

- Enable the check boxes for the columns you want to display.
- Disable the check boxes for the columns you want to hide.

4 Click OK.

5 Click the column title in the Summary view, and then click one of the following arrows:

- △ — sorts the column in ascending order
- ▽ — sorts the column in descending order

To search for an address entry

1 Click an address book in the Tree view.

2 Click Edit ▸ Find.

3 Type filter criteria in the Find box.

4 Click Find now.

To filter an address book

1 Click an address book in the Tree view.

2 Type filter criteria in the Search names box.

3 Press Enter.

Conversion utility

The WordPerfect conversion utility lets you convert various types of files — such as files created in older versions of WordPerfect, or Microsoft Word files — to one of five WordPerfect file formats.

You can start the conversion utility from Windows or from the WordPerfect application window. You can then use the conversion utility to convert multiple files at a time.

Supported "Convert from" formats

You can convert from a variety of file formats:

- WordPerfect — various older versions, listed below
- Microsoft Word — DOCX (2007, 2013), DOC (97 to 2003), and more
- HTM, RTF, TXT, and more

For a complete list of supported formats, please see the Conversion Utility Help.

Supported "Convert to" formats

You can convert to any of the following WordPerfect formats.

WordPerfect format	Extension
WordPerfect 6 to X7	WPD
WordPerfect 4.2, 5.0, 5.1, 5.2	WP
WordPerfect 2.0, 2.1, 3.0, 3.1, 3.5 Macintosh	WPM
WordPerfect 5.1, 5.2 Far East	WP
WordPerfect Compound File	WPD

To start the conversion utility

- Do one of the following:
  - In Windows, click **Start** ▸ **All Programs** ▸ **WordPerfect Office X7** ▸ **Utilities** ▸ **Conversion Utility**.
  - In WordPerfect, click the **Conversion Utility** button on the **Compatibility** toolbar. If you click the button more than once, you will open multiple instances of the conversion utility.

To quit the conversion utility, click **Close**.

To convert files

1. In the conversion utility, click **Add**.
2. Choose the drive and folder in which the files you want to convert are stored.

   If you can't see the files, choose **All files** from the **File type** box.
3. Click **Add all**. If you want to convert the files in the folders within the folder, enable the **Include subfolders** check box.

   To convert a single file, click the file, and then click **Add**.

4 From the **Convert to** list box, choose a version of WordPerfect.

5 Click **OK**.

To convert a single document by opening it directly in WordPerfect, see “Opening documents” on page 28.

File-management tools

WordPerfect Office provides two file-management tools:

- file-management dialog boxes, or “enhanced file dialogs”
- QuickFinder — see page 212

Using the enhanced file dialogs

The WordPerfect Office file-management dialog boxes, or “enhanced file dialogs,” let you perform many file-management tasks — and even view Web pages! — from directly within WordPerfect, Quattro Pro, and Presentations.

By default, the enhanced file dialogs are enabled. If you are more comfortable with the default Windows file-management dialog boxes, you can use them instead.

To open the enhanced file dialog

- In WordPerfect, Quattro Pro, or Presentations, click **File ▸ Open**.

To find a file

1. In the enhanced file dialog, choose the drive or folder in which you want to search.
2. Type the filename in the **Filename** box.
3. Click **Find now**.

To preview a file

1. In the enhanced file dialog, click the **Preview** button on the toolbar.
2. From the **Look in** list box, choose the file you want to preview.

To add a shortcut to the Favorites folder

1. In the enhanced file dialog, choose the file or folder.
2. Click **Favorites ▸ Add**, and click one of the following:
    - **Add favorite folder** — adds the entire folder to the **Favorites** folder
    - **Add favorite item** — adds the selected file to the **Favorites** folder

To view a Web page or an intranet page

1. In the enhanced file dialog, click the **Web mode** button.
2. In the **Look in** box, type **http://** (or, if required, **https://**) followed by the URL for the Internet or intranet page you want to open.
3. Press **Enter**.

To disable the enhanced file dialogs

1 Do one of the following:
  - In WordPerfect, click **Tools** ▸ **Settings** ▸ **Files**. Then, click the **Document** tab.
  - In Quattro Pro, click **Tools** ▸ **Settings**. Then, click **File options**.
  - In Presentations, click **Tools** ▸ **Settings** ▸ **Environment**. Then, click the **Options** tab.

2 Disable the **Use enhanced file dialogs** check box.

Using QuickFinder

QuickFinder has two components:

- **QuickFinder Searcher** — finds files within a specified search scope
- **QuickFinder Manager** — lets you create standard or custom Fast Search files that are required to perform Fast Searches

To start QuickFinder Searcher

- Click **Start** ▸ **All Programs** ▸ **WordPerfect Office X7** ▸ **Utilities** ▸ **QuickFinder Searcher**.

To find a file with QuickFinder Searcher

1 From the **Look in** list box in QuickFinder Searcher, choose the drive or folder where the file is stored.

2 In the **Filename** box, type a filename, word, or phrase.

You can use wildcards. An asterisk (*) represents one or more characters; a question mark (?) represents only one character.

3 Click **Find now**.

To stop the search at any time, click **Stop find**.

QuickFinder ignores special characters, such as an exclamation point (!) or an ampersand (&), when searching for content.

You can further narrow your search by choosing a file type from the **File type** list box and by typing the date saved in the **Last modified** list box.

To start QuickFinder Manager

- Click **Start** ▸ **All Programs** ▸ **WordPerfect Office X7** ▸ **Utilities** ▸ **QuickFinder Manager**.

To create a standard Fast Search file

1 In QuickFinder Manager, click the **Standard fast search setup** tab.

2 Click **Create**.

3 In the **QuickFinder standard fast search** dialog box, type the name of a folder in the **Folder to search** box.

4 Enable one of the following options:
  - **Automatic update every** — lets QuickFinder automatically update the Fast Search file at the specified intervals
  - **Manual update** — lets you manually update the file

5 Click **Options**.

6 In the **QuickFinder Fast Search options** dialog box, click **Browse**, and specify the search preferences and a secondary location for the Fast Search information file.

To search using your standard Fast Search file, select the file in QuickFinder Searcher.

To create a custom Fast Search file

1 In QuickFinder Manager, click the **Custom Fast Search setup** tab.

2 Click **Create**.

3 In the **QuickFinder custom Fast Search** dialog box, type a name for the Fast Search file in the **Fast Search name** box.

4 Enable one of the following options:

- **Automatic update every** — lets QuickFinder automatically update the Fast Search file at the intervals that you type in the boxes
- **Manual update** — lets you manually update the file

5 In the **Folder to add** box, type the name of a folder you want to search with the specified path.

6 Enable the **Include subfolders** check box.

7 Click **Add**, and click **Options**.

8 In the **QuickFinder Fast Search options** dialog box, specify the search preferences and a location for the Fast Search file.

To search using your custom Fast Search file, select the file in QuickFinder Searcher.

Equation Editor

You can use Equation Editor in WordPerfect and Presentations.

Creating equations

Equation Editor lets you insert preset equations — and build your own equations by inserting preset symbols and templates.

Symbols are single characters, such as logic symbols and Greek characters. A template consists of a symbol and, in some cases, writable “slots” for adding variables or other elements. For example, a fraction template provides two slots: one for the numerator and one for the denominator, separated by a line (⬚/⬚).

Each equation you insert into a document is treated as one item rather than individual symbols or characters. The equation is inserted into a document inside a graphics box.

Editing equations

After creating an equation, you can manipulate it as necessary.

To insert a preset equation

1. Click where you want to insert an equation.
2. Click **Insert ▸ Equation**.
3. Click the **Edit equation** tab.
4. Click **Presets**. The **Equation presets** dialog box appears.
5. Choose an equation from the **Choose a preset** list.

To insert an equation template

1. Follow steps 1 to 3 in the previous procedure.
2. Choose the template, or use its corresponding shortcut key.

   For a list of shortcut keys, please see the Equation Editor Help.

To insert a symbol into an equation

1. Select the equation in the document.
2. Click **Edit ▸ (Open) equation object**.
3. Click where you want to insert a symbol.
4. Choose a symbol, or use its corresponding shortcut key.

   For a list of shortcut keys, please see the Equation Editor Help.

To edit an equation

1. Select the equation in the document.
2. Click **Edit ▸ (Open) equation object**.
3. Click the **Edit equation** tab.

You can also	
Select an element in an equation	Click the beginning (or end) of the equation element, hold down **Shift**, and press the right arrow (or left arrow) key.
Move the selected equation element	Hold down **Ctrl**, and press an arrow key.
Change the color of the selected equation element	Click **Color**.
Change the style and size of the selected equation element	Use the **Style** list box and the **Size** list box.
Delete the selected equation element	Press **Delete**.

Scrapbook

Scrapbook is a graphics utility that lets you search for and insert clipart, photo, sound, and movie files in WordPerfect, Quattro Pro, and Presentations.

Understanding Scrapbook

Scrapbook does not store files but contains thumbnails that point to media files. A thumbnail is a low-resolution miniature of a graphic or icon that is represented as an item in the Scrapbook utility window. Each item contains properties, such as keywords, file paths, and location. Scrapbook can list files on a local disk drive, network drive, or media disc.

You can start Scrapbook from within WordPerfect, Quattro Pro, or Presentations.

Working with Scrapbook items

You can use Scrapbook to insert a clipart file into a document. You can also insert a photo, sound, or movie file.

You can also import files into Scrapbook.

You can search for a Scrapbook item by using criteria such as file type, keyword, or filename.

To start Scrapbook

- Click **Insert** ▸ **Graphics/Pictures** ▸ **Clipart**.

To quit Scrapbook, click **Close**.

To insert a Scrapbook file into a document

1 Choose a category from the **Categories** list.
2 Click a tab: **Clipart**, **Photos**, **Sounds**, or **Movies**.
3 Choose an item from the Scrapbook item window.
4 Click **Insert**.
5 (Quattro Pro only) Click to place the item at its default size, or click and drag to place the item and size it manually.

To import files into Scrapbook

1 Click **Import clips**.
2 Click **Browse**.
3 Choose the drive and folder where the file is stored.
4 In the **Insert file** dialog box, choose a filename from the list.
5 Click **Open**.

When you import a file, Scrapbook places a thumbnail of the file in the Scrapbook database. The thumbnail is represented as an item in the Scrapbook utility window.

To search for a Scrapbook item

1 Click **Find**.

2 Choose a file type from the **Scrapbook item type** list box.

3 Click **Find now**.

You can also

Search for a file by using keywords	Type keywords in the **Keywords** box.
Search for a file by using a full or partial filename	Type text in the **Filename containing** box.

You can search for Scrapbook items as often as you like, but only the last five results are displayed.

Only the last search is saved when you quit or reopen Scrapbook.

TextArt

TextArt lets you transform words into designs. You can use multiple visual effects, such as font, color, and rotation options, to create professional-looking 2D or 3D images. You can use TextArt in WordPerfect, Quattro Pro, and Presentations.

Creating TextArt images

You can create a TextArt image yourself, or you can insert preset 2D and 3D images into documents.

Editing TextArt images

You can change the appearance of 2D TextArt images by using different shadow styles and colors.

You can also change the appearance of 3D Text Art images.

To create a TextArt image

1. Click **Insert** ▸ **Graphics/Pictures** ▸ **TextArt**.
2. Type text in the **Type here** box.

   To insert a symbol, click **Insert Symbol**.
3. Choose a text shape from the **Shapes** list box.

   If you want to choose from other shapes, click **More**, and click a shape.
4. Choose a font from the **Font** list box.
5. Choose a font style from the **Font style** list box.

   If you want to create a **3D** image, enable the **3D mode** check box.

To insert a preset 2D TextArt image

1. Click **Insert** ▸ **Graphics/Pictures** ▸ **TextArt**.
2. Type text in the **Type here** box.

   To insert a symbol, click **Insert Symbol**.
3. Click the **2D options** tab.
4. Open the **2D preset** picker, and click a **TextArt** image.

To insert a preset 3D TextArt image

1. Click **Insert** ▸ **Graphics/Pictures** ▸ **TextArt**.
2. Type text in the **Type here** box.

   To insert a symbol, click **Insert Symbol**.
3. Click the **3D options** tab.
4. Enable the **3D mode** check box.
5. Open the **3D preset** picker, and click a text style.

Part Six: Writing Tools

WordPerfect Office X7 includes tools that can help improve the quality of your writing. These writing tools let you correct errors in spelling and grammar, correct mistakes automatically, and help to refine your writing style.

Setting up the writing tools

If you open a file that is written in a language that is different from the writing tools you have installed, the writing tools run in the installed language. For example, suppose the English writing tools are installed and you open a Spanish file: the writing tools run in English.

If you want to use the writing tools in a different language, you may need to install the writing tools for that language by modifying your installation of the software. See "To modify WordPerfect Office X7" on page 7.

At any time, you can change the language settings for the writing tools. For details, please see "Changing the language settings" in the Help for WordPerfect, Quattro Pro, or Presentations.

Using the writing tools

WordPerfect Office X7 offers the following writing tools:

- **spelling checker** — checks for misspelled words, duplicate words, and irregular capitalization. See page 221.
- **grammar checker** — checks for grammar, spelling, and style errors. See page 223.
- **thesaurus** — lets you look up synonyms, antonyms, and related words. See page 225.
- **dictionary** — lets you look up word definitions and spelling. See page 227.
- **word lists** — contain the words and phrases scanned when you proof your text using the writing tools. See page 229.

Not all writing tools are available for all languages. For a per-language breakdown of supported writing tools, please see "Reference: Using writing tools" in the Help for WordPerfect, Quattro Pro, or Presentations.

Additional resources

For more information on the writing tools, please see "Using the writing tools" in the Help for WordPerfect, Quattro Pro, or Presentations.

For advice on specific types of projects, consult the following features:

- **CorelTUTOR** — a Help file that offers tutorials and walkthroughs. See "To access the Help" on page 11.
- **PerfectExpert** — a built-in panel that offers assistance with everyday tasks and detailed projects. See "To access the PerfectExpert" on page 5.

The **Writing Tools** page of the Reference Center provides links to even more resources. See "To access the Reference Center" on page 9.

Spelling checker

You can use the spelling checker to check the spelling of a file. In WordPerfect and Presentations, you can also check the spelling of selected text.

You can manually edit text and then resume checking the spelling. You can also manually replace an incorrect word or phrase.

You can customize how the spelling checker checks spelling in a document. For example, you can choose how the spelling checker starts and whether it searches for misspelled words, irregular capitalization, duplicate words, and words with numbers.

The spelling checker is not to be confused with the Spell Utility, a separate program that lets you create and edit main word lists. See “Customizing main word lists” on page 231.

By customizing a user word list, you can store automatic replacements for words you regularly misspell. For more information, see “Customizing user word lists” on page 230.

To check the spelling of a file

1. Click **Tools** ▸ **Spell checker**.
2. From the **Check list** box (if available), choose an option.
3. Click **Start**.

To check the spelling of selected text

1. Select the text you want to check.
2. Click **Tools** ▸ **Spell checker**.
3. Click **Start**.

In Quattro Pro, you cannot check selected text.

To edit spell-checked text manually

1. Click **Tools** ▸ **Spell checker**.
2. When Spell checker stops on a word or phrase, click in the document where you want to make changes.
3. Edit the text.

To replace an incorrectly spelled word or phrase

1 Click **Tools** ▸ **Spell checker**.

2 When Spell checker stops, choose a word or phrase from the **Replacements** list.

3 Click **Replace**.

You can also

Define automatic replacements	Click **Auto replace**.
Skip an error once	Click **Skip once**.
Skip all occurrence of an error	Click **Skip all**.

If Spell checker does not offer replacement words, click **Skip** or edit text manually in the **Replace with** box.

To set options for the spelling checker

1 Click **Tools** ▸ **Spell checker**.

2 Click **Options**.

Any options you change will be effective the next time you open the spelling checker.

Grammar checker

In WordPerfect and Presentations, you can use the grammar checker (“Grammatik”) to check the grammar of a file — or of selected text.

You can manually edit text and then resume checking the spelling. You can also manually replace an incorrect word or phrase.

You can check a document for a specific type of writing by using a checking style — a preset writing style rule. For example, you can choose an advertising checking style to check advertising copy or marketing materials.

Grammatik also lets you analyze documents.

You can customize how Grammatik checks grammar in a document.

✍ You cannot use the grammar checker in Quattro Pro.

To check the grammar of a file

1. Click **Tools** ▸ **Grammatik**.
2. From the **Check list** box, choose an option.
3. Click **Start**.

To check the grammar of selected text

1. Select the text you want to check.
2. Click **Tools** ▸ **Grammatik**.
3. Click **Start**.

To edit grammar-checked text manually

1. Click **Tools** ▸ **Grammatik**.
2. When Grammatik stops on a word or phrase, click in the document where you want to make changes.
3. Edit the text.

To replace a grammatically incorrect word or phrase

1. Click **Tools** ▸ **Grammatik**.
2. When Grammatik stops, choose a word or phrase from the **Replacements** list.
3. Click **Replace**.

You can also

Define automatic replacements	Click **Auto replace**.
Skip an error once	Click **Skip once**.
Skip all occurrence of an error	Click **Skip all**.

To select a checking style

1. Click **Tools** ▸ **Grammatik**.
2. Click **Options** ▸ **Checking styles**.
3. In the **Checking styles** dialog box, choose a checking style.
4. Click **Select**.

To analyze a document

1. Click **Tools** ▸ **Grammatik**.
2. Click **Options** ▸ **Analysis**, and choose a command:
   - **Parse tree** — for a parse tree of the current sentence
   - **Parts of speech** — for the parts of speech in the current sentence
   - **Basic counts** — for a basic counts report on writing style
   - **Flagged** — for a flagged errors report on writing style
   - **Readability** — for a readability report on the document

To set options for the grammar checker

1. Click **Tools** ▸ **Grammatik**.
2. Click **Options**.

Thesaurus

You can use the thesaurus to refine your writing style.

You can replace a word with the thesaurus. When you look up a word, the thesaurus provides a short definition and a list of the lookup options selected.

The thesaurus automatically replaces a word with a suggested word, but you can also use the thesaurus to insert words.

You can customize the thesaurus to look up words or close automatically. The thesaurus can also be customized to suggest spelling suggestions for misspelled words and display multiple alternative word lists.

The thesaurus lets you customize lookup options for synonyms, antonyms, related words, related information, and cross-references. You can also look up hypernyms, hyponyms, and phrases.

To replace a word

1. Select a word.
2. Click Tools ▸ Thesaurus.
3. Click Look up.
4. In the list of categories, double-click a definition and click a word.
5. Click Replace.

You can also

Look up words suggested by the thesaurus	View definitions in the pane to the right of the suggested words.
Look up any word	Type a word in the list box at the top of the Thesaurus page. Click Look up.

To insert a word

1. Click Tools ▸ Thesaurus.
2. Type a word in the list box at the top of the Thesaurus page.
3. Click Look up.
4. In the document, click where you want to insert the word.
5. In the list of definitions, double-click a definition and click a word.
6. Click Insert.

To customize thesaurus options

1. Click Tools ▸ Thesaurus.
2. Click Options, and click one of the following:
   - Auto look up
   - Auto close
   - Spelling assist

To customize lookup options

1. Click Tools ▸ Thesaurus.
2. Click Options, and click one of the following:
   - Synonym
   - Antonym
   - Related words
   - Is a type of
   - Has types
   - Is a part of
   - Has parts
   - Example

Dictionary

You can use the dictionary to check word definitions and spelling. You can either look up the definition of a word or search for all occurrences of that word in the dictionary's definitions.

The dictionary lets you customize the display, lookup, and language options to conform to your working style.

You also have the option of purchasing the upgrade from the Oxford English Pocket Dictionary to the Oxford English Concise Dictionary.

To look up a word

1 Click **Tools** ▸ **Dictionary.**

If the **Auto lookup** feature is enabled, the dictionary will look up the selected word from the document.

2 Type a word in the box to the left of **Go**.

To search for a word

1 Click **Tools** ▸ **Dictionary.**

2 Choose **Search from the mode** list box.

3 Type a word in the box to the left of **Go**.

4 Click **Go**.

To set dictionary display options

1 Click **Tools** ▸ **Dictionary.**

2 Click **Options** ▸ **Display.**

3 In the **Dictionary display options** dialog box, choose a definition property from the list.

4 Choose a color from the list.

To set lookup options

1 Click **Tools** ▸ **Dictionary.**

2 Choose **Look up from the mode** list box.

3 Click **Options**, and click one of the following:

- **Alphabetical** — lists the closest lookup matches
- **Incremental** — lists only the matches containing the entire word being looked up

To set language options

1 Click **Tools** ▸ **Dictionary.**

2 Choose **Look up from the mode** list box.

3 Click **Options**, and click one of the following:

- **English (US)**
- **English (UK)**

To upgrade to the Oxford English Concise Dictionary

1. Click **Tools** ▸ **Dictionary**.
2. Choose **Look up from the mode** list box.
3. Click **Options** ▸ **Upgrade**.

   Follow the instructions in the **Product activation** dialog box.

The Oxford English Concise Dictionary and Oxford English Pocket Dictionary are the only dictionaries available for use with WordPerfect Office.

Word lists

A word list is a list of words or phrases scanned when you proof text by using the writing tools. Writing tools scan two types of word lists: user word lists and main word lists.

Each language comes with a default user word list. You can customize user word lists by adding, deleting, or replacing words.

Main word lists are lists of specialized words used by the spell checker for a particular language, field or company.

In this chapter:

- "Choosing word lists" on page 229
- "Customizing user word lists" on page 230
- "Customizing main word lists" on page 231

Choosing word lists

You can choose both user word lists and main word lists to help proof a text.

You can have ten lists of each type active when you use the writing tools. The active user word lists are scanned first; if the word or phrase is not found there, the active main word lists are scanned.

For example, if you want the spelling checker to scan both the US English and the Canadian English main word lists, choose both lists. If you work in the medical profession, you can select a third-party medical word list that runs with WordPerfect writing tools.

To add a user word list

1. Click Tools ▸ Spell checker.
2. Click Options ▸ User word lists.
3. Click in the User word lists list where you want to position the new user word list.
4. Click Add list.

The filename extension for a user word list is .uwl.

When you check a document, the user word lists are scanned in the order they display in the User word lists list.

You can also

Disable a user word list	Disable the check box that corresponds to the user word list.
Remove a user word list	Choose the user word list, and click Remove list.

To add a main word list

1. Click Tools ▸ Spell checker.
2. Click Options ▸ Main word lists.
3. Click in the Main word lists list where you want to position the new user word list.
4. Click Add list.

The filename extension for a main word list is .lex or .mor.

When you check a document, the main word lists are scanned in the order they display in the **Main word lists** list.

You can also

Disable a main word list	Disable the check box that corresponds to the main word list.
Remove a main word list	Choose the main word list, and click **Remove list**.

Customizing user word lists

You can add a word to a user word list so that the word is not flagged as an error.

Here are examples of how you can use the Adding Words to a User Word List feature:

- If you often type incorrectly, you can define the correctly spelled word as a replacement. For example, you can specify “the” as a replacement for “hte.”
- You can replace abbreviations or acronyms with words or phrases. For example, you can define Chief Executive Officer as the replacement for the acronym CEO.
- You can define multiple alternatives for a word. For example, you can define “United States of America,” “United States,” and “U.S.A.” as replacements for the word “usa.” During a spell checking or proofreading session, you can choose which alternative phrase you want to use to replace “usa.”

To add a word to a user word list

1. Click **Tools** ▸ **Spell checker.**
2. Click **Options** ▸ **User word lists.**
3. In the **User word lists** dialog box, choose a user word list.
4. Type a word in the **Word/Phrase** box.

   If you want to add a replacement word, type it in the **Replace with** box.
5. Click **Add entry.**
6. Click **Close.**

Click **Add** from the **Spell checker** page to add the word to the current user word list.

You can also add short phrases to a user word list.

To edit a word or phrase in a user word list

1. Click **Tools** ▸ **Spell checker.**
2. Click **Options** ▸ **User word lists.**
3. Choose the **User word list** that contains the word or phrase you want to edit.
4. Choose the word or phrase you want to edit.
5. Edit the word or phrase in the **Replace with** box.
6. Click **Replace entry.**

If the word list you want to edit does not appear in the **Word Lists** box, click **Add list** to open the list.

To delete a word or phrase from a user word list

1. Click **Tools** ▸ **Spell checker**.
2. Click **Options** ▸ **User word lists**.
3. Choose the word list you want to edit.
4. Choose the word or phrase you want to delete.
5. Click **Delete entry**.

Customizing main word lists

The Spell Utility is a separate program that lets you create and edit main word lists for your business or field (such as medicine or law). You can also use the utility to merge main word lists together and to convert main word lists from previous formats.

To open the Spell Utility

- Click **Start** ▸ **All Programs** ▸ **WordPerfect Office X7** ▸ **Utilities** ▸ **Spell Utility**.

Part Seven: Macros

You can use macros to perform repetitive or complex tasks automatically. A macro performs a series of instructions. For example, you can create a macro that retrieves a file, gives it a new name, and saves it to another format. You can then play the macro to repeat the action.

WordPerfect Office X7 offers tools, features, and resources for those who want to use macros to automate tasks. You can create macros in multiple ways:

- by using **built-in macro features**
- by using the **PerfectScript utility**
- by using Microsoft® Visual Basic® for Applications (**VBA**) 6.3

For developers who want to create more advanced automations and customizations, WordPerfect Office X7 also offers a software development kit (**SDK**).

Built-in macro features

You can create macros from directly within WordPerfect, Quattro Pro, or Presentations. For a brief introduction, see the following chapters:

- "WordPerfect macro features" on page 235
- "Quattro Pro macro features" on page 237
- "Presentations macro features" on page 239

For more complete information, please see the main Help file for WordPerfect, Quattro Pro, or Presentations. Visit the **Macros** page of the Reference Center (see page 9) for easy access to the macro-related Help topics in these files.

PerfectScript utility

You can also create macros from within the PerfectScript utility, which is included with the WordPerfect Office utilities. For a brief introduction, see "PerfectScript utility" on page 241.

For more complete information, please see the Macro Help file or the *Corel WordPerfect Office X7 Macro Guide*. Visit the **Macros** page of the Reference Center (see page 9) for easy access to these resources.

VBA 6.3 support

If Microsoft Visual Basic for Applications (VBA) 6.3 is installed on your computer, you can use it with WordPerfect Office. VBA is an object-oriented programming language that lets you create VBA macros to automate tasks.

VBA 6.3 is not included with WordPerfect Office X7.

For information on creating macros by using VBA, please see the Macro Help file or the *Corel WordPerfect Office X7 Macro Guide*.

Visit the **Macros** page of the Reference Center (see page 9) for easy access to these resources.

WordPerfect Office SDK

The WordPerfect Office Software Development Kit (SDK) is a set of tools and resources that let you customize WordPerfect Office applications for commercial or business use.

The SDK is included only in certain versions of WordPerfect Office X7. To compare versions, please visit WordPerfect.com.

WordPerfect macro features

WordPerfect supports several kinds of macros:

- “QuickMacros” on page 235
- “WordPerfect macros” on page 235.
- template macros — see page 236
- PerfectScript macros — see page 236
- Visual Basic for Applications (VBA) macros — see page 236

QuickMacros

QuickMacros are temporary macros you can record without saving.

To record a QuickMacro

1. Click **Tools** ▸ **Template macro** ▸ **Record**.
2. Click **Record** without entering a macro name in the **Name** box.
3. Perform the task you are recording.

   NOTE: WordPerfect records both the keyboard and mouse actions you make. However, you must use the keyboard instead of the mouse to position the cursor in the document window.
4. Click **Tools** ▸ **Template macro** ▸ **Record** to stop recording the macro.

To play a QuickMacro

1. Click **Tools** ▸ **Template macro** ▸ **Play.**
2. Click **Play** without entering a macro name in the **Name** box.

WordPerfect macros

WordPerfect macros are stored either in the document they apply to or in a macro library file. Use a WordPerfect macro when your task is contained within WordPerfect.

One way to create a WordPerfect macro is to record a task in WordPerfect; see “Recording, saving, and storing macros” in the WordPerfect Help. To include programming commands, or non-recordable actions, you must edit the macro after you record it; see “Editing and deleting macros” in the WordPerfect Help.

Workflow macros

WordPerfect comes with many workflow macros:

- **NEW for X7:** print all open documents, count all instances of a word or phrase in a document, save documents to multiple formats, and more

See “Using macros included with WordPerfect“ in the WordPerfect Help.

Template macros

Template macros are macros attached to a template and are saved as part of that template file. They can be played only from that template and are not listed with standard macros. See “Using template macros” in the WordPerfect Help.

PerfectScript macros

PerfectScript macros are stored with a .wcm filename extension. These macros are useful if you want to interact with Quattro Pro and Presentations. See “Writing and editing macros by using PerfectScript” in the WordPerfect Help.

VBA macros

Visual Basic for Applications (VBA) macros are saved in specific projects that use a robust version of the Visual Basic programming language. If VBA 6.3 is installed on your computer, you can access the VBA Editor from WordPerfect (Tools ▸ Visual Basic ▸ Visual Basic Editor). See “Integrating with Visual Basic for Applications” in the WordPerfect Help.

Quattro Pro macro features

There are three types of macros:

- Quattro Pro (native) macros
- PerfectScript macros — see page 238
- Visual Basic for Applications (VBA) macros — see page 238

It is important to understand all three types of macros before choosing a macro that best suits your needs. Some aspects that you can look at are the differences between the macros and the syntax of a macro.

Quattro Pro (native) macros

Quattro Pro native macros are stored in notebook cells. Use this type of macro when a task is performed within Quattro Pro.

The simplest way to create a macro is to record the keystrokes in Quattro Pro. You can play a Quattro Pro macro from the menu or by using the macro buttons on a customized toolbar.

To record a Quattro Pro macro

1. Click **Tools** ▸ **Macro** ▸ **Record**.
2. Enable the **Quattro Pro macro** option.

   If you want to save the macro in an existing macro library, on the status bar, click the notebook name that contains the macro library.
3. Select the cells in which to store the macro.
4. Click **OK**.
5. Perform the actions in the macro.
6. Click **Tools** ▸ **Macro** ▸ **Record**.

For more information, see “Recording and editing Quattro Pro macros” in the Quattro Pro Help.

To play a Quattro Pro macro

1. Click **Tools** ▸ **Macro** ▸ **Play**.
2. Enable the **Quattro Pro macro** option.
3. Type the location of the macro in the **Location** box.

You can also play a Quattro Pro macro by pressing **Alt** + **F2**.

If the macro is in another notebook, use full linking syntax to specify the macro location (for example, [LIBRARY]A:C26).

PerfectScript macros

PerfectScript macros are stored in a **.wcm** file. This type of macro is useful when you want to automate tasks with several notebooks or interact with other WordPerfect Office applications, such as WordPerfect. For example, you can update Quattro Pro data in a WordPerfect report.

You can record PerfectScript macros. You can also type a macro in WordPerfect and play it in Quattro Pro. See "Recording and editing PerfectScript macros" in the Quattro Pro Help.

VBA macros

Visual Basic for Applications (VBA) lets you develop scripts that are saved within specific projects using a robust version of the Visual Basic programming language. If VBA 6.3 is installed on your computer, you can access the VBA Editor from within Quattro Pro (**Tools** ▸ **Visual Basic** ▸ **Visual Basic Editor**).

For more information, see "Integrating Visual Basic for Applications with WordPerfect Office" in the Quattro Pro Help.

Presentations macro features

There are two types of macros that can be used in Presentations: PerfectScript macros and Visual Basic for Applications (VBA) macros.

PerfectScript macros

A PerfectScript macro is stored with a .wcm file extension. This macro type is useful if you want to interact with other WordPerfect Office applications, such as Quattro Pro or WordPerfect.

For more information, see "Working with PerfectScript macros" in the Presentations Help.

VBA macros

Microsoft Visual Basic for Applications (VBA) lets you develop scripts that are saved in specific projects that use VBA programming language. If VBA 6.3 is installed on your computer, you can access the VBA editor from within Presentations (Tools ▶ Visual Basic ▶ Visual Basic Editor).

For more information, see "Working with VBA macros" in the Presentations Help.

Recording and playing macros

One way to create a macro is to record and save a task in Presentations. When you record a macro, you convert actions into macro commands, which are stored and can be played back. You can then play a macro to repeat a sequence of steps for a task that you have recorded or written.

While recording or playing a macro, you can pause, resume, or stop it.

To record a macro

1. Click Tools ▶ Macro ▶ Record.
2. Choose the drive and folder where you want to save the macro.
3. Type a filename in the Filename box.
4. Click Save.
5. Perform the actions you want to record.
6. Click Tools ▶ Macro ▶ Stop.

To play a macro

1. Click Tools ▶ Macro ▶ Play.
2. Choose the drive and folder where the macro is stored.
3. Choose a filename.
4. Click Open.

To pause, resume, or stop recording or playing a macro

To	Do the following
Pause or resume a macro	Click **Tools** ▸ **Macro** ▸ **Pause**.
Stop a macro	Click **Tools** ▸ **Macro** ▸ **Stop**.

PerfectScript utility

You can use the PerfectScript utility to centralize your work on PerfectScript macros in ways such as the following:

- setting the default macro folder
- setting the PerfectScript macro editor
- finding and inserting macro commands
- testing for macro errors by debugging them

To start the PerfectScript utility

- On the Windows taskbar, click **Start ▸ All Programs ▸ WordPerfect Office X7 ▸ Utilities ▸ PerfectScript**.

To set the default macro folder

1. Click **Tools ▸ Settings**.
2. Click the **General** tab.
3. In the **Macro** box, click the **Browse** 🗀 button.
4. Choose the drive and folder where you want to store the macro.
5. Click **Select**.

To set the PerfectScript editor

1. In PerfectScript, click **Tools ▸ Settings**.
2. Click the **Edit** tab.
3. In the **Editor path/filename** box, click the **Browse** 🗀 button.
4. Choose the drive and folder where the editor is stored.

   The PerfectScript editor is stored in the following location, where “X” is the installation drive for WordPerfect Office X7:
   X:\Program Files\Corel\WordPerfect Office X7\Programs\PS170.exe
5. Click **Open**.

To find and insert macro commands

1. Click **Help ▸ Macro Command Browser**.

   The **PerfectScript commands** dialog box appears.
2. Choose a product from the **Command type** list box.
3. Choose items from any of the following lists:
   - **Commands**
   - **Parameters**
   - **Enumeration**
4. In the **Command edit** box, type any additional parameters you need.
5. Click **Insert**.
6. Click **Close**.

To debug a macro step-by-step

1. Click **File** ▸ **Debug** ▸ **Play.**
2. Choose a macro.
3. Type a filename and path in the **Listing filename** box.
4. Click **OK.**
5. Click **Debug** ▸ **Step into.**

You may need to repeat this procedure more than once, until the macro is debugged.

To view the meaning of commands from the PerfectScript Debugger, point to a command line.

Part Eight: Web Resources

If you have an active Internet connection, you can get the most out of WordPerfect Office through its Web-based resources.

In this chapter:

- "Using Web-based resources" on page 243
- "Searching Web-based resources" on page 244

Using Web-based resources

Web-based resources for WordPerfect Office include the following:

- product-information websites
- social media — see page 243

WordPerfect Office websites

For product information straight from the experts at Corel, please visit WordPerfect.com and Corel.com.

About WordPerfect.com

The official home page of WordPerfect Office, WordPerfect.com offers news, tutorials, tips & tricks, and more.

Related pages:

- WordPerfect.com/tutorials — help with new features, projects, and advanced techniques

About Corel.com

The official home page of Corel Corporation, Corel.com provides a wealth of valuable information about Corel products such as WordPerfect Office.

Related pages:

- Corel.com/knowledgebase — repository of articles written by the Corel Support Services team in response to questions by user
- Corel.com/training — information on training resources: videos, books, courseware, and more
- Corel.com/support — overview of technical-support resources

WordPerfect Office social media

For interaction with other users — and the team at Corel — you can take advantage of the following Web resources:

- the official community site for WordPerfect Office
- the social-media accounts maintained by Corel

Social media may include content in the form of a personal web log ("Blog"), forum posting or social-media commentary. Such results represent the views of the participants and do not necessarily reflect the views of Corel Corporation, or its affiliates and their respective officers, directors, employees and agents.

Official community site: OfficeCommunity.com

The official community site for WordPerfect Office is hosted by Corel at **OfficeCommunity.com**. This site provides interaction with other users through sharing experiences, asking questions, and receiving help and suggestions.

Related pages:

- **OfficeCommunity.com/forums** — discussions
- **OfficeCommunity.com/blogs** — editorials
- **OfficeCommunity.com/media** — PDF documentation, and more

Corel social-media accounts

Corel maintains a number of social-media accounts, including product-specific accounts such as for WordPerfect Office. For an up-to-date list of these accounts, please visit **Corel.com/socialmedia**.

Related pages:

- **Corel.com/blog** — editorials by Corel executives, employees, and customers

Searching Web-based resources

To search for specific information across multiple websites and social-media accounts for WordPerfect Office, you can use the Reference Center that installs with WordPerfect Office X7.

Search results may include content in the form of a personal web log (“Blog”), forum posting or social-media commentary. Such results represent the views of the participants and do not necessarily reflect the views of Corel Corporation, or its affiliates and their respective officers, directors, employees and agents.

To search multiple Web resources

1 Access the Reference Center by doing one of the following:

- On the Windows taskbar, click **Start** ▸ **Programs** ▸ **WordPerfect Office X7** ▸ **Reference Center**.
- In WordPerfect, Quattro Pro, or Presentations, click **Help** ▸ **Reference Center**.

2 Click the **Web Resources** tab.

3 Type a word or phrase in the search box.

4 Click **Search**.

Results appear in a new window, which you can use to perform additional searches.

You can also perform a Web search (or a search of the installed Help) from the following Reference Center pages:

- **Key Resources**
- **WordPerfect**
- **Quattro Pro**
- **Presentations**

For more information on the Reference Center, see page 9.

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