

COREL®

WordPerfect®

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3.5

Enhanced

User's Guide

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Corel® WordPerfect® 3.5 Enhanced for Mac® OS

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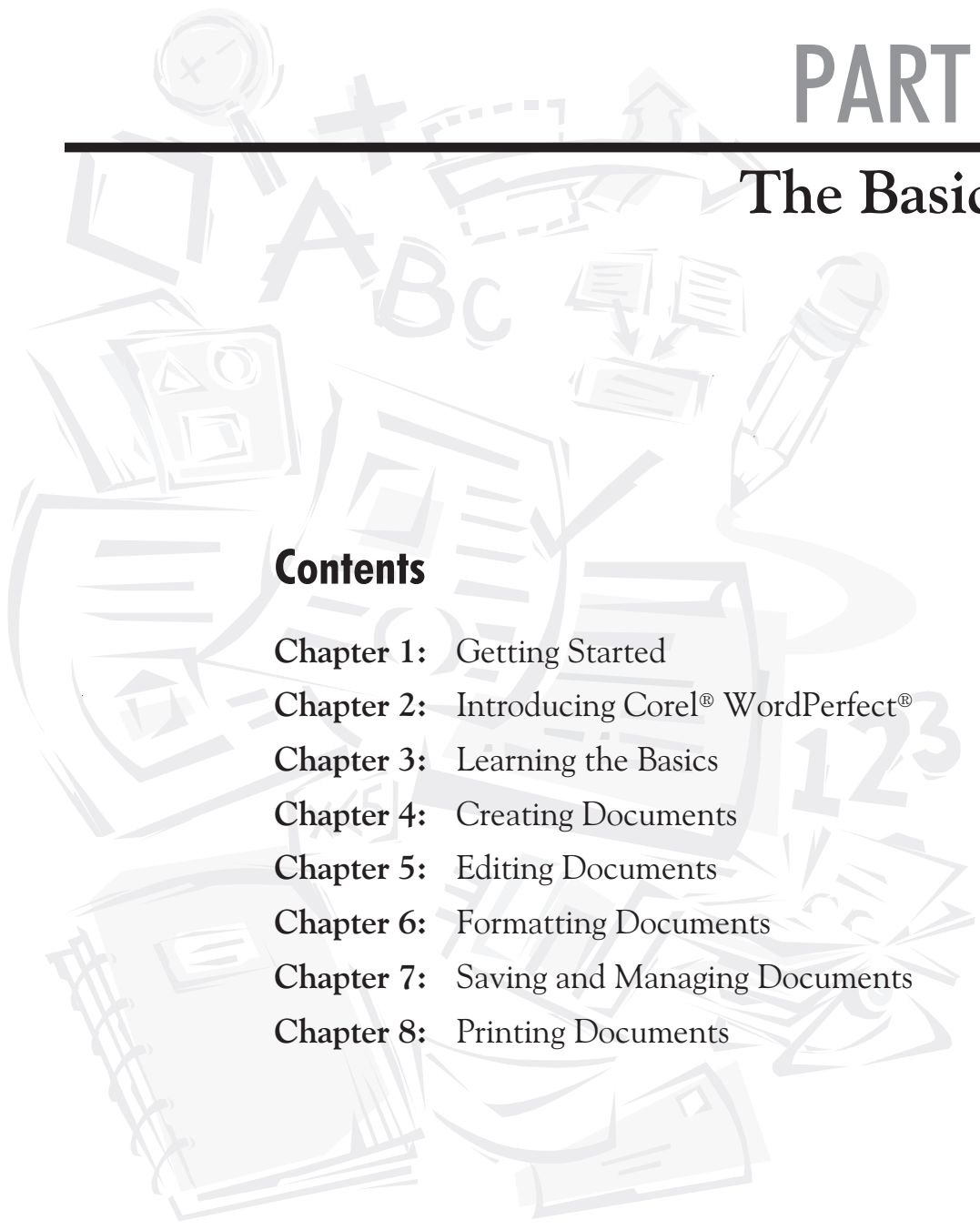
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PART 1

The Basics

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Getting Started

Welcome to Corel® WordPerfect® 3.5 Enhanced for Mac® OS

Corel® WordPerfect® 3.5 Enhanced for Mac® OS is a powerful, yet easy-to-use word processor that can help you create all the documents you need at work, school, or home.

With Corel WordPerfect, you can quickly and easily create letters, memos, reports, newsletters, books, and many other types of documents.

Corel WordPerfect combines standard and advanced word processing features with drawing capabilities, superb graphics handling, and support for Apple® technologies. Corel WordPerfect is a proven leader in the support of the latest Apple technologies, including Mac OS Drag and Drop™, PowerTalk™, WorldScript®, QuickDraw™ GX printing, Apple Script™, MacinTalk™ Pro, Mac OS Easy Open, and Apple® Guide. And it is fully accelerated for Power Macintosh™.

To help you get started with Corel WordPerfect, this chapter includes:

- What Should I Do First?
- Hardware and Software Requirements
- Installing Corel WordPerfect
- Starting Corel WordPerfect
- Getting Help

What Should I Do First?

New to the Mac OS?

If you are new to computers, or to the Mac OS,

- 1 Use your Apple manuals or tutorial to become familiar with the basic functions of the Mac OS, such as pointing, clicking, and dragging. You should also become familiar with terms such as the desktop or finder, scroll bars (sliders), close box, and zoom box.

- 2 Read through this Getting Started section while at your computer to install Corel WordPerfect and become familiar with the Corel WordPerfect environment.
- 3 Work through the lessons in *Chapter 3: Learning the Basics*.
- 4 Refer to this User's Guide to answer questions as you use Corel WordPerfect.

Experienced with the Mac OS?

If you have used other word processors for Mac OS but are new to Corel WordPerfect,

- 1 Glance through this Getting Started section to install Corel WordPerfect and become familiar with the Corel WordPerfect environment.
- 2 Work through the lessons in *Chapter 3: Learning the Basics* if you want guided instructions for creating, editing, and formatting your first Corel WordPerfect document.
- 3 Refer to this User's Guide to answer questions as you use Corel WordPerfect.

Experienced with Corel WordPerfect for Mac OS?

If you are familiar with Corel WordPerfect but are new to version 3.5 Enhanced,

- 1 Glance through this Getting Started section to install Corel WordPerfect and become familiar with the new Corel WordPerfect environment.
- 2 Refer to this User's Guide to answer questions as you use Corel WordPerfect.
- 3 Refer to the Read Me files that are installed in the Corel WordPerfect folder for additional information.

Hardware and Software Requirements

- Macintosh™ or PowerMacintosh with a CD-ROM drive
- 2 MB available RAM for Mac OS, or 5 MB available RAM for Power Macintosh
- 6 MB hard disk space for minimum application installation; 16 MB hard disk space for standard installation
- Mac OS 7 or higher

If you want to use features based on support for Mac OS technologies, such as QuickDraw GX Printing, you must use Mac OS 7.5 or later. If you do not have the proper version of Mac OS, see your Apple dealer for information on obtaining an update.

Installing Corel® WordPerfect®

We suggest that all extensions, background compression utilities, and virus checkers be disabled while installing Corel WordPerfect. To do this, restart your Macintosh while holding down the Shift key until the “Welcome to Macintosh” alert states “Extensions Off.” Although this is optional, it may help in avoiding delays in the installation process.

Easy Installation from CD-ROM

- 1 Quit any applications that are active.
- 2 Insert the Corel WordPerfect 3.5 Enhanced CD-ROM into the CD-ROM drive.
- 3 Double-click **Install Corel WordPerfect**.
- 4 Choose the **Easy Install** option.
- 5 Follow the prompts on your screen.

The Installer will automatically detect your machine type and install the appropriate version of the software.

For step-by-step instructions, refer to the Read Me file that appears on your screen. You may also print the Read Me file.

Custom Installation

Use the Custom Installation option when you want to install only selected parts of the program or when you want network users to be able to install Corel WordPerfect from a network server rather than from disks.

To install only specific items, select the **Custom Install** option from the **Easy Install** pop-up menu in step 4 above. You can select multiple items from the list to set up your custom installation.

See the *Installation Read Me* file for more information.

Network Installation

If you want to install Corel WordPerfect on a network server so that network users can run Corel WordPerfect from the server, follow the instructions in *Easy Installation from CD-ROM* above.

If you want to install Corel WordPerfect on a network server so that network users can install Corel WordPerfect on their computers from the network (rather than from disks), see the *Installation Read Me* file.

A/UX® Installation

If you are using the A/UX® operating system, the Installer will install to your A/UX partition. A/UX is fully supported in the Installer. Quit

Command Shell before dragging the Corel WordPerfect fonts on top of the System Folder.

Registering While You Install

While the Installer is running, be sure to fill out the registration card and return it to Corel. That way you will receive technical support and other special offers from Corel.

If you are upgrading from a previous version of Corel WordPerfect, your serial number is found on your original proof of purchase. Be sure to keep your serial number in a safe place. It is proof that you own a legal copy of Corel WordPerfect 3.5 Enhanced for Mac OS. You will need the number when you call Technical Support, and it will be required if you need to order a replacement CD.

If you have questions about registration, you can call Customer Service.

Memory

The Installer assigns memory to Corel WordPerfect based on your individual system and memory. If you want to change the amount of memory given to Corel WordPerfect after installing it, select the Corel WordPerfect application icon, choose **Get Info** from the desktop **File** menu, then enter the new amount in the **Preferred Size** box (or the **Current Size** box if you are using a system earlier than System 7.1).

The Preferred Size (or Current Size for machines using a system earlier than System 7.1) should be 1800K for machines with 4 MB or less, 2400K for machines with 5 to 7 MB, and 3000K for machines with 8 MB or more.

If your machine uses System 7.1 or later, you can also set the Minimum Size allocated to Corel WordPerfect. The default setting is 1200K. It should never be adjusted to less than 1200K for Macintosh or 800K for Power Macintosh. If you wish to change the amount of memory allocated to Corel WordPerfect, you should adjust the Preferred Size setting, not the Minimum Size setting.

Virtual Memory and Power Macintosh

Virtual memory allows you to use part of your hard disk as memory. Turning on virtual memory allows Power Macintosh applications like Corel WordPerfect to use memory more efficiently. By default, virtual memory is turned off. If you use a Power Macintosh, we recommend that you turn virtual memory on, especially if your Power Macintosh has only 8 MB of RAM.

To turn on virtual memory,

- 1 Choose **Control Panels** from the Apple menu, then select the **Memory** control panel.
- 2 Under **Virtual Memory**, click the **On** button to turn on virtual memory.
- 3 Open the **Virtual Memory** pop-up menu, then choose the hard disk you want to use for virtual memory.
- 4 Click the up and down arrows to choose the amount of disk space to be used.

Set the virtual memory to the size of your machine's built-in RAM, plus one MB (for example, 9 MB if your computer has 8 MB of RAM). You can increase the space allotted to virtual memory later if you find that your Power Macintosh applications are running out of memory. You should avoid allotting more space than necessary to virtual memory because it takes space on your hard disk and may slow down your computer's performance.

- 5 Choose **Restart** from the **Special** menu on the Mac OS desktop.

Power Macintosh applications use less memory when virtual memory is turned on. If you select the Corel WordPerfect application icon, then choose Get Info from the File menu, you will see that the memory requirements have changed.

For more information about memory and your Power Macintosh, refer to the documentation that came with your computer.

Starting Corel® WordPerfect®

Once you have installed Corel WordPerfect on your hard disk, you are ready to start Corel WordPerfect.

The Corel WordPerfect application should remain in the Corel WordPerfect 3.5 Enhanced folder. For convenience, you may make an alias to the application and store the alias where you wish.

- 1 Double-click the Corel WordPerfect application icon in the Corel WordPerfect 3.5 Enhanced folder.

The document window opens with an untitled document. At this screen, you can either create a new document or open an existing document.

Getting Help

Even the most experienced user needs help or additional information on occasion. Corel provides several ways for you to get the instruction and information you need.

Technical Support

Click the link on the Contents page of online Help for Technical Support information.

Available Resources

When you need information, the following steps will help you check which resources are available to you.

- 1 Choose **Help** from the desktop menu bar in Mac OS 8 or the Help (balloon) menu in Mac OS 7.x to view online information about a variety of topics. See *Online Help* later in this section for more information.
- 2 Choose **Show Balloons** from the Help menu (System 7.0 or later) if you want to view pop-up explanations of various areas on screen.
- 3 Choose **Corel WordPerfect Guide** from the Help menu (System 7.5 or later) to view Apple Guides for common Corel WordPerfect tasks. See *Apple Guide* later in this section for more information.
- 4 Refer to this User's Guide for instructions to perform specific tasks and for information about program commands.
- 5 Refer to the Read Me files in the Corel WordPerfect 3.5 Enhanced folder for additional information, including information about any changes made to the software after the documentation was printed.

Online Help

Opening the Online Help

- 1 Choose **WordPerfect Help** from the desktop menu bar in Mac OS 8; or, if you are using Mac OS 7.x, choose **WordPerfect Help** from the Help menu at the top right of the desktop menu bar.
- 2 Click the Contents tab category, then click the topic you want to open.

Moving Through the Online Help

In addition to clicking underlined topic names, you can move through the Help system by using buttons.

To move to	Do this
The last Help screen you looked at	Click the Go Back in the Help window.
The main list of Help topics	Click the Help Topics button.
Related topics	Click Related Topics .

Use the Previous and Next buttons as available to move through screens that contain sequential information.

Searching the Help System

To search the Help system for all topics that include a specific word or phrase,

- 1 Click the **Contents** tab (or button) to browse through topics by category.
 - **You can also search for topics using . . .**

The Index	Click the Index tab, then type the word you are looking for, or scroll through the list
Find	Click the Find tab, then type a word or phrase that may be in a Help topic

When the search is complete, the topics containing the search text appear in a list. You can click any of the listed topics to open them.

Printing an Online Help Topic

To print the text of a Help topic,

- 1 Open a Help topic, then click the **Print** button.

The Print dialog box opens. The options available on this dialog box vary according to the system version and printer you use.

Apple Guide

If you have System 7.5 or later, you can take advantage of the Apple Guide system of online instruction. The guides walk you through many common word processing tasks.

- 1** Choose **Corel WordPerfect Guide** from the Help menu.

The Corel WordPerfect Guide screen appears with a list of categories and topics.

- 2** Click a category in the list box on the left to display the related topic names.

You can also use the Index and Look For buttons to find topics. To choose a topic from an alphabetical list, click Index, then type a letter or drag the slider to the display topic names. To look for topics relating to a certain word or phrase, click **Look For**, type the word or phrase, then click **Search**.

- 3** Double-click the topic you want to open.

- 4** Follow the prompts and instructions to complete your task.

To close the guide at any time, click the close box at the top-left corner of the window.



Introducing Corel® WordPerfect®

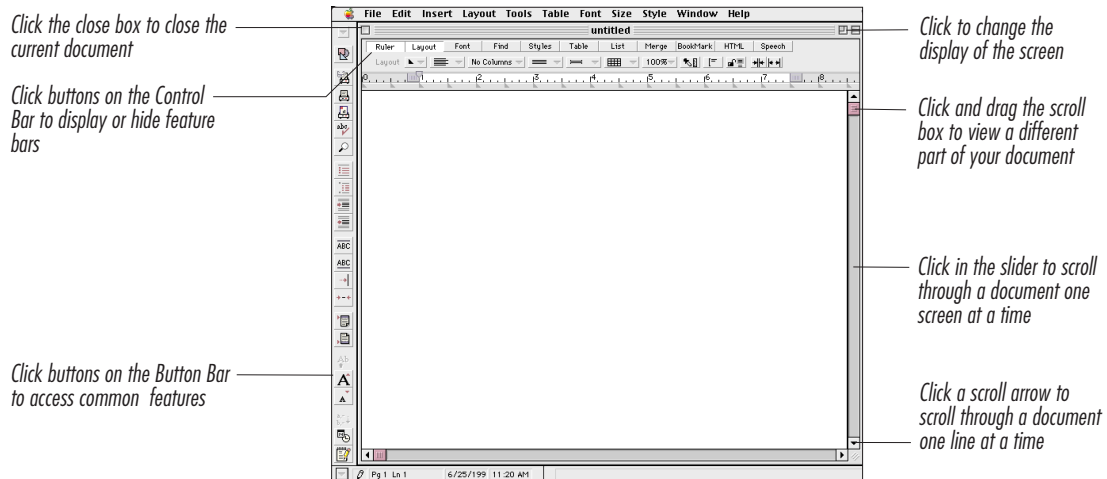
The Screen

Corel WordPerfect provides three main editing windows and a preview window that appear on your screen to help you create, edit, and view your documents. This section introduces you to each of the four windows:

- The Document Editor
- The Graphics Editor
- The Equation Editor
- The Print Preview Window

The Document Editor

When you start Corel WordPerfect, the Document Editor appears on your screen.



Use this screen to enter text, format your documents, and place and size graphics, equations, and movies.

From this window, you can also switch to the Graphic or Equation editors to create or edit graphics or equations.

The Graphics Editor

Opening the Graphics Editor

- 1 Place the I-bar where you want to create a graphic.

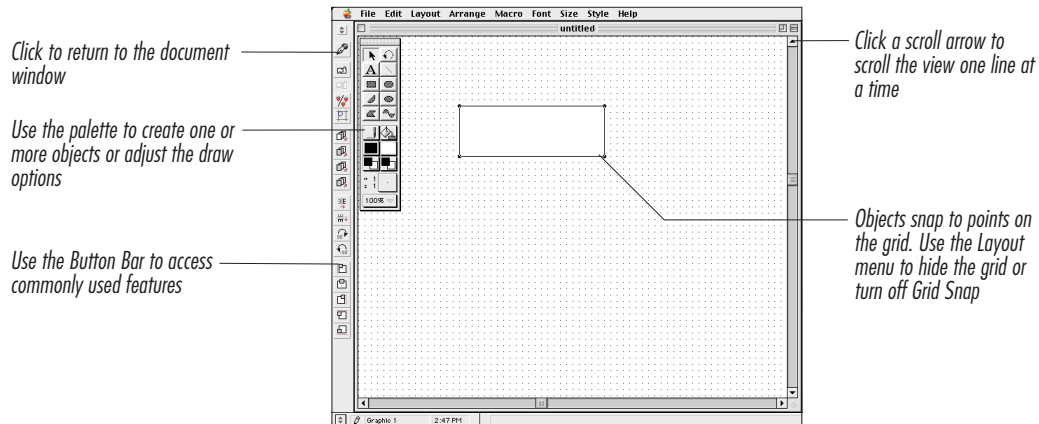
You can adjust the placement of the graphic after creating or editing the graphic.

- 2 Click  on the Button Bar; or choose **Graphic** from the **Tools** menu, then choose **New**.

Tips

- If you want to edit an existing graphic, double-click the graphic.

When you want to create or edit a watermark or overlay, the method of opening the Graphics Editor varies. See *Creating Watermarks* or *Creating Graphic Overlays* in *Chapter 9: Working with Graphics*.



The Graphics Editor opens. If you double-clicked an existing graphic, it appears in the Graphics Editor, so you can edit it.

For more information about graphics, see *Chapter 9: Working with Graphics*.

The Equation Editor

Opening the Equation Editor

1 Place the insertion point where you want to create an equation.

You can adjust the placement of the equation later.

2 Choose **Equation** from the **Tools** menu, then choose **New**.

Tips

- If you want to edit an existing equation, double-click the equation.

The Equation Editor opens. If you double-clicked an existing equation, it appears in the Equation Editor, so you can edit it.

For more information, see *Chapter 12: Working with Equations*.

The Print Preview Window

The Print Preview window lets you view your document as it will appear when printed, including any of the following formatting devices that do not appear in the document editing window:

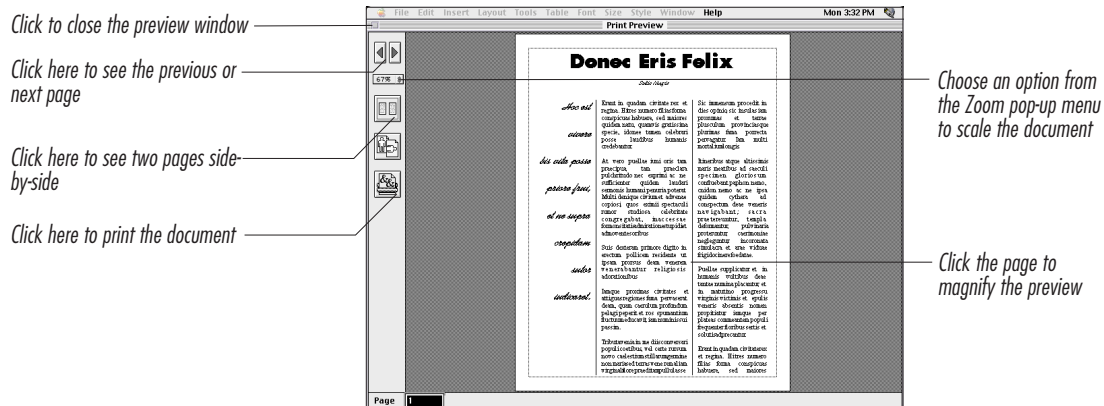
- Headers and footers
- Footnotes and endnotes
- Watermarks

Previewing Documents

To preview the current document page,

- 1 Choose **Print Preview** from the **File** menu.

The Print Preview window opens.



With the Print Preview window open, you can:

- View the previous page, next page, or any other page that you specify
- View two pages side-by-side
- Open the Page Setup dialog box
- Print the document

While you cannot edit the document using the Print Preview window, you can view a full page in the Document Editor. See *Changing the View Size in Chapter 4: Creating Documents*. You can also view a full page in the Graphic and Equation editors.

Tips

- If you choose an option from the Zoom pop-up menu that does not show the whole page onscreen, a hand tool appears. Hold down the mouse button and drag the hand tool to view different areas of the page.
- If you want to preview a document before opening it, choose **Open** from the **File** menu, select the document you want, then make sure Preview is selected. The document text appears in the Preview window dialog box.

The Menus

The Menu

Choose this command	To do this
About Corel WordPerfect	View the version number, license number, and copyright information.
Corel WordPerfect Help	Find online Help about Corel WordPerfect.

The  menu may contain additional items according to the contents of your System Folder and Apple Menu folder.

The File Menu

Choose this command	To do this
New	Open a new, untitled document.
Open	Open an existing document or perform file management functions.
Open Latest	Open one of the last documents you closed. You can specify how many documents to include on the menu (in the Files dialog box in Preferences).
Templates	Open any of the template documents in the Templates folder.
Close	Close the active document.
Save	Save the active document.
Save As	Save the active document with a new name or in a new location.
Page Setup	Choose the paper type, page orientation, and other printing options before printing.
Print	Print the active document.

Choose this command	To do this
Print One Copy	Print a single copy of the active document.
Print Preview	View the active document as it will appear when printed.
Print Envelope	Print envelopes with addresses and bar codes.
Quit	Quit the current Corel WordPerfect session.

The Edit Menu

Choose this command	To do this
Undo	Undo the last formatting or editing change you made
Cut	Cut a selected graphic or area of text, and place it on the Clipboard
Copy	Copy a selected graphic or area of text, and place it on the Clipboard
Paste	Place the contents of the Clipboard in the active document at the insertion point
Paste Special	Place either the text or the font, size, and style of the contents of the Clipboard in the active document at the insertion point
Select All	Select everything in the active document
Find/Change	Find (or change) text or codes in the active document
Find Code	Find a particular code in the active document
Go To	Move to a particular page in the active document
Publishing	Link information from one document to another (Mac OS 7 or later)
Show/Hide	Display (or hide) the hidden symbols for spaces, tabs, returns, index marks, and so forth
Show/Hide Codes	Display (or hide) the formatting codes at the bottom of the document window
Show/Hide Clipboard	Display (or hide) the contents of the Clipboard
Preferences	Customize the Corel WordPerfect environment including the screen, colors, backup options, and other settings

The Insert Menu

Choose this command	To do this
File	Insert an existing document into the current document.
Page Break	Begin a new page.
Column Break	Begin a new column (when columns are defined).
Paragraph Above	Insert a blank line above a table (when the insertion point is in the first row of a table). Outside a table, this command inserts a blank line above the current line.
Indent	Indent a paragraph of text.
Left/Right Indent	Indent a paragraph on both the left and right sides.
Back Tab	Move the current line one tab stop to the left.
Symbols	Insert a symbol or special character.
Text Date/Time	Insert the current date/time as text in the document.
Auto Date/Time	Insert the current date/time in the document. This date/time will update automatically each time you open the document.

The Layout Menu

Choose this command	To do this
Show/Hide Ruler	Display (or hide) the Ruler and feature bars you have selected on the Control Bar
Show/Hide Button Bar	Display (or hide) the Button Bar™
Margins	Change the top, bottom, left, or right margins
Make It Fit	Automatically shrink or expand a document to fill a specified number of pages.
Tabs	Change the location or type of tab stops
Kerning	Adjust the space between two characters
Borders	Place a border around, above, or below text (characters, paragraphs, pages, or columns)
Header/Footer	Create or edit a header or footer
Footnotes	Create or edit a footnote

Choose this command	To do this
Endnotes	Create or edit an endnote
Page Numbers	Turn on page numbering, beginning on the current page
Line Numbers	Turn on line numbering at the current line
Suppress	Suppress the appearance of a header, footer, watermark, or page number on the current page
Keep Together	Keep the selected block or text or a specified number of lines from being split between two pages, or turn on widow/orphan control
Hyphenation	Turn on automatic hyphenation and define the hyphenation zone

The Tools Menu

Choose this command	To do this
Macro	Record, edit, or run a macro to perform automated functions
Speller	Check spelling
Thesaurus	Look up synonyms or antonyms of a particular word
Grammatik	Check grammar, style, and mechanics
QuickCorrect	Correct common spelling, typing, and capitalization errors as you type
Word Count	Calculate the number of words, sentences, pages, and so forth (in the current document)
Language	Create subtitles, use the Inline feature, or indicate the language of your text to ensure correct spell-checking, hyphenation, or sorting
Graphic	Create or edit a graphics figure
Text Box	Create or edit a text box
Equation	Create or edit an equation
Movie	Insert or play a QuickTime movie (System 7 or later)
Watermark	Place text or graphics behind the regular text of a document
Overlay	Place text or graphics over the regular text on a page

Choose this command	To do this
List	Create an index, table of contents, table of authorities, generated list, or cross-reference
Outlining	Create an outline, or number paragraphs
Simple Sort	Alphabetize or sort lists of information quickly
Power Sort	Alphabetize or sort lists of information (advanced options)

The Table Menu

Choose this command	To do this
New	Create a new table of information in a document
Text to Table	Place selected text in a table
Table to Text	Convert a table to regular text
Insert	Insert a row or column in a table
Delete	Delete a row or column from a table
Column Width	Adjust the width of columns
Row Height	Adjust the height of rows
Cell Margins	Adjust the margins of table cells
Table Border	Place a border around a table
Position	Adjust the vertical alignment of text in a table
Header Rows	Place a title row at the top of each page of a table
Decimal Offset	Change the decimal location (when using decimal alignment in a table)
Calculate	Calculate math in tables
Protect Table	Lock cells so the insertion point cannot enter the cell

The Font Menu

Choose this command	To do this
Any of the fonts available on your computer	Type text in a particular typeface

On some small monitors, the Font menu also includes the standard font sizes (9, 10, 12, 14, 18, and 24) and Other. Choose a font size to type text in that size, or choose Other to specify a different size.

The Size Menu

Choose this command	To do this
9, 10, 12, 14, 18, 24, 36, 48, 72	Set the font size
Other	Set the font size to a non-standard size
Larger	Make the font size one point size larger than the current size
Smaller	Make the font size one point size smaller than the current size

On some small monitors, the Size menu appears under the Font menu.

The Style Menu

Choose this command	To do this
Plain text	Set the text style back to plain text.
Bold	Bold text.
Italics	Italicize text.
Underline	Underline text.
Small Caps	Use small capital letters.
Superscript	Create superscript characters.
Subscript	Create subscript characters.
Other	Apply other text styles, sizes, or colors, or change the settings for underlining.
Redline	Mark text that has been added to a document. The redline mark appears as a line in the margin.
Strikeout	Place a line through text that may be removed from a document.
Remove	Delete text marked with Strikeout, or remove Redline markings.
Uppercase	Change selected text to uppercase letters.
Lowercase	Change selected text to lowercase letters.
Initial Caps	Capitalize the first letter of each selected word.

The Window Menu

Choose this command	To do this
Next Window	Move to the next window, in the order in which the windows were opened.

Choose this command

Tile Windows

Cascade Windows

To do this

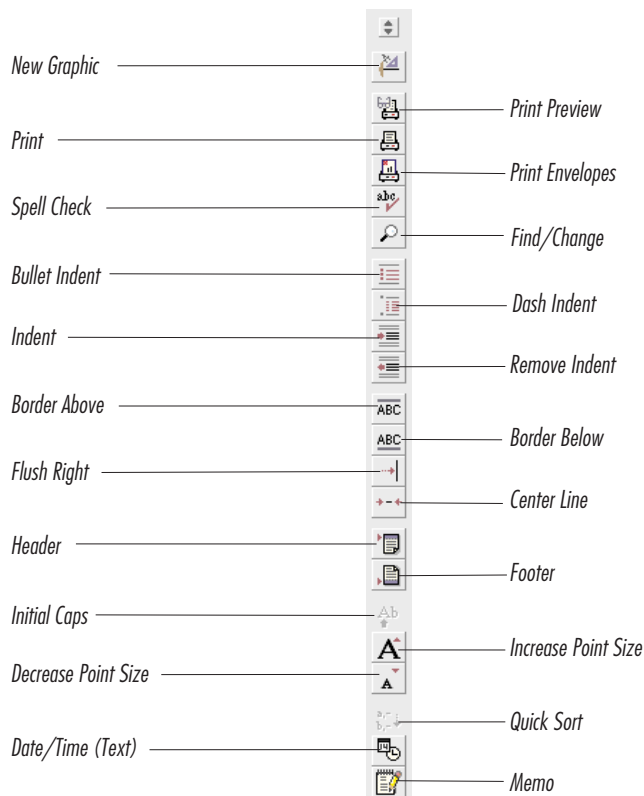
Restore and arrange open windows with no overlapping.

Restore and arrange open windows. Cascaded windows overlap so that the title bar of each window is displayed.

The open windows are listed at the bottom of this menu. Click a document name to go directly to that document.

The Button Bars™

Corel WordPerfect includes four customizable Button Bars: the Default Button Bar, the Graphics Button Bar, the Equation Button Bar, and the Applications Button Bar. The Default Button Bar (shown below) appears when you use the Document Editor.



If you have a small monitor, some buttons may not appear on your Button Bar unless you move it to the top or bottom of your screen.

When you use the Graphics or Equation editors, a corresponding Button Bar is displayed with functions specific to that editor. See *Chapter 9: Working with Graphics*, or *Chapter 12: Working with Equations* for more information about the other Button Bars. You can add or remove buttons from the Button Bar. See *Editing Button Bars* later in this section.

The Applications Button Bar allows you to integrate Corel WordPerfect with other applications with the click of a button if you are using Mac OS 7.x.

This section includes:

- Changing the Location of the Button Bar
- Displaying a Different Button Bar
- Creating New Button Bars
- Editing Button Bars
- Saving Button Bars with Documents

Changing the Location of the Button Bar

- 1 Choose **Top**, **Bottom**, **Left**, or **Right** from the  on the Button Bar.

The Button Bar is displayed in the location you chose.



Hiding the Button Bar

You can hide the Button Bar by choosing **Hide Button Bar** from the Layout menu.

Displaying a Different Button Bar

- 1 Choose the name of the Button Bar you want to display from the pop-up menu.

The Button Bar you chose is displayed.

Creating New Button Bars

- 1 Choose **New** from the  pop-up menu on the Button Bar.
- 2 Type a name for the new Button Bar in the **Name** text box, then specify whether you want to save the Button Bar in the WordPerfect Library or in the document only.

Tips

- If you save a Button Bar in the WordPerfect Library, you can use the bar with any document in Corel WordPerfect. If you save a Button Bar in the active document, you can use the Button Bar only when that document is active. Unless you specify otherwise, the Button Bar is saved in the WordPerfect Library.
- If you later want to copy a Button Bar from a document into the WordPerfect Library (or vice versa), use the Librarian in Preferences. See *Chapter 14: Using Libraries* for more information.

- 3 Click **New**.

The Edit Button Bar dialog box opens, so you can choose which buttons to display on the new Button Bar.

- 4 Choose an option from the **Show** pop-up menu, then choose an option from the list box.

The available buttons in the Buttons box vary according to the type of features you specify in the Show pop-up menu.

- 5 Drag the buttons you want to the empty Button Bar; or double-click each button you want on the Button Bar.

Tips

- You can move a button by dragging it to a new location on the bar. You can remove a button from the Button Bar by dragging it off the bar.

6 When you are finished adding buttons to the bar, click **OK**.

Editing Button Bars

1 Display the Button Bar you want to edit.

2 Choose **Edit** from the  pop-up menu on the Button Bar.

To display additional buttons, choose options from the Show pop-up menu, then select function groupings from the corresponding list box.

3 If you want to add a button to the bar, choose an option from the **Show** pop-up menu, choose an option from the list box, then drag the desired button from the dialog to the Button Bar.

4 If you want to remove a button from the Button Bar, simply drag it off the bar.

5 If you want to move a button to a new location on the bar, drag it to the new location.

Tips

- If you have edited the default Button Bar, but want to revert to the original settings, first display a different Button Bar, then use the Librarian to remove the default Button Bar from the Library. Quit Corel WordPerfect, then restart it. Corel WordPerfect will then rebuild the original default Button Bar. See *Renaming or Removing Resources* in *Chapter 14: Using Libraries*.

Creating Custom Buttons

You can create a custom button by assigning any keystroke command, macro, template, or style to a button.

1 Display the Button Bar to which you want to add a custom button.

2 Choose **Edit** from the  pop-up menu on the Button Bar.

3 Choose **Custom** from the **Show** pop-up menu, then choose an option from the list box.

You can choose Commands, Macros, Templates, or Styles according to the type of function you want to assign to the button.

A variety of button icons appears in the Buttons display box.

- 4 Double-click the button to which you want to assign a function.

The Assign Command dialog box appears.

- 5 Select the command, macro, template, or style you want to assign to the button, then click **Assign**.

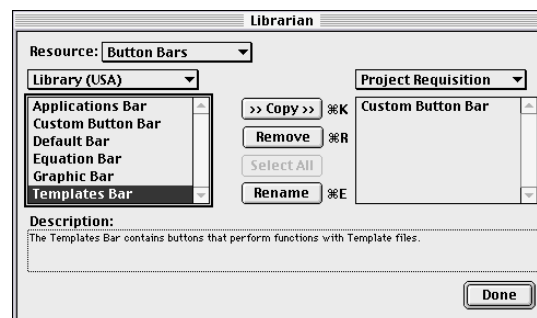
The button appears on the Button Bar, assigned to the function you chose.

Saving Button Bars with Documents

Saving a Button Bar as part of a document is useful if you plan to move the document to another computer and want to continue to use a particular Button Bar with it. You can save only one Button Bar per document.

To save an existing Button Bar with a document,

- 1 Choose **Preferences** from the **Edit** menu, then click **Librarian** in the Preferences window.
- 2 Choose **Button Bar** from the **Resource** menu.
- 3 From the left list box, select the Button Bar you want you save with the document.
- 4 Make sure the name of the active document appears above the right list box, then click **Copy**.



- 5 Click **Done** to close the dialog box.

You should save the document immediately after you finish saving the Button Bar with the document so that the change is saved on disk.

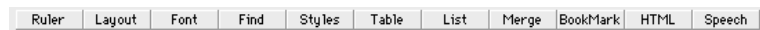
Tips

- To save a Button Bar in a document while you are creating the new Button Bar, see *Creating New Button Bars* earlier in this section.

The Feature Bars

Corel WordPerfect includes several Feature Bars and the Ruler, which can be displayed at the top of the document window. The Feature Bars are designed to provide easy access to the following features:

The Control Bar



The Control Bar provides access to:

- The document Ruler
- Page layout features
- Fonts and text attributes
- Creating and using styles
- Tables
- Math (for calculating formulas in tables)
- List features (such as cross-references, index, and table of contents)
- Merge commands
- Bookmarks, including Hyperlinks
- Hypertext Markup Language (HTML) features
- Electronic Mailing using PowerTalk (Mac OS 7.x only)
- Text-to-Speech features
- Find and Replace options

To display a feature bar (or hide a feature bar that is already displayed), click the appropriate button on the Control Bar above the text area of the document window.

If you are using a black and white monitor, the Control Bar contains checkboxes instead of buttons. Click the appropriate check box to display or hide a feature bar.

The Ruler



Use the Ruler to:

- Set or change the left and right margins
- Set or change tabs
- Set or change the first-line indent
- Change column margins when columns are defined
- Change the column width in tables

The Layout Bar



Use the Layout bar to:

- Change the type of tab or clear tabs from the Ruler
- Change alignment
- Set up columns
- Change line spacing
- Change the space between paragraphs
- Create a table
- Change the view size
- Copy the Ruler settings
- Center a page vertically
- Adjust the spacing between characters in a word pixel by pixel
- Keep selected lines of text together

The Font Bar



Use the Font bar to:

- Change fonts or font size
- Use **Bold**, *Italics*, or Underline
- Remove font attributes
- Use ^{superscript} or _{subscript}
- Change text color
- Insert symbols or special characters
- Copy attributes
- Change other character formats

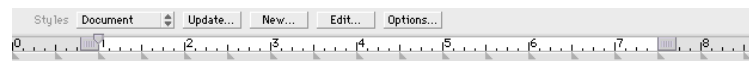
The Find Bar



Use the Find bar to:

- Find a specific word or code in the document
- Search forward and backward for other occurrences of the search string
- Replace a search string with other text or codes

The Styles Bar



Use the Styles bar to:

- Apply a formatting style
- Update text that uses a formatting style
- Create or edit a formatting style
- Assign a keystroke to a style, or select other styles options
- Link or base a style to another style

For more information about styles, see *Formatting with Styles* in *Chapter 15: Saving Time with Automated Tasks*.

The Table Bar



After creating a table, use the Table bar to:

- Insert a row
- Insert a column
- Delete a row or column
- Place borders on a table
- Use fill colors or patterns in a table
- Change vertical alignment of text
- Join or split cells
- Lock a table

The Extended Table Bar

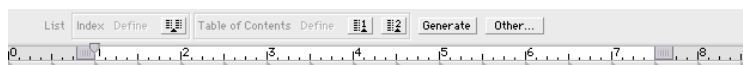


When you create a table with figures, click the **Math** button to extend the Table bar to include math features:

- Enter a formula in a table cell
- Calculate math in a table
- Change the format of numbers in a table

For more information about tables, see *Using Tables* in *Chapter 4: Creating Documents*.

The List Bar

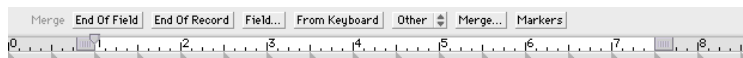


Use the List bar to:

- Create an index
- Create a table of contents
- Create a table of authorities
- Generate lists
- Cross-reference information

For more information about using the List features, see *Generating Lists* in *Chapter 4: Creating Documents*.

The Merge Bar

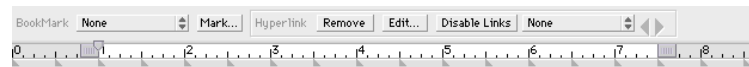


Use the Merge bar to:

- Create a merge data file (such as an address file)
- Create a form file (such as a form letter)
- Merge multiple documents
- Merge a document with input from the keyboard
- Display merge command markers in a document (on screen or printed page)

For more information about merging, see *Merging Documents* in *Chapter 15: Saving Time with Automated Tasks*.

The BookMark Bar

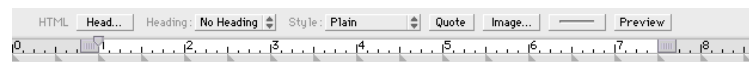


Use the BookMark bar to:

- Create bookmarks in your documents
- Quickly find the bookmarks you created
- Sort the bookmarks you created
- Create hypertext links

For more information about using the BookMark bar, see *Using BookMarks* in *Chapter 15: Saving Time with Automated Tasks*.

The HTML Bar

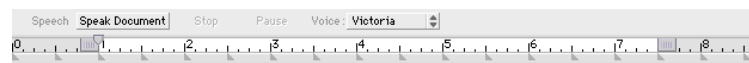


Use the HTML bar to:

- Create documents for publishing on the World Wide Web (WWW)
- Import pages from the WWW

For more information about the HTML bar, see *Chapter 10: Creating Web Documents*.

The Speech Bar



Use the Speech bar to:

- Have Corel WordPerfect speak a document or selection
- Proofread your documents to you
- Change the voice Corel WordPerfect uses when speaking

For more information about using the Speech bar, see *Using Text-to-Speech Technology* in *Chapter 13: Using Language Tools*.

The Mailer Bar

The PowerTalk Mailer bar is available in Mac OS 7.x, but not in Mac OS 8. PowerTalk must be installed to display the Mailer bar in Corel WordPerfect.

Use the Mailer bar to:

- Send electronic mail
- Receive and read electronic mail

For more information about using the Mailer bar, see *Appendix C: Apple Technology and Corel WordPerfect*.

The Status Bar

The status bar, located at the bottom of the screen, can be used to display any of the following information and more:



- Date and time
- Document number, page number, and line number
- Physical page number
- Position of the insertion point
- Cell number (if the insertion point is in a table)
- Caps Lock on and Numbers Lock on (when appropriate)
- Battery charge (if using a portable Macintosh)
- QuickCorrect status (on or off)

Choosing Items to Display on the Status Bar

- 1 From the  pop-up menu on the status bar, choose the items you want to display on the status bar.

To remove an item from the status bar, simply drag it off of the bar. To move an item to a different location on the bar, drag it to the desired location.

Command Keys and Mouse Techniques

In addition to using the menus to initiate commands, you can perform many functions with either a keystroke (a command key) or a mouse technique (clicking a certain area on screen).

Command Keys

You can find out which key commands are assigned to various functions by:

- Noting the command keys that appear on the menus
- Selecting **Extra Menu ⌘ Keys** in Edit: Preferences: Environment: Options
- Using Custom Keyboards in Edit: Preferences: Keyboard

Command Keys on Menus

Corel WordPerfect displays the command keys for many functions next to the corresponding command on the pull-down menus.

You can display additional command keys on the menus by selecting the appropriate Environment option.

- 1 Choose **Preferences** from the **Edit** menu, then click **Environment** in the Preferences window.
- 2 Choose **Extra Menu ⌘ Keys** from the **Options** menu in the dialog box, then click **OK**.

Keyboard Dialog Box

In addition to other keyboard-related functions, the Keyboard dialog box allows you to look up a command key for a particular function and to create a listing of all the assigned command keys.

To look up the command key for a particular function,

- 1 Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the Preferences window.
- 2 Scroll through the list box and select the desired function.

You can type the first letter of the function to move through the list more quickly.

When you select the function in the list box, the assigned command key appears in the Keystrokes box. If no command key is assigned to the selected function, you can assign one.

For information about changing key command assignments or creating a listing of all the current key command assignments, see *Customizing Keyboard Assignments* in *Chapter 16: Customizing Corel WordPerfect* for further instructions.

Mouse Techniques

To perform this task	Use this mouse technique
Move through a document one line at a time	Click one of the scroll arrows
Move through a document, scrolling continuously	Press one of the scroll arrows
Move through a document one screen at a time	Click above or below the scroll box
Move to the top or bottom of the document	Drag the scroll box to the top or bottom of the slider

To perform this task	Use this mouse technique
Open the Tabs dialog box	Double-click a tab icon on the Ruler
Open the Paragraph Format dialog box (for First-Line Indent and Space Between Paragraphs settings)	Double-click the First-Line Indent icon (hollow triangle) on the Ruler
Open the Margins dialog box	Double-click the margin area on the Ruler
Open the Column Format dialog box	Double-click a column gutter on the Ruler (the gray area between columns when columns are defined)
Open the Environment dialog box	Double-click a number (or the area between numbers) on the Ruler
Open the Graphics Editor	Click the Graphic button on the Default Button Bar
Display the feature bars or Button Bars	Click the appropriate buttons on the Control Bar
Close a document	Click the close box in the upper left corner of the document window

Dialog Boxes

Even if you are familiar with dialog boxes, some conventions used in Corel WordPerfect may be new to you.

To familiarize you with the Corel WordPerfect dialog box conventions, this section includes:

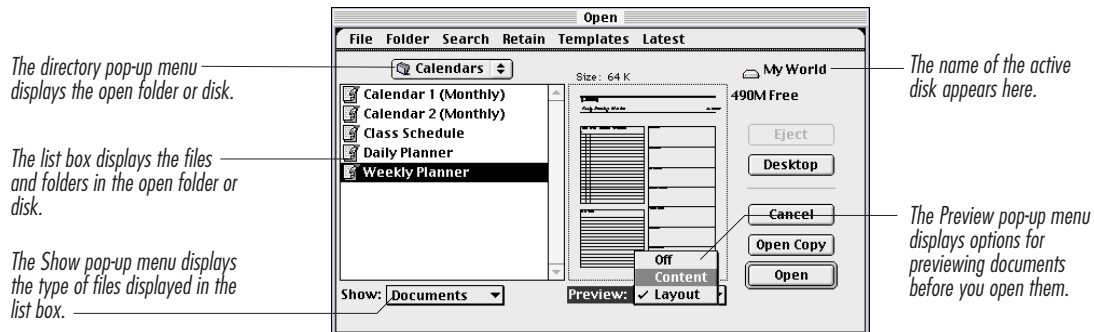
- Directory Dialog Boxes
- Dialog Menu Bars
- Pop-up Menus
- Moveable, Sizable Dialog Boxes
- Command Keys in Dialog Boxes

Directory Dialog Boxes

A directory dialog box displays a list of files and folders on the current disk or in a folder and helps you locate and access the disks, folders, and files available to you.

Corel WordPerfect uses directory dialog boxes to perform filing tasks such as opening folders, changing disks, and selecting documents or files.

The Open dialog box is a typical directory dialog box.



Using Directory Dialog Boxes

When you open a directory dialog box, the directory pop-up shows the last-used active folder or disk, and the list box shows the contents of that folder or disk.

Tips

- You can set Corel WordPerfect to show a specific folder each time you open a directory dialog box by setting a default folder for documents. See *Setting Up Default Folders* in *Chapter 16: Customizing Corel WordPerfect*.

To use a directory dialog box,

- 1 Click **Desktop** to display the names of other disks (and items on the desktop).

The list box shows the items contained on the desktop or active drive. If the entire list does not fit in the list box, you can use the scroll arrows to scroll through the list.

If you do not have Mac OS 7.x or higher, the directory dialog boxes have a Drive button instead of a Desktop button. Click **Drive**.

- 2 Double-click each folder you want to open to continue through the hierarchy of folders. Or, if you want to open a folder or document that is at a higher level of the hierarchy, choose a higher level from the directory pop-up menu.
- 3 Continue using the directory pop-up menu and list box until you locate the folder or file you want.

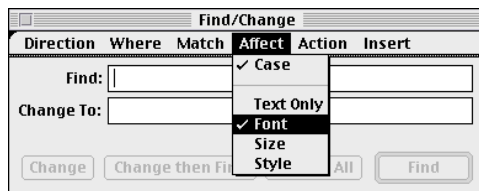
Tips

- The Show pop-up menu allows you to limit the files and folders that appear in the list box to specific types of files. If you want to see all types of files, choose **All** from the **Show** pop-up menu.

- 4 When you locate the file you want, double-click it to perform the action assigned to the dialog box (such as **Open** or **Save**).

Dialog Menu Bars

Several Corel WordPerfect dialog boxes have dialog box menu bars. Menu bars make it possible for a dialog box to contain many options and yet remain compact and easy to use.

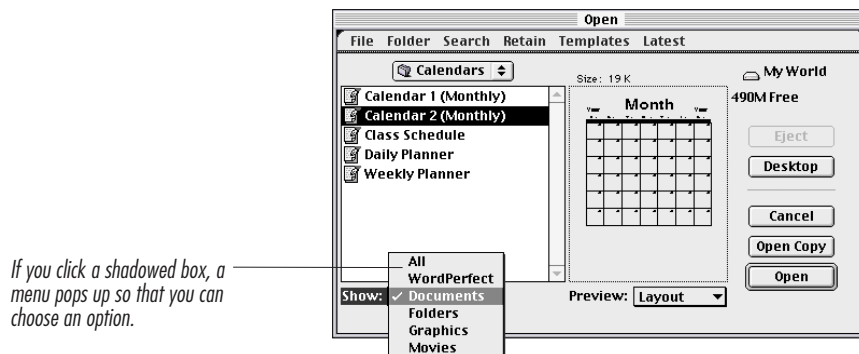


Choose an option the same way you choose a command from a regular menu.

In some menus, you can choose more than one option. A check mark appears next to each option that is selected.

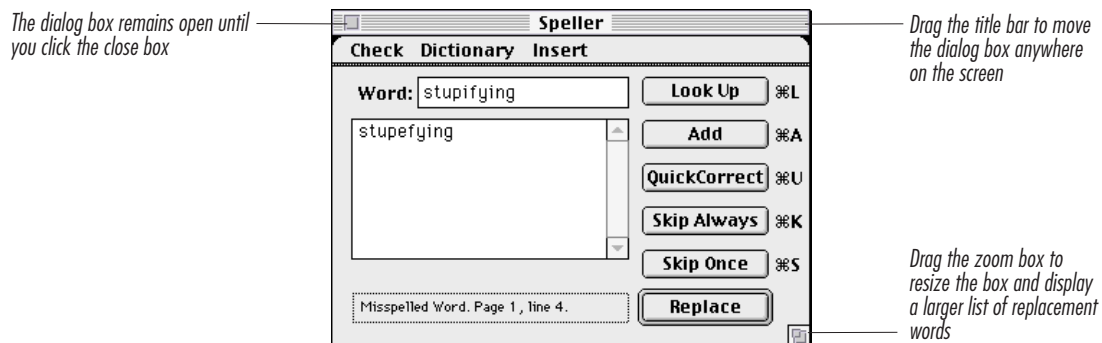
Pop-up Menus

Many Corel WordPerfect dialog boxes use pop-up menus. You can choose only one option per menu.



Moveable, Sizable Dialog Boxes

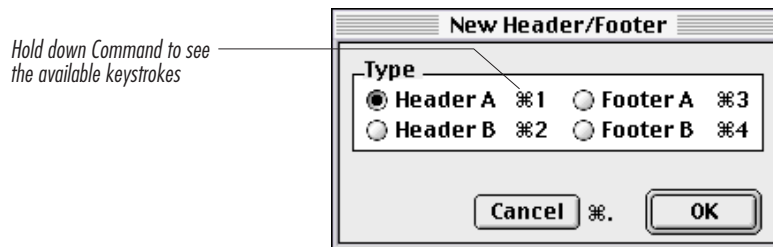
All Corel WordPerfect dialog boxes can be repositioned on the screen, a few can be resized, and several can remain open while you work in your document. The Speller is an example of a dialog box that does all three.



If you want to see the Speller window while you work on your document, reposition the dialog and resize your document so that both appear on screen. Otherwise, when you click your document, it will cover the Speller dialog.

Command Keys in Dialog Boxes

You can use keystrokes to choose buttons and options inside many dialog boxes. To see all of the available keystrokes in a dialog box, hold down the Command key (⌘) while the dialog box is open.



Libraries and the Librarian

A *Library* is a special type of file that stores styles, macros, character maps, keyboards, and Button Bars (collectively called *resources*).

The Librarian is a dialog box that allows you to remove, rename, or copy resources to or from other libraries or regular documents.

The Library

The Library file (in the System Folder: Preferences: Corel WordPerfect folder) contains several pre-stored resources, such as macros, character maps, keyboards, and Button Bars; you can use them any time you work in Corel WordPerfect.

For information about extra resources included with Corel WordPerfect, see the Libraries ReadMe file in the Corel WordPerfect: Documentation folder.

In addition to the resources provided with Corel WordPerfect, you can also create your own customized resources (such as styles or macros) and store them in the Library for use with multiple documents.

For more information about creating styles or macros, see *Chapter 15: Saving Time with Automated Tasks*. For information about adding resources to the Library, see *Copying Resources to Libraries or Documents* in *Chapter 14: Using Libraries*.

Opening the Librarian

You can use the Librarian to store resources in the Library (in the System Folder: Preferences: Corel WordPerfect folder), another library file, or a regular document.

Tips

- Use separate libraries to store resources you use occasionally. Store resources (such as macros or styles) in a regular document if you plan to use the resources only with that particular document or if you plan to use the resources with the document on another computer.

To open the Librarian,

- 1 Choose **Preferences** from the **Edit** menu, then click **Librarian** in the Preferences window.

The Resource pop-up menu lists the types of resources available. You can use the pop-up menus above the list boxes to open other libraries or documents. For more information, see *Chapter 14: Using Libraries*.

Formatting Codes

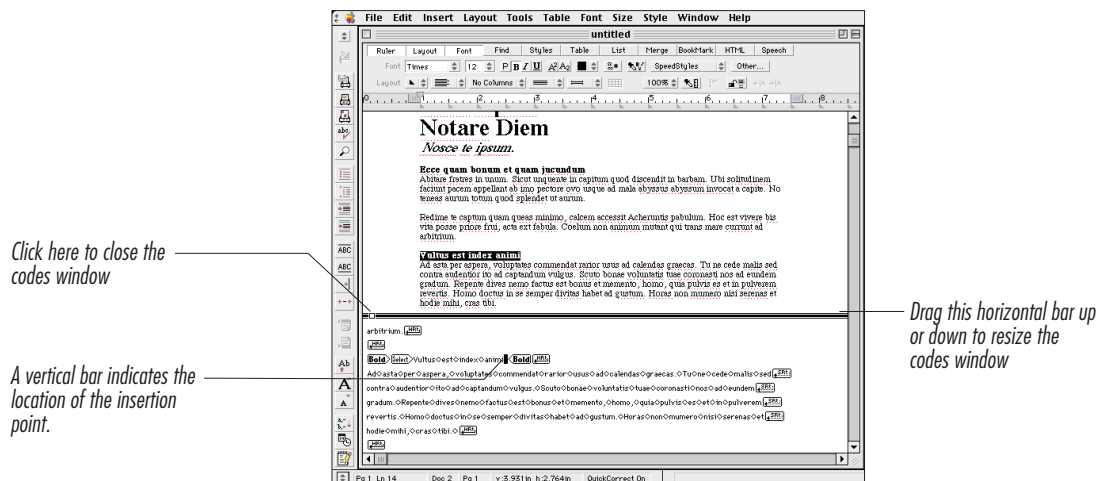
When you format a document, Corel WordPerfect stores formatting codes in the document that determine how the document will look.

You can view and edit the formatting codes by showing the codes window. Viewing the codes can be useful if you want to delete a specific formatting code or if you want to know why your document looks the way it does.

Showing the Codes Window

To see the formatting codes with the text of your document,

- 1 Choose **Show Codes** from the **Edit** menu.



- 2 To close the codes window, choose **Hide Codes** from the **Edit** menu or click the close box on the horizontal bar.

A list of all Corel WordPerfect codes appears in the Find Codes dialog box. See *Using Formatting Codes* in *Chapter 6: Formatting Documents* for more information about how you can use codes.



Learning the Basics

This chapter is designed to provide guided instruction through a series of brief, sequential lessons. We recommend that you complete the lessons in the order they are presented.

The lessons in this chapter take approximately 30 minutes to complete.

Typing Your First Document

This section includes:

- Starting Corel WordPerfect
- Typing Text
- Inserting the Date
- Inserting More Text
- Inserting a Line

Starting Corel WordPerfect

1 Double-click the Corel WordPerfect 3.5 Enhanced application icon.

When you start Corel WordPerfect, the document editor window opens with an untitled document, ready for you to begin typing.

Typing Text

As you type text, do not press Return at the end of each line—the text wraps automatically. Press Return once to begin a new paragraph on the next line, twice to double-space between paragraphs.

1 Type the following text. Press **Tab** twice after To:, From:, Date:, and once after Subject:. Then press **Return** three times. Do not type the date yet.

Memo

To: Production Dept.

From: Nancy

Date:

Subject: Corel WordPerfect

The new shipment of Corel WordPerfect is in, and it looks terrific!
So get your copy now!

You can create documents with text, graphics, equations, tables,
and even movies.

This word processor is going to make our jobs easier and make our
documents look more professional.

Inserting the Date

- 1 Click in the space after “Date:,” then choose **Text Date/Time** from the **Insert** menu.

Corel WordPerfect inserts the date as text in your document.

Inserting More Text

To insert more text in the document, first you must place the insertion point where you want the new text to appear.

- 1 Click in the space after “and even movies.” to move the insertion point to that location.

You can also move the insertion point by pressing the arrow keys on your keyboard.

- 2 Press the space bar, then type **Plus it has new toolbars and feature bars that make Corel WordPerfect easier to use and more powerful than ever before.**

The text you type appears at the insertion point.

Inserting a Line

In this memo, we will create a line by placing a top border on one of the blank lines between the subject line and the text of the memo.

- 1 Click in the space between the subject line and the first sentence of the memo.
- 2 Choose **Borders** from the **Layout** menu, then choose **Paragraph**.
- 3 Deselect the **Bottom**, **Left**, and **Right** checkboxes to create only a top border.
- 4 Click **OK** to close the dialog box.

A line appears between the subject line and the first sentence.

Editing Your First Document

This section includes:

- Deleting Text
- Undoing the Last Action
- Moving Text

Deleting Text

To delete a section of text, simply select the text and press Delete (Backspace on some keyboards).

1 Select the text **So get your copy now!** in the first paragraph.

To select text, hold down the mouse button and drag the I-beam across the area you want to select.

2 Press **Delete** (**Backspace** on some keyboards) to delete the selected text.

The selected text is removed from the document.

Tips

- If you typed a single space between sentences, Corel WordPerfect removes the extra spaces. If you typed double spaces between sentences, the selected text is deleted, but the extra spaces remain.

Undoing the Last Action

To restore text that you just deleted, you can undo the deletion.

1 Choose **Undo** from the **Edit** menu.

The text should appear as it did before you pressed Delete. The text remains selected.

Most actions, such as typing, deleting, inserting text or graphics, and changing formats like margins and tabs, can be reversed with the Undo command. WordPerfect does not let you undo an action that did not change the document. For example, you cannot undo actions such as scrolling, moving the insertion point, or selecting a draw tool.

Moving Text

There are two ways to move text. One is *Drag and Drop*. The other is *Cut and Paste*. We will use Drag and Drop in this example. For information about Cut and Paste, see *Moving Text* in *Chapter 5: Editing Documents*.

To drag and drop text,

- 1 Make sure the sentence **So get your copy now!** is selected.
- 2 Drag the selection to the end of the text on the page.

The insertion point moves as you drag.

When you release the mouse button, the selected text moves to the new location and remains selected.

- 3 Click anywhere in the document to deselect the text.

Formatting Your First Document

This section includes:

- Centering Text
- Changing the Font, Type Size, and Text Style
- Changing the Margins

Centering Text

You can center text from left to right either before typing the text or after selecting the text. In this document, you will center the word “Memo.”

- 1 Double-click the word “**Memo**” to select it.
- 2 Choose **Center** from the **Alignment** pop-up menu on the **Layout** bar.

“Memo” is centered between the left and right margins.

Changing the Font, Type Size, and Text Style

You can change the font, type size, and text style before or after typing the text.

In this memo, you will change the font, size, and style of selected text.

- 1 If the word “Memo” is not already selected, drag across it to select it.
- 2 Choose **18** from the **Size** menu; or, if your monitor does not display the Size menu, choose **18** from the **Font** menu.
- 3 Choose **Bold** from the **Style** menu to change the text style to bold.
- 4 Choose **Helvetica** from the **Font** menu.

Helvetica is a font that comes with Mac OS. If you have removed Helvetica from your system, you may choose another font.

You can also select fonts, sizes, and text styles from the Font bar. See *The Feature Bars* in *Chapter 2: Introducing Corel WordPerfect* for more information about the Font bar and other feature bars.

The word Memo appears in the new font, size, and style.

- 5 Click anywhere in the document to deselect the word.

Changing the Margins

- 1 Choose **Margins** from the **Layout** menu, or press ⌘-M.
- 2 Type **2** in the **Top** text box to change the top margin to 2 inches.

If you change the left and right margins, the changes take effect beginning on the line where the insertion point is located. Top and bottom margin changes affect the current page and subsequent pages.

- 3 Click **OK**.

The top of the memo now appears 2 inches from the top of the page. To view the change, choose **Print Preview** from the **File** menu. Click the close box when you are ready to return to the Document Editor.

Tips

- You can use the Margins dialog box or the Ruler to change left and right margins. For more information, see *Formatting Pages* in *Chapter 6: Formatting Documents*.

Drawing Your First Graphic

This section includes:

- Drawing a Graphic Object
- Creating a Text Object
- Moving the Graphic

Drawing a Graphics Object

Before drawing an object, you must decide approximately where you want it to appear. In this memo, the graphic will appear to the right of the subject line, above the dividing line.

- 1 Place the insertion point after “Corel WordPerfect” on the subject line of the memo.

- 2 Click  on the **Default** Button Bar.

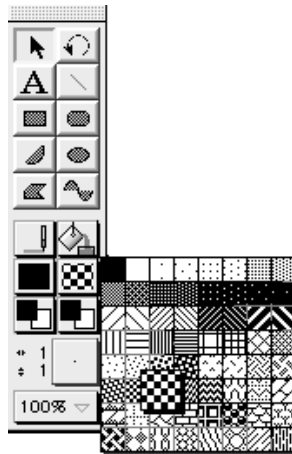
The drawing window opens, showing the Draw tool palette and grid.

- 3 Click the **Rectangle** tool on the **Draw** tool palette.
- 4 Drag anywhere in the grid to create a rectangle. Release the mouse button when the rectangle is approximately two inches wide and one inch high.

Use the measurements displayed on the status bar (below the document window) to gauge the size of the object as you drag.

Handles appear at each corner of the object to show that it is selected.

- 5 Click the **Fill Pattern** tool on the tool palette, and choose a pattern for the rectangle.



The rectangle is filled with the pattern you selected.

- 6 Choose **Duplicate** from the **Edit** menu to duplicate the object, then choose solid black from the **Fill Pattern** tool palette.

The second rectangle appears filled with black.

- 7 Choose **Move to Back** from the **Arrange** menu to move the black object to the back layer of the graphic.

Creating a Text Object

You can include text in graphic objects by using the Text tool.

- 1 With the two rectangles showing in the draw window, click the **Text** tool on the tool palette.
- 2 Drag to create a text box below the rectangles. Release the mouse button when the text box appears slightly smaller than the top rectangle.

You can adjust the size of the text object later, if needed, by dragging one of the handles.

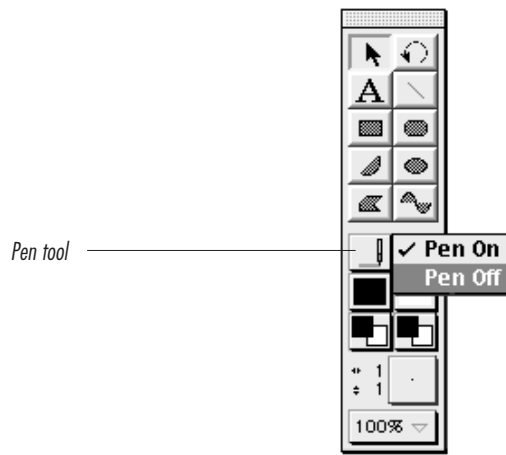
- 3 Choose **18** from the **Size** menu; or, if your monitor does not display the Size menu, choose **18** from the **Font** menu.
- 4 Choose **Helvetica** from the **Font** menu.
- 5 Choose **Italics** from the **Style** menu, then choose **Bold** from the **Style** menu.

- 6 Type **Corel WordPerfect for Mac OS**, then click outside the text box.

A text box appears. If you need to adjust the size of the box, click it to select it, then drag one of the corner handles.

- 7 Click the text box to select it, then click the **Pen** tool on the tool palette and choose **Pen On**.

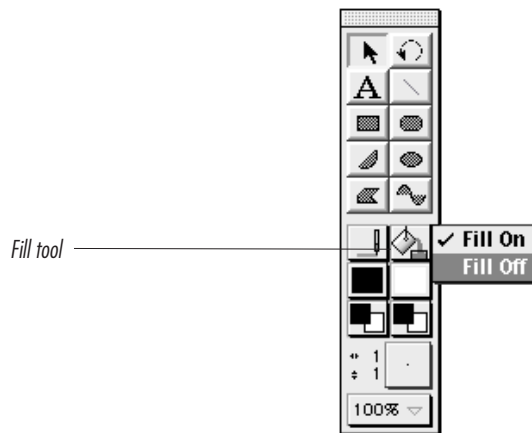
A border appears around the text box.



- 8 With the text box still selected, click the **Pen** tool on the tool palette and choose **Pen Off**.

The border is removed.

- 9 Click the **Fill Tool** icon on the tool palette, then choose **Fill On** to add a white background to the text box.



The placement of the objects can be adjusted by dragging them. Objects snap to the grid unless you select **Grid Snap Off** under the **Layout** pull-down menu.

- 10 Choose **Grid Snap Off** from the **Layout** menu.

With Grid Snap off, you can place objects in between grid points.

- 11 Drag the text object onto the top rectangle.

- 12 Click  on the **Graphics** Button Bar to return to the document.

The graphic appears in the document at the insertion point.

Moving the Graphic

Initially, the graphic is treated like a character, so the line of text where it appears is as tall as the graphic. After you move the graphic, it becomes anchored to the page and is treated independent of the text, so the text flows around it.

- 1 Click the graphic to select it in the document window.
- 2 Drag the graphic to the area next to the right margin, even with the "From" line.

When you release the mouse button, the text reformats and the graphic appears in the new location.

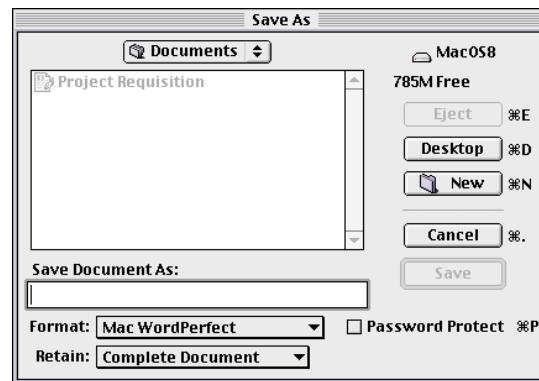
- 3 Click anywhere in the document to deselect the graphic.

Saving Your First Document

Even if you plan to make more changes to your document, you should save your document periodically. Saving the document stores it on your hard drive (or other disk that you specify) and protects your work in the event of a power failure or other problems.

1 Choose **Save As** from the **File** menu.

The Save As dialog box appears to let you name and save the document.



2 Type **Lesson Memo** in the **Save Document As** text box.

You can use the directory pop-up menu and list box to specify a different folder or disk, or you can save the document in the current directory. For more information about directory dialog boxes, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*.

3 Click **Save** to close the dialog box and save the document.

A copy of the document remains open in the document window until you close it or quit the program.

Printing Your First Document

This section includes:

- Selecting a Printer
- Printing the Document
- Closing the Document

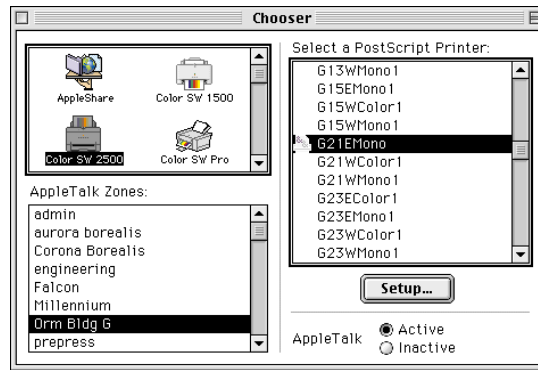
Selecting a Printer

Before you print the document, you must have selected a printer in the Chooser.

- 1 If you have not selected a destination printer, select **Chooser** from the  menu. If you have already selected a printer, proceed to *Printing the Document* below.

The Chooser allows you to select printers and other devices for output.

- 2 Click the appropriate printer icon in the upper-left box inside the Chooser, then select the name of the printer you will be using in the list box on the right side of the Chooser.



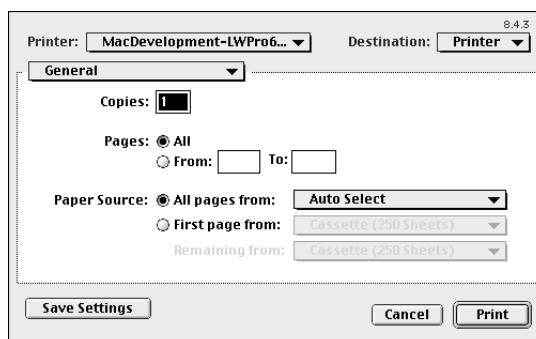
If no printers appear in the Chooser, please refer to your printer manual, your Macintosh owner's manual, or contact your Apple dealer for information about setting up a printer. For more information about selecting printers, see *Choosing a Printer* in *Chapter 8: Printing Documents*.

- 3 Click the close box.

Printing the Document

- 1 Choose **Print** from the **File** menu.

The Print dialog box appears. The appearance of this dialog box varies according to the printer you have selected and the system version you are using. For complete information about your Print dialog box, see *Chapter 8: Printing Documents*, your Macintosh owner's manual, or your printer manual.



Usually you will not need to change any of the settings in the Print dialog box.

2 Click **Print**.

One copy of the active document is sent to the printer.

Closing the Document

- 1 Click the close box at the upper left corner of the document window, or choose **Close** from the **File** menu to close the active document.

Quitting Corel® WordPerfect®

When you are finished using Corel WordPerfect,

- 1 Choose **Quit** from the **File** menu, or press **⌘-Q**.

If you made changes to the document since you saved it, an alert box appears to let you save the changes.

If you choose **Save**, Corel WordPerfect will save the current version of the active document and return you to the desktop.



Creating Documents

Entering Text

This section includes:

- Inserting Text from the Keyboard
- Inserting Text from Existing Documents
- Inserting Symbols or Special Characters
- Inserting the Date/Time
- Inserting Numbers
- Inserting Page Numbers as Text

Inserting Text from the Keyboard

You can insert text from the keyboard whenever you have an open document in the document editor window. If you want to open a new document, choose **New** from the **File** menu.

- 1** Position the insertion point where you want the text to be inserted.
- 2** Type text using the keyboard.

Tips

- Do not press Return at the end of every line. The text wraps automatically.
- Press **Return** once when you want to begin a new paragraph on the next line, twice to leave a blank line between paragraphs.
- To indent the first line in a paragraph, press **Tab**. To indent the entire paragraph, choose **Indent** from the **Insert** menu, or press **Option-Tab**.
- If you want to start a new page before you have completely filled the page you are working on, insert a hard page break by pressing **⌘-Return** (or by choosing **Page Break** from the **Insert** menu).

Inserting Text From Existing Documents

You can insert an entire document or part of an existing document into the current document. Step-by-step instructions are outlined below.

To insert only part of an existing document, and link the two documents so that both will be updated when you edit one, use the Publish and Subscribe feature (Mac OS 7.x or later). See *Sharing Information Using Publish and Subscribe* in *Chapter 15: Saving Time with Automated Tasks*.

Inserting Entire Documents

To insert an existing document into the current document,

- 1 Place the insertion point where you want the document to be inserted.
- 2 Choose **Insert File** from the **File** menu.
- 3 Select the document you want to insert.

If the document name does not appear in the list box, use the directory pop-up menu, list box, or the Show pop-up menu to locate the document. For more information about using directory dialog boxes, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*.

- 4 Click **Insert**.

The document you selected is inserted at the insertion point.

Inserting Parts of Existing Documents

To insert part of an existing document, copy the part you want to insert, then paste it where you want it inserted.

If you need specific instructions on opening a document, see *Opening Documents* in *Chapter 5: Editing Documents*.

- 1 Open the document that contains the information you want to copy.
- 2 Select the part of the document you want to copy.
- 3 Choose **Copy** from the **Edit** menu or press ⌘-C.

The selected text is copied to the Clipboard.

You can view the contents of the Clipboard by choosing **Show Clipboard** from the **Edit** menu.

- 4 Open the document into which you want to copy the information from the Clipboard.

Choose the document name from the Window pull-down menu if the document you want to copy to is already open.

- 5 Place the insertion point where you want to insert the copied text.
- 6 Choose **Paste** from the **Edit** menu or press ⌘-V.

The copied text is pasted into the active document at the insertion point.

You can also use Copy and Paste to insert graphics or equations in the active document. For more information about graphics or equations, see *Chapter 9: Working with Graphics*, or *Chapter 12: Working with Equations*.

Inserting Symbols or Special Characters

You can use many symbols and characters that do not appear on your keyboard.

- 1 Place the insertion point where you want to insert a symbol or character.
- 2 Choose **Symbols** from the **Insert** menu.

The character map appears. The symbols and characters that are available vary according to the font you have selected.

- 3 Click a character to insert it into the document.

Tips

- You can insert as many characters as you like. The character map remains open until you click the close box.
- Boxes usually represent characters that are not available in the selected font.

Key Caps

If you have Apple's Key Caps desk accessory, you can find out which key commands will insert various characters. For more information about Key Caps, see your Mac OS owner's manual.

Smart Quotes

When you type quotation marks, Corel WordPerfect inserts smart quotes (curly quotes). If you prefer straight quotes, change the QuickCorrect options. For more information, see *Using QuickCorrect* in *Chapter 13: Using Language Tools*.

Inserting the Date/Time

You can enter the current date/time in your document quickly by using one of the date/time features. Use the Text Date/Time command to insert the date/time as text in your document. Use the Auto Date/Time command to insert a date/time function that updates each time you open the document.

Inserting Text Date/Time

To insert the date or time as text in your document,

- 1 Place the insertion point where you want to insert the date/time.
- 2 Choose **Text Date/Time** from the **Insert** menu, or press ⌘-Shift-D.

Inserting Auto Date/Time

To insert a date or time that will update each time you open the document,

- 1 Place the insertion point where you want to insert the auto date/time.
- 2 Choose **Auto Date/Time** from the **Insert** menu.

Formatting the Date/Time

You can choose one of several preset formats for the date/time, or you can create your own format.

To change the date/time format,

- 1 Choose **Preferences** from the **Edit** menu, then click **Date/Time** in the **Preferences** window.

- 2 Choose a preset format from the **Formats** menu in the dialog box. Or, create your own format using the Date and Time menus in the dialog box.
- 3 Click **OK**.

Changing the Date/Time

Corel WordPerfect uses the date and time set in the General Controls control panel. To change the date or time, choose **Control Panels** from the  menu, double-click **General Controls**, then make the necessary changes. See your Macintosh owner's manual for more information about setting the date and time.

Inserting Numbers

You can insert numbers in your documents by using the regular numbers on the keyboard or by turning on Num Lock and using the numeric keypad.

Num Lock

To turn Num Lock off (or on), press **Shift+Num Lock**. (The Num Lock key is in the upper-left corner of the numeric keypad.) Corel WordPerfect remembers the current setting and keeps your setting the same until you turn Num Lock on or off again.

Inserting Page Numbers as Text

If you want to insert the current page number in the text of your document,

- 1 Choose **Page Numbers** from the **Layout** menu.
- 2 Click **Place Number At Current Position**, then click **OK**.

The current page number is inserted in the text of your document.

If you later edit the document and the number appears on a different page, Corel WordPerfect automatically updates the number.

Tips

- Do not use this feature to number your pages. See *Adding Page Numbers* later in this chapter.
- If you want to insert a page number other than the current page number in the text of your document, as you would when cross-referencing text, see *Cross-Referencing Information* later in this chapter.

Changing Basic Formatting

When you begin a document, you may want to change some of the basic formatting.

This section includes:

- Setting the Font
- Setting Tabs
- Setting the Margins

For complete information on these and other formatting options, see *Chapter 6: Formatting Documents*.

Setting the Font

1 Choose the font you want to use from the **Font** menu.

The font (or typeface) you choose determines how the text will appear on screen and on the printed page.

Mac OS comes with a small selection of fonts. Corel WordPerfect provides a large number of TrueType fonts available for your use. You can also purchase additional font packages.

For more information about fonts, including the default font and font size, see *Formatting Characters* in *Chapter 6: Formatting Documents*.

Setting Tabs

By default, Corel WordPerfect sets tab stops at every half inch. You can easily change your tabs using the Ruler.

To do this:	Do this:
Add a tab to the Ruler	Choose the type of tab from the Tabs pop-up menu on the Layout bar, then click the Ruler where you want to place the tab.
Remove a tab from the Ruler	Drag the tab icon off the Ruler.
Clear the Ruler of all tabs.	Choose Clear Tabs from the Tabs pop-up menu on the Layout bar.

Tips

- You can also use the Tabs dialog box to add tabs to the Ruler. See *Formatting Lines and Paragraphs* in *Chapter 6: Formatting Documents* for more information.

Setting the Margins

By default, Corel WordPerfect uses one-inch margins. If you want to set different margins for the active document,

- 1 Move the insertion point to the top of your document.

Changes to the top and bottom margins take effect on the current page. Changes to the left and right margins begin with the paragraph where the insertion point is located.

- 2 Choose **Margins** from the **Layout** menu.

- 3 Type new margins in the **Top**, **Bottom**, **Left**, or **Right** text boxes.

Tips

- You can also drag the margin markers  on the Ruler to change the left and right margins.
- If you set very narrow margins, some text may not print, depending on the printer you use and its capabilities. For more information about margins, see *Formatting Pages* in *Chapter 6: Formatting Documents*.

Changing the View Size

Use the Zoom menu on the Layout bar to change the view size in the document editor window. When the view size is changed, making the document appear larger or smaller on screen, you can still edit and format your document.

Tips

- To change the view size in the Graphic or Equation editors, use  on the tool palette.

To change the view size in the Document Editor,

- 1 Choose a percentage from the  pop-up menu on the **Layout** bar.

If you want to see a full page on screen, choose **Full Page**. If you want to see the page at a magnification that is not listed on the pop-up menu, choose **Other** to open the **View** dialog box, then type the percentage you want.

- 2 To return the document to normal size, choose **100%** from the  pop-up menu.

Creating a Table of Contents

Use the List dialog box to easily create a table of contents that can be updated with a click of the mouse.

Rather than typing the entire table of contents complete with page numbers, follow these three simple steps: define the location and style of the table of contents, mark the text you want to appear in the table, and generate the table.

This section includes:

- Defining the Location and Style of the Table of Contents
- Marking the Text
- Generating the Table of Contents

Tips

- You can also use the List bar to perform List functions, such as creating a table of contents. For more information about the List bar, see *The Feature Bars in Chapter 2: Introducing Corel WordPerfect*.

Defining the Location and Style of the Table of Contents

- 1 Place the insertion point where you want the table of contents to appear.
- 2 Choose **List** from the **Tools** menu or pres **⌘-J**.
- 3 Choose **Define Table of Contents** from the **Type** pop-up menu.

If Define Table of Contents is dimmed, deselect text that is selected in the document.

- 4 From the **Max Level** pop-up menu, choose the maximum number of levels you want in your table of contents.

You can use as many as five levels in your table of contents. When you generate the table, each level begins at the next tab to the right. You can change the tab settings to change the indentation of each level.

- 5 Choose a numbering style for each level. To choose a numbering style for a level, first choose the level from the **Level Format** pop-up menu, then choose the numbering style for that level from the **Page Numbers** pop-up menu.

You can choose from one of these five numbering styles:

(No Numbers)	Entry	
Follows Entry	Entry 2	
() FollowsEntry	Entry (2)	
Flush Right	Entry	2
Dot Leaders	Entry.	2

6 Select any other options you want.

Wrap Last Level places the page numbers directly after the entries for the last level. Entries for the last level are separated by commas instead of hard returns.

7 Click **Define**.

A <<<<Table of Contents Generated Here>>>> message appears in your document.

This message will be replaced with the table of contents when you generate the table. With the location of the table of contents defined, you are ready to mark the text that you want to appear in the table of contents.

Marking the Text

1 Select the text you want to include in the table of contents.

2 Choose **List** from the **Tools** menu.

The List dialog box remains open until you click the close box. You may want to reposition the dialog box and resize your document so that both fit on your screen at the same time.

3 Choose **Mark for Table of Contents** from the **Type** pop-up menu.

4 Choose a level from the **Level** pop-up menu.

5 Click **Mark** to mark the selected text.

When the List bar is displayed, Corel WordPerfect displays symbols that indicate which text is marked. To display the List bar, click **List** on the **Control Bar**. You can also display the symbols by choosing **Show** from the **Edit** menu.

6 Repeat steps 1 through 5 until you have marked all the text you want to include in the table of contents.

Tips

- If you repositioned the List dialog box to be visible while marking text in the document, you can click the dialog box to activate it in place of step 2.

When you have finished marking text for the table of contents and have defined its location and style, you are ready to generate the table.

Removing Markings

If you decide you do not want the table of contents to include text that you have marked, you must remove the marking. Use the codes window to locate the marking codes and delete them, or use the Find Code feature. See *Using Formatting Codes* in Chapter 6: *Formatting Documents* for more information.

Generating the Table of Contents

Before generating the Table of Contents, you must define its location and style, and mark the text you want to appear in the table, as explained above. See *Defining the Location and Style of the Table of Contents* and *Marking the Text* earlier in this section for more information.

- 1 Choose **List** from the **Tools** menu.
- 2 Click **Generate** to gather the marked text and page numbers for the table of contents.

You can also click **Generate** on the **List** bar in place of steps 1 and 2.

An alert box appears to warn you that Corel WordPerfect will update and replace all existing tables of contents, lists, and indexes when you click OK. Tables of authorities and cross-references will also be updated.

- 3 Click **OK** to continue.

As the table of contents is being compiled, a counter appears to indicate its progress.

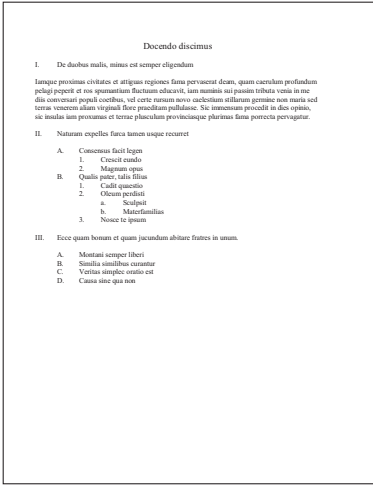
You can make changes to the table of contents after it is generated, but if you generate later, the changes you made will be lost.

Creating Outlines

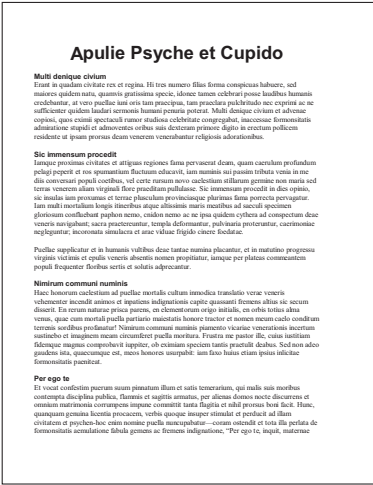
Use the Outlining feature to number paragraphs or to create outlines that will automatically renumber when you add or delete outline items.

If you want to number each paragraph of the outline and have each level indented one tab stop to the right of the previous level, see *Numbering Every Paragraph* below.

You can customize the numbering style, and you can use as many as eight levels in an outline. If you want to number only specific paragraphs, or if you want to use more than one numbering style in a single outline level, see *Inserting a Single Outline Number* later in this section.



This text is organized using numbers.



This text is organized using headings.

This section includes:

- Numbering Every Paragraph
- Inserting a Single Outline Number
- More Information About Outlining

Numbering Every Paragraph

Turn Outlining on when you want to number every paragraph and have each level indented one tab stop to the right of the previous level. Corel WordPerfect inserts an outline number each time you press Return.

- 1 Place the insertion point above the line where you want the outline to begin.
- 2 Choose **Outlining** from the **Tools** menu.
- 3 If you do not want to use the default numbering style, choose a numbering style from the **Type** pull-down menu.

Corel WordPerfect offers three numbering styles: outline style (the default), paragraph numbering style, and legal numbering style. You

can also create a custom style. For information about creating a custom style, see *More Information About Outlining* later in this section.

4 Click **OK** to close the dialog box and turn Outlining on.

Notice that “Outline” appears on the status bar (if the pointer is over the text area of the document).

When Outlining is turned on, Corel WordPerfect inserts an outline number every time you press Return.

5 Press **Return** to insert the first outline number.

The insertion point moves to the next line and a first-level outline number appears to the left of the insertion point. If you want to move the number down another line, press **Return** again.

If you want to indent the text of the first line, press the **space bar**, then press **Tab**. If you press Tab without first pressing the space bar, the outline number moves and changes to the style of the next level in the outline. If you want to indent an entire paragraph of text, choose **Indent** from the **Insert** menu, or press **⌘-Shift-I**.

6 Type the text of the first outline item.

If you type more than one paragraph, an outline number is inserted when you press Return. You can delete the outline number and continue typing; this does not disturb the automatic numbering. If you do not want an outline number to be inserted each time you press Return, see *Inserting a Single Outline Number* below.

7 Press **Return** to insert the next outline number.

Press **Return** twice if you want to add a blank line before your next outline item.

8 If you want to move to the next outline level, press **Tab**.

Each time you press Tab, the outline number moves to the next tab stop and changes to the numbering style of the next level.

If you change your mind and want to move the outline number back one level, press **Shift-Tab**.

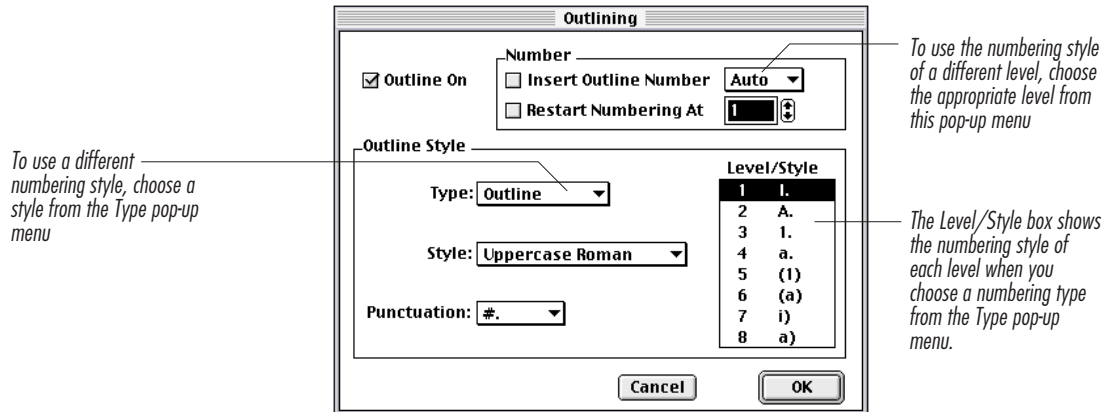
9 Repeat steps 6 through 8 until your outline is complete.

10 To turn Outlining off, choose **Outlining** from the **Tools** menu, deselect the **Outline On** checkbox, then click **OK**.

Inserting a Single Outline Number

If you want to number only specific paragraphs, or if you want to use more than one numbering style on a single outline level, insert a single outline number before each item you want to number rather than turning Outlining on. Corel WordPerfect will automatically renumber the items if you add or delete numbered items.

- 1 Place the insertion point where you want to insert an outline number.
- 2 Choose **Outlining** from the **Tools** menu.
- 3 Deselect the **Outline On** checkbox, then click the **Insert Outline Number** checkbox.



If you want to create a custom numbering style, see *More Information About Outlining* below.

- 4 Click **OK** to close the dialog box and insert the outline number.
- 5 Type the text of the first outline item and any subsequent text.
- 6 Repeat the same process when you want to insert another outline number.

When you insert outline numbers using this process, you must deselect **Outline On** each time you insert a number (step 3).

More Information About Outlining

This section includes:

- Creating Custom Numbering Styles
- Restarting Numbering
- Editing Outlines

Creating Custom Numbering Styles

You can create a custom numbering style before you begin typing an outline, or you can create a new numbering style for an existing outline.

- 1 Place the insertion point where you want the custom numbering style to begin.

If you want to change the numbering style of an existing outline, position the insertion point at the beginning of the first line of the existing outline.

- 2 Choose **Outlining** from the **Tools** menu.
- 3 Choose **Custom** from the **Type** pop-up menu.
- 4 Choose a numbering style from the **Style** pop-up menu and a punctuation style from the **Punctuation** pop-up menu.

When you choose options from these pop-up menus, the Level/Style box changes to reflect the options you choose.

If you choose Levels with Periods for any level, that level will use a legal numbering style (such as 1.1.1 for the first item on the third level).

- 5 Continue to select outline levels, and choose styles and punctuation for each level until every level is set the way you like.

You can change any or all of the eight levels.

- 6 Click **OK** to accept the changes and close the dialog box.

Restarting Numbering

You can restart outline numbering to create more than one outline in a document and restart numbering so that each outline begins with Roman numeral I (or A, or any other numbering style).

You can also restart numbering in a single outline.

- 1 Place the insertion point in front of the first-level number where you want to restart numbering.
- 2 Choose **Outlining** from the **Tools** menu.
- 3 Select the **Restart Numbering At** checkbox.
- 4 If you want to restart numbering with a number other than 1, type a number in the **Restart Numbering At** text box.

Always type this number using Arabic numerals, even if the numbering style for level 1 uses Roman numerals or letters.

- 5 Click **OK** to close the dialog box.

Any existing outline numbers after the insertion point are renumbered. If you are creating a new outline, press **Return** to insert the first outline number. See *Numbering Every Paragraph* earlier in this section for more information.

Editing Outlines

To do this:

Add outline items

Delete an outline number or item

Move an outline number one level to the right

Move an outline number one level to the left

Do this:

Place the insertion point where you want to add the outline number, then turn on Outlining, or insert a single outline number. See *Numbering Every Paragraph* (beginning with step 8) or *Inserting a Single Outline Number* earlier in this section.

Select the number or item you want to delete, then press **Delete**.

Place the insertion point to the left of the number, then press **Tab**.

Place the insertion point to the left of the number, then press **Delete** (**Backspace** on some keyboards). First-level items cannot be moved to the left.

Creating Bulleted Lists

Bulleted lists are useful in many types of documents to direct the reader's eye to a list of important items.

In Corel WordPerfect, you can create a bulleted list as you write, or you can add bullets to an existing list of information.

This section includes:

- Creating Bulleted Lists as You Write
- Adding Bullets to Existing Lists

Creating Bulleted Lists as You Write

- 1 Place the insertion point where you want the bulleted list to begin.
- 2 Click  on the **Default Button Bar**.

Corel WordPerfect inserts a bullet at the left margin, followed by an indent.

If you want the bullet to be indented from the margin, place the insertion before the bullet, then press **Tab**, or you can wait until you have completed the list, then select the entire list and click  on the **Default Button Bar**.

- 3 Type the text you want to appear on the current line, then press **Return**.
- 4 Repeat steps 2 and 3 for each item in the bulleted list.

Adding Bullets to Existing Lists

1 Select the list that you want to add bullets to.

Your selection must start at the beginning of the first line of the list.

2 Click  on the **Default Button Bar**.

Corel WordPerfect inserts bullets at the left margin, and indents each selected item in the list.

If you want the bullets to be indented from the left margin, select the bulleted list, then click  on the Default Button Bar.

Using Tables

Use the Table feature to organize information into a structure of horizontal rows, vertical columns, and individual cells. Corel WordPerfect labels cells numerically from top to bottom and alphabetically from left to right. Adjustable borders divide the table into cells that can include text, graphics, numbers, or formulas for calculating math in the table.

This section includes:

- Creating Tables
- Selecting in Tables
- Editing Tables
- Formatting Tables
- Positioning Tables
- Using Math in Tables
- Locking and Unlocking Information in Tables
- Deleting Tables

Creating Tables

1 Place the insertion point where you want the table to begin.

If you want to be able to move the table freely on a page, caption the table, or include it in a generated list of tables, you need to create a text box, then create the table inside the text box. See *Adding Text Boxes* later in this chapter for more information.

2 Choose **New** from the **Table** menu.

3 Type the number of vertical columns you want, then press **Tab**.

4 Type the number of horizontal rows you want, then click **OK**.

The structure of the table appears in your document, with the insertion point in the first cell. The Table bar also appears. You can use the Table bar to edit, format, lock and unlock a table, or perform math functions in a table.

Once Corel WordPerfect displays the table on screen, you can begin typing text inside it.

- 5 Type the text you want to include in the active cell, then press **Tab** to move to the next cell.
- 6 Repeat step 5 for each cell. When you are finished entering text in the table, click outside the table.

Tips

- You can also click  on the **Layout** bar in place of steps 2 through 4 to quickly create a table.
- If you want to insert a tab in the text of a cell, press **⌘-Tab**.
- You can use most features in tables, including graphics, equations, endnotes, font changes, and list features (such as generated lists, tables of contents, indexes, tables of authorities and cross-references). You cannot, however, use the Columns or Outlining features within a table, and you cannot create a table within a table.
- To make changes to the structure or formatting of a table, see *Editing Tables* and *Formatting Tables* later in this chapter.
- If you use Mac OS 7 or later and have DeltaGraph® 3.0.3 or later installed on your computer, you can create charts from the information in a Corel WordPerfect table. Place the insertion point in the table, display the Applications Button Bar, then click the **DeltaGraph** button. If DeltaGraph was installed after Corel WordPerfect, you must add the DeltaGraph button to the Button Bar. See *Editing Button Bars* under *The Button Bars* in *Chapter 2: Introducing Corel WordPerfect* for more information.

Converting Existing Text to Tables

- 1 Select the text you want to convert to a table.

You can convert text from paragraph form, tab- or comma-delimited format, merge format, or columns.

- 2 Choose **Text to Table** from the **Table** menu.
- 3 Click the radio button applicable to the type of text you are converting, then click **OK**.

Tips

- If you are converting tabular columns, Corel WordPerfect uses the current tab settings to define the table columns and hard returns to define table rows. If you are converting parallel columns, Corel WordPerfect uses the column settings to define the table columns and hard pages or column returns to define the table rows.
- You can also convert an existing table to paragraphs, tab- or comma-delimited text, or merge format. You cannot convert an existing table to parallel or newspaper columns.

Selecting in Tables

To select text, cells, rows, or columns in a table, drag across them. You can click the mouse button when one of the arrow pointers is displayed to select a single cell or a whole row or column. Dragging the arrow pointer extends the selection.

To select a column, place the mouse pointer above the column. When the down arrow appears, click the mouse. The entire column is selected.

To select a row, place the mouse pointer to the left of the row. When the right arrow appears, click the mouse.

To select a cell, place the mouse pointer in the lower right corner of the cell. Click the mouse when the diagonal arrow appears.

Editing Tables

You can edit the structure of a table in the following ways:

- Joining or splitting cells
- Inserting columns or rows
- Deleting columns or rows
- Adjusting row height
- Adjusting column width
- Adjusting cell margins
- Changing table borders
- Filling cells with colors or patterns

Joining Cells

To join cells,

- 1 Select the cells you want to join.
- 2 Click  on the **Table** bar.

To create a column to the right of the last column, choose **Insert** from the **Table** menu.

Splitting Cells

To split a cell that has been joined,

- 1 Select the cell you want to split.
- 2 Click  on the **Table** bar.

To add a row to the end of the table, click in the lower-right cell, then press **Tab**.

Inserting Columns

To insert a column,

- 1 Place the insertion point in the column to the right of where you want the new column to appear.
- 2 Click  on the **Table** bar.

To create a column to the right of the last column, choose **Insert** from the **Table** menu.

Inserting a Row

To insert a row,

- 1 Place the insertion point in the row below where you want the new row to appear.
- 2 Click  on the **Table** bar.

To add multiple rows, place the insertion point in the table, then choose **Insert** from the **Table** menu. Type the number of rows you want to add in the **Insert Rows** text box, select the location in the **Insert** group box, then click **OK**.

Deleting Columns or Rows

- 1 Select the column or row you want to delete.
- 2 Click  on the **Table** bar.

Adjusting Row Height

- 1 Select the rows you want to adjust.
- 2 Choose **Row Height** from the **Table** menu.
- 3 Click the **Fixed** radio button, then type the desired row height.

Tips

- To change the unit of measurement, click the unit abbreviation (for example, *in* for inches) in the Row Height dialog box, then choose a measurement from the pop-up menu.

Adjusting Column Width

- 1 Select the columns you want to adjust.

- 2 Choose **Column Width** from the **Table** menu.
- 3 Type the desired width in the **Column Width** box.

Tips

- To change the unit of measurement in the Column Width dialog box, click the unit abbreviation (for example, *in* for inches), then choose a measurement option from the pop-up menu.
- You can also change the column width by using the mouse. Place the pointer over a vertical column border in the table. When the pointer changes to a double bar with arrows, drag the column border. To move a single border without affecting the other borders, hold down **Option** while you drag. You can adjust the horizontal positioning of the table by choosing **Position** from the **Table** menu. See *Positioning Tables* later in this section for more information.

Adjusting Cell Margins

Cell margins change for the entire table, not for a single cell or column.

- 1 Place the insertion point inside the table.
- 2 Choose **Cell Margins** from the **Table** menu.
- 3 Type the desired margins in each of the text boxes, then click **OK**.

Tips

- To change the unit of measurement, click the unit abbreviation, then choose an option from the pop-up menu.

Changing Table Borders

- 1 If you want to change the borders of part of the table, select the cells you want to change.
- 2 Choose **Table Border** from the **Table** menu.
- 3 Make sure the radio button selected reflects the borders you want to change.
- 4 Choose the options you want for each border from the color and line pop-up menus.

5 Click **OK**.

Tips

- You can undo table border changes by pressing **⌘-Z** if you make a mistake.
- If you want to change the border of a selected cell that is adjacent to another cell, you may also need to change the border of the adjacent cell. By default, most table cells have a left and a top border. Cells in the right column also have a right border; cells in the bottom row also have a bottom border.

Filling Cells with Colors or Patterns

- 1 Select the cells you want to fill.
- 2 Choose an option from the  pop-up menu on the **Table** bar.

Formatting Tables

Creating Header Rows

A header row contains the headings that you want to appear at the top of each column. If the table continues beyond one page, the header row appears at the top of the columns on each page.

To create a header row,

- 1 Place the insertion point in the first row you want as a header row.
- 2 Choose **Header Rows** from the **Table** menu.
- 3 Type the number of rows you want to designate as header rows, then click **OK**.

Corel WordPerfect designates the first row (or rows) as the header row(s) according to the number you specified.

The header rows appear at the top of each page of the table.

Tips

- To remove a header row, place the insertion point in the table, choose **Header Rows** from the **Table** menu, enter **0** in the **Header** rows box, then click **OK**.

Formatting Text in Tables

When working with tables, you can format selected rows, columns, or cells with text styles (such as bold, italics, and underline) or with other types of formatting (such as center alignment or double line-spacing).

- 1 Select the table cells you want to format.
- 2 Choose the text styles from the **Font** bar, or change the text alignment using tools from the **Layout** bar to format the selected area.

For more information about the formatting options that are available in Corel WordPerfect, see *Chapter 6: Formatting Documents*.

Adjusting the Vertical Alignment of Text in Tables

When you type text in a table cell, it appears at the top of the cell. You can change the vertical alignment so that the text appears in the middle of the cell or at the bottom of the cell.

- 1 Select the columns, rows, or cells you want to change.
- 2 Choose an option from the  pop-up menu on the **Table** bar.

Positioning Tables

When you create a table, it spans the area from the left margin to the right margin. If you add, delete, or change the size of columns in the table, the size and positioning of the table changes according to the settings you choose.

To set the horizontal position of a table,

- 1 Choose **Position** from the **Table** menu.
- 2 Click the appropriate radio button to select the desired positioning.

You can choose one of the following settings:

- At Left Margin
 - At Right Margin
 - Centered Between Margins
 - Fit to Margins
 - At Left Edge of Paper
- 3 If you want the table to be offset from the position you chose in step 2, type the desired distance in the **Anchor Offset** box.
 - 4 Click **OK**.

Using Math in Tables

Use the Math bar to perform math operations in a table. By placing formulas in a table, you can calculate preset functions, such as sum or

average, for a specified set of cells. You can also create a customized formula to calculate more complex math functions.

This section includes:

- Entering Formulas in Cells
- Calculating Math in Tables
- Changing the Number Format

Entering Formula in Cells

You can enter a formula in a cell by choosing a preset function from the **Math** bar, creating a customized formula, or pressing the  button.

- 1 Place the insertion point in the cell where you want to enter a formula.
- 2 Click **Math** on the **Table** bar to display the math functions on the **Extended Table** bar.
- 3 If you want to use one of the preset functions available on the  pop-up menu, follow the instructions in the table below.

To do this:	Do this:
Add the numbers in specified cells	Choose Sum , then click each cell you want to be added (or drag to include a group of cells). Click to accept the formula.
Average the numbers in specified cells	Choose Average , then click each cell you want included in the average (or drag to include a group of cells). Click to accept the formula.

- 4 If you want to create a customized formula, click the formula field in the extended Table bar, then type in the desired formula.

A formula can include the following math operators:

This operator:	Performs this function:
+	Addition
-	Subtraction
*	Multiplication
/	Division

You can also use parentheses () in a formula to change the evaluation order.

- 5 When the formula is complete, click  to accept the formula and return the insertion point to the table.

You can also press **Enter** to accept the formula.

Tips

- When typing a formula, specify which cells you want to calculate by entering the column letter and row number of each cell (such as A1, B2, AA1). To specify a range of cells, use a colon between cell references (such as A1:B3).
- If more than one number appears in a cell that you have referenced in a formula, Corel WordPerfect uses the first number in the highest line of the cell. If a number includes multiple decimals, Corel WordPerfect uses the first decimal. For example, Corel WordPerfect interprets 1.2.0 as 1.2 (not 12.0).
- Click  to cancel the formula (or any changes you made to an existing formula).
- Corel WordPerfect calculates formula results to internally retain seven digits after the decimal point regardless of the number format.

Quick Sum Function

Use the  button on the extended Table bar to insert a sum function below a vertical selection or to the right of a horizontal selection.

- 1 Select cells horizontally or vertically, then click  on the **Math** bar.

The sum of the selected cells is placed in the cell below or to the right of the selection.

To add multiple columns, select the columns you want to add, then click . The sums appear below the selection. To add multiple rows, hold down **Option** while you click . The sums appear to the right of the selection.

Editing Formulas

- 1 Place the insertion point in the cell containing the formula you want to edit.
- 2 Choose a new option from the **Formula** pop-up menu, type a new formula, or edit the existing formula.
- 3 Click  when the formula is complete.

The new formula replaces the previous formula, and the insertion point appears in the table.

Calculating Math in Tables

Use the  button on the extended Table bar to calculate (or recalculate) formulas in the current table. To calculate the formulas in all tables in the current document, choose **Calculate** from the **Table** menu.

The calculated results appear in each cell that contains a formula. To protect against accidental editing errors, Corel WordPerfect does not allow you to edit the results of a calculated formula.

If an error occurs in calculations, a “??” appears in the cell. Calculation errors may occur if a formula refers to a non-existent cell, includes division by zero, or contains other such problems.

Tips

- Corel WordPerfect calculates formula results to internally retain seven digits after the decimal point regardless of the number format.

Changing the Number Format

Use the **Text** pop-up menu on the **Extended Table** bar or the **Number Format** dialog box to change the number format (the way numbers appear in tables).

If you want to change the number format,

- 1 Choose an option from the **Text** pop-up menu on the **Extended Table** bar.

By selecting options in the Number Format dialog box, you can:

- Choose one of the standard number formats
- Display negative numbers with parentheses
- Display a leading dollar sign
- Show commas to separate thousands
- Show trailing zeros after the decimal point
- Set the number of decimal places

Changing the Number Format to a Math Option

- 1 Choose **Other** from the **Text** pop-up menu on the **Extended Table** bar.
- 2 Select the appropriate options in the dialog box.

Tips

- If you set the number of decimal places at the maximum (7), you can type more than seven fractional digits, but they will be rounded off and only seven digits will be retained in the formula.

Aligning Numbers at the Decimal Point

- 1 Select the row or column where you want to align numbers on decimal points.
- 2 Click  on the **Layout** bar, then choose **Decimal Align**.

Adjusting the Position of the Decimal

To adjust the position of the decimal within the selected cells,

- 1 Choose **Decimal Offset** from the **Table** menu.
- 2 Type a value in the **Offset From Right Cell Margin** text box.

The decimal points will align at the position you enter.

Tips

- To change the unit of measurement, click the unit abbreviation, then choose an option from the pop-up menu.
- The Decimal Align feature affects the entire row or column, even if you select only part of a row or column. If you want to override decimal alignment in certain cells, select those cells, then choose the desired settings for those cells.

Locking and Unlocking Information in Tables

Use the Lock feature to protect information in a table from being changed. When table protection is turned on and the information in a cell is locked, you cannot edit it.

Locking Information in a Table

- 1 Select the cells, columns, or rows you want to lock.
- 2 Click  on the **Table** bar.

Corel WordPerfect locks the selected area of the table.

Unlocking Information in Tables

- 1 Choose **Protect Table** from the **Table** menu to turn off table protection.

When table protection is on, a check mark appears next to **Protect Table** on the **Table** menu, and locked cells cannot be unlocked or edited.

When table protection is off, you can unlock cells. You can also edit locked cells when table protection is turned off.

- 2 Select the cells you want to unlock, then click  on the **Table** bar.

Only the selected cells are unlocked. Other locked cells will be locked again when you turn on table protection.

- 3 When you are finished unlocking cells, choose **Protect Table** from the **Table** menu to turn table protection on again and empower locking capability.

Deleting Tables

Deleting a Table (Content and Structure),

- 1 Place the insertion point in the table you want to delete.
- 2 Choose **Delete** from the **Table** menu.
- 3 Select **Delete Entire Table**, then click **OK**.

Deleting Content Only

- 1 Select the range of cells whose content is to be deleted.
- 2 Press **Delete** (**Backspace** on some keyboards).

Adding Headers or Footers

Use headers or footers for information you want to appear at the top or bottom of a document, independent of the body of the document.

Headers and footers appear on the page where you create them and on every following page until you discontinue them or create another header or footer of the same type (A or B).

For example, if you create Header A on page 1, then another Header A on page 2, the first Header A appears on page 1, and the new header begins on page 2. If you also create Footer A on page 1, and no other Footer A follows, the footer you created on page 1 appears on every page of the document.

You can create as many as two headers and two footers for every page of your document. You can also use headers and footers on every page, alternating pages, or only specified pages.

This section includes:

- Creating Headers or Footers
- Editing Headers or Footers
- Discontinuing Headers or Footers
- Suppressing Headers or Footers on the Current Page

- Changing the Header or Footer Style
- Deleting Headers or Footers

Creating Headers or Footers

- 1 Place the insertion point on the page where you want the header or footer to begin.

If you place the insertion point in a paragraph that begins on the previous page, the header or footer will appear on the previous page.

- 2 Choose **Header/Footer** from the **Layout** menu.

Because there are two types of headers and footers (A and B), you can create as many as two headers and two footers on each page.

- 3 Select **Header A**, **Header B**, **Footer A**, or **Footer B**, then click **OK**.

You can create headers and footers in any order. For example, you can create Header B before you create Header A.

An editing window appears at the bottom of your screen to let you create the header or footer.

- 4 Enter the text and formatting that you want to appear in the header or footer.

You can use most of the formatting features you would use in a document window.

- 5 If you want the header or footer to appear on every other page, select **Even Pages** or **Odd Pages** from the **Pages** pop-up menu.

If the insertion point is located on an even page and you select **Odd Pages**, or vice versa, the header or footer will not begin until the next page.

- 6 When you are finished creating the header or footer, click the close box to close the editing window.

Tips

- Headers and footers do not appear in the document editing window. If you want to view the document with headers and footers, choose **Print Preview** from the **File** menu.
- Headers are printed just below the top margin of the page, and footers are printed just above the bottom margin of the page. If you want to adjust the position of the header or footer, adjust the top or bottom margins.

Editing Headers or Footers

- 1 Place the insertion point on a page where the header or footer is turned on.

If the header or footer appears on several pages, you can place the insertion point on any page where the header or footer appears. Corel WordPerfect searches from the insertion point to the beginning of the document for the header or footer you specify (such as Header A). If it cannot find that header or footer, it will search from the insertion point to the end of the document.

- 2 Choose **Header/Footer** from the **Layout** menu, then choose **Edit**.
- 3 Select the header or footer you want to edit, then click **OK**.

The header or footer editing window appears.

- 4 Make editing changes exactly as you would make changes in a document window.
- 5 Click the close box to close the header/footer editing window.

Tips

- If you are using the same header or footer throughout your document, you do not need to worry about where the insertion point is located before you edit the header or footer.

Discontinuing Headers or Footers

Use the Discontinue feature to prevent a header or footer from appearing on the current page and any following pages.

If you want to delete a header or footer, see *Deleting Headers or Footers* later in this section.

To discontinue a header or footer,

- 1 Place the insertion point on the page where you want to discontinue the header or footer.

If you place the insertion point in a paragraph that begins on the previous page, the header or footer will be discontinued on the previous page.

If you have defined another header or footer of the same type later in the document, that header or footer will not be discontinued. For example, if you discontinue Footer A on page 7, and there is a different Footer A beginning on page 10, the footer on page 10 will not be discontinued.

- 2** Choose **Header/Footer** from the **Layout** menu, then choose **Discontinue**.
- 3** Select the header or footer you want to discontinue, then click **OK**.

The header or footer does not appear on the current page (or any following pages).

Tips

- You must discontinue headers and footers one at a time.

Suppressing Headers or Footers on the Current Page

Use the Suppress feature to prevent a header or footer from appearing on a particular page.

When you suppress a header or footer, it is suppressed for one page only. The remainder of the document is not affected. If you want to suppress a header or footer on more than one page, you will need to suppress it on each page separately.

- 1** Place the insertion point on the page where you want to suppress the header or footer.

If you place the insertion point in a paragraph that begins on the previous page, the header or footer will be suppressed on the previous page.

- 2** Choose **Suppress** from the **Layout** menu.
- 3** Select the header or footer you want to suppress, then click **OK**.

Tips

- To view the current page, choose **Print Preview** from the **File** menu.

Changing the Header or Footer Style

By default, the header and footer styles include the formats in the Document style (including font, size, margins, and alignment).

If you want to change the formatting of one header or footer, make the desired changes when creating or editing the header or footer. If you want to change the formatting of all of your headers or footers, you can change the header style or the footer style.

If you want to change the header or footer styles in the current document only, you need to copy the header or footer styles from the Library into the document before you edit them. If you edit the style in the Library and plan to use your document on another computer, use the Librarian to copy the style to the document after you finish editing it. See *Copying Resources to Libraries or Documents* in *Chapter 14: Using Libraries* for more information.

To change the header or footer style,

- 1 Click **Styles** on the **Control Bar** to display the **Styles** bar.

The Styles bar appears.

- 2 Click the **Edit** button on the **Styles** bar.
- 3 In the list box, select the Header or Footer style, then click **Edit**.

If you have copied the style from Library (USA) to the document, make sure you choose the style that is saved in the document.

- 4 Make the desired changes to the style.

You can change formats such as margins, font, size, text styles, and alignment. You can also insert a date/time code or text that you want to appear in every header or footer.

- 5 When you are finished making changes to the style, click the close box to close the editing window.

Deleting Headers or Footers

- 1 Place the insertion point on a page where the header or footer is turned on.

If the header or footer appears on several pages, you can place the insertion point on any page where the header or footer appears.

- 2 Choose **Header/Footer** from the **Layout** menu, then choose **Edit**.
- 3 Select the header or footer you want to delete, then click **OK**.

The header or footer editing window appears.

- 4 Choose **Select All** from the **Edit** menu, then press **Delete** (**Backspace** on some keyboards).
- 5 Click the close box to close the header/footer editing window.

You can also use the Show Codes or Find Code feature to locate the code for the header or footer, then delete it.

If you delete a header or footer, and a header or footer of the same type (A or B) exists earlier in the document, the existing header or footer will appear on the pages that contained the header or footer you deleted. If you do not want it to appear, discontinue the header or footer on the appropriate page.

Adding Footnotes

Use the Footnote feature to automatically insert numbers and to place footnotes. You can easily change the numbering style or formatting of footnotes.

This section includes:

- Creating Footnotes
- Editing Footnotes
- Changing Footnote Options
- Changing Footnote Style
- Deleting Footnotes

Creating Footnotes

- 1 Place the insertion point where you want to insert the footnote number.
- 2 Choose **Footnotes** from the **Layout** menu, then choose **New**.

The Footnote editing window appears with a note number already inserted.

Be careful not to delete the number. If you delete the number, the text of the footnote will still print, but the number will not. Choose **Undo** from the **Edit** menu, or click the **#** button to restore the footnote number if you delete it.

- 3 Type the text of the footnote.

You can use most Corel WordPerfect features, including character formats such as font, size, and text styles. You can also use document formats such as margins and spacing.

- 4 Click the close box to close the Footnote window.

Tips

- The superscript footnote number is added to your document at the insertion point. The footnote is placed at the bottom of the page. To view the footnote on the page, choose **Print Preview** from the **File** menu.
- Corel WordPerfect reduces the number of text lines on a page to allow for the space used by the footnote(s). If there is not enough room to keep an entire note on the same page as the note number in the text, the footnote will break across pages. To learn how to specify the amount of note text to keep together, see *Changing Footnote Options* later in this section.

Editing Footnotes

You can make changes to a footnote at any time. You do not need to place the insertion point or select anything before you edit a footnote.

- 1 Choose **Footnotes** from the **Layout** menu, then choose **Edit**.

A dialog box opens and prompts you to enter the number of the footnote you want to edit.

- 2 Type the number of the footnote you want to edit, then click **OK**.

The Footnote window opens with the specified footnote. You can have more than one Footnote window open at a time. Use the arrow icons in the Footnote window to go to the previous or next footnote.

- 3 Edit the footnote as you like.

You can edit the text and formatting of the footnotes using most Corel WordPerfect features, including the Ruler, feature bars, Speller, and Thesaurus.

- 4 Click the close box to close the Footnote window.

Tips

- You can also edit a specific footnote by double-clicking the footnote number in the document.

Changing Footnote Options

To change footnote options such as numbering, spacing, position, and footnote separation,

- 1 Place the insertion point where you want the change to begin.

If the insertion point is in the middle of a paragraph, the changes will affect any footnotes in that paragraph and the rest of the document.

- 2 Choose **Footnotes** from the **Layout** menu, then choose **Options**.

- 3 Select the options or settings you want in the dialog box, then click **OK**.

	To do this:	Do this:
Footnote Numbering	Number footnotes using letters	Choose Letters from the Type pop-up menu.
	Number footnotes using asterisks (*, **, ***, and so forth)	Choose Characters from the Type pop-up menu.

	To do this: Number footnotes with as many as five different characters Restart numbering at any place in a document Restart numbering on each page Insert a new number code when you are editing either of the footnote styles	Do this: Type the characters you want to use in the Note Characters box. See <i>Tips</i> below. Type a new number in the New Number box. Click the Restart on Each Page checkbox. Click the Insert Number checkbox.
Footnote Spacing	Change the amount of space between your text and the first footnote Change the amount of space between footnotes	Type a new increment in the FromText box. Click the abbreviation to choose another unit of measurement. Type a new increment in the Between Notes box. Click the abbreviation to choose another unit of measurement.
Footnote Position	Print footnotes directly below the text when text does not extend to the bottom of the page	Choose After Text from the Position pop-up menu.
Footnote Separator	Change or remove the separator line between text and footnotes	Choose an option from the Separator pop-up menu.
Footnote Text	Keep a specified number of footnote lines on the same page as the footnote number when Corel WordPerfect needs to split a footnote across two pages.	Type the number of lines you want to keep together in the Keep Together box.

Tips

- Corel WordPerfect uses the first character for the first note, the second character for the second note, and so on. Then Corel WordPerfect doubles the characters for the next five notes (so if * was the first character, ** is the sixth character).

Changing Footnote Style

The appearance of the footnote number in your document and the footnote itself are determined by two styles: the Footnote # in Document style and the Footnote style.

By default, the Footnote # in Document style uses the current document font with a superscript text style. The Footnote style is based on the Document style and includes additional formats to make the footnotes appear properly.

The Footnote # in Document style affects the appearance of the footnote number in the text of the document.

The Footnote style affects the appearance of the text of the footnote.

If you want to change the style of all your footnotes, you can change the Footnote # in Document style or the Footnote Style.

If you want to change either of the footnote styles in the current document only, you need to copy the style(s) into the document before you edit them. If you edit the style(s) in the Library and plan to use the document on a different computer, copy the style to the document after you finish editing it. See *Copying Resources to Libraries or Documents* in *Chapter 14: Using Libraries* for more information.

To change the Footnote # in Document style or the Footnote style,

- 1 Click **Styles** on the **Control Bar**.
- 2 Click **Edit** on the **Styles** bar.
- 3 Select **Footnote** or **Footnote # in Document** from the list box.

If you have copied either style into your document (so you can edit the style for only the current document), make sure you select the style that is saved in the document, not the one saved in the Library.

- 4 Click **Edit**.

The Style window appears, so you can make changes to the style.

- 5 Edit the style.

You can change formats such as margins, font, size, text styles, alignment, and spacing.

- 6 When you are finished making changes to the style, click the close box in the Style window.

When you click the close box, the footnotes or footnote numbers in your document are updated.

Deleting Footnotes

- 1 Place the insertion point to the right of the footnote number in the document text.

You do not need to open a Footnote window to delete a footnote.

- 2 Press **Delete** (**Backspace** on some keyboards) to delete the footnote number.

The footnote number and the footnote text are both deleted. Any subsequent footnotes in the document are renumbered to reflect the change.

Tips

- You can choose **Undo** from the **Edit** menu to restore a footnote you just deleted.

Adding Endnotes

Use the Endnote feature to add endnotes to your document. Corel WordPerfect inserts the endnote number, formats the text of the endnotes, and compiles them at the end of your document.

This section includes:

- Creating Endnotes
- Editing Endnotes
- Changing Endnote Options
- Changing Endnote Styles
- Deleting Endnotes

Creating Endnotes

- 1 Place the insertion point where you want to insert an endnote number.
- 2 Choose **Endnotes** from the **Layout** menu, then choose **New**.

The Endnote window opens with a note number already inserted.

Be careful not to delete the endnote number. If you delete the number, the text of the note will still print, but the endnote number will not.

Choose **Undo** from the **Edit** menu to restore the number.

3 Type the text of the endnote.

While you create or edit an endnote, you can use most Corel WordPerfect features, including character formats (font, size, and text styles), document formats (such as margins and spacing), and the Ruler, Speller, and Thesaurus.

4 Click the close box to close the Endnote window.

The endnote number is inserted in the text of the document. Endnotes will appear at the end of the document. If you want them to appear on a page by themselves, insert a hard page break (⌘-Return) at the end of your document.

Tips

- To view the endnotes, press **End** or scroll to the end of the document, then choose **Print Preview** from the **File** menu.

Editing Endnotes

You can make changes to an endnote at any time. You do not need to place the insertion point anywhere or select anything before you edit an endnote.

1 Choose **Endnotes** from the **Layout** menu, then choose **Edit**.

A dialog box opens and prompts you to enter the number of the endnote you want to edit.

2 Type the number of the endnote you want to edit, then click **OK**.

The Endnote window opens with the specified endnote. You can have more than one Endnote window open at a time. Use the arrow icons in the Endnote window to go to the previous or next endnote.

3 Edit the endnote as you like.

You can use most Corel WordPerfect features—including the Ruler, feature bars, Speller, and Thesaurus—to edit the text and formatting of the endnote.

4 Click the close box to close the Endnote window.

Tips

- You can also edit a specific endnote by double-clicking the endnote number in the document.

Changing Endnote Options

When you want to change endnote numbers or numbering type, use the Endnote Options dialog box.

- 1 Place the insertion point where you want the new endnote options to begin.

If the insertion point is in the middle of a paragraph, the changes will affect any endnotes in that paragraph and the rest of the document.

- 2 Choose **Endnotes** from the **Layout** menu, then choose **Options**.

- 3 Select the options or settings you want in the dialog box.

To do this:

Number endnotes using letters

Number endnotes using asterisks (*, **, ***, and so forth)

Number endnotes with as many as five different characters

Restart numbering at any point in a document

Insert a new number code when you are editing either of the endnote styles

Do this:

Choose **Letters** from the **Type** pop-up menu.

Choose **Characters** from the **Type** pop-up menu. See *Tips* below.

Type the characters you want to use in the **Note Characters** box.

Type a new number in the **New Number** box.

Click the **Insert Number** checkbox.

Tips

- Corel WordPerfect uses the first character for the first note, the second character for the second note, and so on. Then Corel WordPerfect doubles the characters for the next five notes (so if * was the first character, ** is the sixth character).

Changing Endnote Styles

The appearance of the endnote number in your document and of the endnote itself is determined by two styles: the Endnote # in Document style and the Endnote style.

By default, the Endnote # in Document uses the current document font with a superscript text style. The Endnote style is based on the Document style.

If you want to change the style of all your endnotes, you can change the Endnote # in Document style or the Endnote style.

If you want to change either of the endnote styles in the current document only, you need to copy the style(s) into the document before you edit them. If you edit the style(s) in the Library and plan to use them on a different computer, use the Librarian to copy the style(s) to the document after you finish editing it. See *Copying Resources to Libraries or Documents* in *Chapter 14: Using Libraries* for more information.

To change the Endnote # in Document or the Endnote style,

- 1** Click **Styles** on the **Control Bar**.
- 2** Click **Edit** on the **Styles** bar.
- 3** Select **Endnote** or **Endnote # in Document** from the list box.

If you have copied either style into your document (so you can edit the style for only the current document), make sure you select the style that is saved in the document, not the one saved in the Library.

- 4** Click **Edit**.

An editing window appears, so you can make changes to the style. The formatting codes are shown at the bottom of the editing window to show what formats are included in the style.

- 5** Make changes to the style.

You can change formats such as margins, font, size, text styles, alignment, and spacing.

- 6** When you are finished making changes to the style, click the close box in the style editing window.

When you click the close box, the endnotes or endnote numbers in your document are updated.

Deleting Endnotes

- 1** Place the insertion point to the right of the endnote number in the document text.

You do not need to open the endnote editing window to delete the endnote.

- 2** Press **Delete** (**Backspace** on some keyboards) to delete the endnote number.

The note number and the endnote are both deleted. Any subsequent endnotes in the document are renumbered.

Tips

- You can choose **Undo** from the **Edit** menu to restore an endnote you just deleted.

Adding Page Numbers

Use the Page Numbering feature to add page numbers to your document. You can place page numbers at the top or bottom of your document (left, center, or right), or you can place page numbers in a header or footer.

This section includes:

- Turning On Page Numbering
- Turning On Page Numbering in Headers or Footers
- Showing Page Number with Total Number of Pages
- Suppressing Page Numbering on the Current Page
- Turning Off Page Numbering

Turning On Page Numbering

To turn on page numbering in a document,

- 1 Place the insertion point on the page where you want page numbering to begin.

If you place the insertion point in a paragraph that begins on the previous page, page numbering will begin on the previous page.

- 2 Choose **Page Numbers** from the **Layout** menu.

- 3 Choose a position from the **Position** pop-up menu.

If you want the page number to appear at the top of a document with a header, or if you want the page number to appear at the bottom of a page with a footer, you need to turn on page numbering inside the header or footer. See *Turning On Page Numbering in Headers or Footers* below.

If you choose alternating positions (as you might with a book manuscript), Corel WordPerfect places odd page numbers on the right and even page numbers on the left so that page numbers will appear properly if the document is printed on both sides of the paper. You can change the position of a particular page number by choosing an option from the Force Page menu. If you choose Front, the page number will appear on the right side of the current page. If you choose Back, it will appear on the left side. The Force Page feature will insert a blank page, if needed, to move the text to a front or back page.

- 4 Choose a font for page numbering from the **Font** pop-up menu and type a size in the **Size** box.

You can use any font installed on your system.

5 Click **OK** to close the dialog box. Pages are numbered.

Tips

- To begin numbering with a different number, type the new number in the Number text box.
- Place Number at Current Position allows you to insert the current page number anywhere in the text on a page. See *Entering Text* earlier in this chapter.
- If you want lowercase Roman numerals, choose **Roman Numerals** (i,ii,iii) from the **Type** pop-up menu.

To view the page number on a page, choose **Print Preview** from the **File** menu.

When you turn on page numbering, Corel WordPerfect subtracts two lines of text from each page (one for the page number and one to add a blank line between the number and the text).

The page numbers appear next to the margins. For example, if your top margin is 1 inch (2.5 cm.), and your right margin is 1.5 inches, a Top Right page number will print 1 inch down from the top edge of the paper, and 1.5 inches to the left of the right edge. If you want numbers to print closer to or farther from the edge of the paper, adjust the margins. See *Formatting Pages* in *Chapter 6: Formatting Documents*.

Turning On Page Numbering in Headers or Footers

If your document has a header or footer that could interfere with the placement of the page numbers, turn on page numbering in the header or footer.

For example, if a document has a header that extends to the right margin and you want page numbers to appear in the upper-right corner, you must place the page number on a separate line in the header. If you turn on page numbering outside of the header, the header will overlap with the page number.

To turn on page numbering in a header or footer,

- 1** Place the insertion point on a page where the header or footer is active.
- 2** Choose **Header/Footer** from the **Layout** menu.
- 3** If you are creating the header or footer, choose **New** or to add a page number to an existing header or footer, choose **Edit**.
- 4** Select **Header** or **Footer** and **A** or **B** to identify the header or footer.

The Header/Footer editing window appears.

- 5** Enter any text or formatting that you want in the header or footer, and place the insertion point where you want the page number to appear.

The text of the header or footer, including the page number, appears in the default font. If you want to use a different font, choose it from the Font menu.

- 6** Click the **Page Numbering** icon on the **Header** or **Footer** bar.

A page number appears in the editing window.

- 7** Click the close box to close the header or footer.

To view the page with the header or footer and page number, choose **Print Preview** from the **File** menu.

Page Number with Total Number of Pages

You can show page numbers with the total number of pages (as in Page 1 of 5) by turning on page numbers in a header or footer and creating a cross-reference to the last page of the document.

- 1** Create a header or footer and enter the text and formats you want.

For step-by-step instructions on creating a header or footer, see *Adding Headers or Footers* earlier in this chapter.

If you want the page number to read “Page 1 of 5,” type the word “Page” followed by two spaces, then type the word “of” and a space.

- 2** Place the insertion point where you want the current page number to appear.
- 3** Click the **Page Numbering** icon to insert the page number.
- 4** Place the insertion point where you want the total number of pages to appear.

In the next steps, you will create a cross-reference to the last page of the document.

- 5** Choose **List** from the **Tools** menu.
- 6** Choose **Create Reference** from the **Type** pop-up menu, then choose **Page** from the **Target Type** pop-up menu.

When you choose a Page target type, Corel WordPerfect inserts the page number of the target.

- 7** Type **Page Total** in the **Target ID** box.

The target ID is simply a label, or tag, that connects the cross-reference to the target (in this case, the last page of the document). You can type a different target ID if you like, but be sure to use the same ID when you mark the target in step 10.

8 Click Mark.

A question mark appears in the document. When you generate, the question mark will be replaced with the page number of the last page of the document.

9 Close the Header/Footer editing window. Then click on the document window to activate it, and press **End** to move the insertion point to the end of the document (or scroll to the end and click there).

10 If the List dialog is no longer visible on your screen, choose **List** from the **Tools** menu, or if the List dialog box is visible on your screen, click it.

The List dialog box becomes active.

11 Choose **Mark Target** from the **Type** pop-up menu.

12 Click Mark.

Once you create the cross-reference and mark the target of the reference, you are ready to generate the cross-reference. When you generate, Corel WordPerfect searches for the target and places the appropriate page number in the reference.

13 Click **Generate** in the **List** dialog box.

An alert box appears to warn you that Corel WordPerfect will update and replace all generated lists, tables of contents, and indexes when you click OK. Existing cross-references and tables of authorities will also be updated.

14 Click **OK**.

To see how the page numbers will appear when printed, choose **Print Preview** from the **File** menu.

Suppressing Page Numbering on the Current Page

To prevent a page number from appearing on one page,

1 Place the insertion point on the page where you want to suppress the page number.

If you place the insertion point in a paragraph that begins on the previous page, no page number will appear on the previous page.

2 Choose **Suppress** from the **Layout** menu.

3 Click the **Page Numbers** checkbox, then click **OK** to accept the changes and close the dialog box.

If you want to suppress the page number on more than one page, you will need to repeat these steps on each of them, or you can turn off page numbering. See *Turning Off Page Numbering* below.

If the page numbers in a document are placed in a location other than the bottom center, you can also use the Suppress Format dialog box to place the number at the bottom center of the specified page.

You cannot turn on page numbering for the entire document by selecting this box.

Turning Off Page Numbering

- 1 Place the insertion point on the page where you want to stop numbering.

If you place the insertion point in a paragraph that begins on the previous page, no page number will appear on the previous page.

- 2 Choose **Page Numbers** from the **Layout** menu.

- 3 Choose **No Page Numbers** from the **Position** pop-up menu, then click **OK**.

No page number will appear on that page or following pages unless you turn page numbering on again later in the document.

If you want to turn off page numbers that are in a header or footer, you must discontinue the header or footer.

Adding Text Boxes

Use the Text Box feature to place text in a box that you can size, crop, move, frame, and caption. Text boxes are useful for newsletter layouts, pull-quotes, sidebars, and other page design needs. When you add a caption to a text box, you can also include the box number in cross-references or in a generated list of boxes.

This section includes:

- Creating Text Boxes
- Editing Text Boxes
- Sizing or Cropping Text Boxes
- Moving Text Boxes
- Framing Text Boxes
- Captioning Text Boxes
- Renumbering Text Boxes
- Labeling Text Boxes
- Changing Text Box Options

Creating Text Boxes

Creating a text box is like creating a document within a document. You can use most Corel WordPerfect commands and features inside a text box, including tabs, columns, and tables.

- 1 Place the insertion point where you want to create the text box.

2 Choose **Text Box** from the **Tools** menu, then choose **New**.

A small box with the insertion point located inside appears in the window ready for you to begin typing. Don't worry about the size of the box. You can resize it later.

3 Type text in the box.

The box expands as you fill it with text. You can format text in a text box exactly like you format text in a document. You can change alignment, spacing, the number of columns, tabs, and most other formats. You cannot, however, include a draw overlay, a watermark, a graphic, or another text box within a text box.

4 When you are finished entering text in the text box, click outside the text box to return to the document.

When you create a text box, it is anchored to the current line of text and is treated as a character if you add or delete text before the text box. The text box moves with the text as a regular character would.

If you want the text box to remain in a particular place on the page, you can either move it or change the anchoring options. See *Moving Text Boxes* or *Changing Text Box Options* later in this section.

Tips

- If you want to change the formatting of all of your text boxes, you can edit the Text Box style. Choose **Text Box** from the **Tools** menu, then choose **Style**. Make the desired changes in the Style editing window, then click the editing window close box. The changes you make affect existing and new text boxes.

Editing Text Boxes

To edit the contents of a text box,

1 Double-click the text box or choose **Text Box** from the **Tools** menu, then choose **Edit**.

When the Edit Text Box dialog box appears, type the number of the text box you want to edit, make sure the Content radio button is selected, and click **OK**.

The insertion point appears inside the text box.

2 Add or delete text or make formatting changes.

3 Click outside the text box to return to the document.

Tips

- You can also use the Edit Text Box dialog box to edit the caption or options associated with a text box.

Sizing or Cropping Text Boxes

Sizing Text Boxes

You can change the size of a text box by dragging the sizing handles.

- 1 Click the text box to select it.

Sizing handles appear on the border of the box.

- 2 Drag any sizing handle to increase or decrease the size of the box.

Place the pointer on a sizing handle when you drag; otherwise you will move the text box rather than size it.

Tips

- If you want to increase or decrease the size of the text box proportionally, hold down **Shift** and drag the corner handle.
- The box size changes, but the size of the text remains the same. Text will wrap to fit the dimensions of the box.
- You can also use the Box Options dialog box to set an exact size and position for the text box. After selecting the text box, choose **Text Box** from the **Tools** menu, then choose **Options**. Enter the size, position, and other options you want, then click **OK**.

Cropping Text Boxes

To crop a text box, you can move the text within the box or you can change the size or position of the text inside.

- 1 Click the text box to select it.
- 2 To move the text within the box, place the pointer inside the box, hold down ⌘, then drag the text to a new location in the box.

The pointer changes to a hand. Any part of the text that is moved outside the perimeters of the box is cut off from view.

- 3 To change the size of the box without changing the size of the text inside, hold down ⌘, then drag a sizing handle. The position of the text inside the box may change.

Tips

- You can also crop a text box using the Text Box Options dialog box. See *Changing Text Box Options* later in this section.

Moving Text Boxes

When you move a text box, the text in your document reformats around the box.

1 Click the text box to select it.

If you just finished creating the box, you will have to click outside the box before you click the box to select it. Sizing handles appear around the box when it is selected.

2 Place the pointer anywhere inside the box, then drag the box to a new location.

Be careful not to drag a sizing handle, or you will resize the box rather than move it.

Tips

- You can also use the Box Options dialog box to move a text box. See *Changing Text Box Options* later in this section.

Anchoring Text Boxes

When you create a text box, it is anchored as a character, which means that Corel WordPerfect will treat it like a single character. If you add or delete text before the text box, the text box will move with the text that surrounds it. Any text you type next to the box aligns at the bottom of the box.

When you create a text box, a Text Box code is inserted in the document at the insertion point. If you move the text box on the page, anchoring it to the page, and then add or delete enough text before the code so that the code moves to a different page, the text box moves to that page as well, but it stays in the same horizontal and vertical position on the new page as it was on the previous page.

Anchoring Text Boxes to Paragraphs

You can also anchor a text box to a paragraph, so that it will stay in the same position relative to the top left of the paragraph that contains the Text Box code, regardless of how much text you add or delete in front of the box. This is particularly useful for creating

drop caps that you want to be associated with specific paragraphs.

If you anchor a text box to a paragraph, it will be anchored to the paragraph that contains the Text Box code, not necessarily to the paragraph in which the text box is currently located. If the Text Box code moves to a new page, everything between the beginning of the paragraph that contains the code and the box itself moves to the new page.

Tips

- Using Mac OS 7.5, if you anchor a box to a paragraph and then move the box to a new position, it becomes anchored to the paragraph you drag it to.
- For instructions on how to change the anchoring options of a text box, see *Changing Text Box Options* later in this section.

Framing Text Boxes

Use the Text Box Frame feature to add a four-sided or partial frame to a text box using one of several frame styles, patterns, and colors. You can choose a color and pattern to fill the area inside the box. You can also offset both the box text and document text a specific distance from the frame.

1 Click the text box to select it.

Handles appear around the box.

2 Choose **Text Box** from the **Tools** menu, then choose **Frame**.

3 Choose the type of frame you want from the **Type** pop-up palette.

4 If you want to use color or a pattern for the frame, select the options you want from the other **Frame** pop-up palettes.

5 Make sure the Top, Bottom, Left, and Right checkboxes are selected if you want the frame to appear on all sides of the text box.

6 If you want to fill the text box with color or a pattern, select the desired options from the **Fill** pop-up palettes.

7 If you want to change the spacing between the text and the frame, or between the document text and the frame, make changes in the **Spacing** boxes.

To change the settings, double-click the appropriate Spacing box, then type a new value. You can click the unit of measurement to choose a new unit of measurement.

- 8 If you are using a caption, choose a position for the caption from the **Caption Position** pop-up menu.
- 9 Click **OK** to accept the changes and close the dialog box.

The frame appears around the text box.

Captioning Text Boxes

Use the Text Box Caption feature if you want to number or title a text box or include it in a generated list.

- 1 Click the text box to select it.

Handles appear around the box.

- 2 Choose **Text box** from the **Tools** menu, then choose **Caption**.

A caption box appears at the bottom of the text box with a number inserted. The text box is renumbered if more text boxes are created in front of it in the document. You can delete the number if you choose. Corel WordPerfect keeps track of the box number even if the number does not appear in the caption.

- 3 Type the caption.

The caption can be any length you want, provided it fits on a single page. You can change the font and size of the caption if you like.

- 4 Click outside the text box when you finish creating the caption.

The caption appears inside the text box at the bottom, unless you change the caption position using the Text Box Frame dialog box. To open the dialog box, select the text box, choose **Text Box** from the **Tools** menu, then choose **Frame**.

Tips

- You can change the Text Box Caption style using the Edit Style dialog box. See *Formatting with Styles in Chapter 15: Saving Time with Automated Tasks* for information about editing styles.

Editing Captions

Once you click outside a text box so it is no longer selected, the box around the caption disappears and the caption becomes a part of the text box.

- 1 Click the text box to select it.
- 2 Choose **Text Box** from the **Tools** menu, then choose **Caption**.

You can also double-click the caption. A box reappears around the caption. The insertion point is placed inside the box, so you can edit text.

3 Edit the caption text.

To remove the entire caption, delete all of the text (including the box number information). The caption box disappears when you click outside the graphic box.

4 Click outside the box to accept the changes and close the caption box.

Renumbering Text Boxes

When you create a text box, Corel WordPerfect assigns a number to the box. If you add a caption to the box, that number appears in the caption. Whether or not you caption the box, Corel WordPerfect keeps track of the number assigned to each box. This is useful when you want to generate a list of text boxes, or cross-reference text boxes in your document.

Text boxes are numbered consecutively with Arabic numerals. Use the Text Box Number dialog box to renumber text boxes or change the numbering style to Roman numerals or letters.

1 Select the text box you want to renumber.

2 Choose **Text Box** from the **Tools** menu, then choose **Number**.

Chapter options apply only if you have added a chapter number to the Text Box Caption style.

Click Insert Number to insert a new number into a caption or caption style if you have deleted the previous number.

3 If you want to change the number, type a new number in the **Set Number** box.

All text boxes following this one are numbered consecutively starting with the new number. This number appears only if you add a caption to the text box.

4 If you want to change the numbering style, choose a new option from the **Type** pop-up menu.

You can choose from Lowercase Roman, Uppercase Roman, or Letters. The value in the Set Number box is always displayed in Arabic numerals.

If you have edited the text box caption style to include a chapter number, you may also set the chapter number for the selected text box.

5 Click **OK** to accept the changes and close the dialog box.

The selected text box and any text boxes that follow are renumbered to reflect your choices.

Adding Chapter Numbers

If you are working with a document that contains several sections or chapters, you might want to add a chapter number to your box numbering style. For example, if you add a chapter number and a decimal before the box number in the style, numbers will appear as 1.1, 1.2, 1.3, and so forth, in the captions.

Use the Chapter feature to add a chapter (or section) number to the box number in the box caption.

- 1 Click **Styles** on the **Control Bar** to open the Styles bar, then click **Edit** on the **Styles** bar.
- 2 Select the **Text Box Caption** style in the list box. Or, if you want to add a chapter number to captions of figure boxes, boxes labeled “Table,” or user boxes, select the appropriate style in the list box.
- 3 Click **Edit**.

The Style dialog appears.

- 4 Place the insertion point in front of the number in the **Style** editing window.
- 5 Choose **Text Box** from the **Tools** menu, then choose **Number**.
- 6 Click the **Insert Number** checkbox in the **Chapter** section, then click **OK**.

A chapter number appears in the Style editing window.

You should not change the chapter number in the Style editing window. To set the chapter number of a text box, use the Text Box Number dialog after you close the Style editing window.

- 7 Add punctuation between the two numbers.

You can add a decimal, a dash, or any other punctuation to separate the two numbers.

- 8 Click the Style dialog close box.

Captions in your document are updated to reflect the style change.

Labeling Text Boxes

You can label a text box so that it will be numbered with a different set of boxes or so it will be listed with a different set of boxes when you generate a list.

- 1 Click the text box to select it.
- 2 Choose **Text Box** from the **Tools** menu, then choose **Options**.
- 3 Choose an option from the **Label Type** pop-up menu.

You can label the text box as a Figure, Table, Text Box, or User Box, regardless of the actual contents of the box. If you label a text box as a

Figure, it will be numbered consecutively with any Figure boxes in the document. If you label it as a Table, it will be numbered or listed with other boxes labeled “table.”

Changing Text Box Options

Use the Text Box Options dialog box to make choices about how you want the box to function. You can:

- Anchor a box as a character or to a page or paragraph
 - Label a box as a figure, table, text, or user box
 - Align a box in relation to page or column margins
 - Change the horizontal and vertical position of a box
 - Change the position of text next to the box
 - Hide the contents of a box
 - Size and crop the box or move the contents within a box
- 1 Click the text box to select it.
 - 2 Choose **Text Box** from the **Tools** menu, then choose **Options**.
 - 3 Select the appropriate options in the dialog box, then click **OK**.

To do this:	Do this:
Change the anchoring type	Choose an option from the Anchor To pop-up menu. See <i>Moving Text Boxes</i> earlier in this section for more information about anchor types.
Label the text box	Choose an option from the Label Type pop-up menu. See <i>Labeling Text Boxes</i> earlier in this section for more information about labels.
Change the position of the text box	Make the desired changes to the Horizontal and Vertical Position options. See <i>Changing Box Positions</i> later in this section for more information.
Change the size of the box without changing the size of its contents	Make changes in the Box Size section of the dialog box.
Change the size of the contents without changing the size of the box	Make changes to the Size options in the Contents section of the dialog box.

To do this:

Wrap text around the box

Do this:

Click **Wrap Text Around Box**. When this option is marked, text wraps around the box. If you turn this option off, text is displayed behind the box (as though the box did not exist). You can use this option to place text on both sides of a graphic; insert spaces or tabs to move text around the box any way you like.

Hide the contents of the box on screen and on the printed page

Click **Hide Contents of Box**.

Changing Box Positions

The Text Box Options dialog box includes the following options for adjusting the horizontal position of text boxes:

Dialog box option:	Explanation:
Absolute (Page-anchored)	If you select this option, you can type a value in the text box. The left side of the box aligns with the corresponding position on the Ruler.
Margin (Page-anchored)	Corel WordPerfect aligns the text box with the margins according to the alignment type you specify (left, right, center, or justify). You can also use the Offset box to align the box a relative distance from the margin.
Column (Page-anchored)	Corel WordPerfect aligns the text box with existing columns (when columns are defined) according to the alignment type you specify.

Dialog box option:	Explanation: Left: The left side of the box aligns with the left margin of the column you specify in the first column text box. Right: The right side of the box aligns with the right margin of the column you specify in the second column text box. Center: The box is centered between the outside margins of the columns you specify. Justify: The box changes size so that the left and right sides of the box align with the outside margins of the columns you specify. You can also use the <i>Offset</i> box to align the box a relative distance from column margins.
Alignment	Corel WordPerfect aligns a page-anchored or paragraph-anchored box according to the option you specify. Left: The left side of the box aligns with the left margin of the paragraph that contains the box code. Right: The right side of the box aligns with the right margin of the paragraph that contains the box code. Center: The left and right sides of the box are centered between the left and right margins of the paragraph that contains the box code. Justify: The box changes size so that the left and right sides of the box align with the left and right margins of the paragraph that contains the box code. You can also use the <i>Offset</i> box to align the box a relative distance from the margins.
Offset	If you set a relative position (either <i>Margin</i> or <i>Column</i>), you can offset the box from that relative position. For example, if you want the box to be placed one inch from the left margin, select <i>Margin</i>, choose <i>Left</i> in the <i>Alignment</i> pop-up menu, then type 1 in the <i>Offset</i> box.

The Text Box Options dialog box includes the following options for adjusting the vertical position of text boxes:

Dialog box option:	Explanation:
Absolute (Page-anchored)	If you select this option, you can set an exact location for the top edge of the box.
Relative to (Character-anchored)	When a box is anchored to a character, you can align the text next to the box in the following positions: Baseline: The baseline of the text aligns with the bottom of the box. Box Top: The top of the text aligns with the top of the box. Box Middle: The middle of the text aligns with the vertical center of the box. Box Bottom: The bottom of the text aligns with the bottom of the box.
Relative To (Page-Anchored)	When a box is anchored to a page, the Relative To pop-up menu aligns the box vertically (between the top and bottom margins of the page) relative to one of four positions: Whole Page: The box changes size so the top and bottom sides of the box align with the top and bottom margins of the page. Page Top: The top of the box is aligned with the top margin of the page. Page Middle: The vertical center of the box is aligned with the vertical center of the page. Page Bottom: The bottom of the box is aligned with the bottom margin of the page. You can also use the Offset box to align the box a relative distance from those positions.
Offset	If you select the Relative To option, you can offset the box (or the text) from the relative position you choose in the pop-up menu. If, for example, you align a box with the Page Top, then type 1 in the Offset box, the box is placed 1 inch from the top margin of the page.

Cross-Referencing Information

A cross-reference is a notation or instruction in a document that directs the reader's attention to pertinent information elsewhere in the document, such as "See page 10." A cross-reference can refer the reader to a page number, paragraph number, outline number, footnote, endnote, graphic figure, table box, or text box.

When you use the Cross-Reference feature, Corel WordPerfect updates cross-references each time you generate. If you add or delete text and the cross-reference numbers in the cross-references become inaccurate, you can just regenerate to correct them.

Use the List dialog box or the List bar to cross-reference information in a document.

This section includes:

- Creating References
- Marking Targets for References
- Generating Cross-References

Creating References

You can create references as you write, or you can add references to existing text.

- 1 Type any introductory text you want to include, then place the insertion point where you want the cross-reference to appear.

For example, if you are referencing a section later in the document, you can type "(see page.)"

- 2 Choose **List** from the **Tools** menu, or click **Other** on the **List** bar.
- 3 Choose **Create Reference** from the **Type** pop-up menu.
- 4 Choose an option from the **Target Type** pop-up menu to identify the type of number you want to appear in the reference.

To refer the reader to a(n):	Choose this:
Page Number	Page
Paragraph Number (numbered consecutively from the beginning of the document)	Paragraph
Outline Number	Paragraph To refer the reader to an outline number, the insertion point must be in a paragraph where outlining is on or a single outline number has been inserted.
Footnote Number	Footnote

To refer the reader to a(n):	Choose this:
Endnote Number	Endnote
Graphic Figure Number	Figure
Table Box Number	Table
Text Box Number	Text Box

5 Type a target ID in the **Target ID** box.

The target ID is a title, or tag, that you use to connect the cross-reference with the information being referenced. It should be a word or short phrase that you can easily remember so that you can assign the same ID to the target of the reference. The target ID for the reference must match the target ID for the target.

6 Click **Mark**.

A question mark appears in the document at the insertion point. The question mark is replaced with the cross-reference item when you mark the target and generate cross-references.

The List dialog box remains open until you close it, so you can define, mark, and generate cross-references without having to open the dialog box for each step. You may want to move the dialog box and resize the document, so both can be seen on screen at the same time.

Tips

- You can create a cross-reference that includes two references to same target, such as “See page 23, figure 2.” Create two separate references: one for the page number and one for the figure number. Because both items you are referencing are on the same page, you need only one target; use the same target ID in both references and the target.

Marking Targets for References

The target for the reference is the information you are directing the reader to. You can mark targets as you write, or you can mark targets in existing text. You can also mark targets before or after creating the references.

1 Place the insertion point immediately after the target information in your document.

The target may be a user-defined item or an item of text, graphic, table box, text box, footnote, or endnote.

If you are marking a box (graphic figure, text box, table, equation, or user box), make sure the insertion point is to the right of the code that

defines that box. To locate the code, click the box, choose **Show Codes** from the **Edit** menu, then use the right arrow key to move the insertion point to the right of the box code.

If you are marking a footnote or endnote and want the note number (not the page number) to appear in the cross-reference, place the insertion point immediately to the right of the note number. You can also place the insertion point anywhere in the Footnote/Endnote editing window of the note you want to mark if you want the footnote/endnote number to appear in the cross-reference.

- 2** Choose **List** from the **Tools** menu, or if the **List** dialog box is open and visible on your screen, click it.

The List dialog box becomes active.

- 3** Choose **Mark Target** from the **Type** pop-up menu.

- 4** Type the target ID in the **Target ID** box.

The target ID that you enter here must be spelled the same as the target ID you used to create the reference.

- 5** Click **Mark**.

After you mark a target for each reference, you are ready to generate the cross-references.

Tips

- You can mark more than one target for a single reference, such as “(see pages 10, 24, 27),” but they must all use the same target ID.
- When the List bar is displayed, Corel WordPerfect displays a ▲ symbol next to all marked text. To display the symbol, click **List** on the **Control Bar**. You can also display the symbol by choosing **Show ¶** from the **Edit** menu.

Generating Cross-References

Once you have marked all the references and targets in your document, you are ready to generate the cross-references.

Generating will update all cross-references in the document.

- 1** Choose **List** from the **Tools** menu, or if the List dialog box is open and visible on screen, click it.
- 2** Click **Generate**.

An alert box appears to warn you that Corel WordPerfect will update and replace all generated lists, tables of contents, and indexes when

you click OK. Existing cross-references and tables of authorities will also be updated.

3 Click **OK** to continue.

As the cross-references are being generated, a counter indicates the progress of the generation.

Tips

- You can also click the **Generate** button on the **List** bar in place of steps 1 and 2.

Creating a Table of Authorities

A table of authorities is a list of citations, often used in legal briefs to cite specific cases and statutes that relate to the document.

A table of authorities can contain as many as 16 sections, allowing you to list cases in one section, statutes in another section, regulations in another, and so on. Citations in each section appear alphabetically, followed by the page numbers for each citation.

Use the List dialog box or the List bar to create a table of authorities.

This section includes:

- Defining a Table of Authorities
- Marking Citations for a Table of Authorities
- Generating a Table of Authorities
- More Table of Authorities Information

Defining a Table of Authorities

Before you create a table of authorities, you should specify where you want each section of the table to appear and how you want each section to be numbered. This is called defining the table of authorities.

You can define a table before or after marking the citations.

1 Place the insertion point where you want the table of authorities to begin.

If you want the table of authorities to be on a separate page, insert a page break (⌘-Return) before and after the table.

2 Type the headings for each section of the table.

For example, if you want the table to have separate sections for cases, statutes, and regulations, type those three headings on separate lines (leaving blank lines between them.)

Because you define each section of the table separately, you can type all of the headings at one time, or you can type each heading before you define that section.

- 3 Place the insertion point on the line below the heading of the section you want to define.
- 4 Choose **List** from the **Tools** menu, or click **Other** on the **List** bar.
- 5 Choose **Define Table of Authorities** from the **Type** pop-up menu.

If the Define Table of Authorities option is dimmed, deselect any text that is selected and try again.

- 6 Choose the section (1 to 16) you are defining from the **Section** pop-up menu.
- 7 Choose a numbering style from the **Page Numbers** pop-up menu.

You can choose one of the following styles:

This style:	Looks like this:
(No Numbers)	Entry
Follows Entry	Entry 2
() Follows Entry	Entry (2)
Flush Right	Entry 2
Dot Leaders	Entry. 2

- 8 Select other options you want from the dialog box.
- If you do not want any underlining in the table, deselect the **Allow Underlining** checkbox.
- If you do not want a blank line between each entry, deselect the **Line Between Entry** checkbox.

- 9 Click **Define**.
- A <<Table of Authorities Generated Here>> message appears in your document. When you generate the table, this message is replaced with the text of the table.
- 10 Repeat steps 3 through 10 to define each additional section of the table of authorities.

After you define the table of authorities, you are ready to mark the citations in the document, then generate the table. See *Marking Citations for a Table of Authorities* later in this section.

Tips

- The List dialog box remains open until you close it. If you are defining several sections, you may want to move the dialog box (and size the windows if necessary) so you can simply click on the dialog box to make it active each time you need it.

Marking Citations for a Table of Authorities

When you mark citations in a document, you specify the location of the citation in the document and the section you want it to appear in. Then you enter the text of the citation as you want it to appear in the table of authorities.

You can mark citations as you write, or you can mark existing text. You can add and delete citation marks at any time.

- 1 Place the insertion point in the first occurrence of a citation or select the text you want to use in the table of authorities.
- 2 Choose **List** from the **Tools** menu. Or, if the **List** dialog box is open and visible on screen, click on it.

The first time you mark a citation, you create the full form of the citation (as it will appear in the table) and you assign a short form name (or tag) that you can use to mark subsequent citations of the same case.

- 3 Choose **Mark Full Form** from the **Type** pop-up menu.
- 4 Choose a section (1 to 16) from the **Section** pop-up menu.

This setting indicates which section of the table of authorities the citation will appear in.

- 5 If you did not select text (in step 1), or if you want to change the text displayed in the **Short Form** box, type a short form name in the **Short Form** box.

This is a tag that ties the reference to the full form. The tag can be as many as 40 characters in length, but you may want to keep it brief, so it will be easy to remember. If you forget the short form, you can use Show Codes or Find Codes to view the tag name with the Mark code. See *Using Formatting Codes* in *Chapter 6: Formatting Documents* for more information.

- 6 Click **Mark**.

An editing window opens to let you type and format the full form text of the citation (as it will appear in the table). If you selected text, the text appears in the window. You can use this text as the full form, or edit it to create the full form.

- 7 When you are finished creating the full form, click the close box to save the form and close the window.
- 8 Repeat steps 1 through 7 to continue marking all the citations you want to appear in the table of authorities.

When you have marked all the citations (and have defined each section of the table), you are ready to generate the table. See *Generating a Table of Authorities* later in this section.

Tips

- When you mark citations with the short form, you will not need to match uppercase and lowercase characters.
- The next time you mark text that refers to the same citation, you can choose **Mark Short Form** (instead of **Mark Full Form**) and type the tag. When you generate, Corel WordPerfect will include the location of the citation with the full form entry in the table of authorities.
- When you want to mark a citation that you have already created a full form for, use **Mark Short Form** (instead of **Mark Full Form**), and type the short form tag.
- You must create a full form of a citation before you can use **Mark Short Form**.
- When the List bar is open, Corel WordPerfect displays symbols that indicate what text is marked. You can also display those symbols by choosing **Show ¶** from the **Edit** menu.

Generating a Table of Authorities

After you have defined the table and marked the citations you want to include in the table,

- 1 Choose **List** from the **Tools** menu, or if the **List** dialog box is open and visible on screen, click it.
- 2 Click **Generate**.

An alert box appears to warn you that Corel WordPerfect will update and replace all generated lists, tables of contents, and indexes when you click OK. Existing cross-references and tables of authorities will also be updated.

- 3 Click **OK** to continue.

Tips

- You can also click **Generate** on the **List** bar in place of steps 1 and 2.
- Table of authorities entries are alphabetized in each section of the table. The table of authorities uses the current tab settings in your document. You can change the tab settings if you want the levels to appear at different locations. For more information about setting tabs, see *Formatting Lines and Paragraphs* in *Chapter 6: Formatting Documents*.

More Table of Authorities Information

Removing Markings

If you change your mind about including a citation, remove the marking code. To remove the code, open the codes window, find the code, and delete it. You can also use the Find Code feature to help you find the code. See *Using Formatting Codes* in *Chapter 6: Formatting Documents* for more information.

Editing Citation Full Forms

You can make changes to the text of a generated table of authorities, but if you regenerate the table later, those changes will be lost.

If you want to make changes to the full form of a citation so they will be included every time you generate,

- 1 Place the insertion point in your document as close to where you originally created the full form as you can remember.

If you chose **Show ¶** from the **Edit** menu, a ▲ appears at each place where marked text is located.

- 2 Choose **List** from the **Tools** menu.

- 3 Choose **Edit Full Form (Previous)** or **Edit Full Form (Next)** from the **Type** pop-up menu.

Corel WordPerfect searches for the previous or next full form. When it locates a full form, its short form tag appears in the Short Form box. If this is not the form you want to edit, press the arrow icons to move to the previous or next full form again.

- 4 When you locate the correct form, click **Edit**.

The full form editing window opens, and you can make any editing changes to the full form that you would make in a document window.

- 5 When you are finished making changes, click the close box.

The changes to the full form are saved and will be applied the next time you generate a table of authorities.

Generating Lists

Using the List feature, you can define and generate as many as nine different lists in a document. For example, in a research paper or report you may want to have one list of figures and a separate list of tables. Lists of these items make it easy for readers to find them in your documents.

You can create lists of graphics, text boxes, table boxes, movies, or text items.

Use the List dialog box or the List bar to generate a list in your document.

This section includes:

- Defining Lists
- Specifying Items for Lists
- Generating Lists

Defining Lists

Before you can generate lists, you need to designate where you want each list to appear and how you want each to be numbered.

- 1 Place the insertion point where you want a list to begin.
- 2 If you want a title above the list, type and format the title, then press Return to add any blank lines you want.
- 3 Choose **List** from the **Tools** menu, or click **Other** on the **List** bar.
- 4 Choose **Define Lists** from the **Type** pop-up menu.

If Define Lists is dimmed, deselect any text that is selected, then try again.

- 5 Choose a list from the **List Type** pop-up menu.

To create a list of:	Choose this Type setting:
Text items	List 1 - 5, or User Defined
All graphics or text boxes that are captioned and labeled "Table"	Table
All text box captions	Text Box
All graphics captions	Figure
Multiple types of items (such as graphics and text boxes)	User Defined
Only certain graphics captions or tables	User Defined

To create a list of:

Only certain text box captions

Choose this Type setting:

User Defined

6 If you want a blank line between list items, click the **Line Between Entry** checkbox.

7 Click **Define**.

A <<List Generated Here>> message appears in your document. This message is replaced with the list when you generate.

8 Repeat steps 1 through 7 for each list you want in your document (as many as nine lists).

Tips

- To generate a list of tables created with the Tables feature, use the Text Box feature to create a text box, then create the table inside the text box.
- To include boxes (such as graphics, text boxes, tables, or movies) in a Table list or User list, you need to label the boxes in addition to assigning them a caption. See *Labeling Items for Lists* under *Specifying Items for Lists* below.
- The names of the list types are designed to help you easily identify the various lists you can define in your document. You can, however, assign items to a particular list that do not fit the description of the list. For example, you can include a text box caption in a Figure list, or you can include a text item in a Table list. To do so, simply assign the appropriate label to the item after you mark or caption it. See *Labeling Items for Lists* under *Specifying Items for Lists* below for details.
- If you want a list to be on a separate page, insert page breaks (**⌘-Return**) to separate it from the body of the document.

Specifying Items for Lists

When you want to generate a list of items found in your document, you need to specify the items to include in the list. The method you use to specify the list items varies depending on the type of list you have defined and the type of item you want to include.

In some cases, you need to mark the items you want to include. In other cases, such as when you want to list graphics, you need to caption the items. And in some cases, you need to label the items. Use the table below to determine which method you should use for the type of list you want to create.

If you defined this type of list:	Use this method of marking list items:
List 1 - 5 (for text items)	Mark
Figure (for all graphics captions)	Caption
Table (for all text boxes or graphics labeled "Table")	Caption and Label
Text Box (for all captioned Text Boxes)	Caption
User (for multiple types of items or for only specified items)	Caption and Label

If you need help determining which type of list you should mark items for, see *Defining Lists* earlier in this section.

Tips

- To generate a list of tables created with the Tables feature, use the Text Box feature to create a text box, then create the table inside the text box.
- You can mark, caption, or label list items as you create the document or after the document is created.

Marking Items for Lists

Use the Mark for List command when you want to include text items in a generated list.

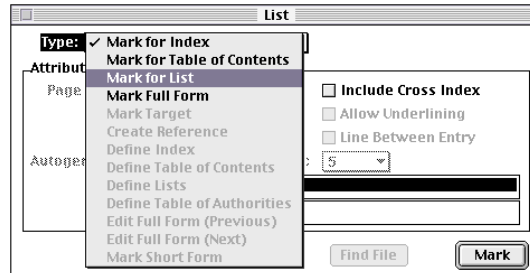
1 Select the text you want included in the list.

Only the text will be included in the list; text formats such as font, size, and text style will not be included.

2 Choose **List** from the **Tools** menu. Or, if the List dialog box is open and visible on screen, click it.

The List dialog box becomes active.

- 3 Choose **Mark for List** from the **Type** pop-up menu.



- 4 Choose a list number (or type) from the **List Type** pop-up menu.

If you want to include text in a figure list or other type of list, you may choose Figure, Table, Text Box, or User according to the type of list you defined.

- 5 Click **Mark** to mark the selected text.
- 6 Repeat steps 1 through 5 until you have marked all the text you want to include in the generated lists.

Corel WordPerfect displays symbols around each marked text item when the List bar is displayed. You can view these (and other) symbols when the List bar is not displayed by choosing Show ¶ from the Edit menu.

Adding Captions to Items for Lists

Use the Caption feature to add captions to graphics, text boxes, tables, or movies when you want to include them in a generated list.

To add a caption to a graphic, table, or text box,

- 1 Select the graphic or text box in the document window.
- 2 Choose **Graphic**, **Text Box**, or **Movie** from the **Tools** menu, then choose **Caption**.
- 3 Edit the caption if you want to include additional text.

You can also delete the figure number or text box number if you do not want it to appear in the list. The text of the caption box will appear in the list exactly as it appears in the caption box.

- 4 Click outside the caption box to continue working in the document.
- 5 Repeat steps 1 through 4 for each graphic or text box that you want to caption and include in the list.

When you define and generate a Figure list or a Text Box list, Corel WordPerfect automatically places all of the graphic captions or text box captions in the list.

Tips

- The caption style varies according to the type of box. You can edit any of the caption styles (Figure Box Caption, Text Box Caption, Table Box Caption, or User Box Caption) using the Edit Style dialog box. See *Formatting with Styles in Chapter 15: Saving Time with Automated Tasks* for more information.
- If you have defined a Table list or a User Defined list, or if you want to include items other than graphics or text boxes in a Figure or Text Box list, you must also label the items that you want to include.

Labeling Items for Lists

Use the Label command to specify the type of list you want a selected graphic, text box, table, or movie caption to be included in.

For example, if you want to include more than one type of box (such as graphics boxes and text boxes) in one list, or if you want to include only some of the captions for a particular type of box (only some of the captioned graphics, for example), you can label each item that you want to appear in the list, then define the list for that type of label.

To label an item,

- 1 Select the graphic, text box, table box, equation, or movie that you want to label.
- 2 Choose **Graphic**, **Text Box**, or **Movie** from the **Tools** menu, then choose **Options**.
- 3 Choose a label from the **Label Type** pop-up menu.

Corel WordPerfect provides four different label options, so you can have as many as four different sets of consecutively numbered boxes and can generate four corresponding lists.

You can assign any of the four labels to a graphic, text box, table box, or movie. For example, you can assign a graphic with the “User” label to include it in a list with other boxes labeled “User.” You can even label a text box with the “Figure” label, or a graphic with the “Text” label.

Tips

- If you want to generate a list of tables created using the Table feature, create each table in a text box, then caption and label each one. For more information about creating a text box, see *Adding Text Boxes* earlier in this chapter.

Generating Lists

When you have defined each list and specified the items to include in each list, you are ready to generate the lists.

- 1 Choose **List** from the **Tools** menu. Or, if the List dialog box is open and visible on screen, click on it.

The List dialog box becomes active.

- 2 Click **Generate**.

An alert box appears to warn you that Corel WordPerfect will update and replace all generated lists, tables of contents, and indexes when you click OK. Existing cross-references and tables of authorities will also be updated.

- 3 Click **OK** to continue.

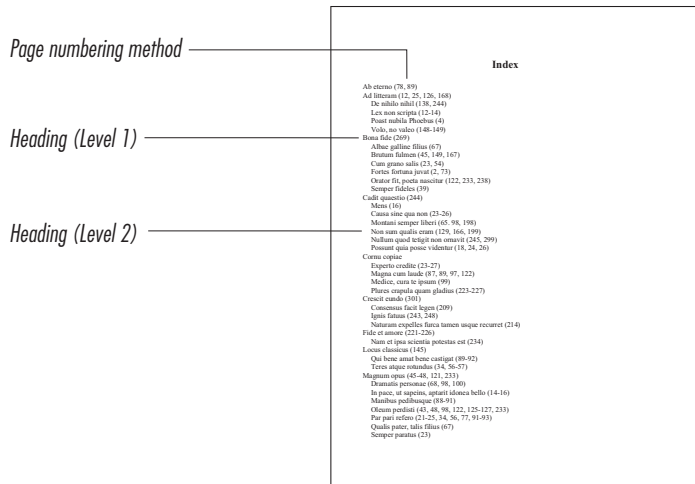
Tips

- You can also click **Generate** on the **List** bar in place of steps 1 and 2.
- Items in each list appear in the order they occur in your document.
- You can edit a list after it is generated. However, if you generate again, all lists are replaced and recompiled. Editing changes made to the list itself are lost when you regenerate. If you want editing changes to remain each time you generate, you must edit the marked text or captions that are included in the list rather than editing the generated list.

Creating an Index

An index is a list of topics and the locations in a document where those topics can be found.

Use the List dialog box or the List bar to create an index.



This section includes:

- Marking Index Entries in Documents
- Creating Concordances
- Defining Indexes
- Generating Indexes

Marking Index Entries in Documents

Use the Mark for Index command if you want to mark index entries in the document.

When you mark entries, you specify both the text of the entry and the location of the information about that entry. You can mark entries as you write, or you can mark entries in existing text.

- 1 Select the word or phrase in the text of the document that you want to reference in the index.

You can use this text as the index entry or subentry, or you can simply mark this text and specify the entry you want to reference it with.

- 2 Choose **List** from the **Tools** menu, or click **Other** on the **List** bar.

- 3 Choose **Mark for Index** from the **Type** pop-up menu.

The text you selected in step 1 appears in the Entry box.

- 4 If you want to keep the current entry, press **Tab** to move to the SubEntry box. Or, if you want to change the entry, type the new entry, then press **Tab** to move to the SubEntry box.

If you type a new entry, the selected text moves to the SubEntry box.

Be sure the text you use in the Entry box is exactly as you want it to appear in the index, including capitalization and punctuation.

- 5 If you want the marked text to be referenced with a subentry in the index, type the subentry in the **SubEntry** box.

If the originally selected text appears in the SubEntry box and you want to use it as the subentry, you do not need to type a subentry. If you do not want a subentry, make sure this box is empty.

- 6 If you want to cross-index the entry and subentry, select **Include Cross-Index**.

If you select this option, the location you are marking will appear in two places in the index. For example, if the entry is “equipment” and the subentry is “manufacturing,” cross-indexing this entry will generate two index entries: “equipment, manufacturing” and “manufacturing, equipment.”

- 7 Click **Mark** to mark the entry.

Repeat steps 2 through 7 until you have finished marking all the references you want to include in the index.

- 8 When you are finished marking entries, click the close box to close the dialog box.

If you want to include additional index entries from a concordance list, see *Creating Concordances* below.

Corel WordPerfect displays symbols next to each marked text item when the List bar is displayed. You can view these (and other) symbols when the List bar is not displayed by choosing Show ¶ from the Edit menu.

Removing Index Markings

If you change your mind about including an entry, you will need to remove the marking code. To remove the code, open the codes window (⌘-Shift-K), find the code, and delete it. You can also use the Find Code feature to help you find the code. See *Using Formatting Codes* in *Chapter 6: Formatting Documents* for more information.

Creating Concordances

A concordance is a separate document containing a list of words and phrases that you want to include in an index.

When you generate an index, Corel WordPerfect will insert page numbers of any entries you have marked in the document and every occurrence of concordance entries.

To create a concordance,

- 1 Choose **New** from the **File** menu to open a new document.
- 2 Type an index entry, then press **Return**.

The entry can be as long as you want (and can even wrap to the next line), but it must end with a hard return.

- 3 Repeat step 2 for each index entry you want in the concordance.
- 4 Choose **Save** from the **File** menu, then name and save the document.

Tips

- The entries you include in the concordance must be spelled exactly the same as the occurrences in the text. However, capitalization is irrelevant in the matching process. For example, “Cat” in the concordance will match “cat” but not “Cats.”
- You should type entries in the concordance file as you want them to appear in the index. For example, if you want all the entries to have initial caps, you should type them that way in the concordance.
- Corel WordPerfect will compile the index more quickly if the concordance is alphabetized, but you do not need to alphabetize it as you type the entries. You can use the Sort feature to alphabetize the list after it is typed. See *Alphabetizing or Sorting Text* in *Chapter 5: Editing Documents* for information about alphabetizing.

Defining Indexes

Before you can create, or generate, an index, you need to define the location and numbering style of the index.

- 1 Press **End** (or scroll to the end of the document and click there) to move the insertion point to the end of the document.

Most indexes are located at the end of the document.

- 2 If you want to title the index, type and format the title, then press **Return** to add any blank lines you want.
- 3 Place the insertion point where you want the index entries to begin.

4 Choose **List** from the **Tools** menu. Or, if the List dialog box is open and visible on screen, click it.

5 Choose **Define Index** from the **Type** pop-up menu.

If the Define Index option is dimmed, deselect any text that is selected and try again.

6 Choose a numbering style from the **Page Numbers** pop-up menu.

This choice:	Will look like this:
(No Numbers)	Entry
Follows Entry	Entry 2
() Follows Entry	Entry (2)
Flush Right	Entry 2
Dot Leaders	Entry.....2

7 If you have created a concordance file, click **Find File**, select the concordance file, then click **Set**.

8 Click **Define**.

An <<Index Generated Here>> message appears in your document. The message is replaced with the index when you generate.

9 Click the close box to close the dialog box.

When you have marked the index entries (or created a concordance) and defined the index location and style, you are ready to generate the index. See *Generating Indexes* later in this section.

Tips

- If you do not define the index at the end of the document, the page numbering in the index may not be accurate because any text following the index may be pushed to later pages. You can restart page numbering to correct this problem. For more information, see *Turning On Page Numbering* under *Adding Page Numbers* earlier in this chapter.
- If you need further assistance in using the directory dialog box to select the concordance file, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*. For information about creating a concordance, see *Creating Concordances* earlier in this section.
- You can also use the Define Index button on the List bar to define a standard index without changing the numbering style.

Generating Indexes

After marking the entries (or creating a concordance) and defining the location and style of the index, you are ready to generate the index.

- 1** Choose **List** from the **Tools** menu, or if the List dialog box is open and visible on screen, click it.
- 2** Click **Generate**.

An alert box appears to warn you that Corel WordPerfect will update and replace all generated lists, tables of contents, and indexes when you click OK. Existing cross-references and tables of authorities will also be updated.

- 3** Click **OK** to continue.

Tips

- You can click **Generate** on the **List** bar in place of steps 1 and 2.
- The index uses the current tab settings in your document. You can change the tab settings if you want the levels to appear at different locations. See *Formatting Lines and Paragraphs* in *Chapter 6: Formatting Documents* for information about setting tabs.

Editing Indexes

You can edit an index after it has been generated. However, if you generate later, the index will be replaced and the editing changes lost. If you want to make changes that will be included every time you generate, you must change the index markings in the document or change the concordance if you are using one.

Creating Envelopes

Use the Print Envelope feature to create an envelope using the mailing address from your current document or using the return and delivery addresses you specify.

This section includes:

- Creating an Envelope
- Changing Address Positions
- Creating a U.S. Postal Service Bar Code
- Merging Destination Addresses
- Printing Envelopes

Creating an Envelope

To create an envelope from your current document,

- 1 Select the address in your current document you want to use.
- 2 Choose **Print Envelope** from the **File** menu.
- 3 Type the return address or select one from the **Return** pop-up menu. Make sure the cursor is in the Return address box and <New Address> is selected in the Return pop-up menu.
- 4 If you want to add the new address to the Return pop-up menu, choose **Add to Menu** from the **Return** pop-up menu. To delete an address, choose **Remove Address** from the **Return** pop-up menu, choose the address you want to delete, click **Remove**, then click **OK**.
- 5 If you want to change the font, size, or style for any part of the return address, select the part of the address you want to change, then apply the attributes you want from the Font, Size, and Style menus in the Envelope dialog box.
- 6 If you do not want the return address to print, deselect the **Print Return Address** check box.
- 7 Use the displayed delivery address or specify a different one. To add addresses to the **Delivery** pop-up menu, delete them, or change their attributes, repeat steps 3 through 5, substituting **Delivery** for **Return**.
- 8 If you want to change the envelope size, select a different size from the Envelope menu. Or, if you want to create a custom size, choose **Custom** from the **Envelope** menu, specify the size in the **Height** and **Width** boxes, then click **OK**.
- 9 Select the option that best fits the way envelopes are fed into your printer from the **Printer Feed** pop-up menu.
- 10 Click **OK**, then click **Print** to print the envelope.

Tips

- Some printers require you to choose Manual Feed. Refer to your printer's documentation for more information about how to feed envelopes into your printer.

Changing Address Positions

You can change the position of the return and mailing addresses on the envelope.

- 1 Choose **Print Envelope** from the **File** menu.
- 2 Click the address in the envelope preview box, then drag the address to a new position.
- 3 Finish creating the envelope (see *Creating an Envelope* earlier in this section), then click **OK**.

Creating a U.S. Postal Service Bar Code

When creating an envelope, you can add a bar code. The bar code is used by the U.S. Postal Service when routing mail. You can type the 5-digit ZIP Code, the ZIP + 4® Code, or the 11-digit Delivery Point bar code.

IMPORTANT: Bar code specifications are regulated by the U.S. Postal Service. In order to realize the benefits of using bar codes, please contact the U.S. Postal Service Business Center, Account Representative, or Postmaster in your area.

Adding a Bar Code to Your Envelope

- 1 Choose **Print Envelope** from the **File** menu.
- 2 Choose **Bar Code Above** or **Bar Code Below** from the **Include** menu.
- 3 Choose one of the three FIM patterns from the **Include** menu if you want to include a Facing Identification Mark.

A Facing Identification Mark (FIM) is another type of bar code used by the U.S. Postal Service to route mail.

To do this:

Include a Courtesy Reply
Mail preprinted bar code
Include a Business Reply,
Penalty, and Franked Mail
non-preprinted bar code
Include a Business Reply,
Penalty, and Franked Mail
preprinted bar code

Do this:

Choose **FIM A** from the
Envelope menu.
Choose **FIM B** from the
Envelope menu.
Choose **FIM C** from the
Envelope menu.

If these options were selected before you opened the dialog box, the bar code is created from the retrieved delivery address.

Changing the Automatic Bar Code

To verify or modify the bar code that is automatically calculated from the ZIP Code in the delivery address,

- 1 Make sure you have included a bar code to the envelope, then click the bar code in the envelope preview box.
- 2 Type the ZIP Code in the **5 or 9 Digit Zip Code** box.
- 3 Type the delivery point in the **2 Digit Delivery Point** box, then click **OK**.
- 4 Finish creating the envelope (see *Creating an Envelope* earlier in this section), then click **OK** to print.

Tips

- To turn off a bar code, deselect the bar code option from the **Include** menu in the **Envelope** dialog box.
- To include an 11-digit Delivery Point bar code, type the delivery point in the **Bar Code** dialog box.

Merging Destination Addresses

Use the Merge feature in Print Envelope to print several envelopes with different addresses.

IMPORTANT: You must create and save a form file and data file before you can use the Merge feature. The form file must have a Print merge code inserted at the end. The data file must contain the addresses you want to use for the merge. For more information about form files, data files, and merging, see *Merging Documents* in *Chapter 15: Saving Time with Automated Tasks*.

- 1 Choose **Print Envelope** from the **File** menu.

- 2 Choose **To Destination Address** from the **Merge** menu.

The Open Form dialog box appears.

- 3 Select a form file from the list box, then click **Merge**.

The Open Data dialog box appears.

- 4 Select a data file from the list box, then click **Merge**.

Tips

- Because the form file is used only to select the correct fields from the data file, it may be left unformatted. It must, however, contain a Print merge code at the end.

Printing Envelopes

If your printer has an envelope feeder, be sure you correctly set up your printer in Chooser before you proceed. When you are ready to print,

- 1 Select the **Printer Feed** icon that shows where your envelope enters your printer.

If you are printing to a GX printer, skip to step 4.

- 2 Click **Page Setup**.

- 3 Click **Landscape**, then select **Envelope** as the Paper type. Click **OK** to close Page Setup.

- 4 Click **OK**, then select the Paper Source (manual feed, cassette, and so on).

- 5 Click **Print**.

After you set up your printer to print envelopes, feed a standard 8.5" by 11" sheet of paper through your printer to see where your envelope will print. If the position of the text on the page does not match the position of your printer's envelope feed, select another Printer Feed in step 1.

Tips

- If your envelope does not print properly, try changing the paper type in step 3 to Letter.
- If your printer automatically adjusts the page orientation when printing envelopes, click the **Portrait** icon in step 3. If your printer has this feature, and you select Landscape in step 3, then the text on your envelope will print in portrait orientation.
- If the return address was cut off during printing, click **Page Setup**, click **Options**, then select **Larger Print Area**. If there is no Options button, try selecting a different paper type. (Some printers require you to select Envelope as the paper type in Page Setup to avoid an error.)
- If the bar code is cut off during printing, click **Page Setup**, click **Options**, then select **Larger Print Area**. If there is no Options button, try selecting a different paper type. (Some printers require you to select Envelope as the paper type in Page Setup to avoid an error.)
- Look at the human figure in the Landscape icon in Page Setup. If the head is on the right, select the **Printer Feed** icon with the envelope on the left edge. If the head is on the left, select the **Printer Feed** icon with the envelope on the right edge.



Editing Documents

Opening Documents

Use the Open feature to open documents that have already been created and are stored on a hard or floppy disk.

This section includes:

- Opening Documents
- Re-opening Documents
- Opening Template Documents
- Opening Password-Protected Documents

- 1** Choose **Open** from the **File** menu.
- 2** Choose one of the three preview options from the **Preview** pop-up menu to turn on or turn off the document preview feature.

To do this:

Preview a file with text and formatting

Preview a file with text only

Turn off Preview

Do this:

Choose **Layout** from the **Preview** pop-up menu

Choose **Content** from the **Preview** pop-up menu

Choose **Off** from the **Preview** pop-up menu

- 3** Select the document you want to open from the list box.

If the document does not appear in the list box, use the directory pop-up menu, the list box, or the Show pop-up menu to locate the document in the appropriate folder or disk. If you need more information about using directory dialog boxes, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*.

If the Use Easy Open option on the File menu is selected, and you have installed Apple's Easy Open (available separately or with System 7.5 or later), the list box shows only the documents that can be opened.

- 4 Click **Open**, or click **Open Copy** to open an untitled copy of the document.

The document opens on your screen.

If you open a document that was saved in another program or format, Corel WordPerfect checks for an appropriate conversion in the Conversions folder. If the proper conversion is available, Corel WordPerfect opens the document. If you choose **Use Easy Open** from the File menu, and you are using System 7.5 (which includes Apple's Easy Open), Corel WordPerfect can also use the Easy Open conversions.

Tips

- To open or create a *new* document, choose **New** from the **File** menu. An untitled document appears.

Conversions

You may need to read files created in different file formats, or to save files in a format that can be read by a different application. Corel WordPerfect 3.5 Enhanced comes with several conversions that allow you to open documents from other programs, including documents saved in:

- Previous versions of Corel WordPerfect for Macintosh
- Microsoft® Word, MacWrite®, MacWrite II, WriteNow™
- Rich Text Format (RTF)
- Text format (text with no formatting)
- Corel WordPerfect on a non-Macintosh platform such as DOS, Windows®, or UNIX®

For information about transferring non-Macintosh files to the Macintosh, see *Opening Non-Macintosh Documents* below.

Corel WordPerfect also provides import conversions for the following graphics formats:

- PICT
- PCX
- EPS
- TIFF
- MacPaint
- WPG

XTND conversions are provided for use with conversions from other software companies.

If you used the Standard Installation to install Corel WordPerfect (or if you installed the conversions during a custom installation), the

conversions are in place. If you need to install the conversions, refer to the *Installation Read Me* file in the *Corel WordPerfect: Documentation* folder.

The Corel WordPerfect application includes several internal character maps to convert symbols or special characters.

Opening Non-Macintosh Documents

- 1 Save the document in Corel WordPerfect format on a non-Macintosh platform such as DOS, Windows, UNIX, VAX, NeXT, or DG.
- 2 Transfer the document to the Macintosh on a 3½" disk, or place the file on a network drive that is accessible to both platforms.

Tips

- If you have an electronic mail program such as Novell® GroupWise™, you can transfer documents across platforms using e-mail.
- You can also transfer the file with a modem using the appropriate modem software.

Instructions for transferring files vary according to the method you use and the platform involved. You may need to consult the manuals associated with your network, modem, or transfer software.

Transferring Non-Macintosh Files via Disk

If you use System 7 Pro (7.1.1) or later, Macintosh PC Exchange allows you to insert a DOS-formatted disk into a Macintosh SuperDrive (a drive that can read both Macintosh and DOS disks) and use the DOS or Windows files contained on the disk.

If you do not have Macintosh PC Exchange, you can use Apple File Exchange (an application available from Apple Computer, Inc.) to transfer files on disks.

To use Apple File Exchange with Corel WordPerfect,

- 1 At the **Finder** (outside of Corel WordPerfect), double-click the **Apple File Exchange** application icon to launch it.
- 2 Insert the disk in a Macintosh drive that will read a non-Macintosh disk.

If your Macintosh will not accept a non-Macintosh disk, see your Apple dealer for information about hardware that will allow you to transfer disks.

- 3 Deselect the options that are checked in the **MS-DOS to Mac** menu.
- 4 Select the file you want to convert in the list box on the right.
- 5 Using the list box and pop-up menu on the left, select a location to save the file.
- 6 Click **Translate**.

A translated copy of the file appears in the left list box.

- 7 Choose **Quit** from the **File** menu to quit Apple File Exchange and eject the disk.
- 8 Double-click the **Corel WordPerfect** icon, then open and save the translated file.

You will need to save the file, because it is not in Corel WordPerfect 3.5 Enhanced format. You can also save it in the format in which it came (i.e., Corel WordPerfect 5.x, 6.x, 7, or 8).

Tips for Converting Documents

Because of differences between the Macintosh operating system and other operating systems, documents may appear differently on the Macintosh than on other platforms.

For best results in converting documents to the Macintosh, we recommend the following:

- Use LaserWriter fonts such as Times or Helvetica.
- Use font attributes such as bold rather than font types such as Helvetica Bold.
- Avoid setting tabs at the extreme right side of the page.
- Avoid using the following Corel WordPerfect features: Advance, open styles, nested styles, landscape orientation, and absolute placement of graphics.
- When possible, create headers or footers at the beginning of the page where you want them to appear rather than on the previous page.

File format conversion is an inexact science. The features of one word processor are not the same as those of another, and to some extent data or formatting will be lost in the translation. For more detailed information about the formatting that does and does not convert, open the *Conversions Read Me* document in the *Corel WordPerfect: Documentation* folder.

Conversions Between Corel WordPerfect for Macintosh and Corel WordPerfect for Windows

These conversions emphasize “round trip” capability (that is, they attempt to preserve the formatting of your document if you create a Corel WordPerfect 6.1 (or higher) document, convert it to Corel WordPerfect 3.5 Enhanced, then convert it back to 6.1). When

you import 6.1 (or higher) documents, functions that are not supported in Corel WordPerfect 3.5 Enhanced will usually be preserved in a Corel WordPerfect 6.0 Format code. Functions that are preserved this way are inactive in Corel WordPerfect 3.5 Enhanced but will be restored if the document is saved in 6.1 format again. If you edit the document and make formatting changes that may conflict with the preserved functions, the preserved functions are deleted. Thus, your editing takes precedence over the preserved formatting.

Functions in Corel WordPerfect 3.5 Enhanced that are not supported in Corel WordPerfect 6.1 will be preserved and restored in the same way.

Some Corel WordPerfect 6.1 (or higher) features that are partially supported in version 3.5 Enhanced will be both displayed **and** hidden. We will display as much as we can in; then when the file is saved in 6.1 again, the full functionality will be restored. If you edit the feature in Corel WordPerfect 3.5 Enhanced, your editing changes will take precedence and the hidden functionality will be deleted.

Tips

- Save your document in Corel WordPerfect 6.1 (or higher) format on both the Macintosh and your PC.
- If you use features that are not supported in both products, edit those features only in the product that supports them.
- Use character styles in Corel WordPerfect 6.1, rather than paragraph or open styles. Try to apply them on paragraph boundaries. Only apply one style at a time. Nested and overlapping styles (allowed in 6.1) are not supported in 3.5 Enhanced.
- Use fonts with exactly the same names on both platforms. Corel WordPerfect ships a set of fonts on both the Macintosh and Windows. These fonts have the same names.
- When creating or editing a document in Corel WordPerfect 6.1, don't use structures that Corel WordPerfect 3.5 Enhanced doesn't allow. For example, don't put a table in a header.
- Corel WordPerfect 3.5 Enhanced allows tables with as many as 32 columns. If you create a table in 6.1 with more than 32 columns, some data will be lost when you convert it.
- To convert more accurately, limit your table math to the four basic operations.

Conversions Between Corel WordPerfect 3.5 Enhanced for Macintosh and Microsoft® Word for Macintosh

For your convenience, Corel has licensed portions of the library of MacLinkPlus, a product of DataViz Inc. These portions allow you to convert Corel WordPerfect 3.5 Enhanced documents to Microsoft Word format, and to convert Microsoft Word documents to Corel WordPerfect format.

To open a Microsoft Word document in Corel WordPerfect, open the Corel WordPerfect application, then choose **Open** from the **File** menu. Make sure the **Use Easy Open** check box is checked. Select the Word document you want to open, then click **Open**.

Choose the **WordPerfect with MacLinkPlus** translation item in the list box, then click the **Open** button. The document is translated and opened in Corel WordPerfect.

To convert a Corel WordPerfect document to Microsoft Word format, open the document in Corel WordPerfect, then choose **Save As** from the **File** menu. From the **Format** pop-up menu choose **Word for Macintosh 4-5.0 WP**, then click **Save**.

The MacLinkPlus translators from DataViz require the Macintosh Easy Open system software from Apple Computer, Inc. Corel WordPerfect has licensed this component and it is installed automatically on your machine. Macintosh Easy Open requires System 7.0 or later.

Re-opening Documents

Use the Open Latest feature to quickly open any of the last documents you closed.

- 1 Choose **Open Latest** from the **File** menu, then select the document you want to open.

The Open Latest menu shows the last ten documents you worked with.

The document you select opens immediately; you do not have to locate the document in the Open dialog box.

In Preferences, you can increase or decrease the number of documents displayed on the Open Latest menu. You can also remove specific documents from the list. For more information, see *Changing File Settings in Menus and Dialog Boxes* in *Chapter 15: Customizing Corel WordPerfect*.

Tips

- Choose the document name from the  pop-up menu on the title bar if you want to view a document that is already open but that is not active.

Opening Template Documents

To open an untitled copy of any of the template documents located in the Templates folder,

- 1 Choose **Templates** from the **File** menu, then select the template you want to open.

The untitled copy of the template opens. You can then edit and save the document. The original template remains unchanged in the Templates folder.

Tips

- You can also open templates from the Open dialog box.
- For more information, see *Creating and Using Templates* in *Chapter 14: Saving Time with Automated Tasks*.

Opening Password- Protected Documents

When you open a password-protected document, the Password dialog box appears. Enter the password, then click **OK**. If you enter the wrong password, you are given another chance to type the correct password. See *Adding Password Protection* in *Chapter 8: Saving and Managing Documents* for more information.

Moving Through Documents

You can use the mouse, keystrokes, or menus to move through a document.

This section includes:

- Using the Mouse
- Using Keystroke
- Using the Go To Feature
- Using the Go Back Feature

Using the Mouse

Use this mouse technique:	To move:
Click above or below the scroll box	To the next or previous screen
Click the up or down scroll arrow	Up or down one line at a time
Drag the scroll box up or down	Up or down in the current document

These movements affect only the screen display; the insertion point does not move until you click to place the insertion point where you want it.

Using Keystrokes

You can use the following keystrokes to move through a document. Some of the keys shown are available only on the Apple extended keyboard. If you do not have an extended keyboard, you may use the commands in parentheses or use the mouse.

Use this key command:	To move to:
Home	The beginning of a document.
End	The end of a document.
Page Up (9 on the numeric keypad)	The top of the current page. If the insertion point is already at the top of the page, Page Up moves it to the top of the previous page.
Page Down (3 on the numeric keypad)	The top of the next page.
Screen Up (- on the numeric keypad)	The top of the screen. If the insertion point is already at the top of the screen, Screen Up moves it to the top of the previous screen.
Screen Down (+ on the numeric keypad)	The bottom of the screen. If the insertion point is already at the bottom of the screen, Screen Down moves it to the bottom of the next screen.
Option-← or →	The previous or next word.
⌘-← or →	The beginning or end of the line.
Option-F13	A particular page. (This command opens the Go To dialog box.)

If you are accustomed to using Corel WordPerfect for DOS and have an extended keyboard, you might want to use the Gold key to move the insertion point. Numbers 5 and 7 on the numeric keypad are Gold keys.

Use this key command:	To move to:
Gold, ← or →	The beginning or end of a line
Gold, ↑ or ↓	The top or the bottom of the window
Gold, Gold, ↑	The beginning of a document
Gold, Gold, ↓	The end of a document

See *Methods of Formatting* in *Chapter 7: Formatting Documents* for more information about key commands.

Using the Go To Feature

Use the Go To feature to move the insertion point to a particular page number.

- 1 Choose **Go To** from the **Edit** menu.
- 2 Type a page number in the **Go to Page Number** box.

If you want the insertion point to go to a place on the page other than the top, select **Bottom of Page** or **Current Position**. The Current Position option places the insertion point in the same horizontal and vertical position on the new page as it is on the current page.

You can also use the Go To dialog to move in columns. If you are moving in columns, choose an option from the **Column** pop-up menu.

- 3 Click **OK** to close the dialog box and move to the new page.

Using Go Back

Use the Go Back feature to move the insertion point back to the last action you performed in your document.

- 1 Press **⌘-Shift-A**.

Selecting Text

You should select text or graphics when you want to perform a task with a particular area or item. For instance, if you want to delete a certain paragraph, you can select the paragraph and press Delete.

You can also select text or graphics when you want to perform tasks such as moving, replacing, formatting, and printing selected areas.

To select text,

- 1 Hold the mouse button down while you drag across the area you want to select.
- 2 Release the mouse button when the entire area you want to select appears highlighted.

Tips

- To select a graphic, click it.

You can also use the following methods to select particular areas and items.

To do this:	Do this:
Select a word	Double-click the word
Select a sentence	Press ⌘-Shift-U , or press F6
Select a paragraph	Triple-click the paragraph, or press ⌘-Shift-Y , or press ⌘-F6
Select an entire document	Choose Select All from the Edit menu, or press ⌘-A
Extend a selection	Hold down Shift , and click where you want the selection to end
Extend a selection one character at a time	Hold down Shift , and press → or ←
Extend a selection up or down one line at a time	Hold down Shift , and press ↑ or ↓
Extend a selection to the end or beginning of a line	Press ⌘-Shift-← or →
Extend a selection one word at a time	Press Option-Shift-← or →
Extend a selection to the end of a document	Press Shift-End

Tips

- You can also use the Find/Change feature to extend a selection. Select an area of text, then choose **Find/Change** from the **Edit** menu. In the Find/Change dialog box, type the text you want to find, choose **Document Only** from the **Where** menu and **Extend Selection** from the **Action** menu, then click **Find**. Corel WordPerfect extends the selection to include the found text.

Selecting Text While Recording Macros

Because mouse clicks (in the document window) cannot be recorded in a macro, you must use key commands, such as Shift- → (or others shown above), to select text and graphics while recording a macro.

Deleting Text

To remove text,

- 1 Select the text you want to delete.
- 2 Press **Delete** (**Backspace** on some keyboards).

Tips

- To delete a graphic, click the graphic, then press **Delete** (**Backspace** on some keyboards).

You can also use the following methods to delete specific areas or items.

To do this:

Delete a word

Delete every occurrence of a word or phrase

Delete a sentence

Do this:

Place the insertion point in the word, then press ⌘- **Delete**.

Use the Find/Change feature. See *Searching for Text* later in this chapter for more information.

Press ⌘-**Shift-U** (or **F6**), then press **Delete** (**Backspace** on some keyboards).

To do this:	Do this:
Delete a paragraph	Press ⌘-Shift-Y , then press Delete (Backspace) on some keyboards).
Delete text and place it on the Clipboard to use again	Select the text, then press ⌘-X .
Delete a character to the left	Press Delete (Backspace) on some keyboards).
Delete a character to the right	Press Delete Right (on an extended keyboard) or the decimal (on the numeric pad when Numbers Lock is off).
Delete to the end of a line	Press ⌘-→ or ⌘-← , or press ⌘-1 (on the numeric keypad when Numbers Lock is off).
Delete to the end of a page	Press ⌘-Page Down , or press ⌘-3 (on the numeric keypad when Numbers Lock is off).
Delete a code	Press Delete (Backspace) on some keyboards) when the codes window is open and the insertion point is to the right of the code. See <i>Using Formatting Codes in Chapter 7: Formatting Documents</i> for more information.
Delete a document	Choose Open from the File menu, select the document you want to delete, then choose Delete from the File menu in the dialog box.

Tips

- If you try to delete a selection of text that contains a Text Box code or Figure Box code (for a graphic), an alert box appears and asks you if you want to delete the code. If you click Yes, the code is deleted and the text box or graphic, even if it is located on a different part of the page, is deleted as well.

Undoing Deletions

If you mistakenly delete text (or a graphic or code), choose **Undo** from the **Edit** menu to restore the deletion.

Moving Text

Use the Drag and Drop feature when you want to move selected text to another place in the document.

Use Cut/Copy and Paste if you want to move text to another document or another place in a long document.

Tips

- If you are using System 7.5 or later, you can also use Drag and Drop to move selected text to another Corel WordPerfect document, another application, or the desktop.

This section includes:

- Drag and Drop
- Cut/Copy and Paste

For information about moving graphics, see *Graphics Basics* in *Chapter 10: Working with Graphics*.

Drag and Drop

To drag text from one place and drop it at another place in the current document,

- 1 Select the text you want to move.
- 2 Hold down the mouse button while you drag the selection to the new location.

If you want to leave the selection where it is and move a *copy* of it to a new location on the page, press **Option** when you click the selection to begin dragging. You do not need to hold Option down while you drag.

As you drag, a solid vertical line appears in the document to show where the selection would be inserted if you released the mouse button.

- 3 When the vertical line appears where you want to insert the selection, release the mouse button.

If you are using System 7.5, you can also drag a selection to another document or to the desktop.

Cut/Copy and Paste

To move text to another document or another place in the same document, use the Cut feature to remove the text from its current location. Then use the Paste feature to place it where you want.

If you want to leave the selected text where it is and move a *copy* of it to another page or document, use **Copy** instead of **Cut**.

- 1 Select the text you want to move.
- 2 Choose **Cut** from the **Edit** menu, or choose **Copy** from the **Edit** menu to leave the text and move a copy of it.
- 3 Place the insertion point where you want the text to appear.

If you want to move it to another document, open that document, then place the insertion point in it.

- 4 Choose **Paste** from the **Edit** menu, or press ⌘-V.

The text appears in the new location. A copy of the text remains on the Clipboard until you shut down the computer or until you cut or copy a new selection.

Tips

- You can also press ⌘-X to cut the selection or ⌘-C to copy it.

Undoing Cuts or Pastes

If you change your mind after cutting or pasting a selection,

- 1 Choose **Undo** from the **Edit** menu to restore the text to its previous location.

Tips

- You can also press ⌘-Z to undo the Cut or Paste command.

Showing the Contents of the Clipboard

The Clipboard contains only the most recent selection that you have cut or copied.

To view the contents of the Clipboard,

- 1 Choose **Show Clipboard** from the **Edit** menu.
- 2 Click the close box when you want to close the Clipboard.

Pasting Text Only or Character Formats Only

To paste only the Clipboard text without any character formats (such as font, size, or style), or to paste only the character formats without pasting any text,

- 1 Place the insertion point where you want the text or character formats to appear.

- 2 Choose **Paste Special** from the **Edit** menu.
- 3 Select **Text Only** or **Font, Size, & Style**, then click **OK**.

Tips

- If you have an extended keyboard, you can use the function keys to paste character formats or text without opening the Paste Special dialog box. To paste text only, press **⌘-F4**. To paste font, size, and style, press **Shift-F4**.

You cannot use Paste Special to apply a font, size, and style to selected text. If you select text, then paste Font, Size, & Style, the selection is deleted.

Marking Proposed Changes in Documents

Use the Redline and Strikeout text styles to mark proposed changes in a document, and use the Remove feature to make the proposed changes permanent. These features are useful for editors and proofreaders who want to suggest changes to a document without making final changes to it.

Use Redline to mark text that you suggest adding to a document, and use Strikeout to mark text that you suggest deleting. Use Remove to remove redline markings and leave the text that was redlined and to delete text marked with Strikeout.

This section includes:

- Marking Text with Redline
- Marking Text with Strikeout
- Removing Redline Markings and Strikeout Text

Marking Text with Redline

To type text with Redline,

- 1 Choose **Redline** from the **Style** menu.
- 2 Type the text you want formatted with Redline.
A line is drawn at the left margin as you type.
- 3 When you want to stop typing text with Redline, choose **Redline** again.

To add Redline to existing text,

- 4 Select the text you want to format with Redline.
- 5 Choose **Redline** from the **Style** menu.

Marking Text with Strikeout

- 1 Select the text you want to format with Strikeout.
- 2 Choose **Strikeout** from the **Style** menu.

Removing Redline Markings and Strikeout Text

Use the Remove feature to quickly remove all redline markings, strikeout text, or both, in the active document.

- 1 Choose **Remove** from the **Style** menu.
- 2 If you do not want to remove both redline markings and strikeout text, deselect the option you do not want, then click **OK**.

The Remove feature removes *all* redline markings and strikeout text in the document. If you want to remove individual markings or sections of strikeout text, see *Removing Individual Markings* or *Removing Individual Strikeout Text* below.

Removing Individual Markings

To remove a single redline mark rather than remove markings from the entire document,

- 1 Select the text from which you want to remove redline.
- 2 Choose **Redline** from the **Style** menu.

Tips

- If any of the selected text is not formatted with redline markings, choosing **Redline** marks the entire selection. You will need to choose **Redline** again to remove the redline markings.
- If you want to remove all text styles including redline, choose **Plain Text** from the **Style** menu instead of choosing **Redline**.

Removing Individual Strikeout Text

To remove a single area of strikeout text rather than remove all strikeout text in a document,

- 1 Select the strikeout text you want to remove.
- 2 Press **Delete** (**Backspace** on some keyboards).

Tips

- To remove strikethrough lines from text without removing the text, select the strikethrough text, then choose **Strikethrough** from the **Style** menu. If any of the selected text is not formatted with strikethrough, choosing **Strikethrough** marks the entire selection. You will need to choose **Strikethrough** again to remove strikethrough lines.

Searching for Text

Use the Find/Change feature when you want to search for a particular word or phrase in a document. You can also use the Find/Change feature to search for and change words or phrases.

This section includes:

- Finding Text
- Finding and Changing Text
- Finding and Deleting Text
- Choosing Find/Change Options

Tips

- If you want to search for documents that contain specific text, see *Finding Documents or Folders* in *Chapter 7: Saving and Managing Documents*.

Finding Text

1 Choose **Find/Change** from the **Edit** menu.

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

You can type any combination of characters and spaces. You can also include character formats such as font, size, and text style with the search text.

If you select a small amount of text before opening the dialog box (as many as 64 characters—fewer if the text is formatted with fonts, sizes, or text styles), the selection appears in the Find box.

3 If you want to include any of the following codes in the search, choose them from the **Insert** menu in the dialog box:

- Tab
- Indent
- Left/Right Indent
- Back Tab

- Hard Return
- Page Break
- Column Break
- Hard End of Line
- End of Field
- End of Record

If you insert a Hard End of Line, Corel WordPerfect searches for any hard return, hard page break, or hard column break codes in your document.

If you want to search for document formats, such as alignment or margin codes, use the Find Code feature. See *Using Formatting Codes* in *Chapter 6: Formatting Documents*.

4 Choose any options you want from the menus in the dialog box.

You can specify the direction of the search, specify the parts of the document to search, narrow the search further, and specify the action you want to take following the search.

For more information about each option available from the menus, see *Choosing Find/Change Options* later in this section.

5 Click **Find**.

Corel WordPerfect searches for the first occurrence of the word or phrase in the Find box, then stops. The found text is highlighted.

6 If you want to continue to the next occurrence, click **Find**.

Corel WordPerfect searches for the next occurrence of the search text.

Finding and Changing Text

Using the Find/Change feature, you can search for any word or phrase and replace it with other text. You can also use Find/Change to change the font, size, or text style of the text you search for.

1 Follow steps 1 through 4 from *Finding Text* above.

2 In the **Change To** box, type the text you want the search text to be changed to.

Replacement text will be inserted into your document with any font, size, or text styles you choose unless you choose Text Only from the Affect menu, in which case the replacement text will adopt the format(s) of the text it replaces.

3 Click **Find** or **Change All**.

If you click Find, Corel WordPerfect selects the first occurrence of the search text it finds. You can then click **Change** to replace the selected text with the replacement text, or click **Change**, then **Find** to change the text and continue to the next occurrence.

If you click **Change All**, Corel WordPerfect replaces every occurrence of the search text with the replacement text (without stopping at each occurrence).

IMPORTANT: Be aware that a word you want to change might form a part of a different word you do not want to change. For example, changing “he” to “she” will also change “there” to “tshere” and “here” to “shere.” You can prevent this from happening by selecting **Whole Word** from the **Match** menu.

Tips

- If you choose **Undo** immediately after closing the dialog box, Corel WordPerfect reverses only the most recent **Change** or **Change All** command.

Finding and Deleting Text

You can use the **Find/Change** feature to search for and delete text, tabs, indents, margin releases, hard returns, hard column breaks, hard page breaks, and certain merge codes.

1 Choose **Find/Change** from the **Edit** menu.

2 Type the text you want to delete.

If you want to delete tabs, indents, margin releases, hard returns, hard column breaks, or hard page breaks, you can use the **Insert** menu to insert the appropriate codes into the **Find** box.

3 Make sure the **Change To** box is empty.

4 Click **Find** or **Change All**.

If you click **Find**, Corel WordPerfect selects the first occurrence of the search text it finds. You can then click **Change** to delete the selected text (because there is nothing in the **Change To** box, the selection is replaced with nothing). Or click **Change**, then **Find** to delete the text and continue the search.

If you click **Change All**, Corel WordPerfect deletes every occurrence of the search text (without stopping at each one.)

Choosing Find/Change Options

Use the **Find/Change** menu bars to:

- Specify the direction of a search
- Specify the parts of a document you want to search
- Narrow the search further

- Insert specific codes or wildcard characters in the search or replacement text
- Indicate the action you want to take following a search

The following table identifies which options to choose to accomplish particular tasks.

To do this:	Choose this option:	From this Find/Change menu:
Search from the insertion point to the end of the document	Forward	Direction
Search from the insertion point to the beginning of the document	Backward	Direction
Search the entire document in the specified direction, from the insertion point	Wrap Around	Direction
Search a selection from beginning to end	Within Selection	Direction
Specify the parts of a document to search	Document, Headers, Footers, Footnotes, Endnotes, Graphics and Text Box Captions, Boxes, or Table of Authorities Full Forms (or any combination of these)	Where
Find only whole words: for example, you may want to find “list” but not “listless” or “blister”	Whole Word	Match
Match characters according to case; for example, you may want to find “Memo” but not “memo” or “MEMO”	Case	Match

To do this:	Choose this option:	From this Find/Change menu:
Search a language with multiple alphabets, and limit the search to only the alphabet used in the search text	Alphabet; <i>this option appears only if you have selected Search Mixed Alphabets in the Environment dialog box</i>	Match
Search a language with one- byte and two-byte characters, and limit the search to only the character type (one- byte or two-byte) used in the search text	Character Representation; <i>this option appears only if you have selected Search Mixed Alphabets in the Environment dialog box</i>	Match
Search for text regardless of how it is formatted	Text Only; <i>this option is automatically selected when you type unformatted text in the Find box</i>	Match
Search for text in a particular font	Font; <i>this option is automatically selected when you format search text with a font</i>	Match
Search for text of a particular size or style	Size or Style; <i>these options are automatically selected when you format search text with a size or text style, such as bold or italic</i>	Match
Use uppercase letters when replacing capitalized text or text that is all uppercase; for example, you may want to replace “furious” with “apoplectic,” “Furious” with “Apoplectic,” and “FURIOUS” with “APOPLECTIC”	Case; <i>when you choose this option, make sure the replacement text in the Change To box is all lowercase</i>	Affect

To do this:	Choose this option:	From this Find/Change menu:
Replace text but keep the same font, size, and text style of the text you are replacing	Text Only; <i>this option is selected automatically if you do not type special formats in the Find box text</i>	Affect
Replace text using the font, size, or style of the replacement text	Font, Size, or Style; <i>these options are automatically selected when you format replacement text with a font, size, or style</i>	Affect
Find and select text	Select Match	Action
Find text and place the insertion point in front of the found text	Position Before	Action
Find text and place the insertion point directly after the found text	Position After	Action
Select everything between the insertion point and the found text	Extend Selection	Action
Insert one or more of the listed codes into the Find box or the Change To box (see <i>Using Formatting Codes</i> in Chapter 6 for information about searching for other codes)	Tab, Indent, Left/Right Indent, Margin Release (Back Tab), Hard Return, Page Break, Column Break, Hard End of Line, End of Record, End of Field; <i>a search for a hard end of line will find any hard return, hard page break, or hard column break code in your document</i>	Insert

To do this:	Choose this option:	From this Find/Change menu:
Insert a wildcard character into the Find box; for example, you may want to search for a word that you do not know how to spell (if you search for “__ffect,” Corel WordPerfect finds both “affect” and “effect”)	Match One Character	Insert
Insert a multiple-character wildcard into the Find box; for example, if you search for “w__ing,” Corel WordPerfect would find, “watering,” “wing,” and “weathering”	Match Multiple Characters	Insert

Changing Text to Uppercase or Lowercase

Use the Uppercase, Lowercase, and Initial Caps features to change the selected text to uppercase or lowercase characters or to capitalize the first letter of each selected word.

This section includes:

- Changing Selected Text to Uppercase
- Changing Selected Text to Lowercase
- Changing Selected Text to Initial Caps

You can also use the QuickCorrect feature to correct capitalization errors as you type. For more information about QuickCorrect, see *Using QuickCorrect* in *Chapter 13: Using Language Tools*.

Changing Selected Text to Uppercase

- 1 Select the text that you want to change to uppercase characters.
- 2 Choose **Uppercase** from the **Style** menu.

Corel WordPerfect changes the selected text to all uppercase.

Changing Selected Text to Lowercase

- 1 Select the text that you want to change to lowercase characters.

- 2 Choose **Lowercase** from the **Style** menu.

Corel WordPerfect changes the selected text to all lowercase except for the first letter in every sentence.

Changing Selected Text to Initial Caps

Use the Initial Caps feature to capitalize the first letter of each word.

- 1 Select the text that you want to change to initial caps.

- 2 Choose **Initial Caps** from the **Style** menu.

Corel WordPerfect capitalizes the first letter of each word in the selection.

Undoing Actions

Corel WordPerfect provides various ways for you to undo or cancel word processing tasks you have begun.

Use the Undo command to undo the last formatting or editing change you made to your document.

Use the Cancel command to cancel printing, stop a macro in progress, turn off a selection, or close a dialog box without saving any changes made.

This section includes:

- Undo
- Cancel

Undo

The Undo command reverses the last formatting or editing change you made to your document. Most actions, such as typing, deleting, inserting graphics, and changing formats (margins, tabs, text styles, and so forth), can be reversed with the Undo command.

Undo will not undo an action that did not change the document. For example, you cannot undo actions such as scrolling, moving the insertion point, or selecting a draw tool.

- 1 Choose **Undo** from the **Edit** menu, or press **⌘-Z**.

If any text is affected by the Undo, that text is selected after you choose Undo. For example, if you restore deleted text by choosing Undo, that text is restored and selected.

You can reverse Undo by choosing Undo again.

Cancel

Use the Cancel command to:

- Cancel printing
- Stop a macro in process
- Turn off a selection
- Close a dialog box without saving the changes you made

Tips

- You cannot use Cancel to stop recording a macro; you need to choose **Macro** from the **Tools** menu, then choose **Stop Recording**.

1 Hold down **Command**, and type a period (**⌘.**), or press the **Escape** key (**Esc**).

You can also close a dialog box by clicking the Cancel button, if there is one. When you cancel a dialog box, any settings you have changed are canceled, and the dialog box is closed.

Alphabetizing or Sorting Text

Use the Sort feature to alphabetize or sort information.

The Sort feature allows you to sort or alphabetize four types of items:

- Lists (usually single-line entries)
- Groups (usually multiple-line entries)
- Merge records (such as an address file)
- Tables

You can also use Sort to filter out specific items from lists, groups, and merge records.

This section includes:

- Sorting Concepts
- Sorting (or Alphabetizing) Lists
- Sorting Groups
- Sorting Merge Files
- Sorting Files
- Filtering Items

Tips

- Corel WordPerfect allows you to sort text language that is marked as an international language. Use the Set Language feature to identify the language you are using. For information, see *Using International Languages* in *Chapter 13: Using Language Tools*.

Sorting Concepts

Before you alphabetize, sort, or filter items, you should understand the following concepts:

- Item Types
- Keys
- Regions
- Negative Region Values
- Sort Order

Item Types

You can sort (or filter) four main types of items: lists, groups, merge data files, and table rows.

Lists. Each item in a *list* is separated by a hard return. Notice the following list contains items with two columns separated by a tab.

New York	USA
Vancouver	Canada
Geneva	Switzerland
Toronto	Canada
Paris	France
Tokyo	Japan
Los Angeles	USA

Groups. *Groups* are separated by two hard returns (so there is a blank line between groups). Each group may contain several lines or paragraphs, each separated by a single hard return.

NYC to London \$478 round trip
Flight 742
7 nights
The Regent Hotel

NYC to Paris \$826 round trip
Flight 422
5 nights
The Saint Jenkins

NYC to Tokyo \$1550 round trip
Flight 973
10 nights
Le Pacific Meridien

Merge Data Files. A *merge data file* is made up of records, each divided into fields. For example, a merge data file containing the names and addresses of a company's clients would have a separate record for each client. Each record could have several fields, such as a name field and an address field.

The fields and records are divided by merge codes. For information about creating a merge data file, see *Merging Documents* in *Chapter 15: Saving Time with Automated Tasks*.

Keys

When you sort information, you establish specific *keys* that indicate the information you want to sort by.

For example, if you want to sort a list of names alphabetically by last name, you would define a key that specifies the location of the last names in the list. If two names in the list include the same last name and you want to alphabetize those by first name, you would define a second key to sort records with identical last names by the first names.

Each time you define a key, you specify the *region* of the text (zone, field, and word) you want to sort by.

Regions: Zones, Fields, and Words

When you sort (or filter) information, Corel WordPerfect divides each item into regions—*zones*, *fields*, and *words*—so you can specify which information you want Corel WordPerfect to sort by. The definition and location of these regions varies according to the type of information you sort; refer to the explanations below, grouped by sort item type.

Lists. In a list of items that are separated by a single hard return (such as a simple list or a multiple-column list), each item (or paragraph) is a *zone*. If the text of an item is divided into multiple columns, each column is a *field*. If there are not multiple columns, then the text of the zone is in field 1. The *words* in each field are numbered from left to right (or right to left if you use negative numbers).

The last names in this list are found in field 1 (the first column) and word 2 (the second word in the field).

Shelley Anderson	August Manor	\$450	June 1st
Ricky Bernard	August Manor	\$450	June 15th
Scott Harding	Oak Hills	\$350	June 5th

Groups. In a list of grouped items, each group is separated by two hard returns. Like in a simple list, each paragraph is a *zone*, each zone can contain multiple *fields* (each separated by a tab), and the *words* in each field are numbered from left to right (or right to left if you use negative numbers).

The destination cities in the following list of groups are found in zone 1 (the first line or paragraph), field 1 (the first column of information), and word 3 (the third *word* in the field).

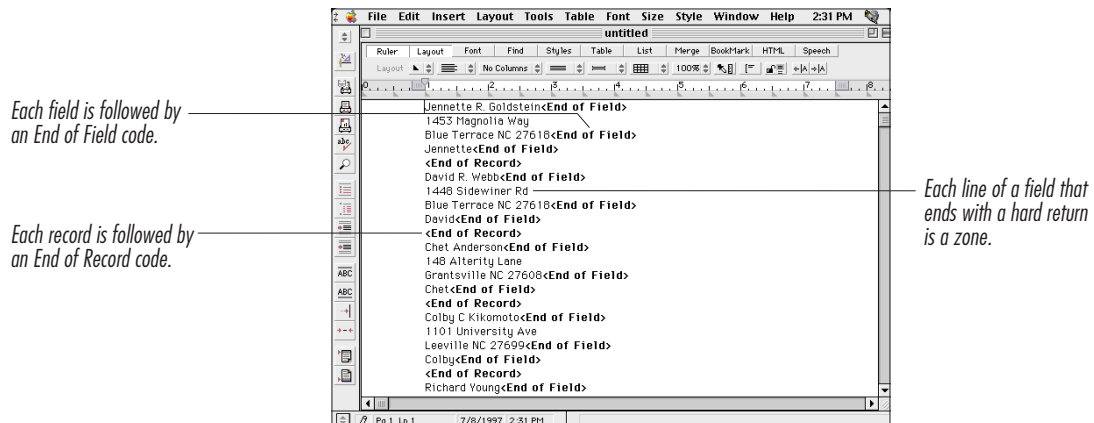
NYC to London	\$478 round trip
Flight 742	
7 nights	
The Regent Hotel	

NYC to Paris	\$826 round trip
Flight 422	
5 nights	
The Saint Jenkins	

NYC to Tokyo	\$1550 round trip
Flight 973	
10 nights	
Le Pacific Meridien	

Merge Data Files. Merge data files are normally divided into *records*, with each record containing fields of information. When you sort (or filter) a merge data file, you specify which field you want to sort by. If a field has multiple lines of information, separated by a hard return, each line is a *zone*. If the field has only one line of information, all of the text in that particular field is in

zone 1 of that field. Words in each zone are numbered from left to right (or from right to left if you use negative numbers).



Negative Region Values

Corel WordPerfect counts regions from left to right and from top to bottom. However, you can reverse the counting order by entering a negative number.

For example, the last names in the following list are not always the second word, so sorting by word 2 would not accurately sort it by last names. However, the last names in this list are always the last word of each line, so to sort this list by last names, you would enter "-1" as the word number.

Jackie R. Taylor
Larry Kincher
Kari Eugene Talbot
Richard Smith

Tips

- If a last name has more than one word, use a ⌘-Space instead of a regular space between the words in the last name. Corel WordPerfect treats words joined by ⌘-Space as a single word. For example, if your list included the name Elden Witherspoon III, you would press ⌘-Space between "Witherspoon" and "III" so that Corel WordPerfect would sort by "Witherspoon" instead of "III."

Sort Order: Alphanumeric and Numeric

If you choose Alphanumeric, text will be sorted alphabetically, and numbers will be sorted as though they were letters. For instance, the numbers

15, 2, 1, 45

would be sorted as:

1, 15, 2, 45

Notice that 2 comes after 15 because the first character in 15 ("1") comes before the first character in 2 ("2"). Additionally, all numbers come before all letters.

If you choose Numeric, numbers are sorted according to their entire value. The same numbers above would be sorted as:

1, 2, 15, 45

Letters and other characters are ignored during a numeric sort.

If you use the Language feature to identify text in international languages, sort order may vary.

Sorting (or Alphabetizing) Lists

Using Simple Sort, you can quickly alphabetize or change the order of a list. A list can be any list of text items separated by hard returns, such as a simple list of single items or a multiple-column list like the one below.

New York	USA
Vancouver	Canada
Geneva	Switzerland
Toronto	Canada
Paris	France
Tokyo	Japan
Omaha	USA

If list items include multiple columns of information, make sure the columns of information are separated by a single tab. Corel WordPerfect will not sort the information correctly if you press Tab more than once between items on a single line. If you want the tabbed columns of each line to appear at the same tab stop, you may need to change the tab settings. See *Formatting Lines and Paragraphs* in *Chapter 6: Formatting Documents* for information about changing tab stops.

If you want to sort a list of grouped items that are separated by two hard returns, see *Sorting Groups* below.

Before sorting, it is a good idea to save the document that contains the information you want to sort.

Sorting a List Using Simple Sort

- 1 Select the text that you want to sort.
- 2 Choose **Simple Sort** from the **Tools** menu.

Tips

- Click  on the **Default** Button Bar to perform a simple sort from A to Z, using the first letter of each item in the list. For more complex sorting, follow the steps below.

Sorting a List Using Power Sort

- 1 Select the text you want to sort.
- 2 Choose **Power Sort** from the **Tools** menu.
- 3 Make sure **Zone** is selected from the **Items** pop-up menu.

A sort of single-paragraph items in a list is called a *zone sort* because each item in the list is considered a zone.

With the item type chosen, you are ready to define the first key that will specify how you want to sort the list.

- 4 Choose **Alphanumeric** or **Numeric** from the **Type** pop-up menu.
- 5 If you want to sort text (letters, not numbers), use **Alphanumeric**. If you want to sort numbers according to their total value, use **Numeric**. If you want to sort numbers according to individual digit values (as you would if sorting by ZIP Code, for instance), choose **Alphanumeric**. For more information about sort types, see *Sorting Concepts* earlier in this section.
- 6 In the next step, specify the region (zone, field, and word) you want to sort by. Because each list item is a zone, you do not need to type any value in the **Zone** box.
- 7 Type a field number in the **Field** box (on the first line) to indicate which column of information you want to sort by first.

If your list items include tabbed columns, each column in the list is a field. Each field is numbered from left to right, beginning with “1.” For example, the cities in the example list are in field 1, and the countries are in field 2. If you wanted to sort the following list by country, you would type a “2” in the **Field** box.

New York	USA
Vancouver	Canada
Geneva	Switzerland

Toronto	Canada
Paris	France
Tokyo	Japan
Omaha	USA

If a field contains more than one word, you can also specify which word you want to sort by first. Usually you will sort by the first word, but if you wanted to sort by the *last* word in a field, you would type “-1” in the field box.

- 8 If needed, define additional keys—including sort type, field, and word—to specify which field and word to sort by after sorting by the first key.

When a list contains two or more lines with the same information in the word and field location you specify for key 1, you can specify the field you want sorted next. For instance, if you sort the example list by field 2 (country), you might want to then sort by city so that the two cities in the USA will appear alphabetically.

- 9 Choose **Ascending** or **Descending** from the **Order** pop-up menu.

The order you choose affects all the keys you specify. If you choose **Ascending**, letters are sorted beginning with “a,” and numbers are sorted beginning with “0.” If you choose **Descending**, letters are sorted beginning with “z,” and numbers are sorted beginning with the highest number.

- 10 If you want to save the sorted text in a different document, select **Redirect Output**.

- 11 Click **Begin** to close the dialog box and begin the sort.

If you have redirected the output, a dialog box appears to let you choose a folder and name for the new document. Choose a folder (or disk), type a name in the text box, then click **Save**.

If you did not redirect the output, the sorted text replaces any text you selected in the active document.

If you made a mistake, choose **Undo** from the **Edit** menu to restore the original text.

Sorting Groups

In addition to lists, you can sort groups of information that are separated by two hard returns. (Group items should have a blank line between them.) You can have several paragraphs within a single group, as long as the paragraphs are separated by only one hard return.

For example, you can sort the following groups of information:

NYC to London \$478 round trip
Flight 742
7 nights
The Regent Hotel

NYC to Paris \$826 round trip
Flight 422
5 nights
The Saint Jenkins

NYC to Tokyo \$1550 round trip
Flight 973
10 nights
Le Pacific Meridien

Each line or paragraph followed by a hard return is a zone. Each group in this list contains four zones. When you sort groups, each group of zones stays together.

To sort a list of group items,

- 1** Select the text that you want to sort.
- 2** Choose **Sort** from the **Tools** menu.
- 3** Choose **Group** from the **Items** pop-up menu.

To specify the type of sort you want to perform,

- 4** Choose **Alphanumeric** or **Numeric** from the **Type** menu.

Use Alphanumeric for sorting text. If you want to sort numbers according to their total value, use Numeric. If you want to sort numbers according to the value of individual digits, use Alphanumeric. See *Sorting Concepts* earlier in this section for more information about sort types.

For sorting purposes, each group is divided into *zones*, *fields*, and *words*. A *zone* is a paragraph within the group. Each zone can also have *fields* (text items separated by a tab), and each field can be divided into *words* (separated by spaces).

- 5** In the **Zone** box, type the number of the zone (or paragraph) you want to sort by.

In the example previously mentioned, if you wanted to sort by the name of the destination city (which is in the first line), you would type a "1" in the Zone box.

- 6** If the zone you typed has more than one field (or column), type the number of the field you want to sort by.

In the example, the name of the destination is in the first field (or column), so you would type a "1" in the Field box.

- 7** In the **Word** box, type the number of the word (in that particular field) that you want to sort by.

In the example, the destination city is the third word, so you would type a "3" in the Word box.

If the number of words in a field varies and you want to sort by the last word in the field, type a "-1" to show that you want to sort by the first word from the end of the field.

- 8** If there are duplicate entries in the list for the field and word you typed, define additional keys to specify the sorting order for duplicated items.

- 9** Choose **Ascending** or **Descending** from the **Order** pop-up menu.

If you choose Ascending, letters are sorted beginning with "a," and numbers are sorted beginning with "0." If you choose Descending, letters are sorted beginning with "z" and numbers are sorted beginning with the highest number.

- 10** If you want to save the sorted text in a different document, select **Redirect Output**.

- 11** Click **Begin** to close the dialog box and begin the sort.

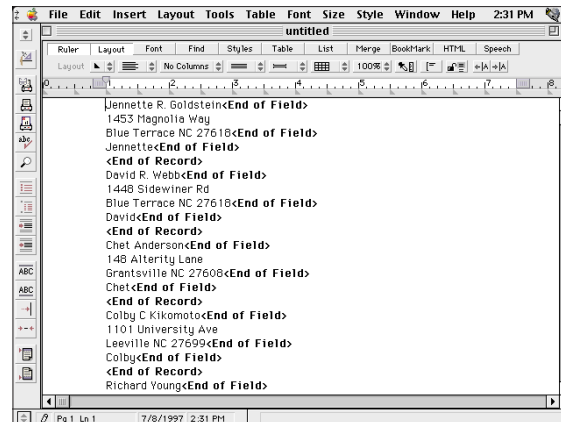
If you have redirected the output, a dialog box appears to let you choose a folder and name for the new document. Choose a folder (or disk), type a name in the text box, then click **Save**.

If you did not redirect the output, the sorted text replaces any text you selected in the active document.

If you made a mistake, you can choose **Undo** from the **Edit** menu to restore the original text.

Sorting Merge Files

Use the Sort feature when you want to alphabetize or reorder a merge data file.



Merge data files are divided into *fields*, with each field separated by an <End of Field> code. The fields are divided into *zones*, with each zone separated by a hard return. The zones are divided into *words*, with each word separated by a space.

When you sort a merge data file, each merge record (or set of fields) stays together.

For information about creating a merge data file, see *Merging Documents* in *Chapter 15: Saving Time with Automated Tasks*.

Before sorting, it is a good idea to save the file containing the text to be sorted.

To sort a merge data file,

- 1 Select the text that you want to sort.

If you have a long data file, you can choose to sort the entire file instead of selecting all the text and then sorting. For step-by-step instructions to sort an entire file, see *Sorting Files* below.

- 2 Choose **Sort** from the **Tools** menu.
- 3 Choose **Merge** from the **Items** menu.

To specify the type of sort you want to perform,

- 4 Choose **Alphanumeric** or **Numeric** from the **Type** pop-up menu.

Use Alphanumeric for sorting text. If you want to sort numbers according to their total value, use Numeric. If you want to sort numbers according to the value of individual digits, use Alphanumeric.

5 In the **Field** box, type the number of the field you want to sort by.

In our example, if you wanted to sort the records alphabetically by company name, you would type "3" in the Field box because company names are the second field of each record.

6 In the **Zone** box, type the number of the zone (or paragraph) within the field that you want to sort by.

Notice that some of the company names in the merge data file contain two lines (or paragraphs). If you wanted to sort by the name on the first line, you would type "1" in the Zone box.

7 In the **Word** box, type the number of the word you want to sort by.

If you type a "1," Corel WordPerfect will sort by the first word of the zone and field you specified.

If the number of words in a field varies and you want to sort by the last word in the field, type a "-1" to show that you want to sort by the first word from the end of the field.

8 If there are records that have the same text in the word, zone, and field that you specified, define additional keys to specify how you want to sort those items.

For example, in our data file three records include the same company name. Unless you specify what field, zone, and word to sort by next, Corel WordPerfect will sort those three randomly.

9 Choose **Ascending** or **Descending** from the **Order** pop-up menu.

If you choose Ascending, letters are sorted beginning with "a," and numbers are sorted beginning with "0." If you choose Descending, letters are sorted beginning with "z," and numbers are sorted beginning with the highest number.

10 If you want to save the sorted text in a different document, select **Redirect Output**.

11 Click **Begin** to close the dialog box and begin the sort.

If you have redirected the output, a dialog box appears to let you choose a folder and name for the new document. Choose a folder (or disk), type a name in the text box, then click **Save**.

If you did not redirect the output, the sorted text replaces any text you selected in the active document.

If you made a mistake, choose **Undo** from the **Edit** menu to restore the original text.

Sorting Files

Most of the time you will probably want to sort selected text in a file. Sometimes, however, you may want to sort an entire file. For example,

if you have a long merge data file, it would be easier to sort the file than to select all the text and then sort.

To sort an entire file,

- 1** Make sure the file you want to sort is not open, then choose **New** from the **File** menu to open a new document.
- 2** Choose **Sort** from the **Tools** menu.

A directory dialog box appears so you can specify which file you want to sort.

- 3** Select the file you want to sort.

If the file you want does not appear in the list box, use the directory pop-up menu, list box, or Show pop-up menu to locate the file. If you need additional help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*.

- 4** Click **Sort**.

The Sort dialog box appears, showing the sort criteria last used in the current session with Corel WordPerfect.

- 5** Choose the type of item you are sorting from the **Items** pop-up menu.

If the file you want to sort is a merge data file, choose **Merge**. If the file contains a list of items, each separated by a single hard return, choose **Zone**. If the file contains a list of grouped items, each group separated by two hard returns, choose **Group**.

- 6** Specify the keys you want to use for this sort.

You should specify a field, zone, word, and a sort type (alphanumeric or numeric) for each key. You will probably need only a few keys, but you can specify as many as nine. For more information about how to specify keys, you may want to refer to the examples in *Sorting (or Alphabetizing) Lists*, *Sorting Groups*, or *Sorting Merge Files* earlier in this section.

- 7** Choose **Ascending** or **Descending** from the **Order** pop-up menu.

If you choose **Ascending**, letters are sorted beginning with “a,” and numbers are sorted beginning with “0.” If you choose **Descending**, letters are sorted beginning with “z,” and numbers are sorted beginning with the highest number.

- 8** If you want to save the sorted text in a different file, select **Redirect Output**.

If you do not choose this option, the sorted text will be placed in the Untitled document that is open in the Document Editor. You can then save the Untitled document if you wish.

- 9** Click **Begin** to close the dialog box and begin the sort.

If you have redirected the output, a directory dialog box appears to let you choose a folder and name for the document the sorted text will be saved in. If you want the sorted text to replace the original text in the file, choose the original file as the output file. Otherwise, choose a folder or disk and type a new name in the text box. Click **Save** after you have selected a file.

Tips

- If you want to sort a file and insert the sorted text in another document, simply open the document into which you want the new sorted text inserted, and place the insertion point where you want the sorted text. Then proceed with the above steps, starting with step two. If Redirect Output is *not* selected, the output will be directed to the open document.

Filtering Items

Sometimes, rather than rearrange items, you want to “sift” through them and keep only the ones that meet certain criteria. This process is called *filtering*.

For example, if you have an address file that includes names and addresses of all your clients in various states, you can use the Filter feature to create a file containing only the names and addresses of clients in a particular state.

When you filter items, you devise a test for Corel WordPerfect to perform on each item. The items that meet the test remain; those that do not are removed. The test consists of the comparison of certain keys against a formula called the *filter acceptance criteria*. You enter the formula in the Filter Acceptance Criteria box in the Sort dialog box.

Because items that do not match the filter acceptance criteria are *removed* from the file when you filter, you should save a copy of your document to another file before filtering.

You can filter without sorting, or you can sort and filter at the same time.

Filtering without Sorting

- 1 Select the text you want Corel WordPerfect to scan and filter.
- 2 Choose **Sort** from the **Tools** menu.
- 3 Select **Filter** in the **Action** box, and deselect **Sort**.
- 4 Choose the type of items you are filtering from the **Items** pop-up menu.

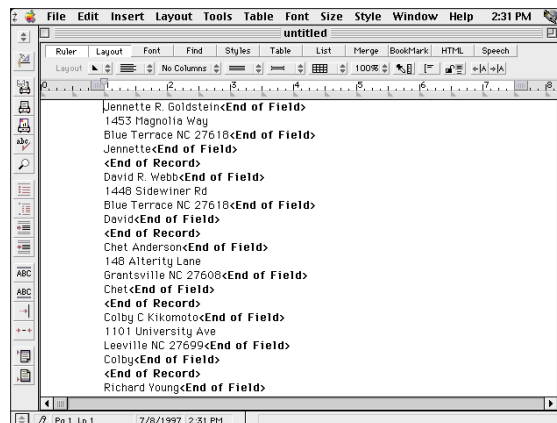
If you are filtering items from a list, choose **Zone**. If you are filtering groups of information, choose **Group**. If you are filtering a merge data file, choose **Merge**. If you need help identifying which item you should use, see *Sorting Concepts* earlier in this section.

With the type of Item selected, you are ready to define keys that specify which regions you want Corel WordPerfect to test; you will specify one key for each region you want Corel WordPerfect to test.

If you want the test to evaluate an *entire item* rather than a specific word, field, or zone within an item, you do not need to define a key. Instead of using a key, you will use the term *KeyG* in your formula (in step 7). *KeyG* stands for *key global*.

- 5 Select the key number you want to define, then type the number of the field, zone, and word you want Corel WordPerfect to test.

How you define fields and zones varies according to the type of list or file you are filtering. You may want to refer to the example shown below. If you need additional help determining what numbers to type in the Field, Zone, or Word boxes, see *Sorting Concepts* earlier in this section.



If you wanted to filter the merge data file shown above for only the records of clients in Colorado (CO), you would define key 1 with field 3 (because the state is in the third field), zone 1 (because there is only one line or paragraph in that field), and word -1 (because the state is the first word from the end of the field).

- 6 Define additional keys if you want Corel WordPerfect to test more than one region.
- 7 Once you have specified keys for the regions you want to test, enter the test formula in the **Filter Acceptance Criteria** box.

In our example, the formula to filter out records of clients only in Colorado would appear like this:

KEY1=CO

If you define more than one key, be sure to include a phrase for each key in the formula.

If you want the test to evaluate an entire item rather than a specific zone, field, and word, use the term “KeyG” in your formula in place of the key number (because you do not define a key for entire items).

You can make your formula as complex as necessary to filter exactly the items you need. Refer to *Formulas* later in this section for a list of operators you can use to write more complex formulas.

- 8** If you want to save the filtered text in a different document, select **Redirect Output**.

If you do not choose this option, the filtered text will replace the original text.

- 9** Click **Begin** to close the dialog box and begin filtering.

If you redirected the output, a dialog box appears to let you choose a folder and name for the new document. Choose a folder (or disk), type a name in the text box, then click **Save**.

Corel WordPerfect compares each region you specified in the keys with the formula in the Filter Acceptance Criteria box. If the region meets the test, the item remains in the list. If the region does not meet the test, the item is removed from the list.

If you made a mistake, choose **Undo** from the **Edit** menu to restore the original text.

Filtering and Sorting

You can sort and filter text at the same time. When you sort and filter, you need to define keys for both processes. The keys you want to use for sorting should come first. Then, when you enter the Filter Acceptance Criteria, your formula will include only the keys that you want to use in filtering.

- 1** Select the text you want to sort and filter.
- 2** Choose **Sort** from the **Tools** menu.
- 3** Select both **Sort** and **Filter** in the **Action** box, so that both checkboxes are marked.
- 4** Choose the type of item you want to sort and filter from the **Items** menu.

If you need help determining which type of item to use, see *Sorting Concepts* earlier in this section.

- 5 Define the keys you want to use for sorting, including the number of field, zone (where applicable), and word.

The keys you define for sorting should be arranged in the order you want Corel WordPerfect to sort by. For more information about defining keys, see *Sorting Concepts* earlier in this section.

- 6 Define the additional keys you want to use for filtering, including the number of field, zone (where applicable), and word.

The keys used for filtering can be in any order but must follow the keys used for sorting. For example, if you used keys 1 and 2 for sorting criteria, you would use key 3 as your first filtering key.

- 7 Type the filtering test formula you want to use in the **Filter Acceptance Criteria** box.

Your formula should include each key that you defined for filtering. If you want the test to evaluate an entire item rather than a specific zone, field, and word, use the term “KeyG” in your formula in place of the key number.

You can make your formula as complex as necessary to filter exactly the items you need. Refer to Formulas below for a list of operators you can use to write more complex formulas.

- 8 If you want the sorted and filtered text saved in a different file, select **Redirect Output**.

If you do not choose this option, the sorted and filtered text will replace the text you selected in the active document.

- 9 Click **Begin** to close the dialog and begin sorting and filtering.

If you have redirected the output, a directory dialog box appears to let you choose a folder and name for the document in which the sorted and filtered text will be saved. Choose a folder (or disk), type a name in the text box, then click Save.

If you made a mistake, you can choose **Undo** from the **Edit** menu to restore the original text.

Formulas

The following table shows the operators you can use in a formula (in the Filter Acceptance Criteria box) and their functions.

= (Equal)	Looks at the region specified by the key and checks for an exact match
<> (Not Equal)	Looks at the region specified by the key and checks to see that they are not the same
< (Less Than)	Looks at the region specified by the key and checks to see if the contents of the region are less than the value in the formula
> (Greater Than)	Looks at the region specified by the key and checks to see if the contents of the region are greater than the value in the formula
<= (Less Than or Equal To)	Looks at the region specified by the key and checks to see if the contents are less than or equal to the value in the formula
>= (Greater Than or Equal To)	Looks at the region specified by the key and checks to see if the contents are greater than or equal to the value in the formula.
* (Boolean AND)	Checks to see if the tests on both sides of the operator are met.
+ (Boolean OR)	Checks to see if the tests on either side of the operator are met

If you use the >, <, >=, or <= operators, you should be sure to specify in each whether you want to evaluate the region alphanumerically or numerically. If you are testing text (with letters), use alphanumeric. If you are testing numbers and want the test to

evaluate the entire value of the number found in the region, use numeric. If you want the test to evaluate the number according to individual digits (as you would when using ZIP Codes or phone numbers), use alphanumeric.

You can make your formula as complex as necessary to filter exactly the items you need. For example, if you want to filter out and save a list of only those clients in Littleton and Thornton, Colorado, but not clients in other states or other cities in Colorado, you could define a second key to point to the city name. Then your formula would look like this:

$$\text{KEY1}=\text{CO}+\text{KEY2}=(\text{Littleton}*\text{Thornton})$$

Corel WordPerfect evaluates a formula from left to right unless you use parentheses in the formula; items inside parentheses are evaluated first. If you use multiple sets of parentheses, the sets are evaluated from left to right. If you use parentheses inside parentheses, the innermost sets are evaluated first.

If you want Corel WordPerfect to test an entire item rather than a specific zone, field, and word, use the term “KeyG” in the formula in place of the key number. If you use KeyG, you do not need to define a key in the Sort Keys box (unless you want to specify other keys in addition to KeyG).



Formatting Documents

Methods of Formatting

Corel WordPerfect provides four basic tools to help you format your documents.

- Button Bars
- Feature Bars
- Menu
- Key Command Shortcuts

The following list explains some of the advantages of each method.

Button Bars	Require only a simple click of the mouse to access some of the most common formats.
Feature Bars	Offer specific and direct formatting techniques. Also provide access to dialog boxes for more detailed formatting.
Menus	Provide access to dialog boxes, fonts, and font sizes.
Key Command Shortcuts	Provide a quick way to format your document while keeping your hands on the keyboard.

For more information about the Button Bars, Feature Bars, menus, and key commands, see *Chapter 2: Introducing Corel WordPerfect*.

Formatting Characters

You can change the font, font size, and text style of the text you type. You can also adjust the spacing between characters (kerning).

This section includes:

- Changing the Font
- Changing the Font Size

- Changing the Text Style
- Using the Character Format Dialog Box
- Adjusting Space Between Characters (Kerning)

Changing the Font

A font is a set of characters with a specific design. The name of every font installed in your system appears in the Corel WordPerfect font menu. Use the Font menu to make changes.

The Macintosh system comes with a small selection of fonts. Corel WordPerfect also provides a number of fonts available for your use. Additional font packages can be purchased from an Apple dealer.

You can:

- Change the font and type new text
- Change the font of existing text
- Change the font of an entire document
- Change the font for all new documents

Changing the Font and Typing New Text

- 1 Choose the font you want from the **Font** menu.
- 2 Type the text.

Existing text remains in its original font.

Tips

- If you have a large number of fonts installed, it may be faster to change fonts using the Character Format dialog box. See *Using the Character Format Dialog Box* later in this section.
- You can also use the Font bar and the Character Format dialog box (⌘-H) to make changes to the font in your document.

Changing the Font of Existing Text

- 1 Select the text you want to change.
- 2 Choose the font you want from the **Font** menu.

Changing the Font of an Entire Document

- 1 Choose **Select All** from the **Edit** menu.
- 2 Choose the font you want from the **Font** menu.

Changing the Font for All New Documents

The font that is used automatically by Corel WordPerfect (commonly called the “default” font) is Geneva. You can easily change the default font to any font installed in your system.

- 1 Choose **Preferences** from the **Edit** menu, then click the **Font** icon.
- 2 Choose a font from the **Font** pop-up menu, then type a point size in the **Size** text box.
- 3 Click **OK**, then close the **Preferences** dialog box.

The default font you set affects the active document and all the new documents you create.

Tips

- You can also change the default font by changing the Document style or by using New Document Templates. The Document style affects all documents (new and existing), and New Document Templates affect new documents only. See *Chapter 15: Saving Time with Automated Tasks*.

Changing the Font Size

Use the **Size** menu to change the font size. You can also use the Character Format dialog box to make more complex changes to the font size. See *Using the Character Format Dialog Box* later in this section.

- 1 Select the text you want to change. Or, place the insertion point where you want to begin typing using the new size.
- 2 Choose a size from the **Size** menu. Or, if you want a size that is not displayed in the **Size** menu, choose **Other** from the **Size** menu, specify the size you want, then click **OK**.

If the **Size** menu does not appear on your monitor, choose a size from the **Font** menu.

Tips

- You can also change the current font size by a percentage. See *Using the Character Format Dialog Box* later in this section.
- To change the font size by one-point increments, choose **Larger** or **Smaller** from the **Size** menu.

Changing the Text Style

Text style refers to the character attributes, or appearance of text. You can choose a style from either the Style menu, the Font bar, or the Character Format dialog box. The following list illustrates the appearance of each text style.

Plain text

Bold text

Italicized text

Underlined text

SMALL CAPS

^{Superscript} text

_{Subscript} text

Redlined text

~~Strikeout text~~

Double underlined text, outlined text, and shadowed text are available only from the Character Format dialog box.

The text styles can be used for a variety of reasons. For example, Redline text is often used to indicate an addition to a document, and Strikeout text is often used to indicate that text should be deleted. You can remove Redline markings and Strikeout text by choosing Remove from the Style menu. See *Marking Proposed Changes in Documents* in Chapter 5: *Editing Documents*.

To apply a text style,

- 1 Select the text you want to change, or place the insertion point where you want to begin typing.
- 2 Choose the text style you want from the **Style** menu. Or, choose **Other** from the **Style** menu, select each text style you want from the **Character Format** dialog box, then click **OK**.

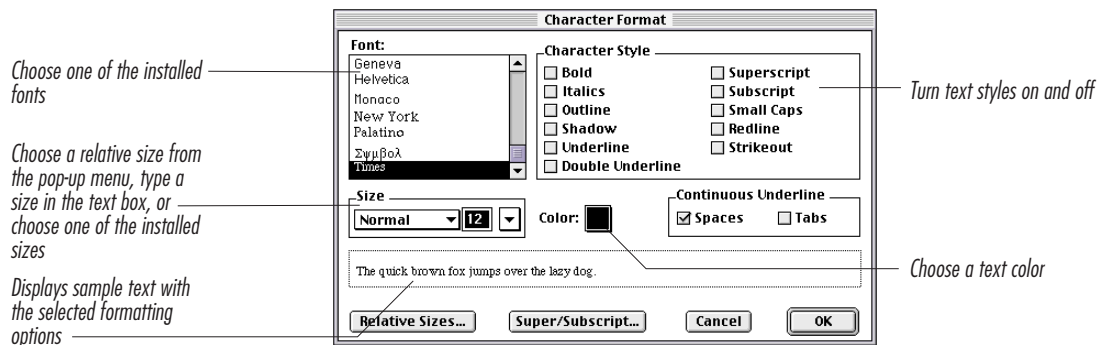
You can also use the Font bar to change the text style. Refer to *The Feature Bars* in Chapter 2: *Introducing Corel WordPerfect* for more information.

Do not confuse text styles with formatting styles. Formatting Styles are commonly used to format long documents, so the headings and text are formatted consistently. For more information about formatting styles, see *Formatting with Styles* in Chapter 15: *Saving Time with Automated Tasks*.

Using the Character Format Dialog Box

Use the Character Format dialog box to:

- Change the font
- Change the font size
- Change the character style
- Choose an underline style
- Change the text color
- Change relative size options
- Change super-/subscript options



- 1 If necessary, click **Font** on the **Control Bar** to display the Font bar.
- 2 Click **Other** on the **Font** bar.
- 3 Select any options you want in the **Character Format** dialog box.

For more information about text colors, see *Editing Graphics* in *Chapter 9: Working with Graphics*.

- 4 When the text in the display box looks like you want it to, click **OK** to close the dialog box.

Adjusting Space Between Characters (Kerning)

Use the Kerning feature to adjust the spacing between characters.

- 1 Place the insertion point between the two characters you want to move closer together or farther apart.
- 2 Choose **Kerning** from the **Layout** menu.
- 3 Select **Move Together** or **Move Apart**.
- 4 Type a new number in the **Points** text box.

Since you normally adjust the kerning by very small increments, the default measurement unit is points. There are 72 points in an inch.

When you change the value, the Kerning dialog box displays the change.

- 5 Click **OK** to accept the change and close the dialog box.

Tips

- If you have an extended keyboard, you can also change the kerning by pressing **Shift-F1** to move characters together one point and **Shift-F2** to move characters apart one point.

Formatting Lines and Paragraphs

You can change the appearance of your documents by changing the formatting of the lines and paragraphs.

Corel WordPerfect is a paragraph-oriented program. Most formatting changes you make (such as changing spacing or columns) start at the beginning of the paragraph where the insertion point is located and continue to the end of the document (unless a conflicting change occurs later in the document).

This section includes:

- Setting Tabs and Indents
- Indenting Text
- Setting Alignment
- Hyphenating Words
- Setting Line Spacing
- Setting Line Height
- Adjusting Leading
- Using Line Numbering
- Adjusting Space Between Paragraphs

Setting Tabs and Indents

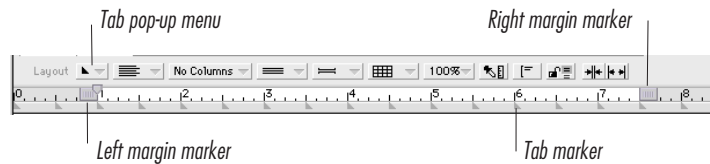
Corel WordPerfect automatically sets tabs at regular intervals. For example, USA English Corel WordPerfect sets tabs at every half inch. You can set as many as 40 tabs on the Ruler. New tab settings affect your document from the insertion point to the end of the document or until you change the settings again.

If you select text before changing tabs and indents, the new settings affect only the selected area.

Using the Ruler to Set Tabs and Indents

- 1 Place the insertion point where you want the tab settings to begin.

- 2 If the Ruler is not displayed at the top of the document window, click **Ruler** on the **Control Bar**.



To do this:

Move a tab

Remove a tab

Remove all tabs

Change the first line indent

Change margins

Do this:

Drag the tab marker to a new location on the Ruler

Drag the tab marker off the Ruler

Choose **Clear Tabs** from the **Tab pop-up menu** on the **Layout bar**

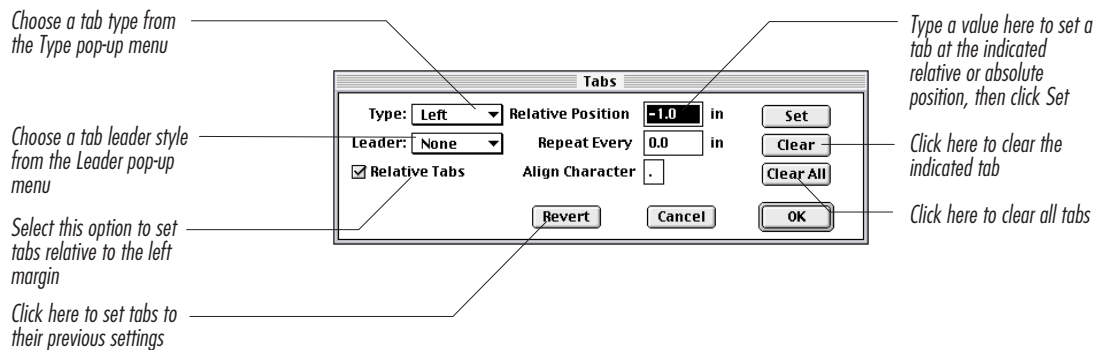
Drag the first line indent marker to a new location on the Ruler

Drag the margin markers to new locations on the Ruler

Using the Tabs Dialog Box to Set Tabs and Indents

You can use the Tabs dialog box to set or adjust tab settings with more precision.

- 1 Choose **Tabs** from the **Layout** menu, or double-click any tab on the Ruler.
- 2 Change settings, or select the options you want in the **Tabs** dialog box, then click **OK**.



Tips

- You can also set a new tab by choosing an option from the **Tab** pop-up menu on the **Layout** bar, then clicking the Ruler in the position where you want the new tab located. You can set uniform tabs by typing a relative position in the dialog box, then typing in the **Repeat Every** box the interval at which you want the tabs to appear.
- To copy the tab settings to the Clipboard, click the **Copy Ruler Settings** icon on the **Layout** bar. You can then paste the settings anywhere in your document or in another document.

Indenting Text

You can choose from a variety of ways to indent text.

To do this:

Indent the first line of a single paragraph

Indent the first line of every paragraph

Indent every line of a paragraph

Indent every line of a paragraph on both sides of the paragraph

Indent all but the first line of a paragraph (create a hanging indent)

Do this:

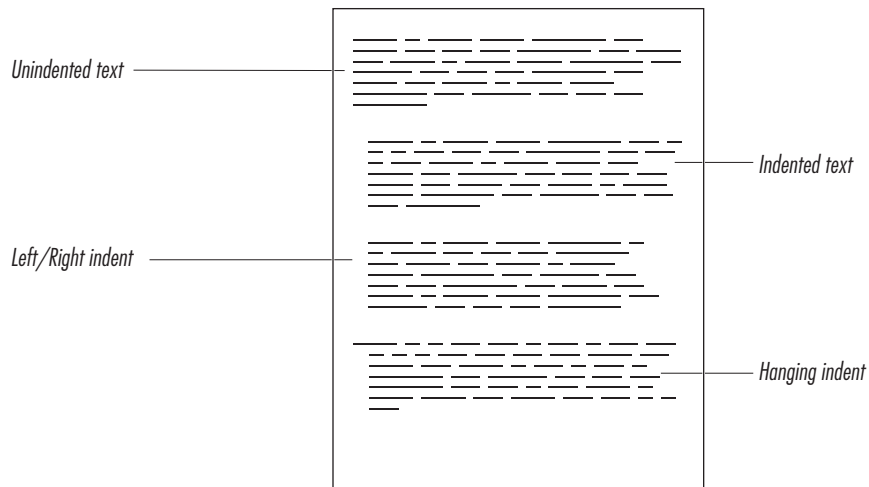
Press **Tab**

Drag the first line indent marker on the Ruler, or use the Paragraph Format dialog box

Choose **Indent** from the **Insert** menu, or press ⌘-Shift-I or Option-Tab

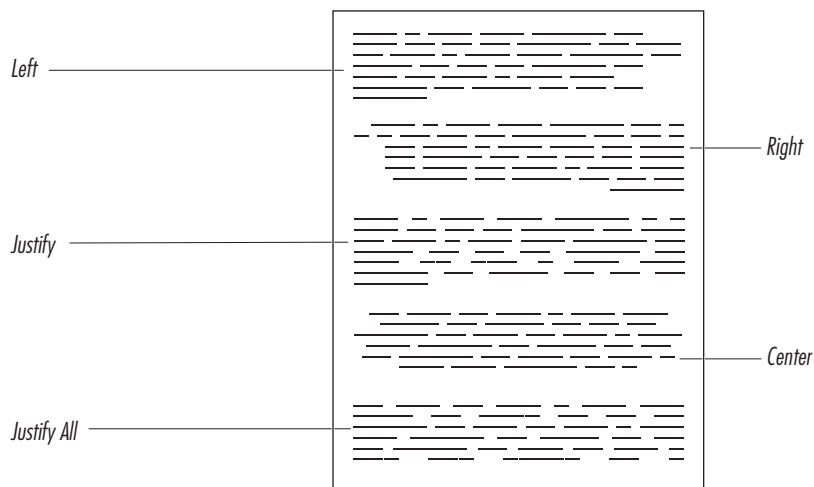
Choose **Left/Right Indent** from the **Insert** Menu, or press ⌘-F5

Choose **Indent** from the **Insert** menu, then press Shift-Tab



Setting Alignment

You can change the alignment of the text on your page using the Alignment pop-up menu on the Layout bar. You have five options:



- 1 Place the insertion point where you want the change to begin, or select the text you want to realign.

The alignment change affects the selected text or the entire paragraph where the insertion point is located and all subsequent text (unless another alignment change is encountered later in the document).

- 2 If the Layout bar is not displayed, click **Layout** on the **Control Bar**.
- 3 Choose an alignment style from the **Alignment** pop-up menu on the **Layout** bar.

Flush Right

- 1 To align existing text with the right margin, select the text, then press **Shift-F5** or **⌘-Shift-Z**.

Hyphenating Words

Corel WordPerfect normally wraps words that are too long to fit on the current line to the next line. You can hyphenate words manually, or you can use the Hyphenation feature. You can choose between Automatic Hyphenation (Corel WordPerfect places the hyphens for you) or Auto Aided Hyphenation (Corel WordPerfect lets you place the hyphen).

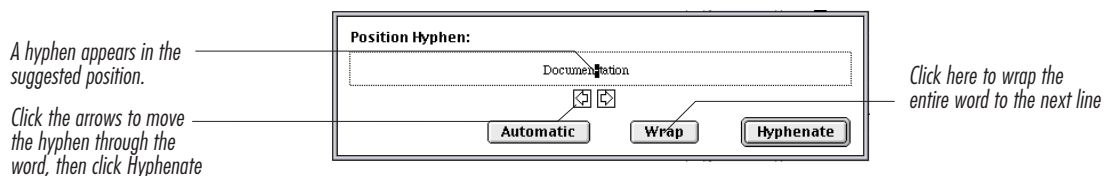
Corel WordPerfect Hyphenation

If you want an entire document hyphenated, place the insertion point in the first paragraph of the document before you turn on hyphenation. If you want hyphenation turned on as the default for all new documents, change the Document style. See Formatting with Styles in *Chapter 15: Saving Time with Automated Tasks* for information on changing the Document style.

- 1 Choose **Hyphenation** from the **Layout** menu.
- 2 Choose **Automatic** or **Auto Aided** from the **Type** pop-up menu.

If you choose Automatic, words are automatically hyphenated using the hyphenation points contained in words in the dictionary.

If you choose Auto Aided, every time a word needs to be hyphenated to fit on a line, a dialog box appears so you can place the hyphen.



Manual Hyphenation

If you want to manually hyphenate a word, insert a soft hyphen by holding down Command (⌘), then pressing the hyphen character (-). Soft hyphens are dormant unless they are needed because a word extends past the end of a line of text.

If you want to add a hyphen between two words and do not want the words separated under any circumstances, insert a hard hyphen

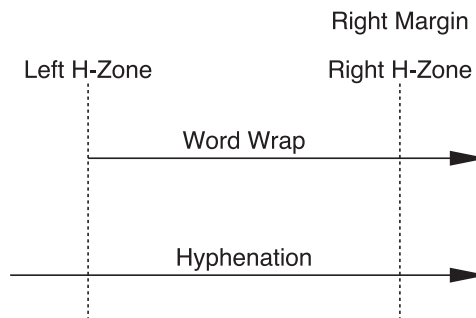
by holding down Command (⌘) and **Shift**, then pressing the hyphen character (-). If the hyphenated word is too long to fit on the line, the whole word will move to the next line.

Tips

- Use the ST Utility to look up the proper hyphenation for a word. See *Looking Up Word Hyphenation* in *Chapter 13: Using Language Tools*.

Changing the Hyphenation Zone

Corel WordPerfect uses a hyphenation zone (H-Zone) to determine if words should be hyphenated.



The left edge of the H-Zone starts .694 inches from the right margin.

The right edge of the H-Zone is directly on the right margin.

If a word starts at or before the left edge of the H-Zone and moves past the right edge of the H-Zone, the word will be hyphenated.

- 1 Place the insertion point where you want to begin changing the H-Zone for the current document.
- 2 Choose **Hyphenation** from the **Layout** menu.
- 3 Specify new values for the H-Zone.

If you want a smaller H-Zone, type a smaller number in the left text box. This will cause more words to be hyphenated, and result in better spacing when text is justified.

If you want a larger H-Zone, type a larger number in the left text box. This will cause fewer words to be hyphenated and result in more uneven spacing between words when text is justified.

The Japanese pop-up menu will be dimmed unless you are using a Japanese language module.

Setting Line Spacing

Text is always single spaced unless you specify otherwise.

- 1 Place the insertion point in the paragraph where you want the line spacing change to begin, or select the text you want to change.
- 2 Choose a different line spacing from the **Line Spacing** pop-up menu on the **Layout** bar. Or, if you want to use any other type of line spacing, choose **Other** from the **Line Spacing** pop-up menu on the **Layout** bar, select another type, then click **OK**.

Setting Line Height

Normally, line height is adjusted according to the font size you are using. For example, a 12-point Helvetica font uses a 14-point line height.



You can specify a fixed line height. Adjusting line height does not change the height of the text, so be careful that you do not allow too little space for the text.

- 1 Place the insertion point in the paragraph where you want the change to begin, or select the text you want to change.
- 2 Choose **Other** from the **Line Spacing** pop-up menu on the **Layout** bar.
- 3 Click one of the four radio buttons, or type a new line height in the **Fixed At** text box.

Tips

- You can change the unit of measurement by clicking the abbreviation next to the **Fixed At** text box, then choosing another unit of measurement from the **Line Spacing** pop-up menu.

Adjusting Leading

Leading is the space between the bottom of the longest descender in a line and the top of the highest ascender in the next line. You can use the Leading feature to change the space between lines.

Time held me green and dying
Though I sang in my chains like the sea.

- 1 Place the insertion point where you want to begin changing the leading, or select the text you want to change.
- 2 Choose **Other** from the **Line Spacing** pop-up menu on the **Layout** bar.
- 3 Click **Automatic** or **Fixed At** under **Leading**.

If you click Automatic, Corel WordPerfect will use the leading built into the font (or fonts).

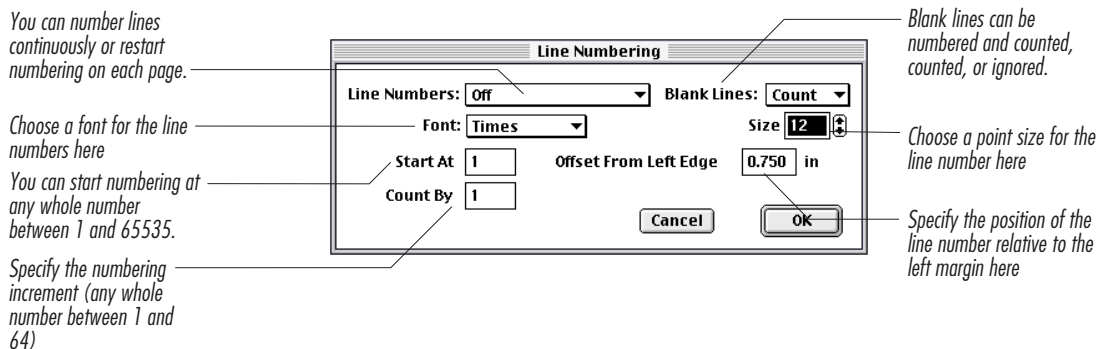
If you click Fixed At, you can specify the number of points you want between lines by typing a value in the text box. You can enter a negative number to decrease the leading between lines.

- 4 Click **OK**.

Using Line Numbering

You can place numbers at the beginning of every line in your document, or specify which lines you want numbered.

- 1 Place the insertion point where you want line numbering to begin, or select the text you want to number.
- 2 Choose **Line Numbers** from the **Layout** menu.



- 3 Select the options and make the changes you want in the dialog box, then click **OK**.

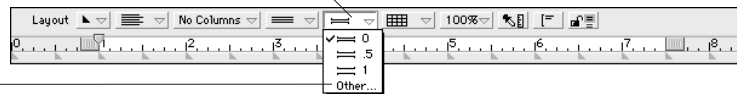
Adjusting Space Between Paragraphs

Use the Paragraph Layout dialog box to change the space between paragraphs.

- 1 Place the insertion point where you want the change to begin, or select the text you want to change.
- 2 Choose a setting from the **Paragraph Spacing** pop-up menu on the **Layout** bar.

Paragraph Spacing pop-up menu

Choose Other to open the Paragraph Format dialog box



- 3 If you want to specify a different spacing than appears in the pop-up menu, choose **Other** from the **Paragraph Spacing** pop-up menu on the **Layout** bar, then specify a new **Space Between Paragraphs** value.
- 4 Click **OK**.

Formatting Pages

You can change the appearance of your document by changing paper settings and margins, centering text top to bottom on a page, and so forth.

This section includes:

- Setting Paper Size and Orientation
- Changing Margins
- Centering Text on a Page
- Keeping Text Together

Setting Paper Size and Orientation

You can use the Page Setup dialog box to change the paper size and page orientation.

The Page Setup dialog box is part of the Macintosh System and varies according to the version of the system software you are using and the printer you have selected. See your Macintosh owner's manual for more information.

- 1 Choose **Page Setup** from the **File** menu.
- 2 Specify the settings you want, then click **OK**.

The settings you make affect only the active document and are saved with the document.

Tips

- If you have QuickDraw GX printing (available with System 7.5 or later), you can use Custom Page Setup to specify different settings for each page. In other words, you can set up one page in your document to print a chart in landscape orientation while the rest of your document is in portrait orientation. See *Choosing Page Setup Options* in *Chapter 8: Printing Documents* for more information.

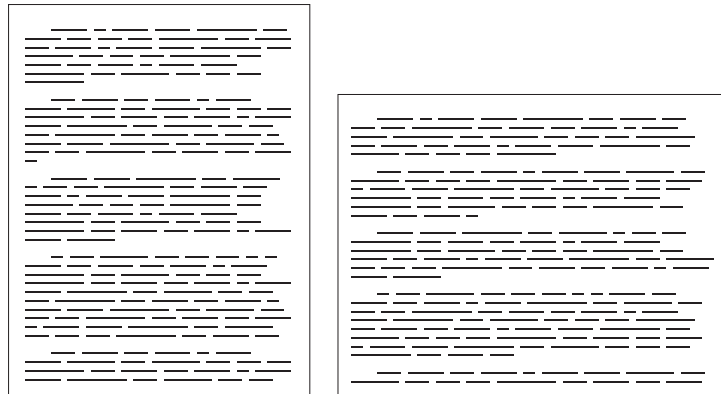
Common Paper Sizes

The following table lists some common paper sizes.

Paper Type	Dimensions
US Letter	8 1/2" by 11"
US Legal	8 1/2" by 14"
A4 Letter	8 1/4" by 11 2/3"
B5 Letter	9 8/10" by 7"
Tabloid	11" by 17"
A3 Tabloid	11 7/10" by 16 1/2"
Business Envelope	4 1/8" by 9 1/2"

Paper Orientation

You can choose between Portrait (text prints across the width of the page) and Landscape (text prints across the length of the page) page orientations. The orientation you select immediately affects the entire document.



If your Macintosh is set up for QuickDraw GX printing, you can change paper orientation page-by-page by choosing Custom Page

Setup from the File menu. (For example, page 1 of your document could use portrait orientation, and page 2 could use landscape orientation.) *Choosing Page Setup Options* in *Chapter 8: Printing Documents* for related information.

Changing Margins

Although you can easily change the left and right margins by dragging the margin markers on the Ruler, you can use the Margins dialog box to adjust the left, right, top, and bottom margins.

You can also change the binding offset to adjust the margins for facing pages of a document that is to be bound.

- 1 Choose **Margins** from the **Layout** menu, or double-click a margin marker on the Ruler.
- 2 Specify new margin settings in the margin text boxes.

Tips

- You can change the unit of measurement by clicking its abbreviation, then choosing another unit of measurement from the pop-up menu.
- LaserWriter printers have an unprintable zone of 1/2 inch around each edge of the page. If you are using a LaserWriter printer, and you set margins less than 1/2 inch from the edge of the paper, some text will not be printed. You can change the width of the unprintable zone to 1/4 inch if you choose **Page Setup** from the **File** menu, click **Options**, then click the **Larger Print Area** checkbox.

Binding Width

If you need to print a double-sided document and want to allow extra space for binding,

- 1 Choose **Page Setup** from the **File** menu.
- 2 Type the amount you want the margin adjusted on facing pages in the **Binding Width** text box.

Tips

- You can change the unit of measurement by clicking its abbreviation, then choosing another measurement from the pop-up menu.
- The value you type will be added to the width of the left margin on odd-numbered pages and of the right margin on even-numbered pages. For example, if you currently have 1-inch margins and you type .5 in the box, the left margin will be adjusted to 1.5 inches on the first page, the right margin to 1.5 inches on the second page, and so forth. The first page is an odd-numbered page unless you change the page numbering.

Back Tab

Occasionally you may need to place text, such as a heading or a graphic, to the left of the left margin. You can use Back Tab to do this without resetting the margin.

- 1 Place the insertion point at the left margin.
- 2 Choose **Back Tab** from the **Insert** menu.

The insertion point and any text or graphics to the right of the insertion point move one tab to the left.

Tips

- You can move the first-line indent to the left of the margin if you want the first line of each paragraph to “hang” to the left of subsequent lines in each paragraph.

Centering Text on a Page

You can easily center text between the top and bottom edges of the page. This is an easy way to center titles, short letters, and other text that needs to be centered vertically.

Do not leave any blank lines before or after the material you want to center unless you want those lines centered as well. (If you include blank lines, the text will not appear centered.)

- 1 Place the insertion point anywhere on the page.

- 2 Click the **Center Page** icon on the **Layout** bar.

Center Page icon



When you use Center Page, you will not see a change in the document window. If you want to see how the centering will look on the printed page, choose **Print Preview** from the **File** menu.

Keeping Text Together

Keeping Selected Lines Together

Sometimes you may want to keep a block of text together on the same page.

- 1 Select the text you want to keep together.

The selection can include anything you see in a document window.

- 2 Choose **Keep Together** from the **Layout** menu.
- 3 Click the **Keep Selected Lines Together** check box, then click **OK**.

Tips

- If any part of the block needs to move to the next page, the entire block moves to the next page.
- You can also keep lines of text together by selecting them, then clicking the **Block Protect** button on the **Layout** bar.
- You can separate a protected block by inserting a hard page break (**⌘-Return**).

Keeping a Specified Number of Lines Together

Use this feature to prevent a specified number of lines from being separated by a page break. This feature is different from the Keep Selected Lines Together feature in that it keeps together a specified number of lines, not a block of selected text.

- 1 Place the insertion point at the beginning of the first line of the group of lines that you want to keep together.

Corel WordPerfect will start counting at this line.

- 2 Choose **Keep Together Next n Lines** checkbox, then specify the number of lines you want to keep together.

Make sure you count blank lines as well as lines of text. However, when lines have extra white space between them (for example, double-spaced text), do not count extra space between lines.

3 Click **OK**.

The lines you keep together must all have the same height. (They will have the same height if you use the same point size or if you define a fixed line height.) When you keep lines together, Corel WordPerfect calculates the height of the first line, multiplies it by the number you specify, then keeps that amount of space together. If the first line is a different size than the other lines, Corel WordPerfect may reserve the wrong amount of space.

Widow/Orphan Control

A widow is the last line of a paragraph that appears by itself at the top of a page. An orphan is the first line of a paragraph that appears by itself at the bottom of a page.

Use the Widow/Orphan Control feature to adjust your document so that at least two lines appear together at the top and bottom of a page.

- 1** Place the insertion point where you want to begin Widow/Orphan control.
- 2** Choose **Keep Together** from the **Layout** menu.
- 3** Select the **Widow/Orphan Control** check box, then click **OK**.

You can turn Widow/Orphan Control on and off in a document as many times as you want.

Dormant Returns Enabled

With the Dormant Returns Enabled checkbox selected, a Return that appears alone on a line at the top of a page beginning with a soft page break is replaced by a dormant return so that an unwanted blank line is not inserted at the top of a page.

Using Make It Fit

Use Make It Fit to automatically shrink or expand a document to fill a specified number of pages. For example, suppose you have a resume with three lines of text that go onto a second page. Instead of deleting important text or repeatedly adjusting the margins or line spacing, you can use Make It Fit to automatically adjust margins, font size, or line spacing, so the resume will shrink to one page.

Using Make It Fit

- 1** In an open document, choose **Make It Fit** from the **Layout** menu.
- 2** Specify the number of pages you want the document text to fill in the **Desired number of pages** box. The number can be greater than, equal to, or less than the current number of pages.
- 3** Select the items you want automatically adjusted, then click **OK**.

When Make It Fit is finished, you can return the document to its original state by choosing **Undo** from the **Edit** menu.

Using Columns

You can create from 2 to 24 columns in Corel WordPerfect. You can adjust the spacing between columns and use precise measurements to change the spacing and margins.

This section includes:

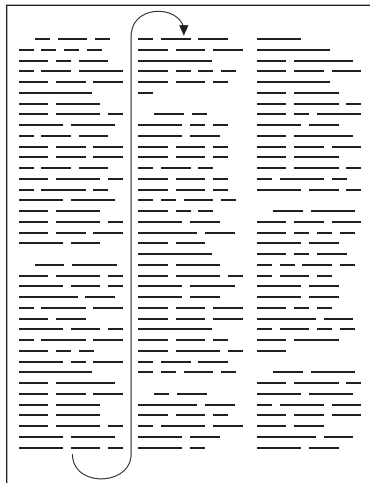
- Types of Columns
- Column Concepts
- Setting Up Columns
- Typing in Newspaper Columns
- Typing in Parallel Columns
- Typing in Extended Columns
- Joining Adjacent Columns
- Creating Column Borders
- Turning Off Columns

Types of Columns

There are three types of columns available in Corel WordPerfect.

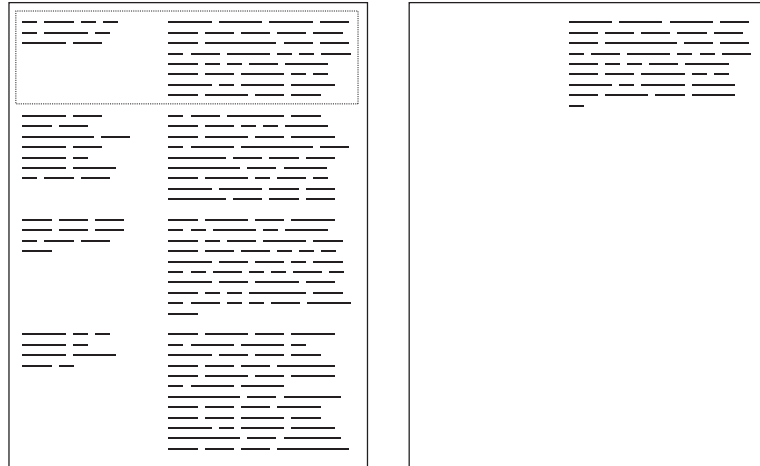
Newspaper Columns

Newspaper columns are used for text that flows from the bottom of one column to the top of the next. This style is used most frequently for newsletters, newspapers, tabloids, and brochures.



Parallel Columns

Parallel columns are used for text you want to place in side-by-side columns, such as scripts, charts, tables, and inventory lists.



Each row of columns across a page is designed to stay together. If one column in a row is longer than another, all the columns adjust in length. If a column becomes so long it moves across a page break, the entire row of columns moves to a new page.

Extended Columns

Extended columns can be used like parallel columns, except that text in any column can continue across a page break without moving the entire row to a new page.

Column Concepts

Before you begin creating columns, you should know some basic terminology.

Gutter

A “gutter” is the white space between the right margin of one column and the left margin of the next column. You can adjust the gutter by changing the column margins in the Column Format dialog box, or by dragging the column margin markers on the Ruler. When you use evenly spaced margins, Corel WordPerfect uses .25-inch gutters.

Set

A “set” of columns begins when you change the number or type of columns you are using. It ends when you move to the last column on the right side of the page, insert a hard column break, and change the number or type of columns.

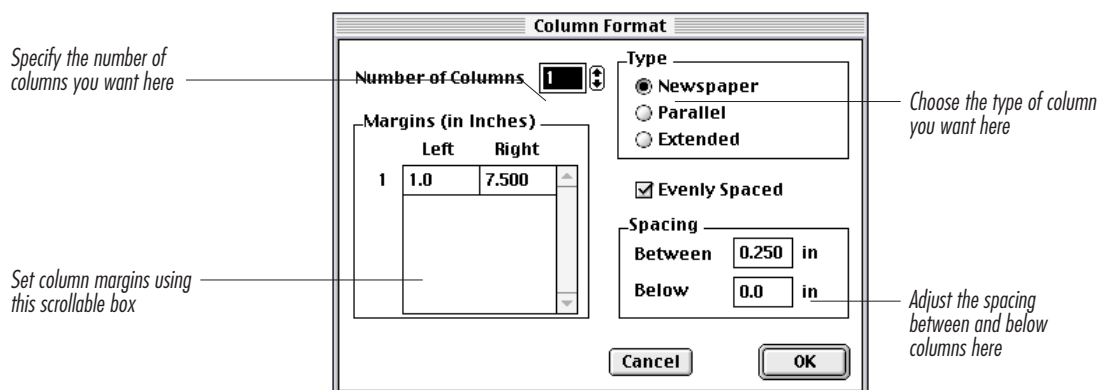
Row

A “row” of columns begins with the column at the left margin and ends with the column at the right margin. A set of columns can contain a single row or multiple rows.

Column Format Dialog Box

To open the Column Format dialog box,

- 1 Choose **Other** from the **Columns** pop-up menu on the **Layout** bar.



Setting Up Columns

You can set up columns before you start typing, or you can format existing text with columns. You can change the number and style of columns as many times as you like on a page or in a document.

- 1 Place the insertion point where you want columns to begin, or select the text you want to place in columns.

If you place the insertion point in the middle of an existing paragraph, the columns will begin at the beginning of that paragraph.

- 2 Choose **Other** from the **Columns** pop-up menu on the **Layout** bar.
- 3 Select the options you want, then click **OK**.

Tips

- If you want to use newspaper columns, you can also choose the number of columns you want from the **Columns** pop-up menu on the **Layout** bar.

Moving through Columns

Although you can move through columns by simply clicking and scrolling, you can move to a column on another page more quickly by using the **Go To** command on the **Edit** menu. Choose any of the options from the **Column** pop-up menu. The “No Change” option lets you move to a new page, yet stay in the same column.

Typing in Newspaper Columns

- 1 Type the text you want in the first column.

When your text reaches the bottom of the page, the insertion point moves to the top of the next column, so you can keep typing. When you fill the last column on the page, the insertion point moves to the left margin of the next page.

- 2 If you do not want to fill an entire column with text, insert a column break by choosing **Column Break** from the **Insert** menu or pressing **⌘-Shift-Return**.

The insertion point moves to the next column.

Typing in Parallel Columns

Text you type in parallel columns is grouped across the page in rows.

- 1 Type the text you want in the first column.

This column cannot be more than one page in length.

Tips

- If you want a column to be more than a page long, use Extended columns. See *Typing in Extended Columns* below.

- 2 Choose **Column Break** from the **Insert** menu, or press **⌘-Shift-Return**.

The insertion point moves to the top of the next column to the right.

- 3 Continue to type in each column and insert column breaks until you reach the last column on the right side of the page.

Typing in Extended Columns

You can type in extended columns exactly as you would in parallel columns. However, when you reach the bottom of the page in any column, text continues across the page break without moving the entire row to the new page.

Extended columns are useful for documents such as scripts and for tables or charts that are too large to fit on a single page.

Joining Adjacent Columns

To join the text of adjacent parallel or extended columns,

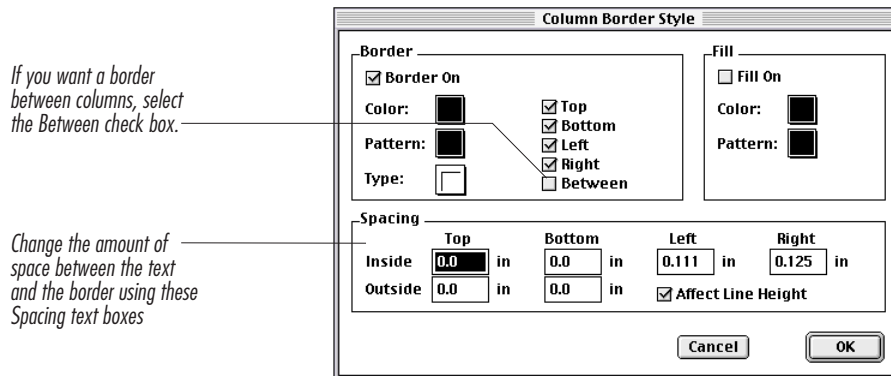
- 1 Place the insertion point at the beginning of a column.
- 2 Press **Delete** (**Backspace** on some keyboards).

The column break is deleted, and the text in every column of the set moves one column to the left.

Creating Column Borders

You can turn on a border before you begin typing, or you can add the border after you have finished typing in columns.

- 1 Place the insertion point in the set of columns you want the border to surround. Or, if you want to limit the border to one or more rows, select any amount of text in the row(s).
- 2 Choose **Borders** from the **Layout** menu, then choose **Column**.
- 3 Select options, or change any settings in the dialog box to create the border, then click **OK**.



Turning Off Columns

- 1 Place the insertion point at the end of the last line of text you want in columns.
- 2 Choose **Column Break** from the **Insert** menu, or press **⌘-Shift-Return**.

Repeat step 2 until the insertion point is beneath the last row of text in the first column.

- 3 Choose **No Columns** from the **Column** pop-up menu on the **Layout** bar.

Adding Borders, Lines, and Shading

You can use the Borders dialog boxes to create borders around characters, paragraphs, tables, pages, and columns. You can also fill the area inside the borders to create shading.

For information about creating a border or frame around a graphic, see *Graphics Basics* in *Chapter 9: Working with Graphics*.

This section includes:

- Border Concepts
- Creating Borders

Border Concepts

Lines

You can create lines by creating a border, then turning off the lines you do not want to appear. For example, if you create a paragraph border, then select only Top, a line will appear above that paragraph. The Paragraph Borders and the Column Borders dialog boxes have an option to create lines between paragraphs and columns.

Character Borders

You can add a border to any amount of selected text, or you can define a character border before you begin typing so that any text you type is surrounded by the border.

Paragraph Borders

You can create a border around the paragraph where the insertion point is currently located and any subsequent text, or you can limit a border to one or more paragraphs by selecting any text in the paragraph(s) you want the border to surround.

Select the **Between** checkbox in the **Paragraph Border Style** dialog box to create a solid line between each paragraph.

Table Borders

Using the Table bar, you can create a border around an entire table or around selected cells within a table. See *Using Tables* in *Chapter 4: Creating Documents* for information about table borders.

Page Borders

You can create a border around the page where the insertion point is currently located and any subsequent pages, or you can limit a border to one or more pages by selecting any text on the pages you want the border to surround.

If you want to limit the border to specific pages, insert a hard page break before and after those pages. The border will be contained inside the hard page breaks.

Column Borders

You can create a border around the set of columns where the insertion point is located and any subsequent columns, around a single set of columns, or around a single row in a set of columns.

Select the **Between** checkbox in the **Column Border Style** dialog box to create a solid line between each column.

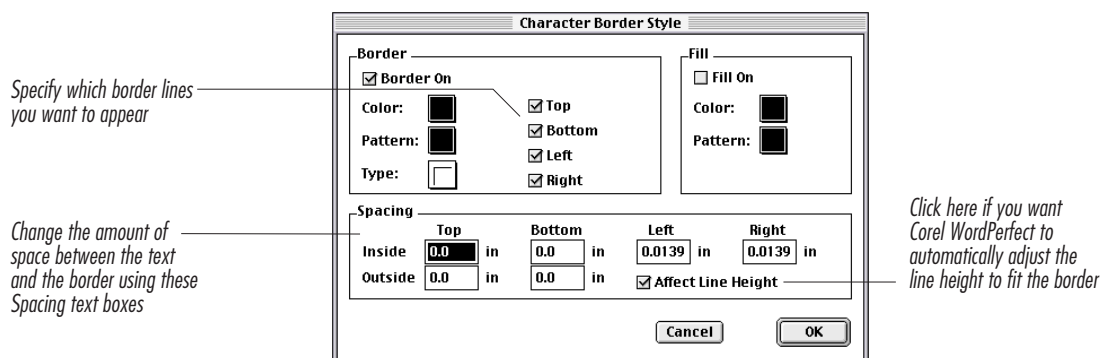
Creating Borders

- 1 Position the insertion point at the character, paragraph, page, or column around which you want to create a border. Or, select the text of the character, paragraph, page, or columns around which you want to create a border.

- 2 Choose **Borders** from the **Layout** menu, then choose **Character**, **Paragraph**, **Page**, or **Column**.

The Borders dialog box you indicated appears.

- 3 Select any options you want from the dialog box.



The dialog box options will vary according to the type of border you are creating.

- 4 Click **OK**.

The border settings remain in effect for the selected text or the current document only.

Using Formatting Codes

As you create a document in Corel WordPerfect, the windows show, as closely as possible, how your document will look on the printed page. There are no codes or special symbols to clutter your document.

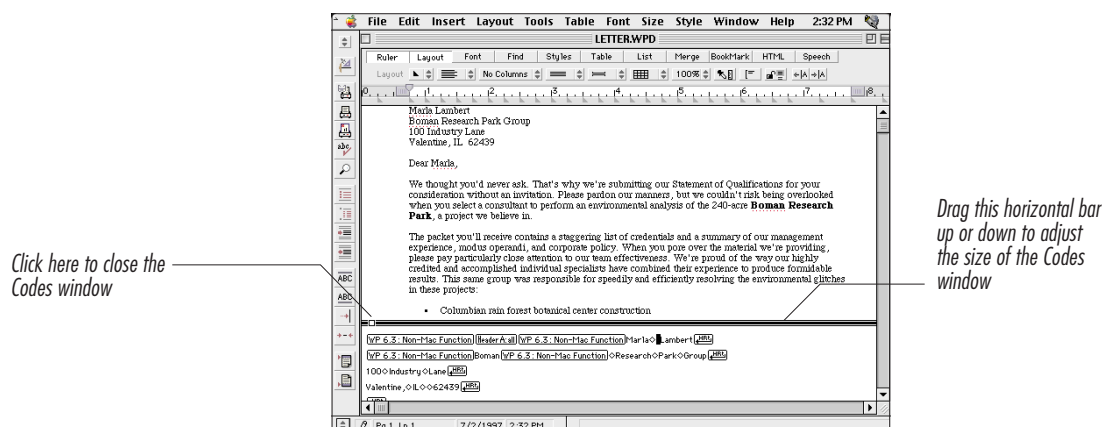
However, sometimes it is helpful to see the hidden codes Corel WordPerfect uses to format your document. You can use codes to format your document and to find and correct mistakes.

This section includes:

- Opening and Closing the Codes Window
- Showing and Hiding Paragraph Marks
- Moving through Codes
- Finding and Deleting Codes

Opening and Closing the Codes Window

1 Choose **Show Codes** from the **Edit** menu.



2 When you want to close the Codes window, choose **Hide Codes** from the **Edit** menu.

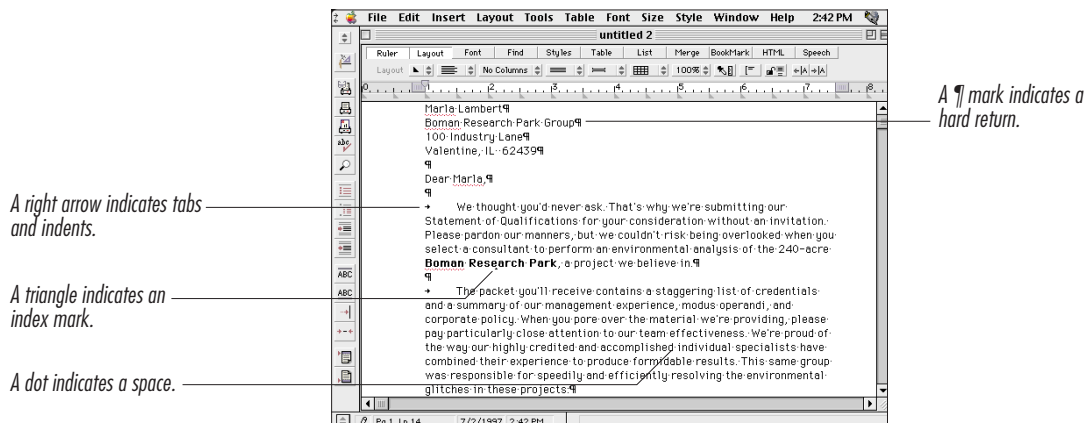
Tips

- To find out what format or function a code represents, choose **Find Code** from the **Edit** menu and scroll through the alphabetical list of codes.

Showing and Hiding Paragraph Marks

In addition to displaying the Codes window, you can display common codes in your Document window, including tabs, hard returns, and spaces.

- 1 Choose **Show ¶** from the **Edit** menu.



- 2 When you want to hide the paragraph marks, choose **Hide ¶** from the **Edit** menu.

Moving through Codes

You can move through the Codes window just like you move through the Document window. When you use the mouse and arrow keys to position the insertion point in your document, the vertical bar moves to the corresponding location in the Codes window. You can also use the mouse to point directly to areas in the Codes window.

Finding and Deleting Codes

- 1 Place the insertion point where you want the search to begin.
- 2 Choose **Find Code** from the **Edit** menu.
- 3 If you want to search from the insertion point to the beginning of the document, select **Backward** in the **Direction** pop-up list.
- 4 Select a code from the list box.
- 5 Click **Find** (or **Remove All** if you want to remove every occurrence of the code without stopping at each one).
- 6 Click **Remove** or **Remove then Find**.

If you click **Remove** then **Find**, Corel WordPerfect removes the code, then finds the next occurrence of the code.



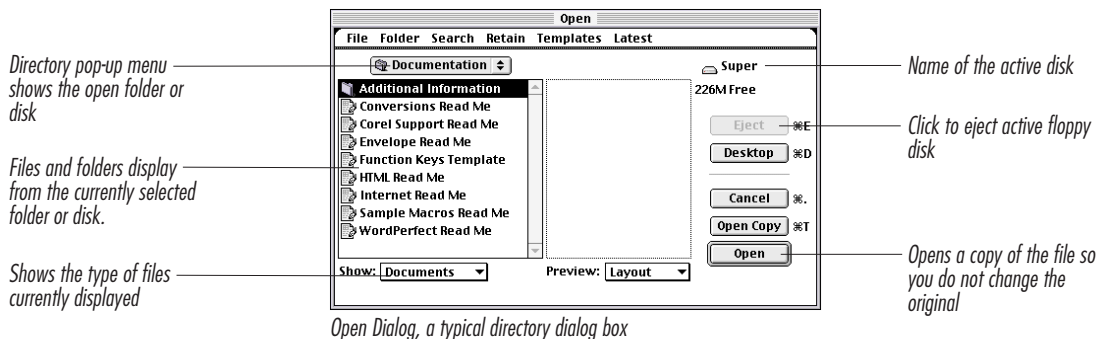
Saving and Managing Documents

Filing

To perform filing tasks such as opening folders and documents, changing disks, and saving documents, you need to know how to use directory dialog boxes.

Using Directory Dialog Boxes

From directory dialog boxes you can open and save files, name files, create directories where you can place files, and more.



- 1 Click **Desktop** to display the names of other disks (and items on the desktop).

If you do not have System 7.0 or higher, the directory dialog boxes have a Drive button instead of a Desktop button; click **Drive**.

If some files and folders do not fit in the list box, use the scroll arrows to display the rest of the list.

- 2 Double-click each folder you want to open to continue through the hierarchy of folders. Or, if you want to open a folder or document that is at a higher level of the hierarchy, choose a higher level from the **Directory** pop-up menu.
- 3 Continue using the Directory pop-up menu and list box until you locate the folder or file you want.

The Show pop-up menu allows you to limit the files and folders that appear in the list box to specific types of files. If you want to see all types of files, choose **All** from the **Show** pop-up menu.

- 4 If you are opening a document, select the document name in the list box, then click **Open**. Or, if you are saving a document, make sure you have opened the folder in which you want to save the document, type a name in the **Save Document As** text box, then click **Save**.

Tips

- You can set Corel WordPerfect to show a specific folder each time you open a directory dialog box by setting a default folder in Preferences. See **Setting Up Default Folders** in *Chapter 16: Customizing Corel WordPerfect*.

Saving Documents

You should save your documents often as you work. If a power failure, system error, or some other problem occurs while you are working on a document, information can be lost. Saving the active document frequently helps to protect your information from accidental loss.

Tips

- Corel WordPerfect has several convenient backup options to protect your documents. See *Backing Up Documents* later in this chapter.

Save and Save As

- 1 Choose **Save** or **Save As** from the **File** menu.

The first time you choose Save to save a document, the Save As dialog box appears so you can name the document and choose the folder or

disk where you want to save it. Each subsequent time you choose Save, the active copy replaces the copy on disk.

Use the Save As command to save a copy of the active document without replacing the original, to change the filename, or to save it to a different location.

2 Type a name in the **Save Document As** text box.

The name can include any characters except a colon (:). If you are using Corel WordPerfect on an A/UX system, the filename is limited to 14 characters and spaces, and you cannot use the slash (/) character.

3 If needed, use the directory pop-up menu or the list box to locate and open the disk and folder where you want to save the document.

4 If you want to save the document in a format other than Corel WordPerfect format, choose a format from the **Format** menu.

If you plan to do this:

Use the document primarily in Corel WordPerfect 3.5 Enhanced for Macintosh

Save the document as a template

Use the document in another program

Use this format:

Corel WordPerfect 3 or Corel WordPerfect 3 Compressed

Corel WordPerfect 3 Template

Corel WordPerfect 3 until you are ready to transfer the document to the other program, then save it in the appropriate format

If desired, you can use the Retain pop-up menu to save only the part of the document you want. You can choose to save the entire document, text and attributes only, graphics only, and so forth.

5 If you want to save your document with a password, select the **Password Protect** check box.

6 Click **Save**.

If you selected the Password Protect option, the Password dialog box appears. Type the password for your document, then click **OK**. Retype the password (to guard against spelling errors), then click **OK**. For more information about using passwords in Corel WordPerfect, see *Adding Password Protection* later in this chapter.

The document is saved on the active disk. A copy remains open, so you can continue to work with it.

Each additional time you choose Save from the File menu, the active document (with any changes you have made) replaces the document on disk.

Document Formats

You can save documents in several formats. The Format pop-up menu contains choices that may vary depending on the conversions you have installed in the Corel WordPerfect: Conversions folder.

You can save documents in the following formats:

Templates

You can use a Template file as a base for other documents in Corel WordPerfect 3.5 Enhanced. When you open a template file, an untitled copy of the document opens. When you add text or graphics and then choose **Save**, the Save As dialog box appears, so you can choose a name, folder, and disk for the document. The original template file remains unchanged.

RTF

Export Rich Text Format (RTF) is recognized by many MacOS applications. Save your document in RTF if you want to use it in a program that does not recognize Corel WordPerfect 3.5 Enhanced format but does recognize RTF.

Text Export

Use the Text Export format when you want to save text without any formatting. Documents saved as text can be opened in most other applications and transferred to many operating systems.

User Dictionary

Use the User Dictionary format when you want to save a list of words as a supplement to the Corel WordPerfect Dictionary. See *Checking Spelling* in *Chapter 13: Using Language Tools* for more information about creating user dictionaries.

Corel WordPerfect 3 Compressed

Use Corel WordPerfect 3 Compressed format when you want to save a document while conserving the most disk space possible.

Corel WordPerfect 5.0, 5.1, 6.0, 6.1

Use Corel WordPerfect 5.0, 5.1, 6.0 or 6.1 formats when you are preparing to transfer a document to other Corel WordPerfect platforms (such as DOS, Windows, UNIX, VAX, NeXT, or DG).

XTND

The XTND Export is provided for use with conversions from other software companies.

Tips

- If you used the Standard Installation to install Corel WordPerfect (or if you installed the conversions during a custom installation), the conversions are in place. If you did not use the Standard Installation, you can install the conversions separately. See the Installation ReadMe file in the Corel WordPerfect: Documentation folder for instructions.

Transferring Documents to Another Platform

- 1 Save the document in the appropriate format.
- 2 For example, if you want to transfer a Corel WordPerfect Macintosh document to Corel WordPerfect 6.1 (or higher) for Windows, choose the WP 6.0, 6.1 Export format when you save the document.
- 3 Transfer the document from the Macintosh to the other platform via disk. Or, place the file on a network drive that is accessible to both platforms, or transfer the file via modem using the appropriate modem software.

Tips

- If you have an electronic mail program such as Novell® GroupWise™, you can also transfer documents across platforms using e-mail.
- Instructions for transferring files vary according to the method you use and the platform involved. You may need to consult the manuals associated with your network, modem, or transfer software.

Transferring Documents on Disk

If you use System 7 Pro or later with a Macintosh SuperDrive™ (a drive that reads both Macintosh and DOS-formatted disks), Macintosh PC Exchange allows you to save or copy files directly to DOS disks.

If you do not have Macintosh PC Exchange, you can use Apple File Exchange (an application provided by Apple Computer, Inc.) to transfer files on disks.

To use Apple File Exchange with Corel WordPerfect,

- 1 Double-click the **Apple File Exchange** application icon.

- 2 Insert a DOS-formatted disk in a Macintosh drive that will read a non-Macintosh disk.

If your Macintosh will not accept a non-Macintosh disk, see your Apple dealer for information about hardware that will allow you to transfer disks.

- 3 Deselect any options that are selected in the **Mac to MS-DOS** menu.
- 4 Select the document you want to convert in the list box on the left, then click **Translate**.
- 5 A translated copy of the file appears in the right list box and is stored on the disk.
- 6 Choose **Quit** from the **File** menu to quit **Apple File Exchange** and eject the disk.
- 7 Insert the disk in a drive on the desired computer, open the appropriate version of Corel WordPerfect, then open (or retrieve) and save the document.

Tips

- For information about other methods of transferring files on disks, see your Apple dealer.

Tips for Converting Documents

Because of differences between MacOS and other operating systems, documents may appear differently on other platforms than on MacOS.

For best results in converting documents to other platforms, we recommend the following:

- Use LaserWriter® fonts such as Times or Helvetica.
- Use font attributes such as bold rather than font types such as Helvetica Bold.
- Avoid setting tabs at the extreme right side of the page.
- Avoid using the following features: borders, landscape orientation, kerning, bar tabs, and watermarks.
- When possible, create headers or footers at the top of the page where you want them to appear. Because text may wrap differently after converting, you may want to place a hard page break before the header or footer.

The Corel WordPerfect application contains several internal character maps to assist in converting symbols and other special characters.

For more detailed information about the formatting that does and does not convert, open the Conversions Read Me document in the Corel WordPerfect: Documentation folder.

More Information About Saving

Disk Full Message

If there is not enough space left on the active disk to save the document, an alert box tells you the disk is full. You can either use another disk that is not full, or delete some other documents to make room for the active document. See *Deleting Documents or Folders* later in this chapter for more information.

Retain

You can use the Retain pop-up menu (in the Save As dialog box) to choose parts of the document you want to save. You can save the entire document, text and attributes only, graphics only, and so forth.

Backing Up Documents

When you back up your documents, you create additional copies for use in case the originals become damaged. Because electronic data can be damaged by power failures, magnetic fields, system errors, dust, direct sunlight, or static electricity, it is important to back up your documents. Backing up your documents helps protect them against accidental loss.

You can use several methods of backing up, including manual backup, Automatic Backup, and Original File Backup. We recommend that you:

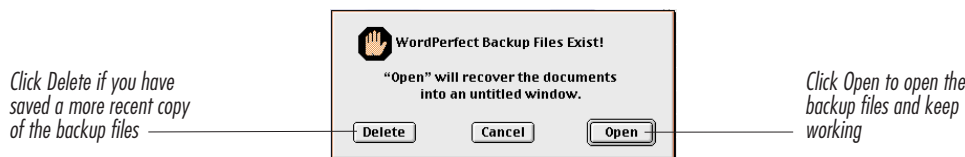
- Back up all important documents manually by saving your work frequently.
- Save extra copies of your work on an alternate disk. For information about saving your documents, see *Saving Documents* earlier in this chapter.
- Use Automatic Backup whenever you use Corel WordPerfect.
- Use Original File Backup when you are concerned about inadvertently saving changes you do not want.

Using Automatic Backup

The Automatic Backup feature makes a backup copy of the active document every 15 minutes (or as often as you specify). If you have several documents open at the same time, Corel WordPerfect creates a backup file for every document that is active long enough for a backup copy to be created.

Automatic Backup is a safety feature—it is not a substitute for saving your documents.

When you quit Corel WordPerfect properly, the backup copies are deleted. But if a power failure or some other problem causes you to restart your computer while Corel WordPerfect is running (or if you turn off your computer without quitting Corel WordPerfect), the backup files are saved in the System Folder: Preferences: Corel WordPerfect folder. The next time you start Corel WordPerfect, the backup alert box appears.



If you click Open, the backup files are opened into untitled windows and are deleted from the System folder. You can then save and name each document separately, or you may close the untitled window without saving changes if you have a more recent copy.

Changing Automatic Backup Settings

You can change the number of minutes between automatic backups or disable Automatic Backup altogether by using the Environment dialog box.

- 1 Choose **Preferences** from the **Edit** menu, then click **Environment** in the **Preferences** window.
- 2 If you want to change the number of minutes between backups, type a new number in the text box. Or, if you want to turn off Automatic Backup, deselect the **Backup Every ... Minutes** check box.

Using Original File Backup

When Original File Backup is turned on, Corel WordPerfect saves two copies of a document when you choose Save. The active document (with any changes you have made) is saved with its original name, and a copy of the document on disk (without the most recent changes)—that would have been replaced in normal save—is saved with the word “Backup” added to its name.

Because this method of backup uses up disk space and creates extra documents, we recommend that you use Original File Backup only when you are concerned about inadvertently saving changes you do not want.

To turn on Original File Backup,

- 1 Choose **Preferences** from the **Edit** menu, then click **Environment** in the **Preferences** window.
- 2 Select the **Original File Backup** check box, then click **OK**.

Each time you save a document, the previous version of the document (without the most recent changes) is saved with the word “Backup” added to its name. These backup files remain even after you quit Corel WordPerfect.

Closing Documents

To close the active document,

- 1 Choose **Close** from the **File** menu. Or, click the close box in the upper-left corner of the Document window.

If you did not save the most recent changes to the document, an alert box appears. If you click **Save** and the document has not been saved before, the **Save As** dialog box appears, so you can name and save the document.

Tips

- You can also press **⌘-W** to close a document.
- You do not need to close a document before you open another document. Corel WordPerfect lets you have as many documents open at the same time as the memory of your computer allows.

Cycling Document Windows

If you have more than one document open, you can use the **Cycle Windows** pop-up menu to display an open document window or to arrange the open document windows in a tile formation (side-by-side), or a cascade (overlapping) formation.

Displaying an Open Document

- 1 Choose **Next Window** from the  pop-up menu on the title bar of the Document window. Or, choose the name of the open document from the  pop-up menu.

The next window or the document you selected moves to the front.

Tips

- You can also click any part of a visible window to activate that document and bring it to the front.

Tiling and Cascading Document Windows

When you have more than one document open at a time, Corel WordPerfect normally arranges them in a cascade arrangement (overlapping).

To tile open document windows (side-by-side),

- 1 Choose **Tile Windows** from the  pop-up menu.

To cascade open document windows (overlapping),

- 2 Choose **Cascade Windows** from the  pop-up menu.

Deleting Documents or Folders

Outside of Corel WordPerfect, you can delete a document or folder from the desktop by dragging it to the Trash, then choosing Empty Trash from the Special menu.

When Corel WordPerfect is open, you can delete documents and folders from the Open dialog box.

- 1 Choose **Open** from the **File** menu.
- 2 Select the document or folder you want to delete.
- 3 Choose **Delete** from the **File** or **Folder** menu in the dialog box.
- 4 To close the dialog box, click **Cancel**.

Tips

- Cancel only closes the dialog box; it does not cancel the deletion.
- From within Corel WordPerfect, you can delete a folder only if it is empty. To find out if a folder is empty, double-click the folder in the list box, then choose **All** from the **Show** pop-up menu. If the list box shows that the folder is not empty, you must either move or delete its files before deleting the folder.

Copying, Moving, or Renaming Documents or Folders

Copying Documents

- 1 Choose **Open** from the **File** menu.
- 2 Select the document you want to copy from the list box.
- 3 If the document you want to copy does not appear in the list box, use the Directory pop-up menu, the list box, or the Show pop-up menu to locate the document you want. For more information about using directory dialog boxes, see *Filing* at the beginning of this chapter.
- 4 Choose **Copy** from the **File** menu in the dialog box.
- 5 Type a name for the new document in the **File Name** text box.
- 6 Using the **Directory** pop-up menu or list box, open the folder or disk where you want to save the new copy of the document.
- 7 Click **Save**.

Copying Folders

To copy a folder in Corel WordPerfect, create a new folder, then copy each of the files into the new folder. See *Creating New Folders* later in this section and *Copying Documents or Folders* above.

To copy a folder outside of Corel WordPerfect, hold down Option while you drag the folder you want to copy to a different window on the desktop.

Moving Documents or Folders

To move a document to a different folder or disk, copy the document to a new location, then delete the original document. See *Copying Documents or Folders* above and *Deleting Documents or Folders* earlier in this section.

To move a folder, create a folder in a new location, copy the documents from the original folder to the new folder, then delete the original documents and folder.

To move a document or folder outside of Corel WordPerfect, drag the document or folder icon to a new location on the desktop.

Renaming Documents or Folders

- 1 Choose **Open** from the **File** menu.
- 2 Choose **Rename** from the **File** or **Folder** menu in the dialog box.
- 3 Type a new name in the **Rename To** text box, then click **OK**.

Creating New Folders

To create a new folder when Corel WordPerfect is open,

- 1 Choose **Open** from the **File** menu.
- 2 If you want to create a new folder in a location other than the open folder or disk, use the **Directory** pop-up menu or list box to open the folder or disk you want.
- 3 Choose **New** from the **Folder** menu in the dialog box.
- 4 Type a name for the new folder in the **New Folder Name** text box.
- 5 Click **OK**.

Corel WordPerfect creates a new folder, and the Open dialog box remains open. The new folder appears in the list box. Because the list box is arranged alphabetically, you may need to scroll through the list box to see the new folder.

- 6 To close the dialog box, click **Cancel**.

Getting Information about Documents or Folders

Corel WordPerfect provides several ways of getting information about documents and folders.

To find this information:	Use this command:
Date created (document or folder)	Info
Date last modified (document or folder)	Info
Size (document)	Info
Program version used to save (document)	Info
Creator designation and file type (Document)	Info
Number of files and folders (folder)	Info
Number of characters and words	Word Count
Number of lines and sentences	Word Count
Number of paragraphs and pages	Word Count
Average word length	Word Count
Average and maximum words per sentence	Word Count

Using the Info Command

Use the Info command to find the following types of information:

- Date a document or folder was created
- Date a document or folder was last modified
- Size of a document
- Program version used to save a document

- Creator designation or file type of a document
- Number of files and folders in a folder

- 1 Choose **Open** from the **File** menu.
- 2 In the list box, select the document or folder you want to get information about.
- 3 Choose **Info** from the **File** or **Folder** menu in the dialog box.

A dialog box appears, showing information about the selected document or folder.

Using Word Count

The Word Count command displays the following information about the active document:

- Number of characters and words
- Number of lines and sentences
- Number of paragraphs and pages
- Average word length
- Average and maximum number of words per sentence

- 1 Make sure the document you want to get information about is the active document.
- 2 Choose **Word Count** from the **Tools** menu.

The dialog box shows the status of the document as it is on the screen, not as it was last saved on disk.

Tips

- Spaces, tabs, and returns are counted as characters.
- Blank lines are counted as lines.
- A paragraph is anything that ends with a hard return (or paragraph mark), hard page break, or hard column break.
- A word is any group of characters set off by a tab, indent, space, or punctuation on either side.
- A sentence is any group of words followed by a period, question mark, or exclamation point.
- A page can end with a soft page break or a hard page break.

Finding Documents or Folders

Finding Documents or Folders by Name

Use Apple's Find command, outside of Corel WordPerfect, when you want to find a document or folder by its name.

- 1 At the desktop (outside of Corel WordPerfect), choose **Find** from the **File** menu.
- 2 Type the name of the file or folder you want to find, then click **Find**.

The Finder stops at the first file or folder with a name that contains the text you typed.

- 3 To continue searching, choose **Find Again** from the **File** menu.

Finding Documents by Content

Use the Word Search feature to find a document that contains a specific word or phrase.

- 1 Choose **Open** from the **File** menu.
- 2 Open the folder you want to search.
- 3 Choose **All Documents** from the **Search** menu in the dialog box. Or, select the file in the folder you want to search, then choose **Selected Document** from the **Search** menu in the dialog box.

Corel WordPerfect searches the documents in the list box for that word or phrase but does not search inside any folders in the list box.

If you chose Selected Document rather than All Documents, Corel WordPerfect will search only the selected document in the list box.

- 4 Type the word or phrase you want to search for.

The word or phrase must match character for character, including spaces (although uppercase and lowercase characters do not need to match).

- 5 When the search is complete, click **OK**.

If you chose to search all documents in the folder, the Open dialog displays the names of the files that contain the search word or phrase.

If you want to redisplay the other document names in the list box, choose **Documents** or **All** from the **Show** pop-up menu.

Tips

- For information about finding text within an open document, see *Searching for Text* in *Chapter 5: Editing Documents*.

Adding Password Protection

When you assign a password to a document, no one can open or print the document without entering the password.

Because you cannot open a password-protected document without the password, it is important that you choose a password that will be easy for you to remember.

Assigning Passwords to Documents

- 1 Choose **Save As** from the **File** menu.
- 2 Select the **Password Protect** check box.
- 3 Specify a document name and directory as needed, then click **Save**.

As you type, apples (🍏🍏🍏) appear in place of characters and spaces. The password can contain as many as 59 characters or spaces, including any numbers and symbols that are on the keyboard.

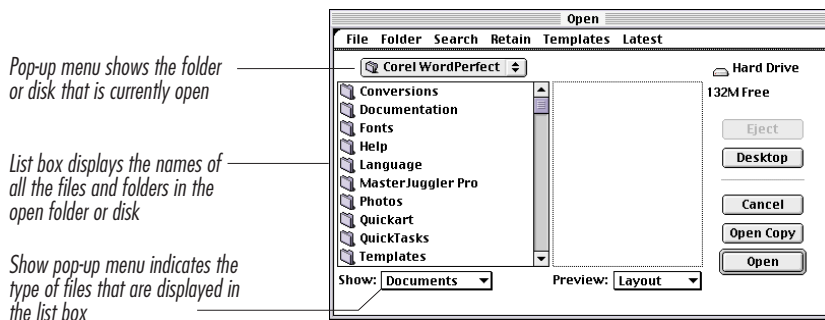
- 4 Click **OK**.
- 5 Type the password a second time, then click **OK**.

Tips

- If you want to password-protect all new documents, choose **Preferences** from the **Edit** menu, then click the **Environment** icon. Choose **Password Protect** from the **Options** menu in the **Environment** dialog, then click **OK**.

Opening Password- Protected Documents

- 1 Choose **Open** from the **File** menu.



- 2** Select the name of the document you want to open, then click **Open**.
- 3** Type the password, then click **OK**.

If you enter the wrong password, you will be given another chance to type the correct password.

Removing Passwords from Documents

- 1** Open the document.

You will need to type the password and click **OK** to open the document.

- 2** Choose **Save As** from the **File** menu.
- 3** Make sure that the **Password Protect** check box is not selected, then click **Save**.
- 4** Click **Replace** to replace the existing file.

Because you did not change the folder or disk and did not change the name of the document, Corel WordPerfect replaces the password-protected version of the document with a copy that does not have a password.



Printing Documents

Choosing a Printer

Before you can print a document, you need to choose a printer. (For instructions on installing a printer and connecting it to your Macintosh, see your printer manual or your Macintosh owner's manuals.)

If you use a system version prior to 7.5, use the Chooser to choose a printer. If you use System 7.5 or later, use the Chooser to create a desktop printer, then use the Print dialog box to choose a desktop printer.

- 1 Select **Chooser** from the  menu, then click a printer icon in the upper-left corner of the dialog box.

The dialog box varies slightly according to the system version you have installed on your Macintosh.

The available printers appear in the Printer list box on the right side of the dialog box.

If you do not see a printer icon or any available printers in the list box, refer to your Macintosh manual for information on setting up a printer, or contact your network administrator if your Macintosh is on a network.

- 2 Select the printer you want to use in the **Printer** list box, then click the close box to close the Chooser. Or, if you have QuickDraw GX printing (available with System 7.5 or later), click **Create** to create a desktop printer. Refer to your Macintosh manual or contact your system administrator for more information about desktop printers.

Tips

- If you have QuickDraw GX printing and have created a desktop printer, use the Print dialog box to choose the printer for a document. For more information, see *Printing Documents* later in this chapter.
- The printer you select remains in effect until you change it. You do not need to select the printer each time you print a document.

Choosing Page Setup Options

Use the Page Setup dialog box to change the paper size, page orientation, size of the printable area, and many other options for the current document.

If you use System 7.5 or later with QuickDraw GX printing, you can also use the Custom Page Setup dialog box to choose options for specific pages of a document. For example, you can choose a portrait orientation for the first page of the document, landscape orientation for the second page, and portrait for the third page.

This section includes:

- Choosing Page Setup Options for a Document
- Choosing Page Setup Options for a Single Page
- Page Setup Options

Choosing Page Setup Options for a Document

- 1 Choose **Page Setup** from the **File** menu.
- 2 Select the options you want in the Page Setup dialog box.

For an explanation of the most common Page Setup options, see *Page Setup Options* later in this section.

- 3 If you have QuickDraw GX printing (available with System 7.5 or later), you can click **More Choices** to display additional options. Choose a printer type from the **Format for** pop-up menu, then click the appropriate icon in the scroll box and choose the options you want.
- 4 Click **OK**; or if you are using QuickDraw GX printing, click **Format**.

The Page Setup options you choose remain in effect for the current document only.

Tips

- If you click **Cancel**, all of the Page Setup options you chose in the Page Setup dialog will be canceled.

Choosing Page Setup Options for a Single Page

If you have QuickDraw GX printing (System 7.5 or later), you can choose page setup options for individual pages of a document.

To choose a page setup for a single page,

- 1 Make sure the insertion point is on the page you want to format.
- 2 Choose **Custom Page Setup** from the **File** menu.
- 3 Select the options you want in the **Custom Page Setup** dialog box.
- 4 Click **Format** to save the changes you have made.

Tips

- To remove a setting for a particular page, follow steps 1-3 above, then click **Remove** instead of **Format** in step 4.

Page Setup Options

The options in the Page Setup and Custom Page Setup dialog boxes vary, depending on the system version and the printer you use. This section describes some of the common options.

Paper Type:

US Letter

US Legal

A4 Letter

B5 Letter

A3 Tabloid

Business Envelope (#10)

Dimensions:

8 1/2" by 11"

8 1/2" by 14"

8 1/4" by 11 2/3"

7 1/4" by 10 1/4"

11 7/10" by 16 1/2"

4 1/8" by 9 1/2"

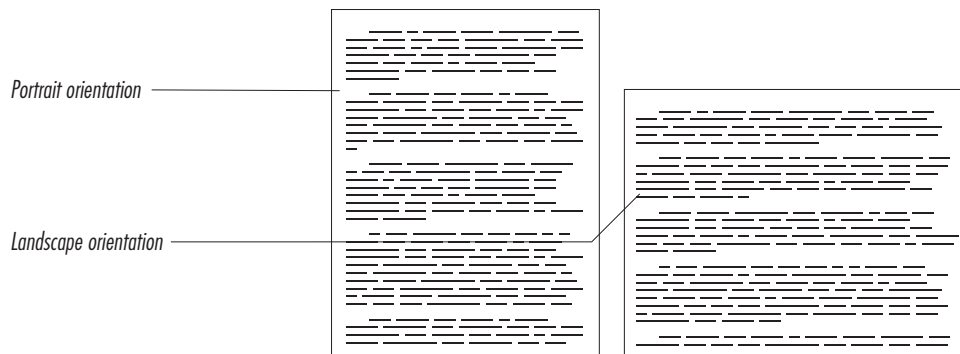
Reduce or Enlarge (Scale)

To reduce or enlarge the text and graphics of your document by a percentage of the original document on screen, type a percentage in the text box.

Page Orientation

You can select Portrait (text prints across the width of the page) or Landscape (text prints across the length of the page). The orientation selected affects the entire document, unless you have QuickDraw GX printing and use Custom Page Setup to change the orientation for specific pages.

QuickDraw GX printing also lets you choose which edge feeds into the printer with Landscape orientation.



Binding Width

Use the Binding Width feature in the Page or Custom Page dialog box if you need to print a double-sided document and want to allow extra space for binding.

For example, if your document has 1-inch (2.5 cm.) margins and you type .5 in the Binding Width box, the left margin will be adjusted to 1.5 inches on the first page, the right margin to 1.5 inches on the second page, and so forth. The first page is an odd-numbered page unless you change the page numbering.

Tips

- If you use QuickDraw GX printing, click **More Choices**, then click the **WP Setup** icon to display the Binding Width option.

Fractional Character Widths

If you want your characters to print on a LaserWriter with more accurate proportional spacing, select the Fractional Character Widths check box. The computer then calculates where to place characters in fractions of pixels. (A pixel is the smallest dot that can be displayed on your monitor.)

Because screens are normally 72 dpi (dots, or pixels, per inch) and LaserWriters can print 300+ dpi, turning on Fractional Character Widths allows the LaserWriter to calculate character widths for the best character spacing when you print a document. However, because your monitor cannot display fractions of a pixel, the screen display is more difficult to read when Fractional Character Widths is turned on.

Tips

- If you use QuickDraw GX printing, click **More Choices**, then click the **WP Setup** icon to display the Fractional Character Widths option.

Save As Default

This option saves the settings you make in the Page Setup dialog box, so they remain in effect for all new documents until you change them again.

Tips

- If you use QuickDraw GX printing, click **More Choices**, then click the **WP Setup** icon to display the Save As Default option.

Format for

This QuickDraw GX option lets you format for the type of printer you will use for your final output while printing test copies on a different printer. When you select some printer types, an icon will appear on the left. Clicking the icon displays additional printer options.

LaserWriter Effects

If you use a LaserWriter printer with a system version prior to 7.5, use the Page Setup dialog box to choose any of the following printer effects.

Font Substitution

If you try to print a font that is not available on your printer, your system provides a substitute for the font. If you turn off this option, your printer recreates the font by drawing a bitmap image of the font rather than substituting a different font.

Text Smoothing

Bitmapped fonts are automatically smoothed using mathematical calculations. If you do not want bitmapped fonts smoothed, turn off this option.

Graphics Smoothing

Bitmap graphics are automatically smoothed using mathematical calculations. If you do not want bitmap graphics smoothed, turn off this option.

Faster Bitmap Printing

Any bitmapped text or graphics in your document are automatically preprocessed to make your document print faster. If you get an error message that says your document is OK but cannot be printed, turn off this option, and try printing again.

LaserWriter Options

If you use a LaserWriter printer with a system version prior to 7.5, click Options in the Page Setup dialog box to choose from these additional options.

Flip Horizontal

Choose this option to flip the pages of your document around an imaginary vertical line through the center of the page.

Flip Vertical

Choose this option to flip the pages of your document around an imaginary horizontal line through the center of the page.

Invert Image

Choose this option to print a negative image of your document. Black becomes white; white becomes black. This option is useful for printing to film on a linotronic printer (used for publishing).

Precision Bitmap Alignment (4% reduction)

Choose this option to minimize the distortion of bitmap graphics by reducing each page to 96%. Because a LaserWriter prints graphics at 300 dpi, and most monitors display only 72 dpi (and 300 is not a multiple of 72), bitmapped images are slightly distorted when printed to a LaserWriter printer. Reducing the image by 4% makes it possible to print the proper number of dots without distorting the image.

Larger Print Area (Fewer Downloadable Fonts)

Choose this option to enlarge the printable area. Normally, if you set margins smaller than .5 inch (with this option turned off), some of the text will not print. If you turn on this option, you can use margins as small as .25 inch.

This option uses the memory normally reserved for downloadable fonts. If your printer cannot download the needed fonts when this option is on, try printing with this option turned off.

Unlimited Downloadable Fonts in a Document

This option reserves more printer memory for downloadable fonts. If you are printing graphics, or if you select the Larger Print Area option, you may want to leave this option turned off.

ImageWriter Effects

If you use an ImageWriter® printer with a system version prior to 7.5, use the Page Setup Dialog to choose any of the following printer effects.

Tall Adjusted

If you have selected an ImageWriter in the Chooser but want your document formatting to simulate what it would be if you had selected a LaserWriter, select this option. If you are using a Macintosh with a smaller monitor, you might want to turn on this option so you can see all your text in the window at one time. The Page Setup settings are saved with your document, so you do not need to select this option next time you open the document.

50% Reduction

When this option is selected, document text and graphics print one-half the normal width and height. The size of the text and graphics on screen remains the same, but the page size doubles. When you print, everything is reduced to print on one page.

No Gaps Between Pages

When this option is selected, Corel WordPerfect ignores the top and bottom margins during printing. This is useful when you are printing mailing labels.

Printing Documents

Use **Print One Copy** to print a single copy of the current document without changing the current printing options.

Use **Print** to print one or more copies of the current document. The **Print** command opens the **Print** dialog box and allows you to choose from a variety of printing options.

If you want to preview a document before printing it, choose **Print Preview** from the **File** menu. See *The Screen* in *Chapter 2: Introducing Corel WordPerfect* for more information.

This section includes:

- Printing One Copy
- Using the Print Dialog Box
- Printing Options
- Printing Unopened Documents
- Printing to a Portable Digital Document

Printing One Copy

To print a single copy of the current document without changing the printing options,

- 1 Choose **Print One Copy** from the **File** menu.

IMPORTANT: You must select a printer or, in System 7.5, create a desktop printer before you can use Print One Copy. See *Choosing a Printer* earlier in this chapter for more information.

Tips

- To change any of the printing options, choose **Print** instead of Print One Copy. See *Using the Print Dialog Box* below for more information.

Using the Print Dialog Box

To print one or more copies of the current document, or to change printing options before printing,

- 1 Choose **Print** from the **File** menu, or press **⌘-P**.
- 2 Select any options you want in the dialog box.

For an explanation of the most common printing options, see *Printing Options* later in this section.

- 3 If you have QuickDraw GX printing (System 7.5 or later), click **More Choices** to display additional options. Choose a printer from the **Print to** pop-up menu, then click an icon in the scroll box and choose the options you want to use.

Printing Options

The options available in the Print dialog box vary according to the system version you have and the printer you have selected. If you use System 7.5 with QuickDraw GX printing, click **More Choices**, then click any of the icons on the left side of the dialog box to display additional options. This section describes some of the common options.

Print Multiple Copies

To print more than one copy of a document, type the number of copies you want in the **Copies** box.

Print Specified Pages

If you want to print only a specified range of pages from the current document, type the first and last pages you want to print in the **From** and **To** boxes. If you want to print only one page, type the same page number in both the **From** and **To** boxes.

If you have changed the page numbering of the document, you may need to count pages to determine what page number to enter. Because the Mac™ OS controls the Print dialog box, it does not recognize Corel WordPerfect page numbers. For example, if you have turned on page numbering on the third page of the document and set it to page 1, you must type 3 in the From box to begin printing from that particular page. If you type 1 in the From box, you will print the first physical page of the document rather than the page numbered 1.

Paper Source

If you are using a LaserWriter printer, you can either print using paper from the paper cassette tray, or manual feed. Manual feed is useful if you occasionally print on letterhead, bond paper, envelopes, or any paper that is not in the paper tray.

If you are using an ImageWriter or StyleWriter® printer, you can choose **Automatic** (to use continuous-feed paper) or **Hand Feed** (to print on individual sheets such as letterhead, bond paper, or envelopes).

Destination

If you have a LaserWriter printer or System 7.5, you can choose to print to a PostScript file rather than to a printer.

Collate Copies

If you have System 7.5 or later, you can use this option to collate multiple copies as they print.

Quality

If you use an ImageWriter printer, you can choose a printing speed and quality by choosing **Best**, **Faster**, **Draft**, or **Rough**. Best offers the best quality of print but prints the slowest. Faster maintains the formatting but lessens the print quality to speed up printing. Draft and Rough print fastest, but the quality is poorer.

Print Every Other Page

Use this option when you want to print on both sides of the paper (known as duplexing). Print every other page beginning with 1, then place the printed pages back in the paper tray (using a LaserWriter printer) with the blank side up and the top of the page feeding into the printer. Then print every other page beginning with 2.

Print Selection

Use Print Selection when you want to print a selected area of text or graphics.

Print Backwards

If you want to print your document in reverse order (last page first), select the **Print Backwards** check box.

Print Overlay Layer

Deselect this option if you have added an overlay to your document and do not want the overlay to print.

Print Time

If you have QuickDraw GX printing (available with System 7.5 or later), you can specify when your document will print. You can choose normal printing, urgent printing, or printing at a specified time. You can also choose to have the document held in the printer until you tell it to print.

Cover Page

If you use a LaserWriter printer with a System version prior to 7.5, select Cover Page to print a cover page that provides information about the document, including the user's name, the application, the document name, the date and time, and the printer.

The user's name is found in the Chooser in System 6.x and Sharing Setup in System 7.x. The date and time is set in the Control Panel in System 6.x or in the General Controls in System 7.x.

Printing Unopened Documents

- 1 Choose **Open** from the **File** menu.
- 2 Select the filename in the list box.

If necessary, click the **Directory** pop-up menu to open the appropriate folder or drive.

- 3 Choose **Print** from the **File** menu in the dialog box.
- 4 Select the options you want, then click **Print**.

Tips

- You can also print a Corel WordPerfect document when Corel WordPerfect is not open. From the Finder, select the document icon for the file you want to print, then choose **Print** from the **File** menu. Corel WordPerfect launches, and the Print dialog box appears. Select the options you want, then click **Print**. After your document has printed, Corel WordPerfect will quit and return you to the Finder.

Printing to a Portable Digital Document

If you use System 7.5 with QuickDraw GX printing, you can print to a portable digital document, a document that can be read and printed without using Corel WordPerfect.

Use portable digital documents when you want to use Corel WordPerfect documents on a computer that does not have the Corel WordPerfect application or when you want to send a document to someone who does not own Corel WordPerfect.

Tips

- You can view or print portable digital documents but you cannot edit them.

To create a portable digital document,

1 Use the **Chooser** to create a PDDMaker desktop printer.

For information about the Chooser or creating desktop printers, refer to your Macintosh owner's manuals.

2 In Corel WordPerfect, choose **Print** from the **File** menu.

3 Choose **PDD Maker GX** from the **Print** to pop-up menu, then click **Save**.

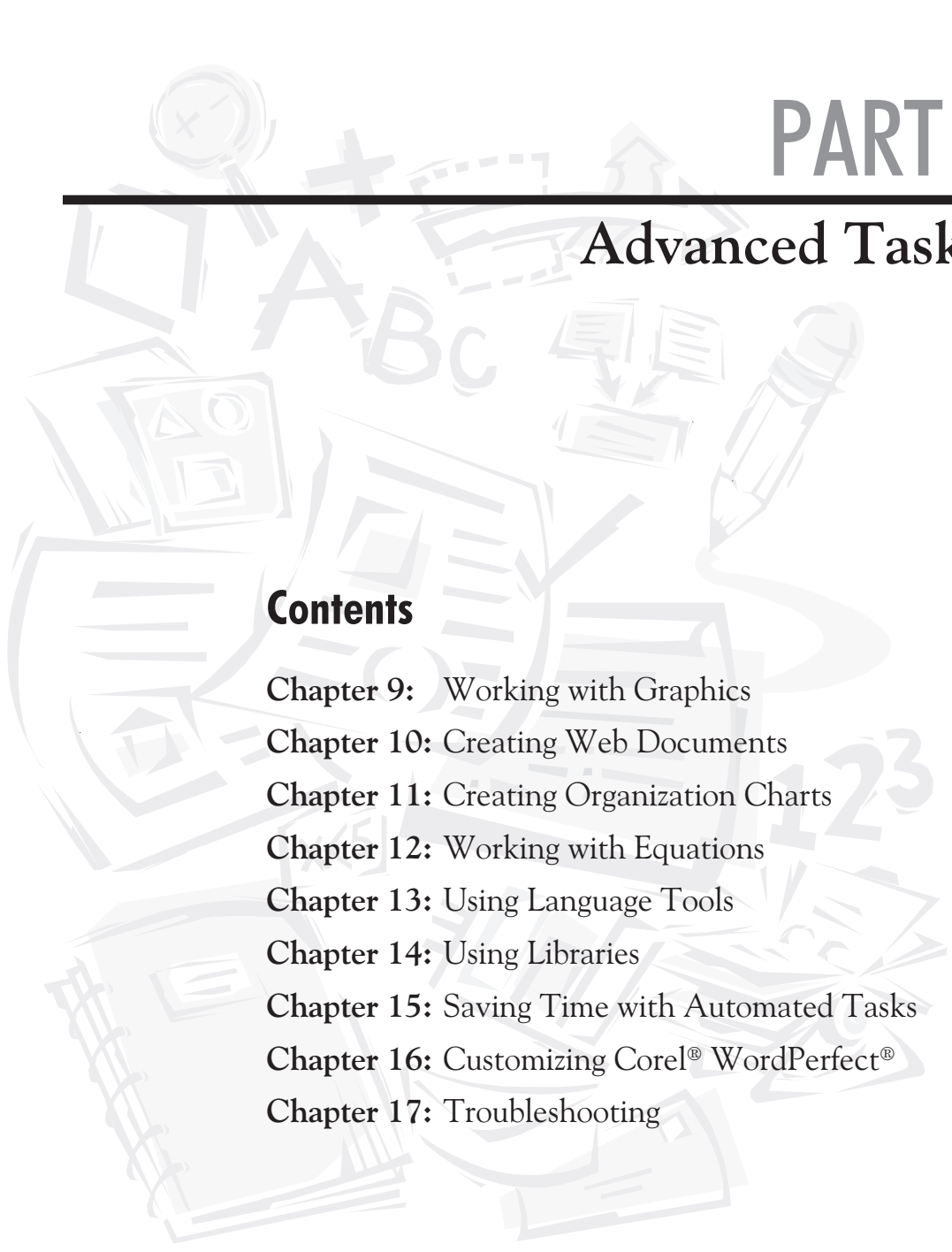
4 Type a name for the portable digital document.

5 If needed, click the **Directory** pop-up menu or use the list box to locate and open the disk and folder where you want to save the document.

6 Click **Save**.

Tips

- To view or print the document, you need to use a viewer that supports portable digital documents. You can use SimpleText (an application provided by Apple Computer, Inc.).



PART 2

Advanced Tasks

Contents

Chapter 9: Working with Graphics

Chapter 10: Creating Web Documents

Chapter 11: Creating Organization Charts

Chapter 12: Working with Equations

Chapter 13: Using Language Tools

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Chapter 16: Customizing Corel® WordPerfect®

Chapter 17: Troubleshooting



Working with Graphics

Graphics Basics

Use the Graphics Editor to create graphics or to insert and edit existing graphics.

This section includes:

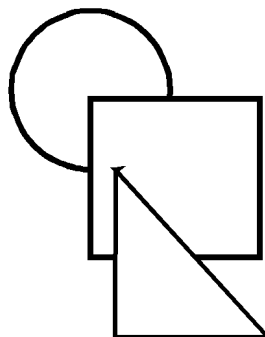
- Graphics or Objects?
- Three Layers for Graphics
- The Graphics Editor
- Graphic Tools

Graphics or Objects?

In working with graphics, it is important to understand the difference between the terms *graphic* and *graphics object*.

A *graphic* refers to a drawing, picture, or illustration in a document. A *graphics object* refers to any of the smaller components that make up a graphic.

For example, the following graphic contains three objects: a circle, a rectangle, and a triangle.



While each shape, or graphic object, can be selected and manipulated individually in the Graphics Editor, all of the objects appear as a single graphic in the Document Editor.

Types of Graphics

There are two basic types of graphics used in software applications: *paint* and *draw* graphics. Applications that use paint graphics store images as a series of dots called *pixels*. Applications that use draw graphics store images as whole objects.

Corel WordPerfect creates draw graphics and imports both draw and paint graphics.

When a paint image is enlarged, the resolution deteriorates and the image appears jagged. When a draw image is enlarged, the resolution is maintained, and the image appears smooth; they can produce sharper images than paint applications.

Paint applications allow you to edit pieces of an object by editing individual pixels; draw applications can edit only entire objects.

Types of Graphics Objects

There are five types of graphic objects in Corel WordPerfect:

- Drawing objects
- Text objects
- Grouped objects
- PostScript objects
- Encapsulated PostScript (EPS) objects

Drawing objects are the forms (or shapes) you use to create graphics, including lines, rectangles, rounded rectangles, arcs, ovals, polygons, and curves. You can also manipulate those shapes to create circles, squares, and triangles.

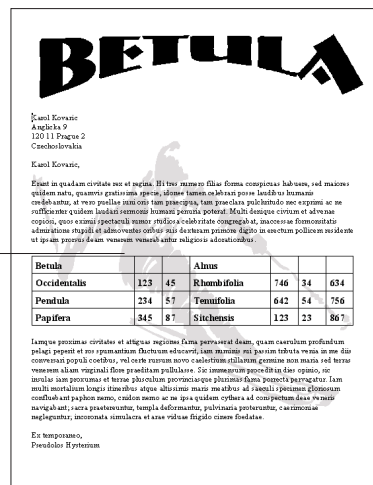
Text objects are boxes containing text. You can type, paste, or insert text into a text object. You can then edit the text (delete or insert characters or words, change the font or size, and so forth). You can also manipulate a text object as a whole (size it, move it, rotate it, delete it, and so forth).

A *grouped object* is a collection of one or more objects that are treated as a single object. For example, you might want to group several drawing or text objects in the Graphics Editor to move them or size them as a single object. To group objects, select them and choose **Group** from the **Arrange** menu. For more information, see *Arranging Objects in Graphics* later in this chapter.

A *PostScript object* is a box containing PostScript printer commands that can be sent directly to the printer. PostScript objects appear in the drawing window as boxes with “PS” inside them. You can create or edit a PostScript object in Corel WordPerfect if you know the PostScript language commands. See *Creating Graphics* later in this

Encapsulated PostScript (EPS) objects are graphics created in other applications that have been saved in EPS format. You can insert an EPS graphic into the graphic editor with the Paste or Insert commands. If the EPS file has a PICT image associated with it, Corel WordPerfect displays the PICT image. Otherwise, the EPS object appears as a box with “EPS” inside it.

Corel WordPerfect allows you to use graphics in the regular document layer, as an overlay (on top of the text), or as a watermark (behind the text).



Choose **Watermark** from the **Tools** menu to place a graphic or text behind the text of a document. A watermark can appear on every page, every other page, or on only specified pages of a document, depending on the options you choose. You can use watermarks for such items as a company crest or insignia, a message that you want readers to keep in mind (such as “confidential” or “draft”), or any graphic that illustrates the concepts explained in the text of the

document. See *Creating Watermarks* later in this chapter for more information.

The Graphics Editor

Use the Graphics Editor to create or edit graphics, watermarks, or overlays.

To open the Graphics Editor and:

To do this:

Create a graphic

Edit a graphic

Create a watermark

Edit a watermark

Create an overlay

Edit an overlay

Do this:

Click  on the **Default Button Bar** or choose **Graphic** from the **Tools** menu, then choose **New**. Double-click the graphic.

Choose **Watermark** from the **Tools** menu, then choose **New**.

Choose **Watermark** from the **Tools** menu, then choose **Edit**.

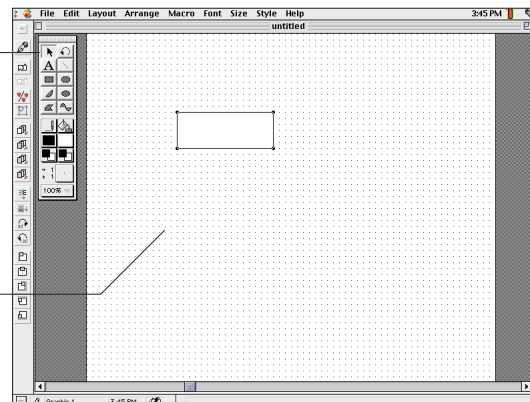
Choose **Overlay** from the **Tools** menu, then choose **Draw**.

Choose **Overlay** from the **Tools** menu, then choose **Draw**.

The Graphics Editor opens. If you are editing a graphic, watermark, or overlay, it appears in the drawing window.

Click or double-click a tool on the palette to create one or more objects or to adjust the draw options

Objects snap to points on the grid. Use the Layout menu to hide the grid or turn off Grid Snap.



Tips

- If you double-click a graphic that was created in a third-party application that supports the Edit Graphic Apple Event, and if that application is available, Corel WordPerfect launches that application instead of opening the Graphics Editor.

Graphics Tools

The Graphics Editor contains several tools for creating, editing, and arranging graphics:

- The Graphics Menus
- The Graphics Button Bar
- The Graphics tool palette
- The Grid

The Graphics Menus

In addition to some of the basic program commands found in the Document Editor, the menus in the Graphics Editor contain commands specifically for working with graphics.

The following table shows the menu commands specific to the Graphics Editor. For explanation of menu commands that appear in both the Graphics Editor and the Document Editor, see *The Menus* in *Chapter 2: Introducing Corel WordPerfect*.

Menu:	Use this command:	To do this:
File	Close Graphic	Close the current graphic and return to the Document Editor.
	Save Graphic As	Save a copy of the current graphic as a separate file.
Edit	Clear	Clear selected objects from the current graphic window.
	Duplicate	Duplicate a selected object.
	Colors	Edit the colors available on the color palette.
	Patterns	Edit the patterns available on the pattern palette.
	Save Settings	Save the current Graphics Editor settings as default settings.
Layout	Grid Snap On/Off	Choose whether or not you want to snap objects to the grid when drawing or editing.

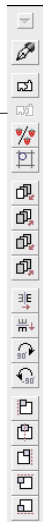
Menu:	Use this command:	To do this:
	Show/Hide Grid	Display or hide the grid points in the drawing window.
	Grid Options	Change the size and appearance of the grid.
	Pen Size	Change the size of the pen for lines and borders.
	Rounded Corners	Change the radius of rounded rectangle corners.
	Arc Types	Specify the type of arc for the Arc tool or a selected arc.
	Smooth/Unsmooth	Convert the straight line segments of a selected polygon to curved segments, or convert a smoothed polygon to straight line segments.
	PostScript	Enter PostScript printer language commands. See <i>Creating Graphics</i> later in this chapter and <i>Appendix A: PostScript Variables and Procedures</i> for more information.
	Get Attributes	Change the default drawing attributes for the current drawing window to the attributes of a selected object including pen, fill, font, size, text style, arc type, and corner radius).
Arrange	Rotate	Rotate an object.
	Size	Size an object.
	Replicate	Replicate an object one or more times and specify the final location, angle, size, and appearance of the replicated objects.
	Align	Align objects with each other or with the grid.
	Flip Horizontal	Flip a selected object horizontally.
	Flip Vertical	Flip a selected object vertically.

Menu:	Use this command:	To do this:
	Move to Front	Move a selected object to the front level of the drawing window.
	Move to Back	Move a selected object to the back level of the drawing window.
	Move Forward	Move a selected object forward one level in the drawing window.
	Move Backward	Move a selected object backward one level in the drawing window.
	Group	Group selected objects to be treated as a single object.
	Ungroup	Ungroup a grouped object so that individual objects can be manipulated separately.
	Lock	Protect one or more selected objects from accidental changes. When an object is locked, you cannot edit or move it.
	Unlock	Unlock a selected locked object, so you can edit or move it.
Font	Symbols	Insert a symbol or special character into a text object.
Style	Text Color	Change the color of text in a text object.
	Left/Right/Center	Change the alignment of text in a text object.

The Graphics Button Bar

When you open the Graphics Editor, the Graphics Button Bar appears.

Click to change how the Button Bar looks on the screen



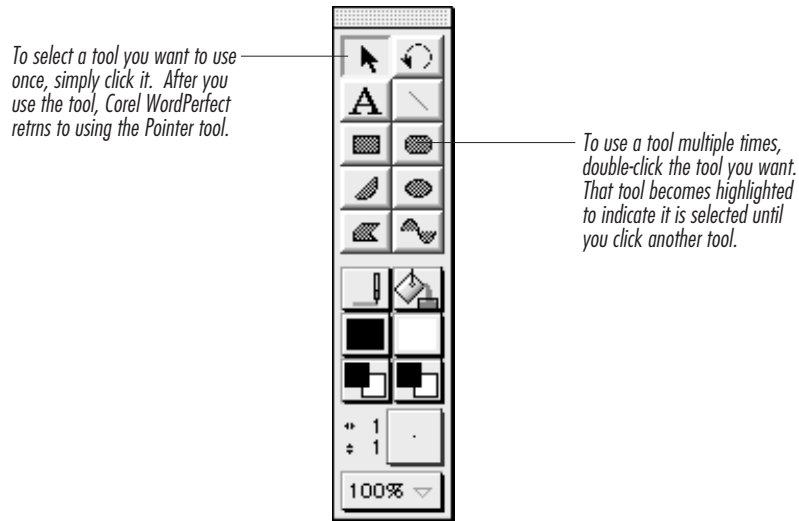
*Click a button to use that option.
In some cases you must select an
object before you can use a
Button Bar tool.*

Tips

- Corel WordPerfect displays as many of the default buttons as possible according to your screen size. If you are using a monitor that is not able to display all the buttons, you may want to display the bar horizontally.
- For information about changing the location of the Button Bar, displaying a different Button Bar, creating a new Button Bar, editing a Button Bar, or saving a Button Bar with a document, see *The Button Bars* in *Chapter 2: Introducing Corel WordPerfect*.

The Graphics Tool Palette

Use the Graphics tool palette to draw and select objects, set the pen and fill colors or patterns, rotate objects, or to magnify the view size.



The following table contains a brief explanation of each tool. For more complete information about how to use each tool, see the sections that follow in this chapter.

Use this tool:	To do this:
Pointer	Select, move, and size objects.
Rotate	Rotate a selected object around any of its handles.
Text	Add text to your graphics.
Line	Draw straight lines.
Rectangle	Draw rectangles and squares.
Rounded Rectangle	Draw rectangles and squares with rounded corners.
Arc	Draw a filled arc between two points.
Oval	Draw ovals and circles.
Polygon	Draw objects composed of straight line segments (such as triangles, octagons, and open polygons).
Curve	Draw a sequence of bézier curve segments.
Pen	Draw (or erase) a border around objects.

Use this tool:	To do this:
Fill	Fill objects with a color or pattern or remove the fill.
Pen Pattern	Choose a pattern for the borders around your objects.
Fill Pattern	Choose a fill pattern for your objects.
Pen Color	Choose a color for the foreground and background of the borders of your objects. The Pen Color tool is initially set with a black foreground.
Fill Color	Choose a color for the foreground and background of the fill patterns used in your objects. The Fill Color tool is initially set with a white background.
Pen Size	Choose the thickness of lines and borders.
Zoom	Enlarge or reduce your view of the Graphic window.

Tips

- To move the tool palette, click the bar at the top of the palette and drag it to a new location. To save the new position of the tool palette as a permanent setting, choose **Save Settings** from the **Edit** menu.
- If your monitor has at least 8-bit color capability (and the Colors setting is turned on in the Monitors control panel), 256 colors are available in the color palettes. If not, your palettes may contain fewer colors or be displayed in text format. Using a black and white monitor, you can choose colors for objects and for text, but the colors will not display on your screen. The colors you choose will print if you use a color printer. If your printer does not have color capability, but does have grayscale capability, colors will print as shades of gray.
- The colors you see on your screen depend on the ability of your computer to display them. However, the colors you use in your objects are stored as their true colors (in RGB values) in the documents. The better your monitor is at accurately displaying these values, the “truer” the color will appear. If you view a document on another computer, the colors may look different.

The Grid

The Graphics Editor includes a grid that helps you accurately draw and position objects. As you draw, size, or move objects, Corel WordPerfect “snaps” them to the grid. You can turn off the Grid Snap feature, or you can change the grid spacing or appearance. You can also hide the grid, so it does not appear on screen.

Turning Off Grid Snap

1 Choose **Grid Snap Off** from the **Layout** menu.

To turn it back on, choose **Grid Snap On** from the **Layout** menu.

Grid Snap still works when the grid is hidden.

Tips

- The Control key overrides the Grid Snap menu setting temporarily. To toggle off Grid Snap (or on if the setting is already off), hold down the **Control** key as you draw, move, or size an object.

Changing the Appearance or Spacing of the Grid

1 Choose **Grid Options** from the **Layout** menu.

To do this:

Change the grid spacing

Change the color of the grid points or lines

Change the weight of the grid points or lines

Do this:

Type a new measurement in the **Grid Size** box, or choose a grid size from the pop-up menu next to the Grid Size box

Choose a new color from the **Grid Color** pop-up palette

Choose an option from the **Grid Lines** pop-up menu

2 Click **OK**.

Tips

- To save the new grid setting permanently, choose **Save Settings** from the **Edit** menu. The new settings will be used for the default grid.
- To change the unit of measurement, click the unit abbreviation and choose a new option.

Hiding the Grid

- 1 Choose **Hide Grid** from the **Layout** menu.

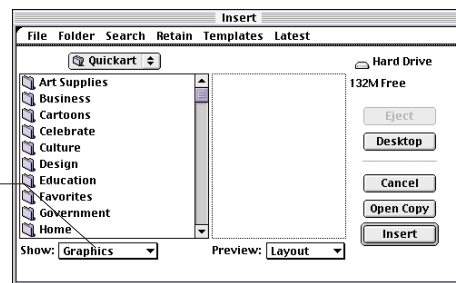
Inserting Graphics

Use the Insert File command to place the contents of a graphic file into the Document Editor or the Graphics Editor. You can insert existing graphics in most PICT, PCX, EPS, WPG, or MacPaint formats. You can also insert TIFF graphics if they do not use LZW compression technology.

You can insert a graphic in either the Document Editor or the Graphics Editor.

- 1 Choose **Insert File** from the **File** menu to place a graphic in the Graphics Editor, or choose **File** from the **Insert** menu to place a graphic in the Document Editor.

When inserting a file into the Graphics Editor, the Insert Dialog shows graphics files only by default.



- 2 Select the file you want to insert.

If you need help using the MacOS hierarchical file system to locate and select documents, see *Filing in Chapter 7: Saving and Managing Documents*.

- 3 Click **Insert**.

The graphic appears in the Graphic or Document window. If you insert an EPS graphic that has no PICT image associated with it, it appears as a box with “EPS” in it.

If you insert a graphic from another application that is in a format other than PICT, the conversions must be installed in the Corel WordPerfect: Conversions folder. If you used the Standard Installation to install Corel WordPerfect (or if you installed the conversions during a custom installation), the conversions are in place. If you need to install the conversions, see the Installation Read Me file.

Tips

- If you insert a text file into the Graphics Editor, Corel WordPerfect creates a text object containing the text of the file you inserted. If the file contains both text and graphics, Corel WordPerfect inserts only the text in a text object; the graphics are stripped out.
- You can also paste a graphic from another application. Copy the graphic, switch to your Corel WordPerfect document, then place the insertion point where you want the graphic to appear. Choose **Paste** from the **Edit** menu. You can also use the Paste command in the Graphics Editor.

Creating Graphics

Use the Graphics Editor and the Graphics tool palette to draw graphics in Corel WordPerfect.

This section includes:

- Creating Graphics
- Duplicating Objects
- Replicating Objects

Creating Graphics

1 Place the insertion point where you want to create a graphic.

You can adjust the placement of the graphic later.

2 Choose **Graphic** from the **Tools** menu, then choose **New**, or click  on the Default Button Bar.

3 Click the appropriate drawing tool, place the pointer where you want to begin drawing, drag, then release the mouse button.

Tips

- If you want to create a graphic that is anchored to a paragraph, place the insertion point in the paragraph before creating the graphic. For more information about anchoring graphics, see *Moving Graphics* later in this chapter.
- If you want to draw multiple objects using the same tool, double-click the tool before drawing.

Refer to the table below to help you choose the appropriate drawing tool for the type of shape you want to draw.

Some shapes require additional steps; see the explanations in the table below.

To create:	Use this tool or command:
A straight line	 To constrain the line to vertical, horizontal, or 45° angles, hold down Shift while you drag the pointer.
A rectangle	
A square	 Hold down Shift while you drag the pointer.
A triangle, trapezoid, or other polygon	 Instead of dragging, click where you want to begin drawing the polygon, move the pointer to draw a line segment, then click the mouse button to end the line segment. Continue to move and click until you have completed the shape. Double-click to leave an open polygon.
An oval	 Ovals are always drawn with vertical and horizontal axes. If you want to change the orientation of an oval, use the Rotate tool after drawing the oval.
A circle	 Hold down Shift while you drag the pointer.
An arc	 Drag the pointer to draw the arc you want. An arc is one-quarter of an oval. To make an arc that is one-quarter of a circle, hold down Shift while you drag the pointer. You can change the type of arc. See <i>Editing Graphics</i> later in this chapter.

To create:

A bézier curve

A freehand curve or shape

A text object

A duplicated object

A duplicated object with a different angle, size, border, location, or color

A PostScript object

Use this tool or command:



The Curve tool draws bézier curves that are created by mathematical calculation rather than by freehand drawing. For instructions, see *Drawing Bézier Curves* later in this section.



Hold down **Command** while you drag the pointer. You may want to turn off Grid Snap before drawing freehand shapes. Choose **Grid Snap Off** from the **Layout** menu, or hold down **Control** while you draw. You can change the line segments in a polygon to curved segments by using the Smooth command on the Layout menu. See *Editing Graphics* later in this chapter.



Drag to create a text box, then type the text you want to include. See *Creating Text Objects* below for more information.

Select an object, then choose **Duplicate** from the **Edit** menu or press **⌘-D**. See *Duplicating Objects* later in this section.

Select an object, then choose **Replicate** from the **Arrange** menu. See *Replicating Objects* later in this section.

Choose **PostScript** from the **Layout** menu, type the commands you want sent to the printer, then click **OK**. The PostScript object appears as a box labeled “PS” in the Graphics Editor.

- 4 When you are finished using the Graphics Editor, click  on the **Graphics Bar** to close the Graphics Editor.

Tips

- Corel WordPerfect snaps the objects to the grid. To turn Grid Snap off, choose **Grid Snap Off** from the **Layout** menu, or hold down the **Control** key while you draw an object.
- If you do not want a border to appear around an object, select it, click the **Pen** tool, and choose **Pen Off**. If you want an object to be transparent (rather than filled with white), select the object, click the **Fill** tool, and choose **Fill Off**.

Creating Text Objects

You can type text in a text object or insert text from an existing document.

Creating a Text Object and Typing Text

- 1 Click  on the **Graphics** tool palette.
- 2 Drag across an area of the drawing window to create a text box. When you release the mouse button, the insertion point appears inside the text box.
- 3 Type the text you want to include.

Tips

- You can choose formats such as font, size, and style before you type the text.
- You can also use Cut/Copy and Paste commands to place text in a text object.

Creating a Text Object and Inserting a Document

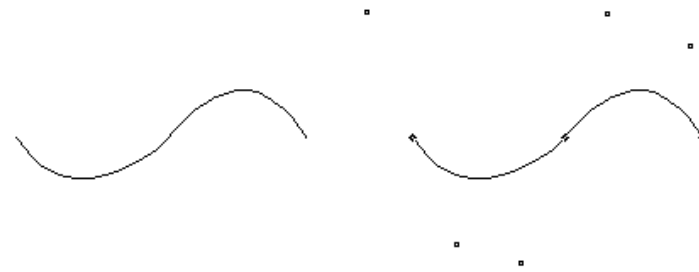
To insert the text from a document into a text object, choose **Insert File** from the **File** menu. If you have not already created a text box, Corel WordPerfect creates one and inserts the file into the box as a text object.

If you insert a document in the Graphics Editor that contains both text and graphics, Corel WordPerfect inserts only the text; the graphics are stripped out.

For information about editing or formatting a text box, see *Editing Graphics* later in this chapter.

Drawing Bézier Curves

Bézier curves are created in segments, with each segment shaped according to the placement of two anchor points (that determine the beginning and ending points of the curve segment) and two sets of control points (that determine the shape of the curve).



Bézier curve containing two curve segments

The points (hollow) show the beginning and ending of each segment. The control points (black) shape the curve.

Because bézier curves are created by mathematical calculation rather than by freehand drawing (which is done with the Polygon tool), creating bézier curves generally requires some practice.

To create a bézier curve, place an anchor point, move its control points, place the next anchor point, move its control points, and so forth until you have created all the curve segments that make up the whole object.

- 1 Click  on the **Graphics tool palette**. (Double-click it if you want to draw more than one curve object.)
- 2 Click and hold down the mouse button where you want the curve segment to begin.
- 3 Drag the mouse to move the control points.

Place the control points beyond where you want the actual curve to appear. The control points shape the curve but do not touch the curve itself. (If you do not drag the mouse, you create a straight line between anchor points.)

- 4 Release the mouse button when the control points are where you want them.

Corel WordPerfect draws a line to the pointer.

- 5 Move the pointer (without holding down the mouse button) to where you want to end the curve segment, then click (and hold) to place the second anchor point.

This anchor point serves as the end of the first curve segment and the beginning of the next.

The line curves, but the curve is not completely formed until you place the second set of control points.

- 6** Drag the pointer (while holding down the mouse button) to position the second set of control points.

The control point farthest from the pointer determines the shape of the curve segment you just drew. The control point closest to the pointer is the first control point in the next curve segment.

You can move one control point in the pair by holding down **⌘** while you drag. Pressing **⌘** locks the control point opposite the pointer and lets you move the control point closest to the pointer. Moving one control point makes it possible to create a cusp or kink rather than a smooth curve.

If you make a mistake, press **Delete** to delete the anchor point, and try again. You can press **⌘-Z** to undo the deletion if needed.

- 7** Release the mouse button to set the second set of control points.

When you release the mouse button, Corel WordPerfect extends the line to the pointer location to let you place the next anchor point.

- 8** Move the pointer (without holding down the mouse button) to where you want to end the curve segment, then click (and hold) to place the next anchor point.
- 9** Drag the mouse (while holding down the mouse button) to position the control points.

If you want to add more segments to the curve, repeat steps 7 through 9 until you are ready to end the curve and complete the object.

- 10** Hold down **⌘** when the last curve segment appears how you want it, then drag the final control point to the last anchor point.
- 11** Release the mouse button and the Command (**⌘**) key, then click to end the object.

If you want to create a closed curve object, connect the beginning and ending points of the curve object. Because the first anchor point is also the last anchor point, the control points for that anchor affect both the first and last segments. If you do not want to change the curve of the first segment, place an anchor point close to the first anchor, adjust the control points to the curve you want, press **⌘**, and move the final control point to the first anchor point. Then release the mouse button and click on the first anchor point to close the object.

Tips

- You can constrain the anchor and control points of your curve to vertical and horizontal positions (and 45° angles) by holding down **Shift** while you move or drag the pointer.

Duplicating Objects

Use the Duplicate command to make an exact copy of a selected object.

- 1 Select the object(s) you want to duplicate.
- 2 Choose **Duplicate** from the **Edit** menu.

The copy appears on the screen, offset one horizontal and vertical grid point from the original object. The copy is automatically selected to let you drag it to a new location, change it, or duplicate it again.

Tips

- If you want to make several copies at one time or change the attributes or rotation of the copies, use the Replicate command instead of the Duplicate command. See *Replicating Objects* below.

Replicating Objects

Use the Replicate dialog box to create multiple copies or to alter the size, angle, position, color, or pen size of the selected object(s).

- 1 Select the object you want to replicate.
- 2 Choose **Replicate** from the **Arrange** menu.
- 3 Type in the number of replications you want to make.

To do this:

Change colors of the replicated object

Do this:

Click the **Final Colors** checkbox, then choose desired colors for the final replication from the **Pen Foreground**, **Pen Background**, **Fill Foreground**, and **Fill Background** pop-up menus. The colors used in the replicated objects will change (moving clockwise on the color wheel) with each replication to create a smooth blend between the original object and the final replication.

Change the border thickness of replicated objects

Click the **Final Pen Size** checkbox, then type horizontal and vertical pen sizes in the text boxes. Click the unit of measurement to choose a different unit. The pen sizes used in the replicated objects will increase or decrease with each replication until the final replication uses the pen size you specified.

5 Click OK.

The replicated objects change in location, angle, size, border width, and color until the final replication appears with the settings you specified.

Tips

- To make the replicated objects separate from the original object (so they do not touch or overlap), use a small number of replications, and use a large enough Vertical or Horizontal Final Offset that each replication has its own space.
- To overlap objects, increase the number of replications or decrease the Horizontal or Vertical Final Offset. By increasing the number of replications significantly, you can overlap objects so closely that the final result appears as one object with blended colors.

Selecting Graphics

Before you can manipulate a graphic in your document, you must select it. When you insert or paste a graphic in the Graphics Editor, the object is automatically selected (until you click somewhere else in the window.)

In the Document Editor

Click a graphic in the Document Editor when you want to size, crop, or move it.

A bounding rectangle appears around the graphic to indicate that it is selected.

Handles appear on the bounding rectangle for sizing and cropping. For more information, see *Sizing or Cropping Graphics* later in this chapter.

Tips

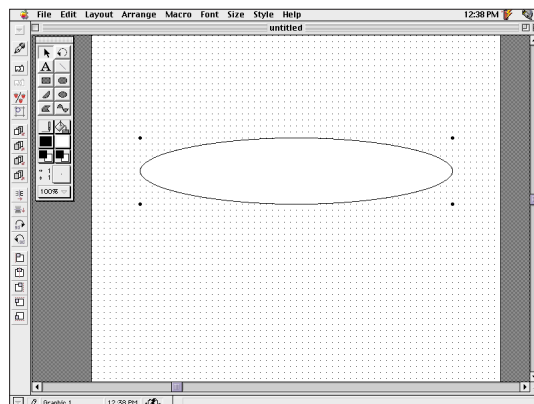
- If you double-click a graphic in the Document Editor, Corel WordPerfect opens the Graphics Editor so you can edit the graphic. If the graphic was created in an application that supports the Edit Graphic Apple Event and that application is available, it is launched so you can edit the graphic in the original application.

In the Graphics Editor

Select a graphic object in the Graphics Editor to rotate it, align it with other objects, replicate it, change its color, or make other changes.

- 1 Make sure the Pointer tool is selected, then click the object you want to select.

If the object is filled, you can click anywhere inside the object. If the object is not filled, click the border of the object to select it.



When you select an object, handles appear showing its bounding rectangle (see the example above). You can use the handles to size and rotate the object.

Tips

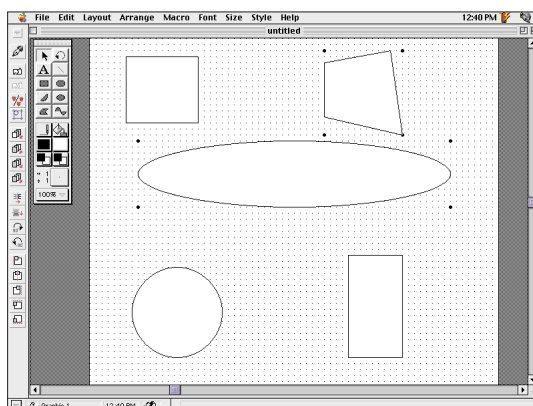
- You can also press **Tab** to select an object and to cycle through objects. This method is helpful for selecting stacked or overlapping objects. **Shift-Tab** cycles backward through your objects.

If you click a drawing tool once and draw an object, the object is automatically selected after you draw, so you can use the Pointer tool to size, move, or otherwise manipulate the object. However, once you click anything other than the object, the object is no longer selected.

Selecting Multiple Objects

1 Hold down **Shift** while you click each object you want to select.

You can also select multiple objects by dragging across them, beginning at a point in the window where there are no objects. As you drag, a box appears around the objects. Any object completely enclosed in the selection box will be selected when you release the mouse button.



Handles appear around each selected object.

Tips

- Any changes you make, including moving, sizing, rotating, and changing colors and patterns, will be performed on all the selected objects.

Selecting All Objects

To select all the objects in the Graphics Editor, choose **Select All** from the **Edit** menu.

Tips

- To deselect all the selected objects, click a blank area of the drawing window.

Editing Graphics

You can edit graphics you create in Corel WordPerfect and graphics you import from other applications.

This section includes:

- Editing Graphics
- Editing Text Objects
- Changing Arc Types
- Editing Bézier Curves
- Changing Border Colors or Patterns
- Changing Fill Colors or Patterns
- Saving Attribute Settings
- Changing Colors on the Color Palette
- Changing Patterns on the Pattern Palette

Editing Graphics

- 1 Double-click the graphic to open the Graphics Editor.
- 2 Select the object(s) you want to edit.

To do this:

Change the size or shape of an object

Change the size proportionally

Do this:

Drag one of the handles that appears around the selected object.

Hold down **Shift** while you drag one of the handles.

To do this:

Change the shape of a polygon

Change the line segments of a polygon to curved segments (objects created with the polygon tool only)

Change the shape of a freehand object

Change the type of arc

Change the radius of rounded rectangle corners

Edit the text in a text object

Change the shape of a bézier curve

Change the thickness of the border around an object

Do this:

Double-click the polygon, then drag one of the endpoints or vertices.

Choose **Smooth** from the **Layout** menu. To unsmooth an object that has been smoothed, choose **Unsmooth** from the **Layout** menu.

Double-click the object, then drag one of the endpoints. Because the number of line segments used in freehand objects is so great, editing them may be difficult.

Choose **Arc Types** from the **Layout** menu. See *Changing Arc Types* later in this section for more information.

Choose **Rounded Corners** from the **Layout** menu, type a new radius measurement in the **Rounded Corners** dialog box, then click **OK**. A larger radius increases the roundness of the corners.

Double-click the text object, then edit text as you would in the Document Editor. See *Editing Text Objects* below for information about other ways to edit text objects.

Double-click the curve, then click any anchor point to select it. Drag any anchor or control point you want to move. See *Editing Bézier Curves* later in this section for more information.

Select the object. Choose the height and width of the pen from the pop-up palette. The height determines the thickness of horizontal borders; the width determines the thickness of vertical borders.

To do this:

Specify an exact pen size

Change the color or pattern of object borders

Remove the border from an object

Change the color or pattern that fills an object

Remove the color or pattern that fills an object

Do this:

Choose **Pen Size** from the **Layout** menu. Enter the desired height and width in the **Pen Size** dialog box, then click **OK**.

Click the **Pen Color** or **Pen Pattern** tool, then choose the desired color or pattern. See *Changing Border Colors or Patterns* later in this section.

Click the **Pen** tool, then choose **Pen Off** from the pop-up menu. If only one object is selected, you can click the **Pen** tool to turn the border off or on.

See *Changing Fill Colors or Patterns* later in this section.

Click the **Fill** tool, then choose **Fill Off** from the pop-up menu.

- 3** When you are finished editing the graphic objects, click  on the feature bar to return to the Document Editor.

Editing Text Objects

Formatting Text in Text Objects

You can choose formats for a text object (such as font, size, and text style) before you type the text, or you can format existing text in a text object.

To apply formats to an entire text box, click the text box to select it, then choose the formats you want from the **Font**, **Size**, and **Style** menus.

To apply formats to part of a text object, double-click the object. The insertion point appears inside the text box. Select the text you want to format, then choose the formats you want from the **Font**, **Size**, and **Style** menus.

Tips

- To change the color of the text, select the text or the object, then choose **Text Color** from the **Style** menu.

Stretching or Condensing Text in Text Objects

To stretch or condense text in a text box, choose **Group** from the **Arrange** menu after you create the text box and type or insert text. (The text object must be selected.) After grouping the text object, size the grouped object smaller to condense the text or larger to stretch it.

Skewing Text in Text Objects

To skew text, enter text in a text object, rotate the object, then choose **Group** from the **Arrange** menu. Drag a sizing handle to size the grouped text object.

Here are some examples of regular, stretched, condensed, and skewed text.

Type regular text in a text box.

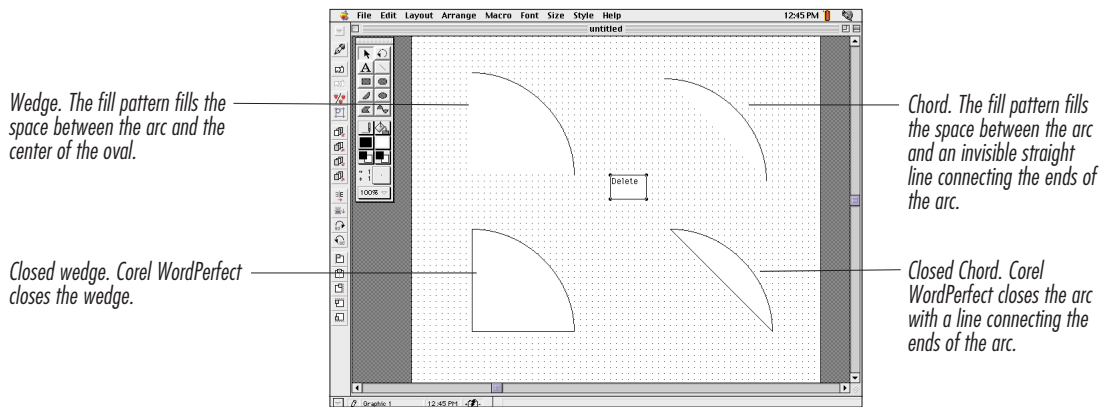
Group and size the box larger to stretch the text.

Or group and size it smaller to condense the text.

Or rotate, group, and size to skew text.

Changing Arc Types

You can use four types of arcs in the Graphics Editor.



Corel WordPerfect is preset to use the wedge arc type.

- 1 Select the arc you want to change.
- 2 Choose **Arc Types** from the **Layout** menu.
- 3 Select the type of arc you want, then click **OK**.

Tips

- To change the default arc type, omit step 1. After step 3, choose **Save Settings** from the **Edit** menu.

Editing Bézier Curves

- 1 Double-click the curve.
- 2 Click any anchor point to select it. The control points associated with the anchor point appear.
- 3 Drag any anchor or control point you want to move.

When you drag a control point from side to side, the opposite control point moves in a linear fashion. If you want the opposite control point to remain fixed, hold down **⌘** while you drag.

When you drag a control point toward or away from the anchor point, the opposite control point does not move to match the distance of the other control point from the anchor point. If you want the opposite control point to match the distance, hold down **Option** while you drag.

Tips

- If a control point and anchor point overlap, Corel WordPerfect selects the anchor point when you click them. If you want to select the control point, hold down **⌘** while you click.

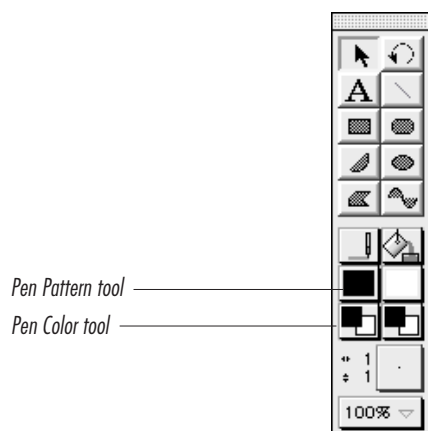
When you move anchor or control points, you can hold down **Shift** to constrain their movements to vertical, horizontal, or 45° angles.

Changing Border Colors or Patterns

To change the pen color or pattern for borders around objects,

- 1 Select the object(s) if you want to change the border color or pattern of an object (or several objects).

If you do not select an object, you can change the border color or pattern, then draw an object using the new settings.



- 2 Click the **Foreground** (front) square in the **Pen Color** tool, then choose a color from the pop-up palette.
- 3 If you want the border to use a different pattern, choose the desired pattern from the **Pen Pattern** tool.

Tips

- To change the background color used in the new pattern, click the **Background** square in the **Pen Color** tool, then choose the desired color.
- If you use the solid white pen pattern (which does not use a foreground color), any foreground color you choose with the Pen Color tool will not display unless you change the pen pattern.
- If you use the solid black pen pattern (which does not use a background color), any background color you choose with the Pen Color tool will not display unless you change the pen pattern.

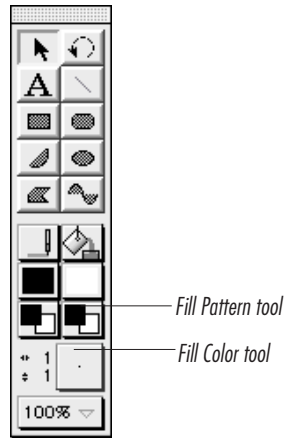
Changing Fill Colors or Patterns

You can change the fill color or pattern of graphics objects.

- 1 Select the object(s) if you want to change the fill colors or patterns of an object (or several objects). If you do not select an object, you

can change the fill color or pattern, then draw an object using the new settings.

- 2 Click the **Background** (back) square in the **Fill Color** tool, and choose the background color you want. The background color fills the entire object unless you change the fill pattern.



- 3 Click the **Fill Pattern** tool if you want to fill the object(s) with a pattern.

Tips

- To change the foreground color used in the new pattern, click the **Foreground** (front) square in the **Fill Color** tool, then choose the desired color.
- If you use the solid black fill pattern (which does not use a background color), any background color you choose with the Fill Color tool will not be displayed.
- If you use the solid white fill pattern (which does not use a foreground color), any foreground color you choose with the Fill Color tool will not be displayed.

Saving Attribute Settings

Use the Get Attributes command to save the attribute settings of an object, so you can use them for drawing new objects in the current Graphic window.

- The attributes of an object include:
- Pen size, color, and pattern
- Fill color and pattern
- Pen setting (on or off)
- Fill setting (on or off)
- Rounded corner radius (if applicable)
- Arc type (if applicable)
- Font, size, and text style (if applicable)

1 Select the object whose attributes you want to use.

You can get the attributes of only a single object. If no objects are selected or if more than one object is selected, Get Attributes is dimmed on the Layout menu.

2 Choose **Get Attributes** from the **Layout** menu.

The new default attributes affect new objects in the current Graphic window only. If you want to save the new settings as permanent default settings, choose Save Settings from the Edit menu. For more information, see *Customizing the Graphics Editor* in Chapter 16: *Customizing Corel WordPerfect*.

Changing Colors on the Color Palette

If you have a color monitor, you can use the Color Palette dialog box to change the colors available on the color palette in the Graphics Editor.

For information about editing the colors available in the Document Editor, see *Editing Colors Using the Color Wheel* later in this section.

1 In the Graphics Editor, choose **Colors** from the **Edit** menu.

2 Click any color to select it, or drag across multiple colors to select more than one.

Although you can select the first and last colors on the palette, the system does not let you change them; they are reserved for black and white.

3 Use the options in the dialog box to change the selected color(s).

To do this:

Mix any color or group of colors with a single color from the palette

Change the percentage of red or blue in a color or group of colors

Change the brightness of a color or group of colors by adding black or white

Create a graduated mix between the first and last color in a group of selected colors

Create a rainbow between the first and last color in a group of selected colors

Change a color to its complementary color—the color on the opposite side of the color wheel (this option also works for a group of colors)

Copy any color or group of colors and paste them at another part of the palette

Use the MacOS System color wheel to change the hue, saturation (intensity), or brightness of a single color

Undo the last change you made to the palette

Undo all changes you have made since you opened the Color Palette dialog box

Do this:

Hold down **Option**, then click the color you want to use for mixing. Use the Mix slider to blend the selected palette color(s) with the mix color. The color changes as you scroll, but the mix color stays the same.

Use the Warm/Cool slider. The new colors appear on the palette as you scroll.

Use the Light/Dark slider. The new colors appear on the palette as you scroll.

Choose **Blend** from the **Range** menu.

Choose **Rainbow** from the **Range** menu. The first and last colors selected are used to define a portion of the color wheel. These two colors do not change.

Choose **Complement** from the **Range** menu.

Choose **Copy** from the **Edit** menu, select the color(s) you want to replace, then choose **Paste** from the **Edit** menu.

Double-click the color you want to change, make the desired changes, then click **OK**. See *Editing Colors Using the Color Wheel* later in this section for more information.

Choose **Undo** from the **Edit** menu.

Choose **Revert** from the **Edit** menu.

4 Click **OK** to accept the changes and close the dialog box.

Once you click OK, the changes you made to the color palette affect the pen, fill, and text colors of the current Graphic window. Any existing objects remain their original color. All new objects are created using colors from the new palette. The new colors are not in effect for other Graphic windows.

Tips

- If you want to create an object filled with blended colors or several objects with a gradation of color, use the Replicate feature. See *Arranging Objects in Graphics* later in this chapter for information about replicating.

Editing Colors Using the Color Wheel

1 Open the **Color Wheel** dialog box.

To open the Color Wheel dialog box in the Graphics Editor, choose Colors from the Edit menu, then double-click the color you want to edit.

You can also use the color wheel to edit a color in the Document Editor. To do so, double-click a color in any dialog box that lets you choose a color.

2 Use the dialog box options to change the selected color.

To do this:

Choose a new color

Change the hue of a color (the percentage of red, green, or blue)

Change the saturation level (or intensity) of a color

Change the brightness of a color (the percentage of white or black)

Do this:

Click a new location on the color wheel.

Click one of the Hue arrows, or type a value in the Hue text box.

Click one of the Saturation arrows, or type a value in the Saturation text box.

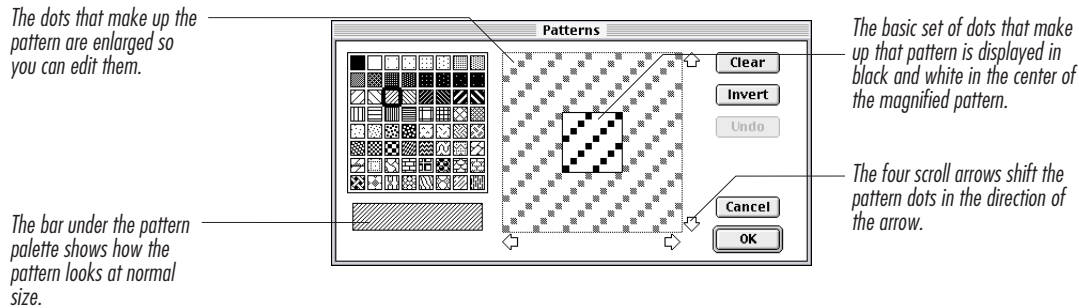
Click one of the Brightness arrows, type a value in the Brightness text box, or click one of the slider arrows.

3 Click **OK** to accept the changes and close the color wheel.

Changing Patterns on the Pattern Palette

Use the Patterns dialog box to change the patterns available on the pattern palette.

1 In the Graphics Editor, choose **Patterns** from the **Edit** menu.



2 Click any pattern to select it for editing.

The default pattern palette contains 64 patterns. You can use any of these default patterns or create your own.

You may want to select a pattern similar to the one you want to create, or you can choose the solid black or white pattern if you want to create a pattern from scratch.

When you edit a pattern, the new pattern will replace the original pattern on the palette in the current Graphic window. Do not edit a pattern you intend to use again in the current window.

3 Move the pointer into the Edit Pattern window, then click any white dots you want to turn black and any black dots you want to turn white. To change a group of dots, drag across them.

You can click the dots in the basic set (in the middle) or in the rest of the Edit Pattern window.

4 Use the buttons in the dialog box as needed.

To do this:

Change all the dots in the pattern to white
 Change all black dots to white and all white dots to black
 Restore the original pattern you were editing
 Cancel your most recent change to the pattern
 Cancel any changes you have made to any patterns, and close the dialog box
 Save the changes you have made to the patterns, and close the dialog box

Click this:

Clear button
 Invert button
 Pattern in the default palette in the dialog box
 Undo button
 Cancel button
 OK

Your edited patterns are in effect for all of the pattern palettes in the current Graphic window only.

Sizing or Cropping Graphics

Use the Document Editor to size a graphic or crop a graphic within a graphics box. Use the Graphics Editor to size one or more objects in a graphic.

This section includes:

- Sizing or Cropping Graphics in the Document Editor
- Sizing Objects in the Graphics Editor

Sizing or Cropping Graphics in the Document Editor

Sizing Graphics

- 1 Click the graphic to select it. Sizing handles appear on the box. Be careful not to double-click because doing so opens the Graphics Editor.
- 2 Drag any sizing handle to increase or decrease the size of the graphic. If you want to increase or decrease the size of the graphic proportionally, hold down Shift and drag a handle.
- 3 Click anywhere outside the box to turn off the selection.

Tips

- You can also use the Box Options dialog to resize a graphic and its box. With the graphic selected, choose **Graphic** from the **Tools** menu, then choose **Options**.

Cropping Graphics

To crop a graphic, you can move a graphic within its box or you can change the size of the box without changing the size or position of the graphic inside.

- 1 In the Document Editor, click the graphic to select it.
- 2 To move the graphic within the box, place the pointer inside the box, hold down ⌘, and drag the graphic to a new location in the box.

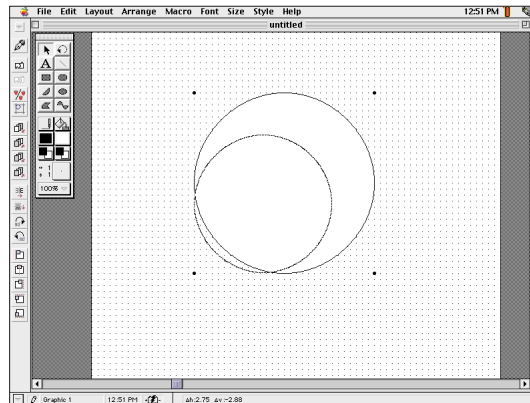
The pointer changes to a hand. Any part of the graphic that is moved outside the perimeters of the box is cut off from view.

- 3 To change the size of the box without changing the size or position of the graphic inside, hold down ⌘, and drag a sizing handle.

Sizing Objects in the Graphics Editor

Graphic objects are the units that make up graphics. A graphic may contain one or more individual objects.

- 1 Make sure the Pointer tool is selected, then select the object(s) you want to size.
- 2 Drag one of the handles of the selected object to size it.



If you want to maintain the proportions of an object while you size it, hold down Shift while you drag.

When you size a text object, the size of the text remains the same. If you want to change the size of the text as well as the box, group the text object, then size it.

If you select multiple objects, all the selected objects change size in proportion to the object whose handle you drag. If you want to maintain spatial relationship between objects while sizing, group the objects before sizing them.

You can also use the Size Object dialog box to size objects to exact proportions.

Using the Size Object Dialog Box

- 1 Select the object(s) you want to size.

If you want to maintain the spatial relationships among multiple objects while you size, group the objects first.

- 2 Choose **Size** from the **Arrange** menu.

- 3 Click the anchor point in the direction you want to size.

For example, if you want the object(s) to increase in size from the center of the object, click the center point. If you want the object to decrease in size from the lower left to the upper right corner, click the upper right corner point.

- 4 Type the horizontal and vertical percentages by which you want the object sized, or choose preset sizing percentages from the **Horizontal** and **Vertical** pop-up menus.
- 5 Click **OK**.

Moving Graphics

To move an object in the Graphics Editor, drag it to the desired location.

You can also move objects forward or backward to change the stacking order of objects. See *Arranging Objects in Graphics* later in this chapter for more information.

To move a graphic in the Document Editor,

- 1 Click the graphic to select it.

Sizing handles appear around the box.

- 2 Place the pointer anywhere inside the box, then drag the graphic to a new location.

Be careful not to drag a sizing handle. This will resize the box rather than move it.

You can drag a graphic to a new location in the current document. If you use Mac OS 7.5 or higher, you can also drag a graphic from one page to another page or to another document or the desktop.

When you move a graphic by dragging it, it becomes anchored to the page, and text wraps to one side of the box.

Anchoring Graphics

When you create a graphic, it is anchored to the current line of text, which means that Corel WordPerfect will treat it like a single character. If you add or delete text before the graphic, the graphic will move with the text that surrounds it. Any text you type next to the box aligns at the bottom of the box.

When you drag a graphic, it becomes anchored to the page, which means it will stay in the same horizontal and vertical position on a page, regardless of whether you add or delete text in the document. Text flows around the box without changing the position of the box.

When you create a graphic, a Figure Box code is inserted in the document at the insertion point. If you move the graphic on the page, and then add or delete enough text that the code moves to a different page, the graphic moves to that page as well, but it stays in the same horizontal and vertical position on the new page as it was on the previous page.

You can also anchor a graphic to a paragraph so that it will stay in the same position relative to the top left of the paragraph that contains the

Figure Box code, regardless of how much text you add or delete in front of the box. This is particularly useful for creating drop caps that you want to be associated with a specific paragraph.

Tips

- If you want to create a graphic that is anchored to a paragraph, select the graphic, then choose **Graphic** from the **Tools** menu. Choose **Options**, then select **Paragraph** from the **Anchor To** pop-up menu.
- If you anchor a graphic to a paragraph, it will be anchored to the paragraph that contains the Figure Box code. If the Figure Box code moves to a new page, everything between the beginning of the paragraph that contains the code and the box itself moves to the new page.
- Using Mac OS 7.5 or higher, if you anchor a box to a paragraph and then move the box to a new position, it becomes anchored to the paragraph you drag it to.

Arranging Objects in Graphics

After you create or insert one or more objects in the Graphics Editor, you can arrange them using various commands available in the Graphics Editor.

This section includes:

- Aligning Objects
- Moving Objects Forward or Backward
- Rotating Objects
- Flipping Objects
- Grouping Objects
- Locking Objects

The Graphics Button Bar includes buttons for many of the commands used to arrange objects. See *Graphics Basics* earlier in this chapter for more information.

Aligning Objects

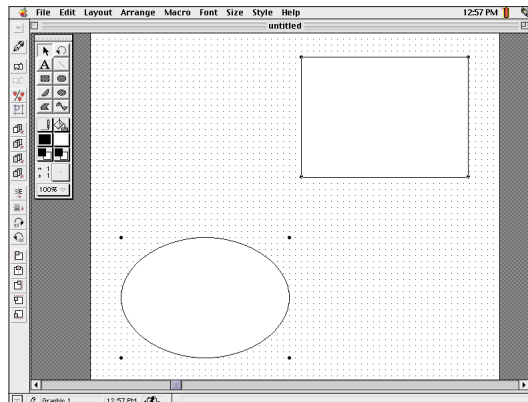
Use the Align dialog box to align objects with each other or with the grid. You can align objects horizontally or vertically.

- 1 Select the objects you want to align.
- 2 Choose **Align** from the **Arrange** menu.
- 3 If you want to align the objects with each other, select **Objects**, or, if you want to align the objects with the grid, select **To Grid**.

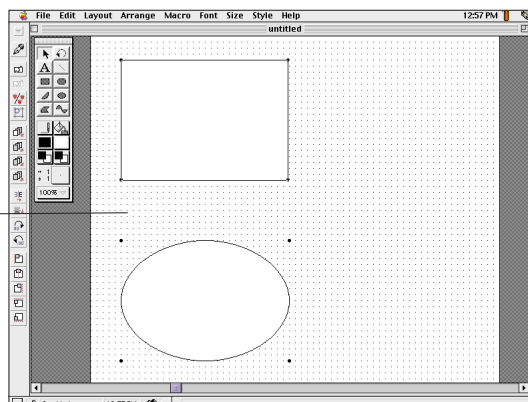
- 4 Select the radio buttons corresponding to the horizontal and vertical boundaries along which you want the objects aligned.

Tips

- When you align objects horizontally, you can align them along their left boundaries, right boundaries, or along an imaginary line running vertically through the center of the objects.
- If you use the Align command when only one object is selected, the object is aligned in relation to the margins. If you use Align when two or more objects are selected, they are aligned in relation to each other.

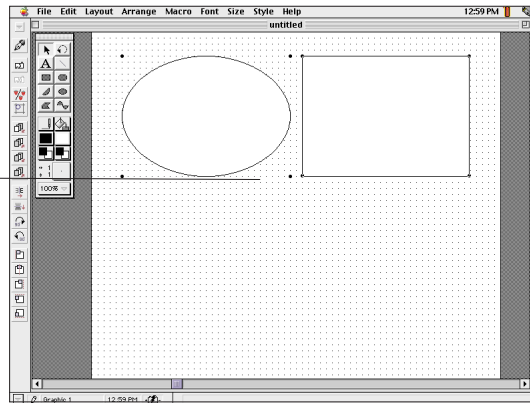


The two objects are now aligned vertically along their left boundaries.



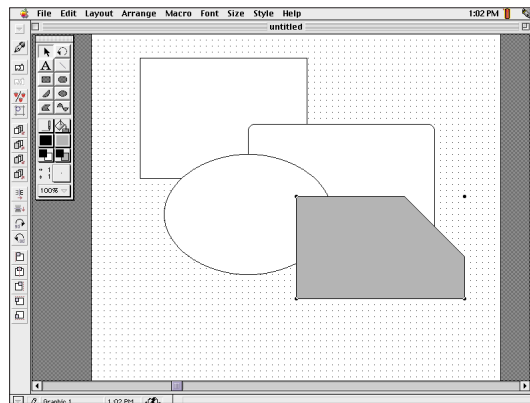
When you align objects vertically, you can align them along their top boundaries, bottom boundaries, or along an invisible line running horizontally through the center of the objects.

The two objects are now aligned horizontally along their top boundaries.



Moving Objects Forward or Backward

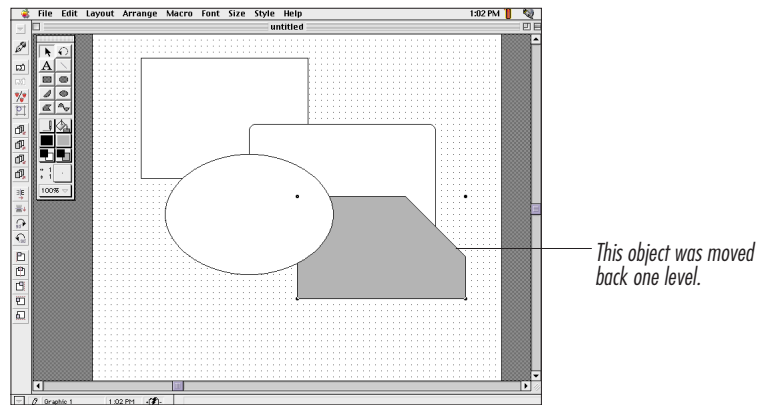
Every object you draw is created on a different level of the Graphic window. If you move all the objects into one position, they will be stacked on top of each other. Use the Move Backward, Move Forward, Move to Back, and Move to Front commands to change the stacking order of objects.



- 1 Select the object(s) you want to move.
- 2 Choose **Move Backward** or **Move Forward** from the Arrange menu if you want to move the object(s) one level backward or forward. Or, choose **Move to Back** or **Move to Front** from the Arrange menu if

you want to move the object(s) to the back or front levels of the Graphic window.

If you selected more than one object, the selected objects retain their order relative to each other.



Rotating Objects

Use the Rotation Tool or the Rotate dialog box to rotate an object in a graphic.

Using the Rotation Tool

- 1 Select the object(s) you want to rotate.
- 2 Click  on the **Graphics** tool palette.
- 3 Click the handle at the opposite corner from the handle around which you want the object(s) rotated.

For example, if you want to rotate an object around the lower left handle, click the upper right handle.

- 4 Drag the handle to a new position.

When you release the mouse button, all the selected objects rotate, each relative to its own corresponding handle. If you want all the objects to rotate around a single point, group them before using the Rotation tool.

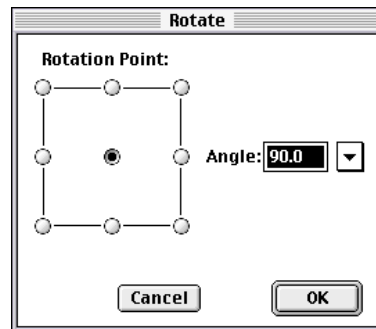
Tips

- You can constrain the rotation to multiples of 45 angles by holding down Shift while you rotate the object(s).

Using the Rotate Dialog Box

Use the Rotate dialog box when you want to rotate an object to precise angle measurements or around a point other than a selection handle.

- 1 Select the object(s).
- 2 Choose **Rotate** from the **Arrange** menu.



- 3 Click the rotation point around which you want the object(s) rotated.
- 4 Type the angle (in degrees) you want the object(s) rotated or choose an angle from the pop-up menu.

Any number between -360 and 360 is a valid angle. A positive angle rotates the object(s) clockwise. A negative angle rotates the object(s) counterclockwise.

- 5 Click **OK**.

Each selected object rotates around its own anchor point. If you want them all to rotate around a single point, group the objects before you rotate them.

Flipping Objects

Use the Flip Horizontal or Flip Vertical commands to flip an object around its axis. These features are useful for creating symmetrical drawings. By duplicating an object, then flipping the duplicate, you can create a mirror image of the original object.

- 1 Select the object(s) you want to flip.
- 2 Choose **Flip Horizontal** or **Flip Vertical** from the **Arrange** menu.

If you select multiple objects, each object flips relative to its own axis.

If you want to flip multiple objects around a single axis, group the objects before you flip them.

Grouping Objects

Use the Group command to group a set of selected objects as a single object. Group objects when you want to move them as a group, size them while maintaining their relative positioning, or protect them from accidental changes.

- 1 Select the objects you want to group.
- 2 Choose **Group** from the **Arrange** menu.

Four handles appear showing that the objects are now being treated as a single object.

You can rotate, cut, copy, move, delete, or perform any of the Graphic commands on a grouped object. You can even group a grouped object with other objects.

You cannot edit the individual parts of a grouped object unless you ungroup it.

Ungrouping Objects

You can separate a grouped object into its component objects.

- 1 Select the grouped object you want to ungroup.
- 2 Choose **Ungroup** from the **Arrange** menu.

Handles appear around each object. All objects from the group are selected.

Corel WordPerfect ungroups objects one level at a time. For example, if you group two sets of grouped objects, ungrouping them once will only separate the first and second sets. If you want to ungroup the objects in each set, select them, then choose **Ungroup** again.

Locking Objects

Use the Lock command to protect an object from accidental changes. Locked objects cannot be edited, moved, sized, or deleted. Locking objects is also useful when you want to select and modify some objects in the Graphic window and not others.

For example, if you want to move all but one of several objects, you can lock the object you want to remain fixed. You can then select and move all the objects, and the locked object will be unaffected by the move even though it is selected.

- 1 Select the object(s) you want to lock.
- 2 Choose **Lock** from the **Arrange** menu.

Although you cannot move, change, or delete locked objects, you can select, copy, duplicate, and replicate them.

Tips

- If you want to edit a locked object, select the object, then choose **Unlock** from the **Arrange** menu.

Saving Graphics

Use the Save Graphic As feature to save the objects in the current Graphic window in a separate file from the active document.

- 1 In the Graphics Editor, choose **Save Graphic As** from the **File** menu.
- 2 Open the disk and folder where you want the graphic saved.
If you need help using a directory dialog box to change disks and open folders, see *Filing* in *Chapter 7: Saving and Managing Documents*.
- 3 Type a name for the document in the **Save Graphic As** text box.
- 4 If you want to specify the format of the graphic, choose an option from the **Format** pop-up menu.

You can choose PICT or a Corel WordPerfect Graphic format.

- 5 Click **Save**.

Tips

- The graphic is saved in a file on the active disk. The active copy of the graphic (with the original document) remains open in the Graphics Editor, so you can continue to make changes.
- To save a graphic with a document, choose **Save** from the **File** menu in either the Document Editor or the Graphics Editor. For more information about saving documents, see *Chapter 7: Saving and Managing Documents*.

Framing Graphics

Use the Frame feature to add a frame to a graphic or movie or edit the frames around graphic boxes.

You can also frame text boxes and equation boxes. See *Adding Text Boxes* in *Chapter 4: Creating Documents*, or *Using Equation Boxes* in *Chapter 9: Working with Equations*.

- 1 In the Document Editor, click the graphic you want to frame.

2 Choose **Graphic** from the **Tools** menu, then choose **Frame**.

If you want to frame a movie, choose **Movie** (instead of **Graphic**) from the **Tools** menu.

3 Make sure the **Frame On** checkbox is selected.

4 Choose a frame type from the **Type** pop-up menu.

5 Select additional options if desired.

To do this:

Do this:

Choose a frame color

Choose a color from the frame **Color** pop-up palette. If you are using a color monitor, you can edit the color by double-clicking it. The color wheel opens. For information about using the color wheel, see *Editing Graphics* earlier in this chapter. If you are using a black and white (or less than 8-bit color) monitor, you can choose **Other** from the pop-up menu to specify a color or percentage of gray. For more information about color, see *Graphics Basics* earlier in this chapter.

Choose a frame pattern

Choose a pattern from the frame **Pattern** pop-up palette.

Fill the area inside the frame with a color or pattern

Choose a color and pattern using the **Fill** pop-up palettes.

Create a frame without sides or without a top and bottom

Deselect the **Top**, **Bottom**, **Left**, or **Right** checkboxes.

Change the spacing between the graphic and the frame or between the document text and the frame

Make changes in the **Spacing** boxes. By default, document text is spaced .125 inches from the graphic box, and the graphic rests against the frame unless you change this setting.

Choose a position for a caption

Select an option from the **Caption Position** pop-up menu.

6 Click **OK** to accept the changes and close the dialog box.

Captioning Graphics

Use the **Caption** feature to add a caption to a graphic or movie. The caption appears with the graphic (or movie) wherever it is moved.

You can also caption a text box. See *Adding Text Boxes* in *Chapter 4: Creating Documents*.

1 In the Document Editor, click the graphic to select it.

2 Choose **Graphic** from the **Tools** menu, then choose **Caption**.

If you want to caption a movie, select the movie, then choose **Movie** (instead of **Graphic**) from the **Tools** menu.

A caption box appears at the bottom of the graphic with the word “Figure” followed by a number. The box is renumbered if more graphic boxes or boxes of the same label and type are created in front of it in the document.

You can delete the word and number if you choose. Corel WordPerfect keeps track of the box number even if the number does not appear in the caption.

You can also change the Figure Box caption style (to affect all graphic captions) using the Edit Style feature. See *Editing Styles* under *Formatting with Styles* in *Chapter 15: Saving Time with Automated Tasks*.

3 Type the caption.

A caption can be as big as 32K, but it must fit on a single page. You can format the text (using text styles, fonts, and sizes) any way you like.

Tips

- If the graphic is too narrow, the entire caption may not be visible. In this case, you may want to choose a smaller font for the caption.
- If you generate a list of figures, the caption text you type is included in the list. For more information, see *Generating Lists* in *Chapter 4: Creating Documents*.

Editing Captions

Once you click outside a graphic box so that it is no longer selected, the box around the caption disappears, and the caption becomes a part of the graphic box.

1 Click the graphic to select it.

Sizing handles appear around the box. Notice that the caption is now included as part of the box.

2 Choose **Graphic** from the **Tools** menu, then choose **Caption**.

If you want to edit the caption of a movie, select the movie, then choose **Movie** (instead of **Graphic**) from the **Tools** menu.

You can also double-click the caption. A box reappears around the caption. The insertion point is placed inside the box, so you can edit text.

- 3** Edit the caption text.
- 4** Click outside the box to accept the changes and close the caption box.

Tips

- If you want to remove the entire caption, simply delete all of the text, including the box number information. The caption box disappears when you click outside the graphic box.

Renumbering Graphics

When you create a graphic, Corel WordPerfect assigns a number to the box. If you add a caption, the box number appears in the caption. Whether or not you caption the graphic, Corel WordPerfect keeps track of the number assigned to each graphic. This is useful when you want to cross-reference figures or generate a list of figures in your document.

To renumber a graphic, or change numbering to Roman numerals or to letters,

- 1** Place the insertion point before the first graphic you want to renumber.

If you have moved the graphic from its original position, make sure to place the insertion point before the Figure code associated with the graphic. Choose **Show Codes** from the **Edit** menu to display the formatting codes.

- 2** Choose **Graphic** from the **Tools** menu, then choose **Number**.
- 3** If you want to change the number, type a new number in the **Set Number** box.

This number appears only when you add a caption to the graphic.

Choosing a new number for the selected graphic renumbers subsequent boxes of the same label type.

- 4** If you want to change the numbering style, choose a new option from the **Type** pop-up menu.

You can choose from Arabic, Lowercase Roman, Uppercase Roman, or Letters. The value in the Set Number box is always displayed in Arabic numerals.

5 Click **OK** to accept the changes and close the dialog box.

Tips

- If you want to number a graphic apart from the other graphics in your document, assign a label other than “Figure” to the box. See *Labeling Graphics* below for more information.

Adding Chapter Numbers

If you are working with a document that contains several sections or chapters, you might want to add a chapter number to your box numbering style. For example, if you add a chapter number and a decimal before the box number in the style, numbers will appear as 1.1, 1.2, 1.3, and so forth, in the captions.

Use the Chapter feature to add a chapter (or section) number to the box number in the box caption.

- 1** Click **Styles** on the Control Bar to open the Styles bar, then click **Edit** on the Styles bar.
- 2** Select the **Figure Box Caption** style in the list box, or, if you want to add a chapter number to captions of text boxes, table boxes (boxes labeled “Table”), or user boxes (boxes labeled “User”), select the appropriate style in the list box.
- 3** Click **Edit**.
- 4** Place the insertion point in front of the number in the editing window.
- 5** Choose **Graphic** from the **Tools** menu, then choose **Number**.
- 6** Click the **Insert Number** checkbox in the Chapter section, then click **OK**.

You should not change the chapter number in the style editing window. To set the chapter number of a graphic box, use the Graphic Box Number dialog box after you close the style editing window.

- 7** Add punctuation between the two numbers. You can add a decimal, a dash, or any other punctuation to separate the two numbers.
- 8** Click the close box in the style editing window.

Captions in your document are updated to reflect the style change.

Labeling Graphics

You can label a graphic box so that it will be numbered with a different set of boxes or so that it will be listed with a different set of boxes when you generate a list.

- 1 Click the graphic to select it.
- 2 Choose **Graphic** from the **Tools** menu, then choose **Options**.
- 3 Choose an option from the **Label Type** pop-up menu.

You can label it as Figure, Table, Text, or User, regardless of the actual contents of the box. If you choose “Figure,” it will be numbered or listed with the other graphics in the document. If you choose “Table,” it will be numbered or listed with only the boxes that you have labeled “Table” boxes.

- 4 Click **OK**.

The graphic will be numbered or listed with the other boxes having the same label.

For more information about generating lists of figures, see *Generating Lists* in *Chapter 4: Creating Documents*.

Changing Graphics Box Options

Use the Graphics Options dialog box to make choices about how you want a graphic box to function. You can:

- Anchor the box as a character or to a page or paragraph
- Label the box as a figure, table, text, or user box
- Align a box in relation to page or column margins
- Change the horizontal and vertical position of the box
- Change the position of text outside the box
- Hide the contents of the box
- Size and crop the box or move a graphic inside its box

- 1 Click the graphics box to select it.
- 2 Choose **Graphic** from the **Tools** menu, then choose **Options**.

If you want to change the options for a movie, select the movie, then choose **Movie** (instead of **Graphic**) from the **Tools** menu.

- 3 Select the appropriate options in the dialog box.

To do this:

Change the anchoring type

Do this:

Choose an option from the **Anchor To** pop-up menu. See *Moving Graphics* earlier in this chapter for more information about anchoring.

To do this:	Do this:
Label the graphics box	Choose an option from the Label Type pop-up menu. See <i>Labeling Graphics</i> above for more information about labels.
Change the position of the graphic box	Make changes in the Horizontal Position and Vertical Position sections of the dialog box. See <i>Changing Box Positions</i> below for more information.
Change the size of the contents without changing the size of the box	Make changes to the Size options in the Contents section of the dialog box.
Hide the contents of the box (on the screen and on the printed page)	Click Hide Contents of Box .
Change the size of the box without changing the size of the contents	Make changes to the Box Size options in the dialog box.
Wrap text around the box	Click Wrap Text Around Box . When this option is marked, text wraps around the box. If you turn off this option, text is displayed behind the box (as though the box did not exist). You can use this option to place text on both sides of a graphic; insert spaces or tabs to move text around the box any way you like.

You can also size, crop, and position boxes and graphics using the mouse and modifier keys. See *Moving Graphics* earlier in this chapter.

Changing Box Positions

The Graphic Options dialog box includes the following options for adjusting the horizontal position of graphic boxes:

Dialog box option:	Explanation:
Absolute (Page-anchored)	If you select this option, you can type a value in the text box. The left side of the box aligns with the corresponding position on the Ruler.
Margin (Page-anchored)	Corel WordPerfect aligns the graphic with the margins according to the alignment type you specify (left, right, center, or justify). You can also use the Offset box to align the box a relative distance from the margin.

Dialog box option:

Column (Page-
anchored)

Explanation:

Corel WordPerfect aligns the graphic with existing columns (when columns are defined) according to the alignment type you specify.

Left: The left side of the box aligns with the left margin of the column you specify in the first column text box.

Right: The right side of the box aligns with the right margin of the column you specify in the second column text box.

Center: The box is centered between the outside margins of the columns you specify.

Justify: The box changes size so that the left and right sides of the box align with the left and right margins of the columns you specify.

You can also use the Offset box to align the box a relative distance from column margins.

Alignment

Corel WordPerfect aligns a page-anchored or paragraph-anchored box according to the option you specify.

Left: The left side of the box aligns with the left margin of the paragraph that contains the box code.

Right: The right side of the box aligns with the right margin of the paragraph that contains the box code.

Center: The left and right sides of the box are centered between the left and right margins of the paragraph that contains the box code.

Justify: The box changes size so that the left and right sides of the box align with the left and right margins of the paragraph that contains the box code.

You can also use the Offset box to align the box a relative distance from the margins.

Dialog box option:	Explanation:
Offset	If you set a relative position (either Margin or Column), you can offset the box from that relative position. For example, if you want the box to be placed one inch from the left margin, select Margin, choose Left in the Alignment pop-up menu, then type 1 in the Offset box.

The Graphic Options dialog box includes the following options for adjusting the vertical position of graphics:

Dialog box option:	Explanation:
Absolute (Page-anchored)	If you select this option, you can set an exact location for the top edge of the box.
Relative To (Character-anchored)	When a box is anchored to a character, you can align the text next to the box in the following positions: Baseline: The baseline of the text aligns with the bottom of the box. Box Top: The top of the text aligns with the top of the box. Box Middle: The middle of the text aligns with the vertical center of the box. Box Bottom: The bottom of the text aligns with the bottom of the box.
Relative To (Page-anchored)	When a box is anchored to a page, the Relative To pop-up menu aligns the box vertically (between the top and bottom margins of the page) relative to one of four positions: Whole Page: The box changes size so the top and bottom sides of the box align with the top and bottom margins of the page. Page Top: The top of the box is aligned with the top margin of the page. Page Middle: The vertical center of the box is aligned with the vertical center of the page. Page Bottom: The bottom of the box is aligned with the bottom margin of the page. You can also use the Offset box to align the box a relative distance from those positions.

Dialog box option:
Offset

Explanation:

If you select the Relative To option, you can offset the box (or the text) from the relative position you choose in the pop-up menu. If, for example, you align a box with the Page Top and then type **1** in the **Offset** box, the box is placed 1 inch (or unit of measurement that you specify) from the top margin of the page.

Deleting Graphics

- 1 Click the graphic to select it.
- 2 Press **Delete** (**Backspace** on some keyboards).

Deleting Graphic Objects in the Graphics Editor

- 1 Select the object(s) you want to delete.
- 2 Press **Delete** (**Backspace** on some keyboards), or choose **Clear** from the **Edit** menu.

Creating Graphic Overlays

Use the Overlay feature to place a graphic or text object over the current page of your document (similar to a transparency). You can use this feature for tasks such as illustrating over text or adding editing marks to a document.

An overlay appears on the current page only. If you want to create a graphic that will appear on a sequence of pages, you can copy the graphic, create an overlay on additional pages, and paste the graphic into each overlay, or you may want to create a single watermark (which appears beneath the text of the document.)

This section includes:

- Creating Overlays
- Editing Overlays
- Removing Overlays
- Turning Off Overlay Display

Creating Overlays

- 1 In the Document Editor, choose **Overlay** from the **Tools** menu, then choose **Draw**.

You can also hold down **Option** and click  on the Default Button Bar.

A transparent drawing window appears over the current page of your document. The document appears underneath only as a reference for placing the overlay on the page. You cannot edit the text of the document while the overlay window is open.

2 Use the tools and drawing commands to create your overlay.

You can use the Paste command or the Insert File command to insert graphics from other applications, and you can edit an imported graphic using the drawing tools and commands.

For more information about using the drawing tools and commands, see *Graphics Basics* earlier in this chapter. For information about inserting or creating graphics, see *Inserting Graphics* or *Creating Graphics* earlier in this chapter.

3 Click  on the Button Bar to close the drawing window.

You can also click the close box to close the drawing window.

Editing Overlays

1 Place the insertion point on the page that contains the overlay you want to edit.

2 Choose **Overlay** from the **Tools** menu, then choose **Draw**.

The drawing window appears with the existing overlay. You can make changes to the overlay without disturbing the document underneath.

3 Make editing changes to the overlay, then click  on the Button Bar to close the overlay window.

Removing Overlays

To remove an overlay from a page,

1 Place the insertion point on the page that contains the overlay.

2 Choose **Overlay** from the **Tools** menu, then choose **Remove**.

3 Choose **Current Page Only** or **Whole Document**.

If you choose **Whole Document**, all overlays associated with the document will be removed.

4 Click **OK**.

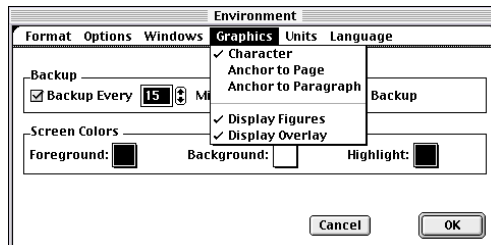
Tips

- You can also delete the overlay when the overlay drawing window is open. Choose **Select All** from the **Edit** menu, then press **Delete** (**Backspace** on some keyboards). You cannot use the codes window to remove an overlay; there is no Overlay code that appears in the codes window.

Turning Off Overlay Display

Turn off the overlay display if you do not want to see overlays in the Document Editor or if you want to speed up the program while working with documents that contain overlays. Turning off overlay display does not remove overlays from the document; it simply hides them while you edit the document. If you print a document with Overlay Display off, the overlay will print. Overlays are also displayed in the Print Preview window.

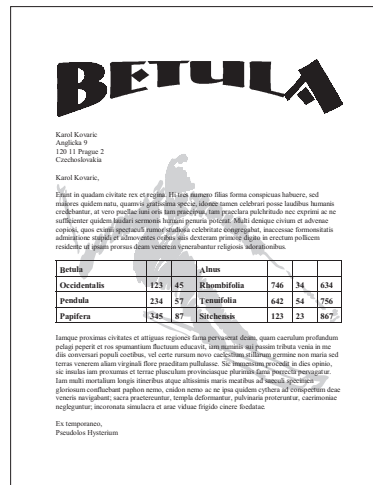
- 1 Choose **Preferences** from the **Edit** menu, then click **Environment** in the Preferences window.
- 2 Choose **Display Overlay** from the **Graphics** menu in the dialog box to deselect it.



- 3 Click **OK**, then click the close box to close the Preferences window.

Creating Watermarks

Use the Watermark feature to place graphics or text objects behind the text of a document.



You can create as many as two watermarks (A and B) for any page of your document. A watermark appears on the page where you create it and on every following page until you discontinue it or create another watermark of the same type (A or B).

For example, if you create Watermark A on page 1 and another Watermark A on page 2, the first Watermark A appears on page 1, and the new watermark begins on page 2.

You can also use watermarks on every page, alternating pages, or only specified pages.

This section includes:

- Creating Watermarks
- Editing or Deleting Watermarks
- Discontinuing or Changing the Occurrence of Watermarks
- Suppressing a Watermark on the Current Page

Creating Watermarks

- 1 Place the insertion point on the page where you want the watermark to begin.

If you place the insertion point in a paragraph that begins on the previous page, the watermark will appear on the previous page.

- 2** Choose **Watermark** from the **Tools** menu, then choose **New**.

- 3 Select **Watermark A** or **Watermark B**, then click **OK**.

You can create watermarks in any order. For example, you can create Watermark B before you create Watermark A.

A dotted line shows the page boundaries, so you can place objects accurately.

- 4 Use the Graphics tool palette and drawing commands to create or insert a graphic.
- 5 Click  on the Button Bar to close the drawing window.

You can also click the close box to close the drawing window.

Tips

- For more information about the tool palette and drawing commands, see *Graphics Basics* earlier in this chapter. For information about inserting or creating graphics, see *Inserting Graphics* or *Creating Graphics* earlier in this chapter.
- If you want the watermark to appear lighter than the regular text or graphics in the document, use the Pen and Fill Color tools to select gray or a light color. To lighten text in a watermark, choose Text Color from the Style menu, then choose gray or another light color.
- Watermarks do not appear in the Document Editor. To view a watermark with the document, choose **Print Preview** from the **File** menu.
- After you have created a watermark, you can edit (or delete) it, discontinue it, or specify whether you want it to appear on every page, alternating pages, or only specified pages.

Editing or Deleting Watermarks

- 1 Place the insertion point in a portion of the document where the watermark is turned on.
- 2 Choose **Watermark** from the **Tools** menu, then choose **Edit**.
- 3 Select **Watermark A** or **Watermark B**, then click **OK**.

The Watermark drawing window appears, so you can edit or delete the watermark.

- 4 To edit the watermark, use the tool palette or drawing commands, or, to delete the watermark, choose **Select All** from the Edit menu, then press **Delete** (**Backspace** on some keyboards).

For information about the tool palette or drawing commands, see *Graphics Basics* earlier in this chapter. For information about editing graphics, see *Editing Graphics* earlier in this chapter.

- 5 Click  on the Button Bar to close the drawing window.

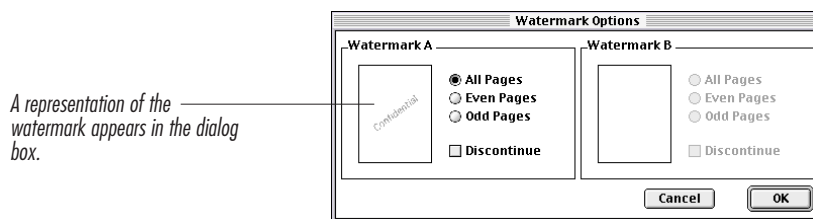
Tips

- If you delete a watermark, and another watermark of the same type (A or B) exists earlier in the document, the existing watermark will appear on the pages that contained the watermark you deleted. If you do not want it to appear, you will need to discontinue the watermark on the appropriate page.

Discontinuing or Changing the Occurrence of Watermarks

Use the Watermark Options dialog box to discontinue a watermark or change its occurrence. A watermark can appear on even pages, odd pages, or every page (until you discontinue it or until the end of the document).

- 1 Place the insertion point on the page where you want to discontinue or change the occurrence of the watermark.
- 2 Choose **Watermark** from the **Tools** menu, then choose **Options**.



- 3 If you want to discontinue the watermark, click **Discontinue**; or if you want the watermark to appear on even or odd pages only, click **Even Pages** or **Odd Pages**.
- 4 Click **OK**.

Tips

- If you have more than one watermark of the same type (A or B), only the one on the page where the insertion point is located will be affected.
- If you want a watermark to appear on specified pages only, use the Suppress command on those pages where you want to hide it.

Suppressing a Watermark on the Current Page

Use the Suppress command to prevent a watermark from appearing on a particular page.

- 1 Place the insertion point on the page where you want to suppress the watermark.

If you place the insertion point in a paragraph that begins on the previous page, the watermark will be suppressed on the previous page.

- 2 Choose **Suppress** from the **Layout** menu.

- 3 Click **Watermark A** or **Watermark B**, then click **OK** to close the dialog box.

The watermark is suppressed on one page only. The remainder of the document is not affected. To suppress the watermark on more than one page, you need to suppress it on each page separately.

Inserting and Playing Movies

Use the Movie feature to insert a QuickTime movie file into your document and play it on screen. Movie files can include sound, moving animation, or video clips.

The movie feature is available only if you are using System 7.0 or later. Corel WordPerfect uses Apple's System 7.0 or later QuickTime extension to work with movies. Software applications that allow you to create QuickTime movie files are available from your Apple dealer.

Manipulating a movie in your document is similar to working with a graphic. When it is not being played, the movie is represented in your document by its poster, which is usually the first frame of the movie.

This section includes:

- Inserting Movies
- Playing Movies
- Changing Movie Settings

You can move, anchor, size, frame, or caption a movie just as you can a graphic. For more information, see *Moving Graphics*, *Sizing or Cropping Graphics*, *Framing Graphics*, and *Captioning Graphics* earlier in this chapter.

Inserting Movies

1 Place the insertion point where you want the movie to appear.

You can adjust the placement of the movie later.

2 Choose **Movie** from the **Tools** menu, then choose **Insert**

3 Select a movie from the file list.

If you need help using the directory dialog box to change folders or disks, see *Filing* in *Chapter 7: Saving and Managing Documents*.

4 Click **Insert**.

The movie is inserted in the document at the insertion point.

You can also insert a movie by cutting or copying it to the Clipboard (from Corel WordPerfect or another application) and then pasting it into a document, or by using the Insert File command.

The movie is represented by its poster, which is usually the first frame of the movie. The poster is shown with an icon that looks like a small strip of film (called its badge), to distinguish it from ordinary graphics.

If you print the document, the movie poster (including the badge) is printed. For information about suppressing the badge, see *Changing Movie Settings* later in this section.

Playing Movies

1 Double-click the movie you want to play.

While you are playing a movie, the pointer changes to the pause symbol  when it is on the movie.

To do this:

Pause the movie during playback

Resume playback after a pause

Stop playing the movie before it is finished

Display the movie controller during playback

Hide the movie controller during playback

Do this:

Click once on the movie. The play symbol  is displayed while the movie is paused (if the pointer is on the movie).

Double-click the movie.

Click anywhere outside the movie.

Press **Option-↓**.

Press **Option-↑**.

You can also use the movie controller to control the playback (direction, speed, and volume), play a movie frame by frame, or move to a specific part of the movie.

Using the Movie Controller

You can play a movie and display the movie controller.

- 1 Click the movie to select it, choose **Movie** from the **Tools** menu, then choose **Play**. Or, double-click the movie's badge (the strip of film in the lower left corner of the poster).

The movie controller is displayed beneath the movie and the movie begins playing.

To display the movie controller without playing the movie, click the movie badge.

To do this:

Toggle the sound on or off

Adjust the volume up or down

Play or pause the movie

Move through the movie and show intermediary frames

Move to a position in the movie without showing intermediary frames

Move forward or backward through the movie one frame at a time

Move continuously through the movie

Change the preferred rate and direction

Change direction to backward and start playback

Change direction to forward and start playback

Move to the beginning of the movie

Do this:

Hold down **Option** while you click the **Volume** button.

Click the **Volume** button and adjust the slider, or press ↑ or ↓.

Click the **Play/Pause** button.

Drag the Thumb.

Click the **Play** bar.

Click one of the **Step** buttons, or press → or ←.

Press one of the **Step** buttons, or hold down → or ←. The movie stops playing when you release the mouse button.

Hold down the **Control** key and press one of the **Step** buttons to adjust the rate slider.

Hold down the **Command** key and click the **backward Step** button.

Hold down the **Command** key and click the **forward Step** button.

Hold down **Option** and click the **left Step** button.

To do this:

Move to the end of the movie

Do this:

Hold down **Option** and click the **right Step** button.

Changing Movie Settings

Use the Movie Settings dialog box to change a movie's playback options, suppress its badge, change its poster, or to revert to the movie's original size and poster.

- 1** Click the movie to select it.
- 2** Choose **Movie** from the **Tools** menu, then choose **Settings**.
- 3** Change the settings in the dialog as needed.

To do this:

Specify whether to play the movie once or continuously

Change the direction or speed of playback

Hide/Show the QuickTime badge (for the current movie)

Set the playback volume for sound

Revert to the original poster

Revert to the movie's original size

Replace the poster

Do this:

Choose an option from the **Playback** pop-up menu

Change the settings in the Direction or Speed options

Click **Show This Badge**

Press  on the movie controller

Click **Original Poster**

Click **Original Size**

Use the movie controller to display the desired movie frame, then click **Replace Poster**

- 4** Click **OK**.

Any changes you make in the Movie Settings dialog box affect the way the movie is played every time.



Creating Web Documents

How Can Corel® WordPerfect® Help Me Use the Internet?

Corel WordPerfect 3.5 Enhanced provides you with several tools for accessing the Internet. The first of these is Netscape, a powerful yet easy-to-use World Wide Web browser.

Note: You must have an Internet provider in order to use Netscape to browse the web. Simply having a web browser does not give you access to the Web.

The second tool Corel WordPerfect provides is the ability to create hypertext jumps (called hyperlinks) to World Wide Web addresses (called URLs). By creating a hyperlink to a Web address in a Corel WordPerfect document, you can refer to information available on the Web—and give your readers direct access to that information.

The third tool Corel WordPerfect provides is a group of features to create Web pages. Web pages are created using a language called HTML (HyperText Markup Language). By using the Corel WordPerfect HTML tools, you can easily create your own stops on the information superhighway.

Most of the features you can use to format HTML documents can be found on the HTML bar. To open the HTML bar, click **HTML** on the **Ruler Bar**.

Tips for Creating Web Pages

In order to have your own page on the Web, you need some Web “space” (disk space and an address on a server that is linked to the Web). Talk to your Internet provider if you are not sure what your options are. If your company has Internet access, you may be able to place a home page for your company, department, or division. Talk to the computer support staff at your company for more information.

Once you have arranged for space to publish a Web page, you can use the Corel WordPerfect HTML tools to create a Web page. Creating a Web page using Corel WordPerfect is basically a two-step process:

- 1 Use the Corel WordPerfect HTML features to format a document.
- 2 Export the document as an HTML file.

The tips below will get you started.

Tips for Formatting Your Web Page

Although there is no set way to create a Web page, these are some of the elements you can include on a Web page:

- A header (text at the top of a Web page; usually contains text and/or graphics that are the page title)
- Headings (introductory text to start new sections, describing their contents)
- Graphics and graphics lines
- Bulleted lists
- Paragraph text (which can be formatted using a number of different character and paragraph styles)
- Hypertext links (which are generally included in bulleted lists or paragraph text).

Since the Web is so visually oriented, a Web page should look good. Spend some time thinking through your design, making sure you use visual elements to highlight the most important parts.

As with any document, more is not necessarily better. Try to keep your Web page simple and readable.

Use lots of hypertext jumps. People like the Web precisely because they can jump around, so give the readers what they want—access to other interesting Web pages.

The best Web page is one people can find. It is a good idea to register your Web page with a Web search engine (the Web equivalent of a telephone directory).

For details on using the HTML features, see *Using the HTML Features in Corel WordPerfect 3.5 Enhanced* below.

Exporting Your Finished Web Page

When you have formatted your HTML document the way you want, use **Save As** to export the document in HTML format.

- 1 Open the document you want to export (if it is not already open).
- 2 Choose **Save As** from the **File** menu.
- 3 Choose **HTML Export** from the **Format** pop-up menu.

- 4 Type a name in the **Save Document As** text box (choose a different name to retain the original for editing purposes).
- 5 Click **Save**.

Getting Help

While Corel can provide detailed information about using Corel WordPerfect features (some of which can help you use the Internet), there is much more to know about the Internet. Corel and Corel Customer Support cannot provide you with Internet information or support not directly related to using Corel WordPerfect 3.5 Enhanced.

For details on the Corel WordPerfect HTML features, see online Help and the rest of this section. For more information on using the Internet itself, you might want to purchase a good Internet reference manual, which can help you locate an Internet provider and learn how to use the Internet.

Using the HTML Features

A button on the **Control bar** provides access to the Corel WordPerfect HTML tools. A single click on the HTML button gives an easy view of all your formatting options. The options are Head, Heading, Style, Quote, Image, Horizontal Line, and Preview. Detailed descriptions of these options follow.

Head

A proper HTML document includes a Head section that defines the document title. This title will be used as the bookmark name and window name when viewing the file in a web browser.

Title

Give the document a title. It is best to use 35 or fewer characters.

Other

Describe your document in greater detail.

Background

Enter a URL or specify a path to a background graphic. Rather than typing the path to the file, use the **Find File** button. The familiar **Open** dialog box allows you to locate your graphic. Be sure the graphic contains light shades that will not distract from or bleed into the body of your document.

Addressing

This designates the type of addressing for the path to a graphic.

- **Use As Is:** Generates HTML text using exactly what was entered in the Background line.

- **Generate Relative:** Generates a relative path from the saved document to the graphic image (this is the most commonly used addressing type).
- **Generate Full:** Generates a full path name to the image file starting at the root level of the volume where the graphic is saved. The path is generated when the document is saved.

Document Colors

Assign the text color. If you are not using a graphical background, you can choose a background color.

Link Colors

Hypertext links are indicated by underlined, colored text. One click on a link can take you to another section in the current document, a separate document, or a specified Internet Address. You can set the color for the Hyperlink itself, the link as you activate or click on it, and the link after you have visited it. Your web browser may have preference settings that override or permit these color settings (check your browser preferences if your colors change).

Heading

Use different heading levels to give your document a hierarchical structure.

The **Heading** pop-up menu offers different paragraph styles. These Heading styles are based on the web browser you are using, so heading 1 might look different when using Netscape then when using Mosaic. Corel WordPerfect Heading options are based on Netscape defaults.

HTML does not recognize a normal document font change made via the Corel WordPerfect Font and Size menus. Headings provide a quick and easy access for a font change.

You can also customize Heading styles by choosing Preferences from the Edit menu, then selecting HTML.

Style

Use Style to add character and paragraph styles to text. You must use HTML styles to affect the resulting Web page—regular Corel WordPerfect styles and character styles do not work.

The **Style** pop-up menu offers various attributes supported by HTML. These attributes depend upon the browser that you are using to view HTML files. You can customize these attribute styles. All HTML settings can be found by choosing Preferences from the Edit menu, then selecting HTML.

As with headings, these settings do not necessarily reflect how they will look in your browser.

Quote

Use Quote to indent text on both sides, the way a long quoted passage, or block quote, often appears in documents.

Image

The Image button is used to insert GIF or JPEG images into your document. Clicking the **Image** button brings up the following options.

Image Location

A pointer to the graphic's location. The HTML document will not actually contain the graphic elements, but instead will have pointers to the graphic file. The **Find File** button will bring up the familiar **Open** dialog box, enabling you to navigate to the desired graphic. Remember to use GIF or JPEG images.

Alternate Text

Some browsers do not display graphics. Some people choose to disable graphics from viewing in their browsers to increase speed. For these situations, you may want to substitute a text string to be used in place of the graphics image. This “alternate text” will display if the graphic is not found, is damaged, or will not display for one reason or another.

Addressing

Designates the type of addressing for the path to a graphic:

- **Use As Is:** Generates HTML text using exactly what was entered in the Background line.
- **Generate Relative:** Generates a relative path from the saved document to the graphic image.
- **Generate Full:** Generates a full path name to the image file starting at the root level of the volume where the graphic is saved. The path is generated when the document is saved.

Align

Choose the appropriate alignment option:

Option	What It Does
Left	Image aligns to left margin, text wraps to the right
Right	Image aligns to the right margin, text wraps to the left
Top	Image aligns to the top of the tallest text in the line, and wraps down
Middle	Aligns the baseline of the current line with the middle of the image

Option	What It Does
Bottom	Aligns the bottom of the image with the baseline of the current line
Text Top	Aligns the image with the top of the tallest text in the line (this is usually, but not always, the same as Align Top)
Baseline	Aligns the bottom of the image with the baseline of the current line
Abs Middle	Aligns the middle of the current line with the middle of the image
Abs Bottom	Aligns the bottom of the image with the bottom of the current line (identical to the baseline)

For a more detailed explanation of the align attributes, see ftp://home.netscape.com/assist/net_sites/html_extensions.html .

Export Size (checkbox)

This includes the height and width of the graphics image as part of the HTML text. This feature is automatic when using the **Find File** button. If you manually type the URL or path, Corel WordPerfect doesn't know the graphic size, and therefore can't correctly export the width and height of the graphic.

Is Map (checkbox)

This defines the image as a map and adds the "ismap" tag to the image HTML tag when HTML is generated upon saving. MAP images enables you to assign multiple URLs to a single graphic. Creating map images requires special software.

Image Size

This gives you quick and easy access to the graphic's width and height. If you click on the inches abbreviation (**in**), you can change the unit of measurement. When you use the **Find File** button, Corel WordPerfect will automatically retain the image size. If you resize the image from within Corel WordPerfect, these numbers will adjust.

Horizontal Line Button

This button is used to insert horizontal lines. Position your cursor where you would like to insert a line, and click the horizontal line button.

Double-click on the line, and the **HTML Rule** dialog box will appear.

Line Length

At 100% the line will go from margin to margin. If you change margin settings, the line will automatically adjust. If you want a specific line length, place the measurement in the second inches box. You can click on the (**in**) to change the unit of measurement.

Thickness

Base the thickness of the line on the current document line height, or set your own thickness. If you choose a thickness more than the current line height, it may display truncated in Corel WordPerfect, but it will display properly in a web browser.

Alignment

Choose between top, middle, bottom, left, center, or right justification.

Shade (check box)

Click the check box for a shaded or unshaded line. The default is shaded.

Preview

Use Preview to see how the current document will appear when published as a Web page.

The preview button will export your document in HTML format, launch Netscape (or any other browser as set in your HTML preferences), then display the HTML document. This is a good way to see how your headings and styles will appear.

Installing the HTML Tag Macros and Button Bar

In addition to the built-in HTML features, Corel WordPerfect 3.5 Enhanced for Macintosh includes a set of macros to author your own HTML home pages. Corel WordPerfect provides a WYSIWYG editing environment along with a good set of tools for text manipulation.

For detailed information on the HTML tag macros, please see the online Corel WordPerfect 3.5 Enhanced Macros Manual.

Installing the HTML Macros

To install the HTML macros included with Corel WordPerfect 3.5 Enhanced,

- 1 Open the **HTML Read Me** file in the Documentation folder.
- 2 Choose **Preferences** from the **Edit** menu, then click the **Librarian** icon.
- 3 Choose **Macros** from the **Resource** pop-up menu at the top of the dialog box.

The list boxes will change to show macros. The list on the left shows the macros currently installed in your private library [Library (USA) if you are using U.S. English software]. The list box on the right shows the macros contained in the document.

- 4 Select one of the macros in the right list box and click the **Select All** button.

- 5 Click **Copy**.

The macros will be installed into your Library.

Installing the HTML Button Bar for Macros

- 1 Open the **HTML Read Me** file in the Documentation folder.
- 2 Choose **Button Bars** from the **Resource** pop-up menu at the top of the dialog box.

The list boxes will change to show button bars. The list on the left shows the button bars currently installed in your private library [Library (USA) if you are using U.S. English software]. The list box on the right shows the button bar contained in the document.

- 3 Select the button bar title in the right list box.

- 4 Click **Copy**.

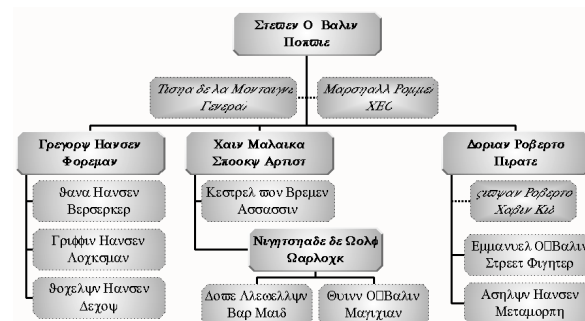
The button bar will be installed into your private library and will appear in the arrow pop-up menu on the button bar when you return to your document.

- 5 Click **Done** to close the Librarian and return to your document.



Creating Organization Charts

Organization charts show an organization's structure, or the relationships of people and positions. You can add additional information, such as telephone numbers, FAX numbers, or department names, to any position in an organization chart. Keep any additional information short and simple to avoid cluttering your chart with too much text.

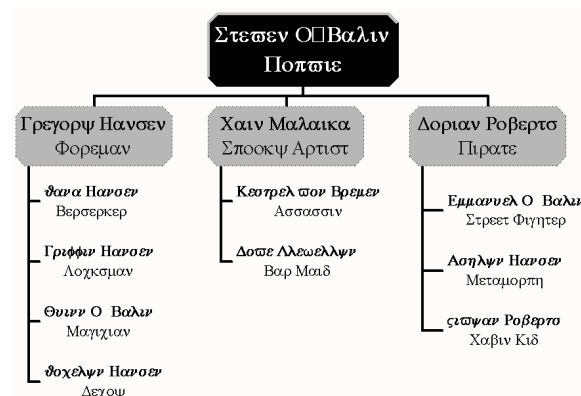


You can also use organization charts to create family trees, show the chain of command, diagram a process, illustrate a work flow, and even create visual outlines.

Tips for Creating Organization Charts

Before you begin creating your chart, here are some suggestions for presenting your information effectively.

- Avoid showing too much information on one chart; break up large, complex charts into separate ones
- Use a top-to-bottom orientation for easy reading
- Start each box the same way, with either a position title or a person's name
- Use the same font throughout a chart



Creating an Organization Chart

You can use organization charts to show the structure of positions in a business, department, agency, group, division, or office. Your chart might include position titles, names, pay or employment status, or telephone numbers.

Defining an Organization Chart

You create an organization chart by defining a chart area and filling in your own information. You can enlarge the chart area while you create the chart, if necessary.

- 1 Click , then select Applications Bar .
- 2 Click  .
- 3 Click a box in the organization chart to select it (or press **⌘-A** to select the entire organization chart).
- 4 Select any of the following options.

Option	What it does
	Lets you choose a top-to-bottom, bottom-to-top, left-to-right, or other chart orientation
	Lets you change the way items are connected
	Lets you change the shape or style of the boxes
	Lets you add a background texture, pattern, or gradient to the boxes
	Lets you change the vertical and horizontal spacing between boxes
	Lets you remove excess space between boxes that are on the same level
	Lets you add a subordinate to the selected box
	Lets you add a coworker at the same level as the selected box
	Lets you add a manager box to the selected box
	Lets you add a staff member to the selected box

Adding Positions and Information

Once you have chosen a basic structure, you can add and link positions, then fill in the names, titles, and other information about each person.

- 1 Select the box to which you want to add other positions.
- 2 Click  to add an equal position to the currently selected position. (You cannot add a coworker to the top position in a chart.)
- 3 Click  to add a subordinate position to the currently selected position.
- 4 Click  to add a superior position above the currently selected position.
- 5 Click  to add a staff position below the currently selected position.
- 6 Continue adding positions until you finish your chart.
- 7 Double-click a text field in a box in the chart, then replace each field by typing in the text you want to display.

Tips

- You can easily move between text fields in a position by pressing **Tab** and **Shift + Tab**.
- You can add a subordinate to the currently selected position by pressing **⌘-Insert**.

Importing a Tab-Delimited Text File

If you already have your information in another file, you can save time by importing a tabbed text file into an organization chart. Imported text replaces any data you already have in the chart.

- 1 Choose **Import** from the **Chart** menu.
- 2 Specify the filename of the file you want to import, then click **Open**.

Tips

- You can also drag an outline from Corel WordPerfect into the organization chart application to quickly create a chart. The outline you drag and drop replaces any data you already have in the chart.

Editing Organization Charts

Once you have entered the basic information into the organization chart, you can change, cut, copy, paste, and edit the text and the structure of the organization chart. You must select one or more boxes before you can edit them.

- 1 Double-click the text fields to edit them.
- 2 Click the box(es) you want to change, then click an option to change their properties, orientation, and appearance.
- 3 Click in a blank area of the drawing window outside the chart area to end the editing session.

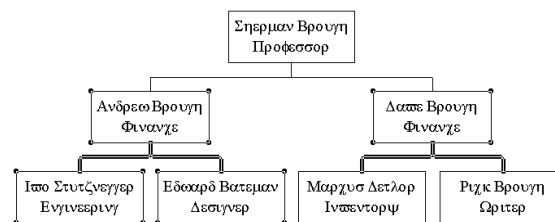
Tips

- Hold down **Shift** to select multiple boxes.
- Press **⌘-A** to select all the positions at once.
- You can quickly and easily copy information from one organization chart to another. Just select and drag the positions from one chart to another, then place the insertion point on the box you want it attached to.

- ## Tips
- Hold down **Shift** to select multiple boxes.
 - Press **⌘-A** to select all the positions at once.
 - You can quickly and easily copy information from one organization chart to another. Just select and drag the positions from one chart to another, then place the insertion point on the box you want it attached to.

Selecting All Positions on the Same Level

You can select all the positions on a level at the same time. For example, you can select all second-level manager positions at once. You can also select several levels.

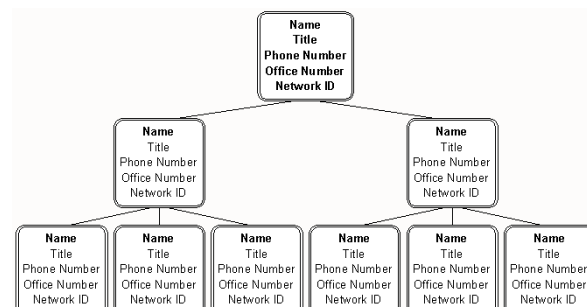


Selected positions in an organization chart

- 1 Choose **Select Level** from the **Edit** menu.

Adding More Information to a Box

You can add additional information such as a telephone number, a FAX number, or a department name to any position in your chart by adding extra fields. You will want to keep any additional information short and simple to avoid cluttering your chart with too much text.



- 1 Select the box(es) you want to edit, or press **Shift** while clicking to select more than one box.
- 2 Click **Show Fields** from the **Format** menu.
- 3 Select the field(s) you want to add to the selected box(es), then click **OK**.

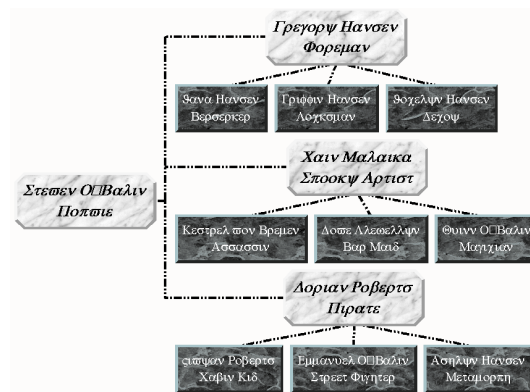
Changing the Field Names

You can use the field names Corel WordPerfect provides (like <Title>, <Name>, and so on) or write your own.

- 1 Click **Edit Field Names** from the **Format** menu.
- 2 Type the new field name(s), then click **OK**.

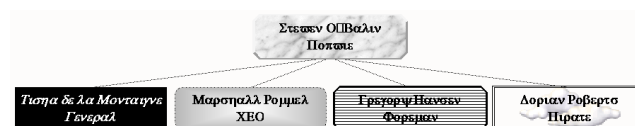
Changing the Way an Organization Chart Looks

You can customize your organization chart's font, box appearance, connector lines, branch structure, orientation, and much more.



Changing the Box Attributes

You can use a colored box to highlight positions in a chart. You can specify the box style, fill color, fill attributes, and border color and style.



- 1 Select the box you want to edit, or press **Shift** while clicking to select more than one box.
- 2 Click , then select the fill options you want.
- 3 Click  to select a box shape.
- 4 Choose **Box Size** from the **Format** menu to change the size of the box.
- 5 Choose **Manually adjust box size to percent of current text**, then specify a vertical and horizontal size for your boxes, or click an autosize option.

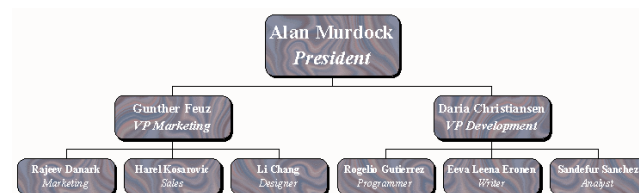
Tips

- To apply your changes to the entire chart at once by pressing **⌘-A**, then applying the box attributes you want.

Changing the Font and Text Color

You can change the font, style, size, color, and appearance for each box in the organization chart. The font you choose will apply to all the fields in that box unless you have text selected. Your font changes will not appear until you edit text or select boxes to change the font.

Use a text color that stands out against the color of the boxes and background so your audience can read the chart easily.



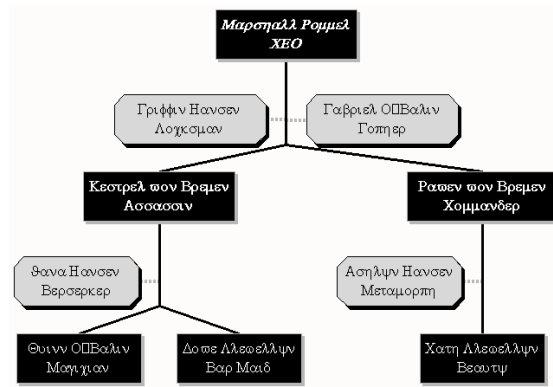
- 1 Select the box you want to edit, or press **Shift** while clicking to select more than one box.
- 2 Click **Font** from the **Format** menu.
- 3 Select font face, style, size, color, and appearance.

Tips

- To apply your changes to the entire chart at once, press **⌘-A**, then applying the font attributes you want.
- You should use the same font style throughout a chart.

Changing the Connector Lines

You can change the appearance of the connectors (lines) between levels in an organization chart. Select all the levels at once to change all the connector lines in your chart.



- 1 Select the box you want to edit, or press **Shift** while clicking to select more than one box.
- 2 Click , then click a connector style.

Changing the Connector Lines

You can change the color, style, and weight of a connector line.

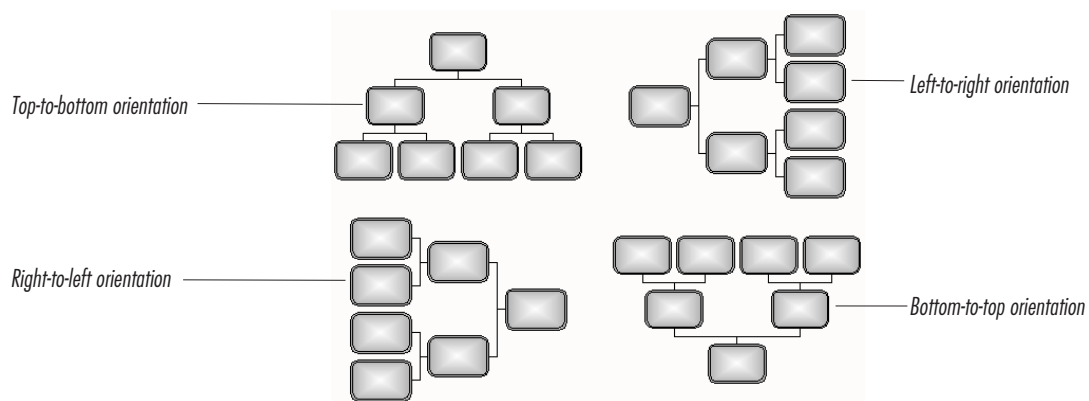
- 1 Click **Connectors** from the **Format** menu.
- 2 Click the Connector type you want to change.
- 3 Click **Show subordinate connectors**, then select a color, style, and weight from the pull-down lists.
- 4 Click **Show staff connectors**, then select a color, style, and weight from the pull-down lists.

Tips

- To apply your changes to the entire chart at once, press **⌘-A**, then apply the connector line attributes you want.

Changing the Chart Orientation

Although most organization charts use a top-to-bottom orientation, you can choose a bottom-to-top, left-to-right, or right-to-left chart orientation.



- 1 Select a management position that has subordinates, or press **Shift** while clicking to select more than one box.
- 2 Click .
- 3 Click the orientation you want to use for the selected branches.

Tips

- To apply your changes to the entire chart at once, press **⌘-A**, then applying the orientation you want.

Changing the Spacing Between Positions

You can change the spacing between management and subordinate positions, and between coworker positions.

- 1 Select a management position that has subordinates, or press **Shift** while clicking to select more than one box.

- 2 Click .
- 3 Specify how much spacing you want between manager and subordinate positions (parent-to-child spacing).
- 4 Specify how much spacing you want between coworker positions (sibling-to-sibling spacing.)

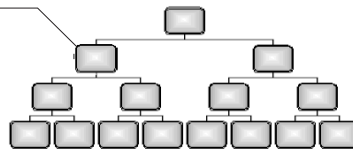
Tips

- To apply your changes to the entire chart at once, press **⌘-A**, then apply the box spacing you want.
- Select **Maximize spacing** to eliminate excessive white space around positions in a selected branch or level.

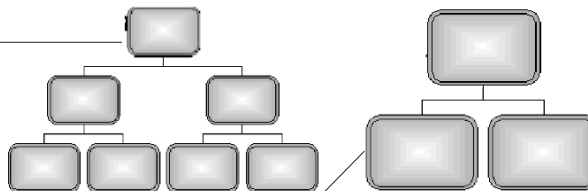
Displaying Part of a Chart

You can display and print just a particular department, group, or position within a chart without having to create a separate chart. Displaying part of the chart at a time zooms in on that part of the chart. The rest of the organization is still there.

Zoom to Chart displays the entire organization chart.



Zoom to Current Branch displays only the branch you select.



Collapse Branch hides the positions under the boxes you select.



- 1 Select a management position that has subordinates.
- 2 Click  to display only that position and its subordinates.
- 3 Click  to display only that position without its subordinates.
- 4 Click  to view all the branches connected to the currently selected position. (Currently collapsed branches remain collapsed.)
- 5 Click  to view all the positions below the currently selected position.

Displaying a Tall Organization

There are various options available that allow you to shorten or create more space for a tall chart (one with few boxes and many levels).

Select one or a combination of the following tasks to shorten your chart.

Adjusting the Space Between Boxes

One way to shorten your chart is by reducing the space between each box.

- 1 Select the box you want to edit, or press **Shift** while clicking to select more than one box.
- 2 Click .
- 3 Use the scroll indicators to reduce parent-to-child spacing, or click **Maximize spacing**.

You may also want to try

- Changing the font style
- Changing the chart orientation
- Using an autosizing option for the box size
- Using various level arrangements in the second, middle, and last levels of your chart
- Using only one line of text in each box
- Breaking up a chart into separate charts for each department
- Changing the number of levels you want to display or print in an organization chart
- Using a portrait paper size

Displaying a Flat Organization

There are various options available that allow you to narrow a wide chart (one with many boxes and few levels).

Select one or a combination of the following tasks to narrow your chart.

Adjusting the Box Width

One way to narrow your chart is by adjusting the space between coworker positions.

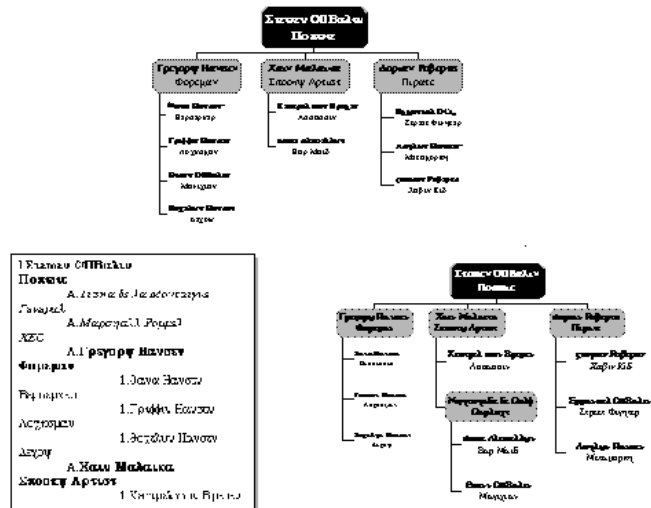
- 1 Select a management position that has subordinates, or press **Shift** while clicking to select more than one box.
- 2 Click .

You may also want to try

- Various level arrangements in the second, middle, and last levels of your chart
- Breaking up a chart into separate charts for each department
- Using an autosize option for the box size
- Changing the chart orientation
- Using the first initial of a name and the full last name
- Abbreviating position titles and department names
- Using two or more short text lines if you are adding information to a box

Saving Organization Charts

You can save the visual style of the organization chart, the text of the organization chart as a Corel WordPerfect outline, or the slide containing both the chart's look and its text.



Saving an Organization Chart Style

An organization chart style refers to all the visual elements (such as the font, box color, box spacing, orientation, and branch structure) you have applied to an organization chart. You can save an organization chart style and later retrieve it for use in other organization charts.

- 1 Create an organization chart with the visual attributes you want.

- 2 Choose **Save Style** from the **Chart** menu.
- 3 Type the filename for the organization chart style you want to save, then click **Save**.

Retrieving an Organization Chart Style

Once you have saved an organization chart style, you can import it into any organization chart.

- 1 Create an organization chart, or insert an existing organization chart into the drawing window and double-click it.
- 2 Choose **Retrieve Style** from the **Chart** menu.
- 3 Specify the filename of an organization chart style, then click **Open**.

Saving an Organization Chart as an Outline

You can save the text of an organization chart as an outline in Corel WordPerfect.

- 1 Create an organization chart.
- 2 Choose **Export** from the **Chart** menu.
- 3 Specify a filename for the organization chart outline.
- 4 Choose a file format (the WordPerfect Document format is selected by default), then click **Export**.

Saving an Organization Chart

Unless you save your organization chart, it will no longer exist when you exit the organization chart application.

- 1 Click outside the organization chart to deselect it.
- 2 Choose **Save** from the **File** menu, then type a filename for the organization chart.
- 3 Click **Save**.

Tips

- You can also save the organization chart as a standard Macintosh picture and insert it in your Corel WordPerfect documents. When you complete your organization chart, click  in the organization chart window and drag it to your document.



Working with Equations

Equation Basics

Use the Equation Editor to create and edit mathematical, scientific, or business formulas and expressions in your Corel WordPerfect documents.

Plures Crapula quam Gladius

Docendo Disclmus
 Puellae supplicatur et in humanis vultibus deae tantae munera placantur, et in mutatio progressu virginis vicinis et quilo votum abentis nomen propitiat, utique per plures commentum populi frequenter floribus sortis et solis addecuratur.

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Et in mutatio progressu virginis vicinis et quilo votum abentis nomen propitiat

Crescit Eundo
 Rex olim horum affluu sanctae veritatis accipio pignus tristique terro dormam pergit namque comitum principis sortis evolat solitudo. Absentis, fletu, lamentatur dicitur phisicis. Sed dicit sortis iam vixit factor effectus.

$$s = \sqrt{\frac{x^2 - \frac{(x)^2}{n}}{n}}$$

Sed dicit sortis iam vixit factor effectus

Brutum Fulmen
 Iam fletu nuptiarum interitum virginis obsequium struatur. Iam tacito horum dicitur fulgure cunctis manent, et nonne ibiue regiae mutatur in quidam ludi modum cantuque lectis hymenaei legibus solent et puella nuptura deorget lacrimas ipso suo flammis

$$\frac{V_i}{(1+x)^i}$$

Iam puella nuptura deorget lacrimas ipso suo flammis

The equations below are examples of what you can create using the Equation Editor.

$$\frac{3a + 4b}{6a + b}$$

$$\sum_{i=1}^m a_i$$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

$$W'_i = \left[\frac{1}{N_i} + \frac{(x_i - x_0)^2}{\sigma^4} \left\{ (\Delta x_0)^2 + \frac{(x_i - x_0)}{\sigma^2} (\Delta \sigma)^2 \right\} \right]^{-1}$$

The Equation Editor is designed to create and edit equation images; it does not solve the equations you create.

This section includes:

- Opening the Equation Editor
- Using Equation Tools: Menus, Button Bar, Tool Palette
- Inserting Equations
- Selecting Equations

Opening the Equation Editor

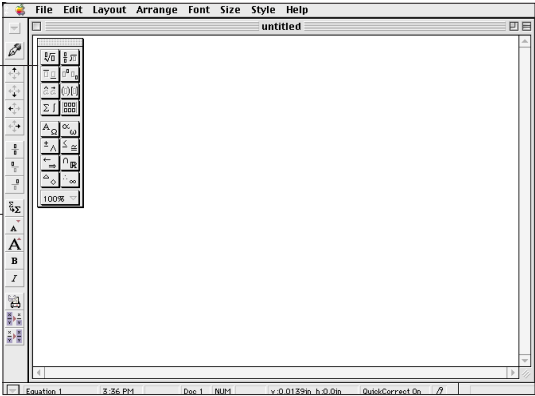
Open the Equation Editor when you want to create, insert, or edit equations.

- 1 Place the insertion point in your document where you want the equation to appear.

2 Choose **Equation** from the **Tools** menu, then choose **New**.

Equation tool palette contains
16 pop-up palettes

Equation Button Bar appears
when you open the Equation
Editor



Tips

- You can also double-click an existing equation to open the Equation Editor.

Using Equation Tools: Menus, Button Bar, Tool Palette

The Equation Editor menus, Button Bar, and tool palette provide the basic tools you need to create and edit equations.

The Equation Editor Menu Bar

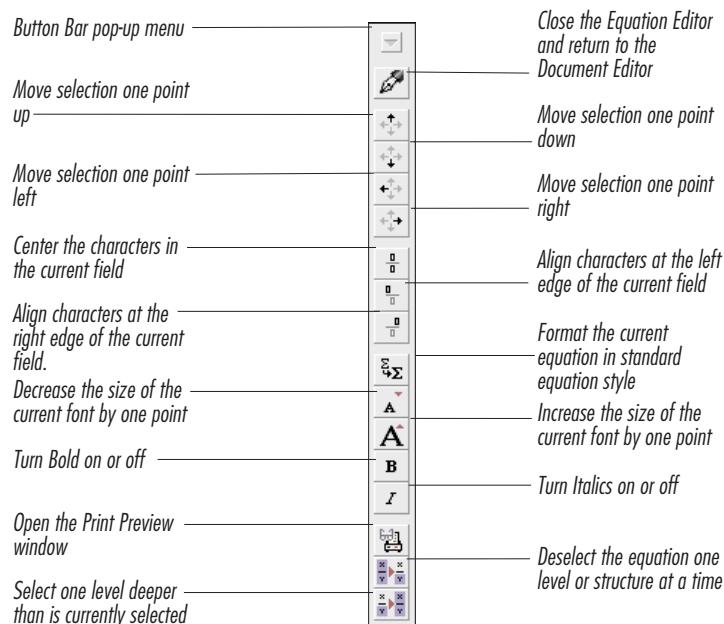
In addition to some of the basic features found in the Document Editor, the menus in the Equation Editor contain features specifically for working with equations. The following shows the menu features specific to the Equation Editor:

Menu:	Use this command:	To do this:
File	Insert Equation	Open the Insert dialog box to insert a saved equation into the Equation Editor
	Close Equation	Close the Equation Editor and return to the document window
	Save Equation As	Open the Save As dialog box to save the current equation in a separate WP Equation file
Layout	Typesetting	Format the current equation in standard equation style

Menu:	Use this command:	To do this:
	Line Spacing	Open the Line Spacing dialog box to adjust the spacing between lines in the equation
	Select In	Deselect the equation one level or structure at a time
	Select Out	Select the equation one level or structure at a time, beginning at the insertion point
Arrange	Align Left	Align characters at the left edge of the current field
	Align Center	Center characters in the current field
	Align Right	Align characters at the right edge of the current field
	Align on Character	Align characters on the current alignment character
	Alignment Character	Open the Alignment Character dialog box to change the alignment character
	Move Left	Move the selection one point to the left
	Move Right	Move the selection one point to the right
	Move Up	Move the selection one point up
	Move Down	Move the selection one point down
	Reset Move	Change an item that has been moved back to its original position

The Equation Button Bar

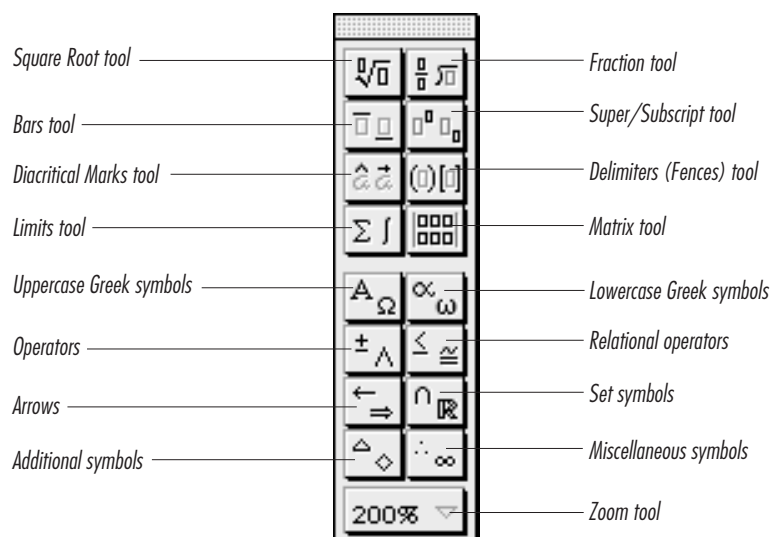
The Equation Editor comes with a Button Bar to make creating and editing equations easier. While many of the buttons on the Button Bar duplicate features found in the Equation Editor menus, several buttons provide quick access to features not found in the menus.



The Tool Palette

The tool palette contains tools and symbols you can use to create and edit equations. The top half of the tool palette contains eight tool pop-up palettes; the bottom half contains eight symbol pop-up palettes.

Use tools to define equation functions, such as square root, and symbols to insert characters, such as Greek letters.



Each pop-up palette contains a set of related options.

Use this tool:	To do this:
Square Root	Create equations with square root and n th root functions.
Fraction	Create equations using normal and small fractions and long division.
Bars	Create lines over and under functions and equations.
Super-/Subscript	Add super-/subscripts to numbers and variables. For example, n^n or n_1 .
Diacritical Marks	Add diacritical marks above the character to the left of the insertion point.
Delimiters (Fences)	Group equation elements.
Limits	Construct equations with integral, summation, and product limits.
Matrix	Create matrices according to a specified number of rows and columns.
Uppercase Greek Symbols	Insert uppercase Greek symbols.
Lowercase Greek Symbols	Insert lowercase Greek symbols.
Operators	Insert operators such as $+$, $=$, or $*$.

Use this tool:

Relational Operators
Arrows
Set Symbols
Additional Symbols
Miscellaneous Symbols
Zoom Tool

To do this:

Insert operators such as $\leq$ and $\geq$.
Insert a variety of arrow symbols.
Insert a variety of set symbols.
Insert symbols such as $\star$ and $\square$.
Insert symbols such as ∞ and $\angle$.
Increase or decrease the view size of an equation.

Inserting Equations

You can open an equation that has been saved in WP Equation format in the Equation Editor.

- 1 If necessary, open the Equation Editor.
- 2 Choose **Insert Equation** from the **File** menu.
- 3 Double-click the equation you want to insert

If you are unsure of how to use a directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*.

Selecting Equations

You can select equations in the Document Editor.

- 1 Make sure the Document Editor is open.
- 2 Click the equation to select it.

Creating Equations

Create equations by opening the Equation Editor, typing symbols, and choosing options from the Equation Editor tool palettes.

This section includes:

- Creating Equations
- Using Square Roots
- Using Fractions
- Using Bars
- Using Super-/Subscripts
- Using Diacritical Marks
- Using Delimiters
- Using Limits
- Using Matrices
- Inserting Symbols and Operators

Creating Equations

- 1 Position the insertion point in the document window where you want the equation to appear.
- 2 Choose **Equation** from the **Tools** menu, then choose **New**.
- 3 Type numbers and variables, and insert commands and symbols from the pop-up palettes on the tool palette. See the appropriate section below for specific instructions.
- 4 When you are finished, click  on the Button Bar, or choose **Close Equation** from the **File** menu.

Using Square Roots

Use Square Roots to create a square root radical sign for the accompanying variable. The sign expands or contracts according to the length of the expression.

- 1 If necessary, open the Equation Editor.
- 2 Choose  from the tool palette, then choose .
- 3 Type the expression you want under the square root sign.

Tips

- You can create as simple or complex an expression as you want under the sign.
- You can also choose  on the Square Root pop-up palette to create n th roots.

Using Fractions

Use the Fractions pop-up palette to generate fractions and long division expressions. The horizontal bar expands or contracts according to the length of the expression.

- 1 If necessary, open the Equation Editor.
- 2 Choose  from the tool palette, then choose the fraction icon you want to use.
- 3 Type the expression you want in the numerator, click in the denominator, then type the denominator.

Tips

- If you are creating a long division expression, type the expression you want under the sign.

Using Bars

Use bars to place a bar over or under an expression.

- 1 If necessary, open the Equation Editor.
- 2 Select the part of the equation over or under which you want to place a bar.
- 3 Choose  from the tool palette, then choose  or .

Using Super /Subscripts

You can place super/subscripts anywhere in your equations.

- 1 If necessary, open the Equation Editor.
- 2 Position the insertion point in the equation where you want to type a super/subscript.
- 3 Choose  from the tool palette, then choose the option you want.
- 4 Type the super/subscript at the insertion point.
- 5 If you chose , click on the super/subscript location, then type the super/subscript.

Using Diacritical Marks

You can place diacritical marks over any variable in your equations.

- 1 If necessary, open the Equation Editor.
- 2 Position the insertion point to the right of the variable over which you want to place a diacritical mark.
- 3 Choose  from the tool palette, then choose the diacritical mark you want.

Using Delimiters

You can enclose existing equation text with delimiters, or you can choose delimiters from the tool palette, then type text inside them.

- 1 If necessary, open the Equation Editor.
- 2 Select the equation text you want to enclose with delimiters, choose  from the tool palette, then choose the delimiters you want.

Tips

- You can also choose  from the tool palette, choose the delimiters you want, then type text inside the delimiters.

Using Limits

- 1 If necessary, open the Equation Editor.
- 2 Choose  from the tool palette, then choose the limit symbol you want.
- 3 Type a number or variable at the blinking insertion point.
- 4 If you chose a limit symbol that requires a number or variable in two locations, press $\uparrow$ to move to the top of the limit symbol, then type the second number or variable.

Using Matrices

You can create matrices with as many as 32 columns and rows.

- 1 If necessary, open the Equation Editor.
- 2 Choose  from the tool palette.
- 3 Drag the insertion point to the right and down until the number of columns and rows appears in the pop-up palette, then release the mouse button, or choose **Other**, type the number of columns and rows you want in the text boxes, then click **OK**.
- 4 Type a number or variable at the blinking insertion point, then press **Tab** to move to the next location in the matrix.

Tips

- You can also use the arrow keys to move through a matrix, or you can use the mouse to click anywhere in a matrix.

Inserting Symbols and Operators

The lower eight pop-up palettes on the tool palette contain symbols and operators that you can insert anywhere in an equation.

- 1 If necessary, open the Equation Editor.
- 2 Place the insertion point where you want to insert the operator or symbol.

- 3 Choose any of the lower eight pop-up palettes from the tool palette, then choose the operator or symbol you want.

Editing Equations

Edit an equation by double-clicking the equation to open the Equation Editor.

Moving through Equations

There are three ways to move through an equation.

Clicking

Click anywhere in an equation to move the insertion point.

Using Tab

Press Tab to move to the next level in the current structure.

Arrow Keys

Press the left and right arrow keys to move from level to level in an equation. Use the up and down arrows to move from level to level in vertical structures.

Selecting and Replacing Equation Text

You can select any part of an equation and replace the text by inserting new text, symbols, or operators. You can also select any part of an equation and delete it.

- 1 Double-click the equation you want to edit to open it.
- 2 Select the equation text you want to edit.
- 3 Type new text, or choose new symbols or operators from the tool palette to replace the selected text. Or, press **Delete** (**Backspace** on some keyboards) to delete the selected text.

Saving Equations

You can save an equation separately in a WP Equation file.

- 1 Make sure the Equation Editor is open, and that the equation you want to save is displayed.
- 2 Choose **Save Equation As** from the **File** menu.
- 3 Type a name for the equation in the **Save Equation As** text box.
- 4 Make sure the folder in which you want to save the equation is open, then click **Save**.

Using Equation Boxes

Once you create or import an equation and close the Equation Window, the equation is placed in your document inside a box. You can move an equation anywhere on a page, and text reformats around the box. You can anchor the equation box as a character, to a page, or to a paragraph. You can also size the equation, and add a frame and caption to the box.

This section includes:

- Moving Equations
- Anchoring Equations
- Sizing or Cropping Equations
- Framing Equations

Moving Equations

You can move an equation anywhere in the document window.

- 1 In the document window, click the equation to select it.

Sizing handles appear around the equation box.

- 2 Place the pointer anywhere inside the box, then drag the equation to a new location.

Anchoring Equations

To Characters

When you create an equation, it is anchored as a character, which means that Corel WordPerfect will treat it like a single character. If you add or delete text before the equation, the equation will move with the text that surrounds it. Any text you type next to the box aligns at the baseline of the equation in the box.

To Pages

When you move an equation, it becomes anchored to the page, which means it will stay in the same horizontal and vertical position on a page, regardless of whether you add or delete text in the document. Text flows around the box without changing the box's position.

When you create an equation, an Equation Box code is inserted in the document at the insertion point. If you move the equation on the page (which anchors it to the page) and then add or delete enough text that the code moves to a different page, the equation moves to that page as well, but it stays in the same horizontal and vertical position on the new page as it was on the previous page.

To Paragraphs

You can also anchor an equation to a paragraph, so that it will stay in the same position relative to the top left of the paragraph that

contains the Equation Box code regardless of how much text you add or delete in front of the box.

If you anchor an equation to a paragraph, it will be anchored to the paragraph that contains the Equation Box code, not necessarily to the paragraph in which the box is currently located. If the Equation Box code moves to a new page, everything between the beginning of the paragraph that contains the code and the box itself moves to the new page.

Tips

- If you want to create an equation that is anchored to a paragraph, select the equation, then choose **Equation** from the **Tools** menu. Then select options and choose **Paragraph** from the **Anchor To** pop-up menu.
- Using Mac OS 7.5 or later, if you anchor an equation to a paragraph and then drag the equation to a new position, it becomes anchored to the paragraph you drag it to.

Sizing or Cropping Equations

Sizing Equations

- 1 Click the equation to select it.

Sizing handles appear around the box. Be careful not to double-click, because double-clicking opens the Equation Editor.

- 2 Drag any sizing handle to increase or decrease the size of the equation.

Drag the bottom handle to change the height of the equation. Drag the right handle to change the width of the equation. Drag the corner handle to change the height and width of the equation.

If you want to increase or decrease the size of the equation proportionally, hold down **Shift** and drag the corner handle.

- 3 Click anywhere outside the box to turn off the selection.

You can also use the Box Options dialog to resize an equation and its box. With the equation selected, choose **Equation** from the **Tools** menu, then choose **Options**.

Cropping Equations

To crop an equation, you can move an equation within its box, or you can change the size of the box without changing the size or position of the equation inside.

- 1 In the Document Editor, click the equation to select it.

- 2 To move the equation within the box, place the pointer inside the box, hold down $\mathbb{H}$, and drag the equation to a new location in the box.

The pointer changes to a hand. Any part of the equation that is moved outside the perimeters of the box is cut off from view.

- 3 To change the size of the box without changing the size or position of the equation inside, hold down $\mathbb{H}$, and drag a sizing handle.

Framing Equations

Use the Frame feature to add a frame to your equation.

- 1 In the Document Editor, click the equation you want to frame.
- 2 Choose **Equation** from the **Tools** menu, then choose **Frame**.
- 3 Choose a frame type from the **Type** pop-up menu.
- 4 Select additional options if desired.

To do this:

Choose a frame color

Choose a frame pattern

Fill the area inside the frame with a color or pattern

Create a frame without sides or without a top and bottom

Change the spacing between the equation and the frame or between the document text and the frame

Do this:

Choose a color from the frame **Color** pop-up palette.

If you are using a color monitor, you can edit the color by double-clicking it. The color wheel opens. If you are using a black and white (or less than 8-bit color) monitor, you can choose **Other** from the pop-up menu to specify a color or percentage of gray. For more information about color or the color wheel, see *Graphics Basics* in Chapter 9: *Working with Graphics*.

Choose a pattern from the frame **Pattern** pop-up palette.

Choose a color and pattern using the **Fill** pop-up palettes.

Deselect the **Top**, **Bottom**, **Left**, or **Right** checkboxes.

Make changes in the **Spacing** boxes. By default, document text is spaced .125 inches from the equation box, and the equation rests against the frame unless you change this setting.

- 5 Click **OK** to accept the changes and close the dialog box.

Changing Equation Box Options

Use the Equation Options dialog box to make choices about how you want an equation box to function. You can:

- Anchor the box as a character or to a page or paragraph
- Align a box in relation to page or column margins
- Change the horizontal and vertical position of the box
- Change the position of text outside the box
- Hide the contents of the box
- Size and crop the box or move an equation inside its box

1 Click the equation box to select it.

2 Choose **Equation** from the **Tools** menu, then choose **Options**.

3 Select the appropriate options in the dialog box.

To do this:

Change the anchoring type

Change the position of the equation box

Change the size of the contents without changing the size of the box

Crop an equation box

Wrap text around the box

Hide the contents of the box on screen

Do this:

Choose an option from the **Anchor To** pop-up menu. See *Using Equation Boxes* earlier in this chapter for more information about anchoring.

Make changes in the **Box Size** section of the dialog box.

Make changes to the **Size** options in the **Contents** section of the dialog box.

Make changes to the **Contents-offset** options in the dialog box.

Click **Wrap Text Around Box**.

Click **Hide Contents of Box**.

You can also size, crop, and position boxes and equations using the mouse and modifier keys. See *Moving Equations* under *Using Equation Boxes* earlier in this chapter.



Using Language Tools

Checking Spelling

Use the Corel WordPerfect Speller to check the spelling of an entire document, part of a document, or a single word. The Speller also checks for duplicate words and words with numbers.

When the QuickCorrect™ feature is on, Corel WordPerfect corrects many common spelling errors as you type. For information about QuickCorrect, see *Using QuickCorrect* later in this chapter.

This section includes:

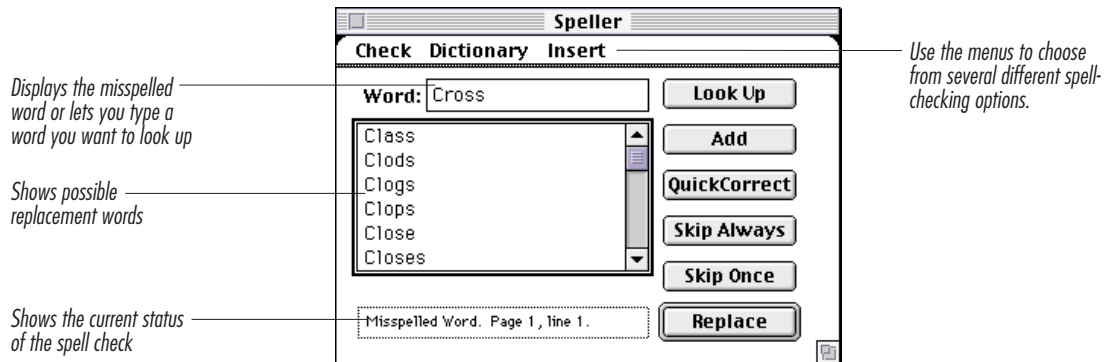
- Spell-Checking Text in Documents
- Looking Up Words
- Using Spell-As-You-Go
- Creating User Dictionaries
- Editing Dictionaries

Spell-Checking Text in Documents

- 1 If you want to check only part of a document, place the insertion point where you want to begin checking. Or, if you want to check only selected text, select the text you want to spell-check.

If you want to check the entire document, it does not matter where you place the insertion point.

- 2 Choose **Speller** from the **Tools** menu.



If your dictionary is not located in your Corel WordPerfect 3.5 Enhanced: Language folder and you have not set a default folder for the dictionary, a directory dialog box appears. Use the dialog box to locate and open the dictionary. If you need help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*. For more information about setting default folders, see *Setting Up Default Folders* in *Chapter 16: Customizing Corel WordPerfect*.

- 3 If you have additional dictionaries installed and want to use one other than the default dictionary, choose the appropriate dictionary from the **Dictionary** menu.

The list includes all dictionaries found in the Language folder. For information about working with multiple-language documents, see *Using International Languages* later in this chapter.

- 4 Choose the appropriate settings from the **Check** menu.

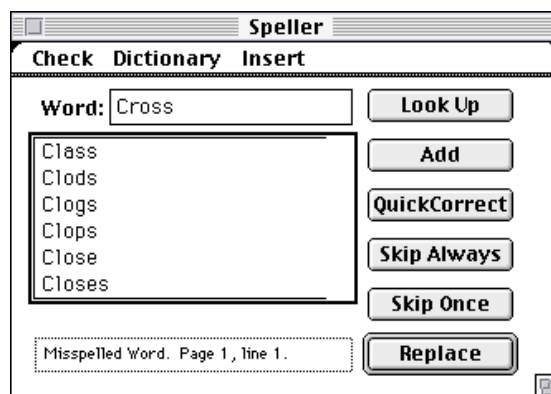
If you want to check from the insertion point to the end of the document, choose **To End** from the **Check** menu.

To turn off an option that is checked, choose it from the menu. For example, if you want to turn off phonetics-checking to improve the speed of a spell check, choose **Suggest Phonetics** from the **Check** menu to deselect it.

- 5 Click **Start** to start spell-checking.

Corel WordPerfect checks the words in the document against the words in the main dictionary and the user dictionary (if one is found in the Language folder) and stops at the first word in your document it does not recognize.

A user dictionary contains supplemental words that are not found in the main dictionary. Usually, the user dictionary includes proper names, technical terms, or other words that you have added during previous spell-checks.



When the Speller stops at a word, you have the following options:

To do this:

Replace a misspelled word with a word the Speller suggests

Make your own corrections to the word

Skip the word one time

Skip every occurrence of the word throughout the document

Add the word to the user dictionary, so Corel WordPerfect will recognize the word in future spell-checks

Add replacement to QuickCorrect

Do this:

Double-click a replacement word in the list box, or select a word in the list box, then click **Replace**.

Edit the word in the **Word** box, then click **Replace**.

Click **Skip Once**. The Speller will stop the next time it encounters the word.

Click **Skip Always**. The Speller ignores the word until the next time you spell-check.

Click **Add**. Corel WordPerfect adds the word to the user dictionary. If no user dictionary exists, Corel WordPerfect creates one and adds the word.

Click the **QuickCorrect** button.

The Speller recognizes common word and number combinations, such as “1st” and “2nd,” but does not recognize unusual combinations, such as G1 or 176th.

If the Speller does not suggest any replacement words, you can use a wildcard character to look up possible spellings. See *Looking Up Words* below for more information.

The Speller will automatically replace misspelled words with corrected words for the duration of the spell check unless the Replace Words Automatically option on the Check menu is turned off. The replacements come from the QuickCorrect list and from corrections made during the session.

The spell-check is complete when a beep sounds and the display box shows the number of words that were checked.

6 Click the close box to close the Speller.

Looking Up Words

Use the Speller to look up the spelling of a word. The Speller searches for the word (based on the characters and wildcards you enter), then lists possible spellings.

To look up a word,

1 Choose **Speller** from the **Tools** menu.

2 Type the word you want to look up in the **Word** box.

You can insert wildcard characters for any letters you are not sure of.

To insert a wildcard character that stands for a single letter, choose **Match One Character** from the **Insert** menu, or type a question mark.

To insert a wildcard character that stands for 0 or more letters, choose **Match Multiple Characters** from the **Insert** menu. The character appears as "...". You can also type an asterisk (*) as a wildcard for multiple characters.

For example, if you search for "w...ing" or for "w*ing", then click **Look Up**, the Speller searches the main dictionary and finds possible matches, including "wing," "winding," "winning," and "whining."

A wildcard can also be used at the beginning or end of a word. For example, if you look up "...ious," the Speller finds "gregarious," "curious," "pernicious," and many other words.

If you do not use wildcard characters, the Speller searches phonetically for possible spellings.

3 Click **Look Up**.

The list box shows possible spellings of the word.

4 Click the close box to close the Speller when you are finished looking up words.

Looking Up Word Hyphenation

Use the ST Utility (Speller/Thesaurus Utility) to look up the proper hyphenation for a word.

You can use the Hyphenation feature to hyphenate words automatically. See *Formatting Lines and Paragraphs* in *Chapter 6: Formatting Documents* for information on using the Hyphenation feature.

To look up hyphenation information,

- 1 At the Finder, double-click the main dictionary in the Corel WordPerfect 3.5 Enhanced: Language folder. Or, double-click the appropriate dictionary if you are using a Corel WordPerfect international language module.

The ST Utility opens the dictionary.

- 2 In the text box below the list boxes, type the word you want to look up, then click **Look Up**.

If the word is found in the dictionary, the ST Utility displays the word with the proper hyphenation points marked.

- 3 When you are finished using the ST Utility, choose **Quit** from the **File** menu.

Using Spell As You Go

The Spell As You Go feature is like using Spell Check as you type. It underlines words with a wavy line that are not in the Corel WordPerfect word lists so you can decide what to do with them. Spell As You Go is on by default.

To change words that are misspelled,

- 1 Click on the word that is underlined, and hold the mouse button down.
- 2 Select a replacement word, or click **Add** to add it to the user dictionary.

Turning Off Spell As You Go

- 1 Choose **Preferences** from the **Edit** menu, then click **Environment**.
- 2 Click the **Options** menu, then deselect **Spell As You Go**.

Creating User Dictionaries

The first time you choose Add during a spell check, Corel WordPerfect automatically creates a user dictionary to store the words you add. You can create additional user dictionaries if you want to use certain terms with some documents but not with others.

To create an additional user dictionary,

- 1 In Corel WordPerfect, choose **New** from the **File** menu.

A new, untitled document opens.

- 2 Type the list of words, pressing **Return** after each word.

You can type either lowercase or uppercase characters; Corel WordPerfect will convert them all to lowercase when you save the file as a user dictionary. The speller will recognize words with both upper- and lowercase letters if the word is in the user dictionary.

- 3 Choose **Save As** from the **File** menu.

A directory dialog box appears, so you can name the document and choose the folder in which you want to save it.

- 4 Open the folder where you want to save the new user dictionary.

When you spell-check a document, Corel WordPerfect uses only the user dictionary that is named with the appropriate three-character country code, such as User Dictionary (USA), and that is located in the Corel WordPerfect: Language folder (or the default folder if you have changed the default folder).

You can save the new user dictionary in the Language folder with a different name, or you can save it with the appropriate name, such as User Dictionary (USA), in a different folder. When you want to use the new user dictionary, you will need to move or rename the original user dictionary, then rename the additional user dictionary with the appropriate name or move it to the Language folder.

If you need help using the directory dialog box to choose a folder, see *Filing in Chapter 7: Saving and Managing Documents*.

- 5 Choose **User Dictionary** from the **Format** pop-up menu, then click **Save**.
- 6 Click the close box to close the file.

Using the ST Utility to Create User Dictionaries

You can also use the ST Utility to create a user dictionary. When the ST Utility is active, choose **New** from the **File** menu, click **User Dictionary**, name the user dictionary, then click **New**. Type a word you want to add to the user dictionary, then click **Add**. Repeat with each word you want to add. Then choose **Quit** from the **File** menu.

Editing Dictionaries

Use the ST Utility to add words to or remove words from a dictionary.

To edit a user dictionary, you can follow the steps below or you can open the user dictionary in Corel WordPerfect, edit it as desired, then save it in User Dictionary format.

To edit a dictionary with the ST Utility,

- 1 Using the Finder, double-click the ST Utility application (in the Corel WordPerfect3 .5 Enhanced: Language folder).

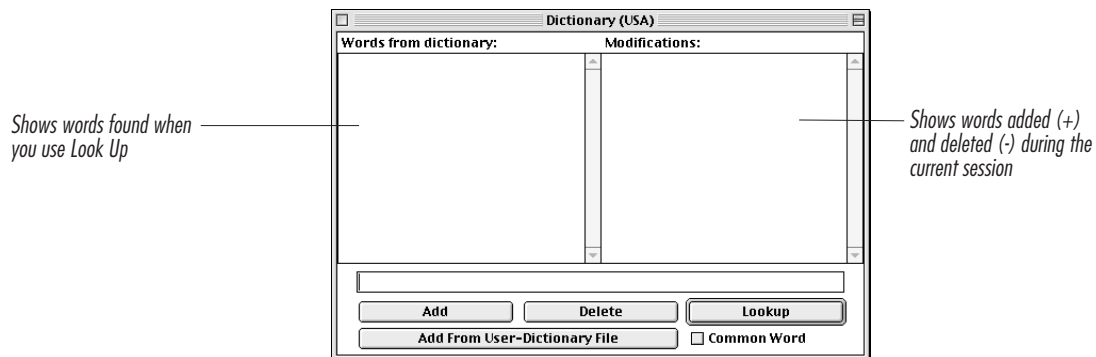
A directory dialog appears, so you can select the dictionary you want to edit.

- 2 In the list box, double-click the dictionary you want to edit.

Use the directory pop-up menu, if needed, to move to a higher level in the filing system. If you need help using the directory dialog box, see *Filing in Chapter 7: Saving and Managing Documents*.

- 3 Click **Open**.

The ST Utility opens, containing the words in the dictionary you selected.



The window appears slightly different if you open a user dictionary.

You can also double-click a dictionary on the desktop to open it in the ST Utility.

To do this:

Add a word to the dictionary

Do this:

Type the word in the text box below the list boxes, then click **Add**. You may include hyphens to indicate where the added word may be hyphenated.

To do this:

Add a word to dictionary and to the Common Words List

Show the Common Words List

Add a list of words from a user dictionary to the main dictionary

Look up a word (to see if it is in the dictionary or to check the spelling of a word)

Remove a word from the dictionary

Remove an item from the Modifications list (and undo a modification)

Do this:

Type the word in the text box below the list boxes, click the **Common Word** checkbox, then click **Add**. Adding common words to the Common Words List improves the speed of spell-checking because Corel WordPerfect checks the Common Words List before checking the rest of the dictionary.

Choose **Show Common** from the **Speller** menu. This option is only available in the main dictionary.

Click **Add From Dictionary File**, select the user dictionary file that contains the list of words you want to add, then click **Open**.

Type the word, then click **Look Up**. If found, the word appears in the Words from Dictionary list box. The Common Word checkbox shows if the word is part of the Common Word List.

Select the word in the **Words from Dictionary** list box, then click **Delete**.

Select the item, then click **Delete**.

4 Click the close box to close the dictionary.

5 Click **Yes** to save the changes before closing.

The length of time needed to save changes varies according to the number of changes made to the dictionary.

You can also use the ST Utility to optimize a dictionary to use the least amount of disk space possible. With the dictionary open in the ST Utility, choose **Optimize** from the **Speller** menu.

6 When you are finished using the ST Utility, choose **Quit** from the **File** menu.

Using the Thesaurus

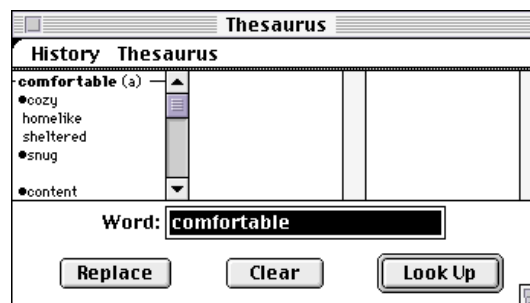
Use the Thesaurus to find synonyms and antonyms for words in your document.

Looking Up Words in the Thesaurus

To look up a word that is not in your document, skip step 1 and proceed to step 2.

- 1 To look up synonyms or antonyms for a word in the text of your document, place the insertion point in the word, or select a word.
- 2 Choose **Thesaurus** from the **Tools** menu.

If you placed the insertion point in a word, it appears in the word box, and the Thesaurus shows possible replacements for the word.



If your Thesaurus is not located in your Corel WordPerfect 3.5 Enhanced: Language folder and you have not set a default folder for the Thesaurus, a directory dialog box appears. Use the dialog box to locate and open the Thesaurus. If you need help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*. For more information about setting default folders see *Setting Up Default Folders* in *Chapter 16: Customizing Corel WordPerfect*.

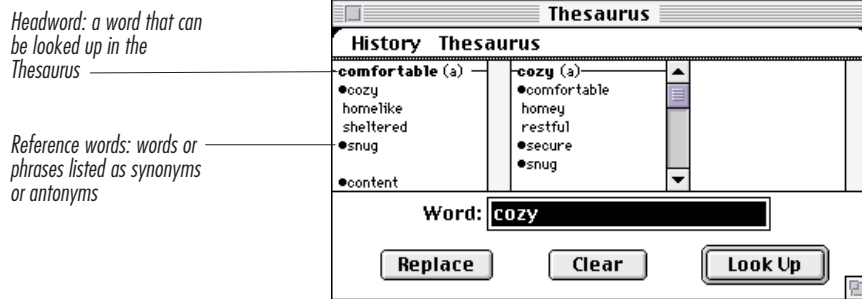
If you have more than one Thesaurus installed, you can choose the appropriate Thesaurus from the Thesaurus menu. The Thesaurus menu includes each Thesaurus found in the Language folder. If you have multiple language modules, you may have more than one Thesaurus. For information about using multiple language documents, see *Using International Languages* later in this chapter.

- 3 Select a word in the list box, or type the word you want to look up.

If you did not place the insertion point on a word in step 1, the list appears empty until you type a word and complete step 4.

- 4 Click **Look Up**.

If the word you are looking up is a headword, it appears at the top of the first available column, followed by a list of synonyms and antonyms. Any word preceded by a bullet is also a headword.



If the word is not contained in the Thesaurus as a headword, you will hear a beep when you try to look it up. Try looking up a similar word or another form of the word.

The following options are available when the Thesaurus dialog box is open:

To do this:

Replace a selected word in your document with one from the Thesaurus

Look up a headword in the list

Clear a column

Display any word you have looked up during the current session

Do this:

Select a word in any list, edit it in the text box if needed, then click **Replace**.

Double-click any reference word preceded by a bullet.

Click the column you want to clear, then click **Clear**.

Choose a word from the **History** menu. Each time you look up a new word, it is added to the History menu (until you close the Thesaurus).

5 When you are finished using the Thesaurus, click the close box.

Tips

- You can look up a word in the Thesaurus when Corel WordPerfect is not active. Just double-click the **Thesaurus** icon, located in the Corel WordPerfect 3.5 Enhanced: Language folder. The ST Utility opens, and you can type the word you want to look up, then click **Look Up**. When you are finished using the Thesaurus within the ST Utility, choose **Quit** from the **File** menu.

Using Thesaurus As You Go

Use Thesaurus As You Go for quick access to your Thesaurus as you type.

- 1 Click on a word you want to look up, and hold the mouse button down.

The Thesaurus will open.

- 2 Use the Thesaurus as you normally would.

Thesaurus As You Go is on by default.

Turning off Thesaurus As You Go

- 1 Choose **Preferences** from the **Edit** menu, then click **Environment**.
- 2 Click the **Options** menu, then deselect **Thesaurus As You Go**.

Checking Grammar

Use Grammatik® to identify grammatical problems in your documents and receive advice about how to correct them. Grammatik uses several guidelines, called “rule classes,” to identify errors in text. The rule classes are divided into three groups:

Grammar	Subject/verb agreement, possessive forms, articles, comparatives, double negatives, adverbs, infinitives, prepositions, and other grammar issues
Mechanics	Capitalization, punctuation, and spelling
Style	Inappropriate tone, colloquial expressions, clichés, jargon, derogatory language, long sentences, and passive voice

Grammatik analyzes grammar, mechanics, and style according to the writing style you choose, such as technical writing or fiction writing.

This section includes:

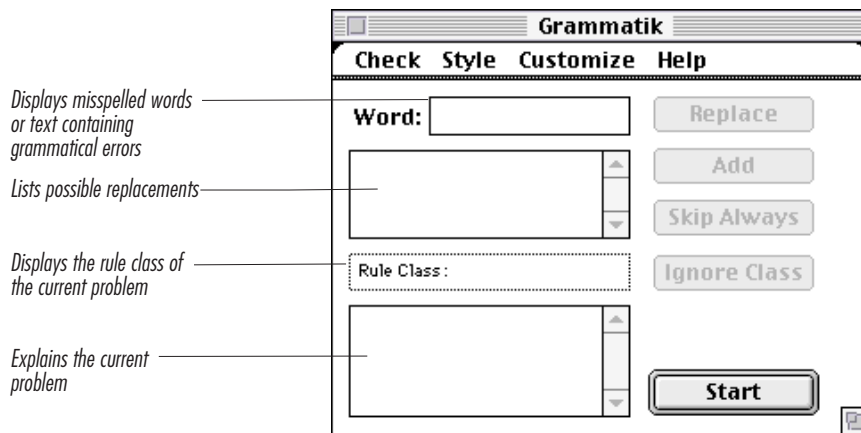
- Checking Grammar
- Using Predefined Writing Styles
- Creating Custom Writing Styles

Checking Grammar

- 1 Place the insertion point in the document you want to check; or, select the paragraphs you want to check.

Grammatik will check the entire document unless you select text.

- 2 Choose **Grammatik** from the **Tools** menu.



Tips

- If the grammar files are not located in the Corel WordPerfect 3.5 Enhanced: Language folder and you have not set a default folder for the dictionary, a directory dialog box appears. Use the dialog box to locate and open the dictionary. If you need help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*. For more information about setting default folders, see *Setting Up Default Folders* in *Chapter 16: Customizing Corel WordPerfect*.
- If you get an insufficient memory error message, quit Corel WordPerfect. At the Finder, select the Corel WordPerfect application icon, then choose **Get Info** from the **File** menu. Increase the amount of system memory allotted to Corel WordPerfect.

3 Choose a writing style from the **Style** menu in the dialog box.

For information about the predefined writing styles, see *Using Predefined Writing Styles* below. For information about creating a custom writing style, see *Creating Custom Writing Styles* later in this section.

4 Choose the appropriate settings from the **Check** menu in the dialog box.

To do this:

Check the entire document when you have text selected

Check from the insertion point to the end of the document

Turn off spell-checking, grammar and mechanics-checking, or style-checking

Do this:

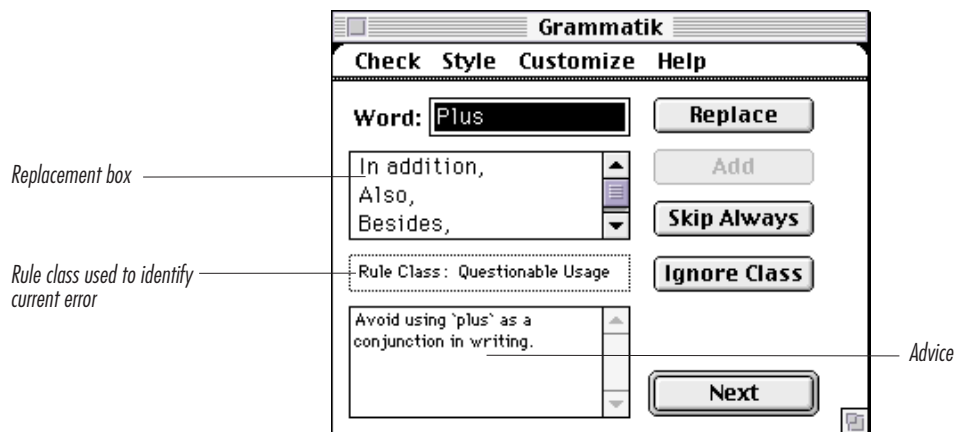
Choose **Document** from the **Check** menu.

Choose **To End** from the **Check** menu.

From the **Check** menu, deselect the options you want to turn off.

5 Click **Start** to start checking grammar. Or, if you are checking from the insertion point to the end of the document, click **Continue**.

Grammatik pauses at each error, identifies the error, offers advice, and waits for your input.



When Grammatik stops at a problem, you have several options.

To do this:

Replace a misspelled or inappropriate word or phrase

Edit the problem text

Do this:

Click a word in the replacement box, then click **Replace**.

Edit the text in the word box, then click **Replace**.

To do this:

Edit the document

Skip an error

Skip every occurrence of a word or phrase throughout the document

Add a word to the user dictionary

Ignore a specified class of style, grammar, or mechanical rules during the current grammar-checking session

Turn inactive rule classes back on

Do this:

Click the document, edit it as needed, then click the dialog box to activate it (or choose **Grammatik** from the **Tools** menu if the dialog is no longer visible on screen—see the Tip below).

Click **Next**.

Click **Skip Always**. Grammatik skips the word or phrase until the next time you check grammar.

Click **Add**. Grammatik adds the word to the user dictionary. If no user dictionary exists, Grammatik creates one and adds the word. (The user dictionary used by Grammatik is separate from the one used by the Corel WordPerfect Speller.)

Click **Ignore Class**. Grammatik turns off the rule class used to find the current grammatical error.

Choose the writing style from the **Style** menu to reactivate all the rule classes associated with the selected style. If you turn off the spelling rule class during grammar checking, choosing the writing style does not turn spelling back on. To turn spelling back on, choose **Spelling** from the **Check** menu.

Tips

- You might want to move the Grammatik dialog box and resize the document, so you can see the dialog box when the document is active.

Grammatik skips over text embedded in a style definition. It also skips subscription text (inserted using the Publish and Subscribe feature) and text marked as language other than English. Grammatik does check text in tables and subdocuments (such as footnotes, endnotes, headers, and footers), but not in tables of authorities.

When the grammar check is finished, a beep sounds.

6 Click the close box to close Grammatik.

If you have used the Ignore Class button to turn off a rule class, a dialog box appears and asks you if you want to save the changes to a custom writing style. Click **Yes** or **No**.

Grammatik does not use the Corel WordPerfect Speller to check spelling. If you want to use the Corel WordPerfect Speller to spell-check your document, choose **Speller** from the **Tools** menu.

Using Predefined Writing Styles

Use the predefined writing styles to choose the appropriate settings for proofreading different types of documents. The writing style you choose determines the rule classes, threshold values, and formality level the grammar checker uses as it checks your text. For more information about thresholds, see the examples shown in Creating Custom Writing Styles below.

Choose this writing style from the Grammatik Style menu:

General

Advertising

Business Letter

Documentation

Fiction

For this type of writing:

Unspecified

Advertising copy and other marketing literature (informal with emphasis on mechanics and grammar)

Business letters or other writing that requires strict interpretation of grammar and style rules (formal)

Manuals and instruction booklets targeted for a general, non-scientific audience (standard formality)

Creative writing where standard style, grammar, and mechanical conventions are not strictly maintained (informal)

Choose this writing style from the Grammatik Style menu:

Journalism

Memo

Proposal

Report

Technical

For this type of writing:

Stories and other journalistic pieces where jargon and colloquial language are acceptable (standard formality)

Interoffice memoranda (standard formality)

Formal proposals or other long documents that should adhere to all rules of conventional grammar and style (formal)

Business reports and college papers (formal)

Scientific publications or writing that uses technical vocabulary or complex noun phrases (formal)

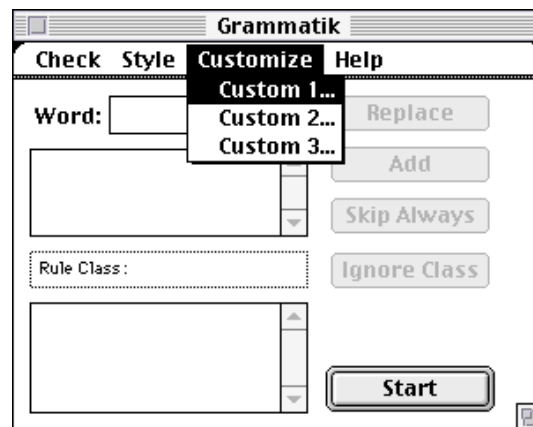
If none of the predefined styles are appropriate for your document, you can create a custom writing style.

Creating Custom Writing Styles

You can create as many as three custom styles to use with Grammatik.

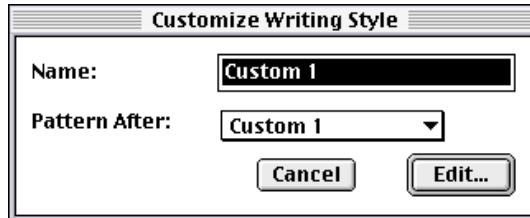
To create a custom writing style,

- 1 Choose one of the three custom style placeholders from the **Customize** menu in the **Grammatik** dialog box.



- 2 Type a name for your new writing style.

You can leave the name as it is if you choose.

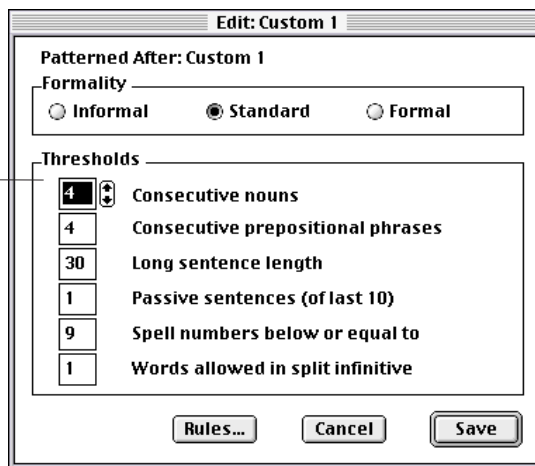


- 3 From the **Pattern After** pop-up menu, choose the predefined writing style that most closely fits the one you want to create.

The writing style you choose serves as a template for the new style.

- 4 Click **Edit**.

Thresholds allow you to customize certain aspects of the writing style.



- 5 Select a formality level to determine how strictly style, grammar, and mechanical rules should be interpreted.
- 6 Change the thresholds as needed to specify the grammar-checking criteria you want to use.

To set this:

The number of consecutive nouns allowed in a sentence

The number of consecutive prepositional phrases allowed in a sentence

Enter a value for this threshold:

Consecutive nouns

Consecutive prepositional phrases

To set this:	Enter a value for this threshold:
The number of words allowed in a sentence	Long sentence length
The number of occurrences of passive voice allowed within 10 sentences	Passive sentences (of last 10)
The value used to determine if a number should be spelled out (nine) or written as a figure (10)	Spell numbers below or equal to
The number of modifiers allowed in split infinitives	Words allowed in split infinitive

7 Click **Rules** to edit the rules used in checking grammar, style, and mechanics.

8 Select or deselect the rules you want to include or exclude in grammar-checking.

If you want to turn off spell-checking within Grammatik, you must deselect **Spelling** in the **Check** menu before you begin the grammar check. This does not disable the Corel WordPerfect Speller.

9 Click **OK** to save your changes to rule class settings.

10 Click **Save** to save your new writing style.

The customized writing style appears in the Style menu.

Tips

- You can edit a custom writing style. Select the custom style from the **Customize** menu, click **Edit**, make the desired changes, then click **Save**.

Using QuickCorrect™

Use QuickCorrect to automatically replace common spelling errors and mistyped words, correct your capitalization, or to expand abbreviations. For example, if you frequently type “frmo,” you can have the word automatically replaced with “from.” Or, if you type the abbreviation “pin,” you can have it automatically replaced with “Personal Identification Number”

When you use Corel WordPerfect, QuickCorrect is on by default. To change the QuickCorrect settings or turn off QuickCorrect, see *Changing QuickCorrect Settings* later in this section

Using QuickCorrect, Corel WordPerfect makes the following corrections:

Spelling and typing	Corrects the common spelling and typing errors that are defined in the QC Dictionary Expands the abbreviations that are defined in the QC Dictionary
Capitalization	Capitalizes the first character of a sentence Changes the second character of a word from capital to lowercase (for example, WOrk to Work)
Spacing	Changes two spaces between words to one space

QuickCorrect will also correct spacing between sentences if you adjust the settings. See *Changing QuickCorrect Settings* later in this section.

You can define QuickCorrect words by adding word pairs to the QC Dictionary (see *Defining QuickCorrect Words* below), but you should only include those you commonly use. For more complete spell-checking, use the Speller feature when your document is complete. See *Checking Spelling* earlier in this chapter. For occasional replacing of words or characters, use Find/Change. See *Searching for Text* in *Chapter 5: Editing Documents*.

Tips

- When QuickCorrect is on, you can undo the most recent correction by immediately choosing **Undo** from the **Edit** menu.

Defining QuickCorrect Words

Corel WordPerfect provides a list of some commonly misspelled, mistyped, or abbreviated words. You can add other words and abbreviations in word pairs to the QC Dictionary.

- 1 Choose **QuickCorrect** from the **Tools** menu.
- 2 In the **Replace** box, type the incorrect spelling of a word you commonly misspell or mistype, or type an abbreviation that you want expanded in your document. For example, you could enter frmo or wp.

- 3 In the **With** field, type the correct spelling of the misspelled or mistyped word, or type the expanded word(s) of the abbreviation. For example, type **from** to replace **frmo** or **Corel WordPerfect** to replace **wp**.

The **With** field can contain as many as 254 characters of text.

- 4 Click **Add**.
- 5 Repeat steps 2 through 4 for each word pair you want to add, then click **OK**.

When you type text that matches a misspelled or abbreviated word that you added, Corel WordPerfect automatically replaces it with the correct text as soon as you press the space bar or type a punctuation mark.

Changing QuickCorrect Settings

Use QuickCorrect Preferences to adjust the QuickCorrect Settings or to turn off QuickCorrect.

- 1 Choose **QuickCorrect** from the **Tools** menu, then click **Options**. Or, choose **Preferences** from the **Edit** menu, then click **QuickCorrect**.

You can also double-click the QuickCorrect area of the status bar.

- 2 Adjust the settings as desired by clicking the appropriate checkboxes and radio buttons, then click **OK**.

The settings you choose remain in effect until you change them again.

Tips

- To turn off QuickCorrect, deselect the **Enable QuickCorrect** checkbox.
- When the **Enable Smart Quotes** checkbox is selected, Corel WordPerfect uses open and close quotes (“example”) rather than straight quotes (“example”).

Using Text-to-Speech Technology

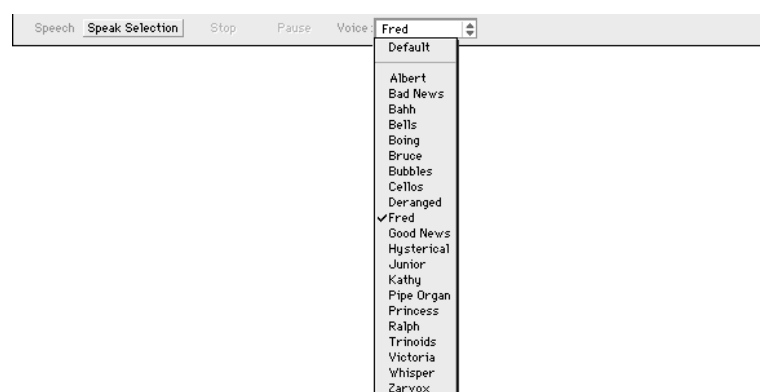
If you have installed the text-to-speech component of Apple PlainTalk, you can use the Corel WordPerfect Speech feature. Use Speech to have Corel WordPerfect speak a selection or an entire document.

If you have not installed the text-to-speech component of Apple PlainTalk on your System, the Speech button will not appear on your Control Bar.

Using Corel WordPerfect to Speak

To have Corel WordPerfect speak a selection,

- 1 Select the text you want Corel WordPerfect to speak.
- 2 If necessary, click **Speech** on the Control Bar to display the Speech bar.
- 3 Choose a voice from the **Voice** pop-up menu on the **Speech** bar.



If you do not specify a voice, Corel WordPerfect uses the default voice.

- 4 Click **Speak Selection** on the **Speech** bar.

If you do not select text, Speak Document replaces the Speak Selection button on the Speech bar.

You can click **Stop** or **Pause** anytime during the selection.

Tips

- You can install Apple MacinTalk on your system to have more voice options. For more information about Apple PlainTalk and Apple MacinTalk, see your Apple dealer.
- If you place a speech dictionary in the Language folder and name it Speech Dictionary, Corel WordPerfect will load it when Text to Speech is invoked.

Using International Languages

Corel WordPerfect includes several features that help you work with international languages in your document.

This section includes:

- Setting the Language of Text
- Using WorldScript with Corel WordPerfect
- Creating and Editing Subtitles
- Using Inline Searching Mixed Alphabets
- Using Japanese Hyphenation

Setting the Language of Text

Use the Set Language feature to mark the text in your documents with the appropriate language. Setting the language of text allows you to spell-check, use automatic hyphenation, and use the international thesaurus if you have the appropriate Corel WordPerfect international language module installed. Grammatik does not check text in languages other than English.

Corel WordPerfect comes with a language module built in. Additional Corel WordPerfect language modules and Apple Language Kits can be purchased from your Apple software dealer.

To sort other languages properly, you must either have a Corel WordPerfect international language module or an Apple Language Kit.

To set the language of text in a document,

- 1** Place the insertion point where you want to begin typing in the new language; or, select the text you want to mark.
- 2** Choose **Language** from the **Tools** menu, then choose **Set Language**.
- 3** Select a language from the list box, then click **OK**.

You can mark text with any language in the list.

Tips

- If you did not select text in step 1, repeat steps 1 through 3 at the point in your document when you are ready to change back to the original language.
- The Speller will spell-check a foreign language if that language module is in the Language folder. Grammatik does not check text in languages other than English. For more information about grammar-checking, see *Checking Grammar* earlier in this chapter.

Deleting Language Markers

Use the codes window to delete language markers. Choose **Show Codes** from the **Edit** menu, then delete the language marker from the window. If needed, you can use the Find Code feature to locate the appropriate language code and delete it. Choose **Find Code** from the **Edit** menu, select the generic Language code in the list box, then click **Find**.

Using WorldScript with Corel WordPerfect

WorldScript® is an Apple Computer System component. By using WorldScript with Corel WordPerfect, you can create multilingual documents without switching between different versions of localized system software. For instance, with Apple's Japanese Language Kit you can enter Japanese text into your document using the English Corel WordPerfect. Similarly, If you have a Japanese version of Corel WordPerfect, you can enter English text into your document.

You can create multilingual documents in Corel WordPerfect 3.5 Enhanced using Apple's System 7.1 or above and Language Kits.

Apple's Language Kits include input methods, fonts, text-entry dictionaries, and the WorldScript I and WorldScript II extensions. WorldScript I supports the 1-byte character sets for Arabic, Cyrillic, Hebrew, Persian, and Thai. WorldScript II supports 2-byte character sets for Japanese, Korean, and Chinese (simplified and traditional). Apple is working on additional language kits. Character sets for roman-based languages (including most European languages) are available in basic English fonts and ASCII character sets.

When a WorldScript extension is installed, a keyboard menu with WorldScript I and II input methods is displayed between the application and balloon help menus. Each method is identified by an icon or flag that represents a country associated with the language. Installed roman-based keyboards are also available on this menu.

To create a document with Japanese and English text in parallel columns,

- 1 Select the Japanese input method from the keyboard menu, then enter the text in Japanese.
- 2 Select the roman input method from the keyboard menu, then enter the text in English.

Tips

- The current input method or keyboard icon is displayed on the menu bar.
- The current language is displayed on the status bar. For example, if you are editing text in more than one language, the status bar displays the language your insertion point is currently in.

Creating and Editing Subtitles

Use the Subtitle feature to insert text into the space between lines, directly above or below selected text. Subtitles are frequently used for translation or phonetic pronunciation purposes, but you may also use them for other purposes, such as inserting editorial comments.

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rate), TransXpress will pick up a

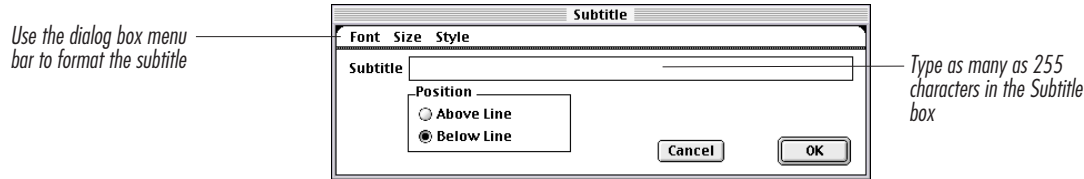
Creating Subtitles

Subtitles can be added only to existing text.

- 1 Select the text you want to subtitle.

You can select any amount of text. The subtitle you add is spread proportionally across the selection, so if your selection is much larger than the subtitle, the spaces between words will be rather large.

- 2 Choose **Language** from the **Tools** menu, then choose **Subtitle**.



- 3 Choose the desired formatting options from the menus in the dialog box.

The choices you make in this dialog box affect the entire subtitle but do not affect your document text.

- 4 Type the subtitle text into the **Subtitle** box.

If the subtitle is longer than the selected text, the subtitle may not fit properly. Adjust the size of the selection (perhaps include blank spaces before and after text), or delete some of the subtitle text.

- 5 Click **Above Line** or **Below Line** to position the subtitle, then click **OK**.

Line heights adjust to make room for the subtitle. This may cause some lines to take up more space than others. To make line heights stay the same, adjust the line height for the entire page or document. For more information, see *Formatting Lines and Paragraphs* in *Chapter 6: Formatting Documents*.

Tips

- To change the font sizes available for subtitles, with the Subtitle dialog box closed, press **⌘-H** to open the Character Format dialog box, then click **Relative Sizes** and enter the values you want.

Editing Subtitles

IMPORTANT: To edit a subtitle, you must open the Subtitle dialog box. You cannot make editing changes directly in the Document Editor.

- 1 In the document, click anywhere within the subtitle range.
- 2 Choose **Language** from the **Tools** menu, then choose **Subtitle**.
The Subtitle dialog box appears, displaying the subtitle.
- 3 Edit the text as needed.

- 4 Click **OK** to accept the changes and close the dialog box.

Tips

- To delete an entire subtitle, select all the text in the display box, then press Delete (Backspace on some keyboards). You can also use the codes window or the Find Codes feature to locate and remove the subtitle code. See *Using Formatting Codes* in *Chapter 6: Formatting Documents* for more information.

Using Inline

The inline text editing capability allows you to type 2-byte characters, such as Japanese, in the Document Editor if you have the appropriate Apple Language Kit installed. No Corel WordPerfect international language module is required.

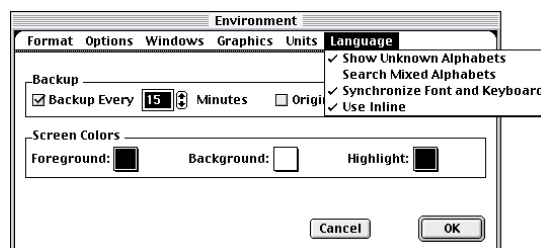
For example, if you use the Japanese Apple Language Kit, the **Use Inline** option is activated (on the **Tools: Language** menu) and you can type Japanese characters in the Document Editor.

If you prefer to type text in the floating window that is part of the Language Kit provided by Apple, choose **Language** from the **Tools** menu, then deselect **Use Inline**. For more information about using the floating editing window, see the Apple Language Kit documentation.

Searching Mixed Alphabets

If you use System 7.1 or later and have installed an Apple Language Kit that uses a non-Roman script (such as Kanji or Cyrillic), you can add two additional search options to the Find/Change feature.

- 1 Choose **Preferences** from the **Edit** menu, then click **Environment** in the **Preferences** window.
- 2 Choose **Search Mixed Alphabets** from the **Language** menu in the dialog box.



When Search Mixed Alphabets is selected, two options are added to the Match menu in the Find/Change dialog box: Alphabet and Character Representation.

Alphabet	In some languages, certain letters or symbols may be represented in more than one alphabet. For example, a Japanese document might use both the Hiragana and the Katakana alphabets. Normally, when you type a character in the Find box, Corel WordPerfect searches for that character in both alphabets, even if the characters were inserted with completely different keystrokes. When you choose the Alphabet option in the Match menu, Corel WordPerfect searches for the specific character you have typed and ignores any equivalent characters. This option is ignored in languages that do not use multiple alphabets.
Character Representation	In some languages, fonts can contain both one-byte and two-byte renderings of characters. Normally, Corel WordPerfect looks for both one- and two-byte characters. When you choose Character Representation from the Match menu, Corel WordPerfect searches for the character you have typed in the Find box and ignores equivalent characters.

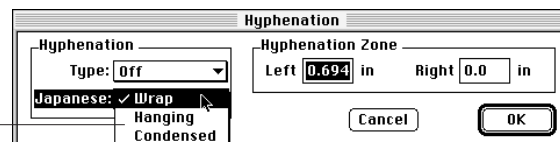
For more information about searching, see *Searching for Text* in Chapter 5: *Editing Documents*.

Using Japanese Hyphenation

If you have the Japanese Apple Language Kit installed, you can use the Japanese Hyphenation feature to specify how you want characters and punctuation to be treated when they extend past the right margin.

- 1 Choose **Hyphenation** from the **Layout** menu.

If you do not have the Apple Language Kit installed, these options are dimmed.



- 2 Choose the appropriate option from the **Asian** pop-up menu.

Choose this option:	To do this:
Wrap	Wrap the last character with the punctuation to the next line.
Hanging	Leave the character and punctuation on the current line and extend beyond the right margin.
Condensed	Leave the character and punctuation on the current line without extending beyond the right margin. Corel WordPerfect will condense the space between all characters on the line. In some cases, characters may overlap.

3 Click **OK**.

The setting remains in effect for the current document.

Using Word Services

Use the Word Services feature to add certain types of third-party applications, such as spellers or grammar applications, to the Tools menu in Corel WordPerfect.

Word Services technology allows you to access third-party applications that examine and modify your document within Corel WordPerfect.

The Word Services feature is available only if you use System 7.0 or later. You can add applications to the Tools menu only if they support Apple's Word Services technology.

To add a compliant application to the Tools menu,

1 Choose **Preferences** from the **Edit** menu, then click **Word Services**.

2 Click **Add**.

3 Use the directory pop-up menu and list box to select the application you want to add.

If you need help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*.

4 Click **Open**.

The application appears in the Service Gallery list box.

If the application you chose does not appear in the list box, there may not be enough memory available to run the application or it may not be an application that supports Word Services.

5 Repeat steps 2 through 4 for each application you want to add.

6 Click **Done**.

The application appears on the Tools menu in Corel WordPerfect, and Corel WordPerfect launches the application.

Tips

- You can only add applications to the Tools menu if they are located on your hard disk; applications on a network server may not be added.

Removing Applications from the Tools Menu

Use the Remove button in the Word Services dialog box to remove third-party speller or grammar applications that you have added to the Tools menu.

- 1** Choose **Preferences** from the **Edit** menu, then click **Word Services**.
- 2** In the Service Gallery list box, select the application you want to remove.
- 3** Click **Remove**.
- 4** Repeat steps 1 through 3 for each application you want to remove, then click **Done**.

The application(s) you specified no longer appear on the Tools menu.

Removing applications from the Tools menu does not remove them from your computer.



Using Libraries

Libraries and the Librarian

Styles, macros, character maps, keyboards, and Button Bars (collectively called resources) are stored in libraries. Corel WordPerfect comes with some resources integrated into the program; you can create additional resources and store them in libraries or documents.

The Librarian is a dialog box that lets you remove, rename, or copy resources to other libraries or to documents.

Corel WordPerfect automatically creates a Library (in the System Folder: Preferences: Corel WordPerfect folder) to store several resources that you can use anytime you work in Corel WordPerfect. The name of the library includes a three-letter language code in parentheses—for example, Library (USA).

Copying Resources to Libraries or Documents

You can copy resources (such as styles, Button Bars, and macros) from any library or document to any other library or document.

It is convenient to copy resources to a document when you will be using that document at another computer or sharing it with people at other workstations.

- 1 If you want to copy a resource to a specific document, open that document first.
- 2 Choose **Preferences** from the **Edit** menu, then click the **Librarian** icon.
- 3 To copy a library other than the current Library, choose an option from the pop-up menu above the left list box.

To open a library that does not appear in the pop-up menu (a library that is named something other than Library), choose **Open a Library** from the pop-up menu.

4 Choose a resource type from the **Resource** pop-up menu.

All available resources of the type you specify appear in the list box.

5 Select the resource(s) you want to copy from the left list box.

To select everything in the list box, click **Select All**. To select multiple items, hold down the ⌘ key and click each resource you want to select.

6 Choose a destination from the pop-up menu above the list box on the right, then click **Copy**.

The copied resources appear in the list box on the right.

7 When you are finished copying, click **Done**.

Renaming or Removing Resources

You can remove or rename any resource contained in a library or a document.

1 Choose **Preferences** from the **Edit** menu, then click the **Librarian** icon.

2 Choose a resource type from the **Resource** pop-up menu.

3 If you want to remove or rename a resource from a library other than the Library (USA), choose an option from the pop-up menu above the left list box.

4 Select the resource you want to rename or remove.

5 To remove a resource, click **Remove**.

6 To rename a resource, click **Rename**, type the new name in the **Rename** dialog box, then click **OK**.

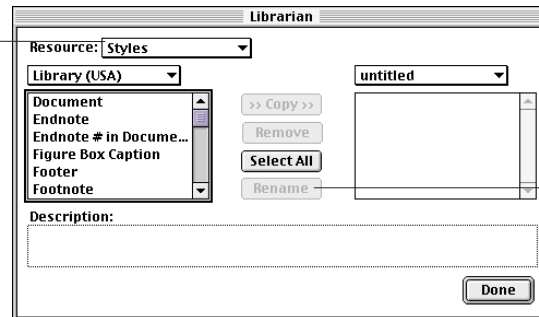
7 When you are finished, click **Done** to close the Librarian.

Creating Libraries

While Corel WordPerfect automatically creates a Library to store your resources, you can create as many additional libraries as you want.

- 1 Choose **Preferences** from the **Edit** menu, then click the **Librarian** icon.

Macros, styles, Button Bar, character maps, and keyboards are all "resources."



You can copy, remove, or rename any resource.

- 2 Choose **Open a Library** from the pop-up menu above the left list box.
- 3 Click **New**.
- 4 Choose a location for the new library using the pop-up menu above the list box.
- 5 Type a name for the library in the **Create New Library** text box.

Tips

- If you need help using this type of dialog box, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*.
- To copy resources to your new library, see *Copying Resources to Libraries or Documents* earlier in this chapter. You can also use the new library to save new resources you create.
- Until they are opened, libraries other than the Library (USA) do not appear on the pop-up menu in the Librarian dialog box. However, you can access them by using the **Open a Library** option in the Librarian dialog box. See *Copying Resources to Libraries or Documents* earlier in this chapter.

Creating Common Network Libraries

If you have styles, macros, or other resources that are used by several people, you may wish to create a Common Library on a network, so anyone connected to the network can use the resources stored there.

- 1 Copy a Library into a folder on a network drive. See *Copying Resources to Libraries or Documents* earlier in this chapter.
- 2 Change the name of the library file to Common Library. See *Renaming or Removing Resources* earlier in this chapter.

You must tell Corel WordPerfect where to find the Common Library by setting the default folder. To set the default folder,

- 3 Choose **Preferences** from the **Edit** menu, then click the **Default Folders** icon.
- 4 Choose **Common Library** from the **Type** pop-up menu, then click **Define**.
- 5 Open the folder that contains the Common Library, then click **Set**.



Saving Time with Automated Tasks

Formatting with Styles

Use the Styles feature to create, edit, and apply formatting styles to areas of a document for a consistent, professional look. Create and apply formatting styles when you need to format multiple sections of text (such as headings, lists, or quotes) in the same way throughout a document, or if you need to use the same formats for several documents.

For example, suppose you want all the headings in a report to be 18-point bold. Instead of having to choose those options one-by-one for each heading in the report, you can create and name a style containing those formats. Then you can apply the style to each heading.

This section includes:

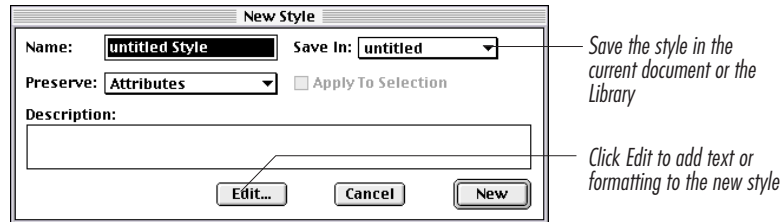
- Creating Styles
- Applying Styles
- Editing Styles
- Updating Styles
- Removing Styles
- Linking Styles to Other Styles
- Basing Styles on Other Styles
- Assigning and Removing Style Keystrokes
- Creating and Editing SpeedStyles

Creating Styles

The simplest way to create a style is to select formatted text, then use the New Style dialog box to name the style.

- 1 Select the text that contains the formatting you want in the style.
- 2 Click **Styles** on the **Control Bar** to display the Styles bar.

- 3 Click **New** on the **Styles** bar.



- 4 Type a name for the style in the **Name** text box.

The name you type will appear in the Style menu on the Styles bar.

- 5 You can type a description of the style in the **Description** text box.

- 6 Choose an option from the **Save In** pop-up menu to tell Corel WordPerfect where you want to save the style.

If you save the style in the current document, you can use the style only when the current document is open and active. If you save it in the Library, you can use it with any Corel WordPerfect document. You can change the location of a style using the Librarian. For information about copying styles, see *Copying Resources to Libraries or Documents* in *Chapter 14: Using Libraries*

- 7 Choose an option from the **Preserve** pop-up menu.

If you do not want to apply the new style to the text that is selected or to the text following the insertion point, deselect the **Apply To Selection** checkbox.

When you create a style, Corel WordPerfect saves the following formats and attributes if you choose to preserve formatting and attributes: attributes found on the Font bar, formatting found on the Layout bar, tabs, margins, and character borders. If you want to include additional formatting, you need to edit the style.

- 8 If you do not want to add any additional text or formatting, click **New**. The style now appears in the Styles pop-up menu on the Styles bar. Or, if you want to add additional text or formatting to the style, click **Edit**. A style editing window appears, so you can make changes or additions to the style. Text you type and formatting choices you make will be saved in the style.

Styles cannot include graphics boxes, tables, headers, footers, footnotes, endnotes, watermarks, overlays, outlining, or anything that depends on a Library resource.

- 9 When you are finished adding text and formatting, click the close box to close the editing window.

Applying Styles

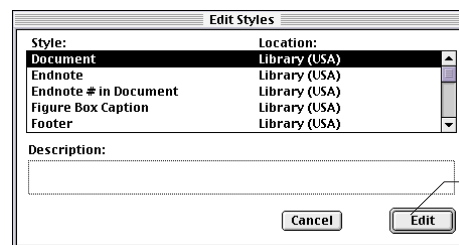
- 1 Select the text you want to format. Or, place the insertion point in the paragraph where you want the formatting to begin.
- 2 Choose the style you want to apply from the **Styles** pop-up menu on the **Styles** bar.

When you apply a style, it affects the entire paragraph where the insertion point is located and all subsequent text until it encounters another style. If you have selected text, it affects the entire paragraph that contains the selected text.

Editing Styles

You can modify the attributes and formatting of any style.

- 1 Click **Edit** on the **Styles** bar.



Click Edit to add text or formatting to the style

- 2 Select the style you want to edit from the list box, then click **Edit**.

A style editing window appears, so you can make changes or additions to the style. Any text you type or formatting choices you make will be saved in the style.

Almost any formatting available in Corel WordPerfect can be included in the style.

- 3 Click the close box to close the editing window.

When you edit a style, any text in your document that is formatted with that style is updated to include the new formats. If you do not want all text formatted with a specific style to be updated, you should create a new style rather than edit an existing one.

Changing the Document Style

The Document style affects the formatting of each document you open. Initially, Corel WordPerfect defines the Document style with the left, right, top, and bottom margins at one inch, tabs every half inch, and a default font of 12-point Geneva.

You can edit the Document style exactly like you would edit any other style.

Updating Styles

The Update button on the Styles bar lets you edit a style without opening the Edit Style dialog box.

- 1 Select text that contains the style you want to update. Or, place the insertion point anywhere in the text that is formatted with the style you want to update.
- 2 Choose any formats you want included in the updated style.

You can choose any font, size, text color, text styles, or Ruler functions.

- 3 Click **Update** on the **Styles** bar.
- 4 Choose an option from the **Update** menu, then click **OK**.

When you update a style, any text in your document that is formatted with that style is updated to include the new formats. If you do not want all text formatted with a specific style to be updated, you should create a new style rather than update an existing one.

Removing Styles

- 1 Select the text from which you want to remove the style. Or, place the insertion point in the paragraph from which you want the style to be removed.
- 2 Choose **None** from the **Styles** pop-up menu on the **Styles** bar.

When you remove a style, it affects the entire paragraph where the insertion point is located and all subsequent text until it encounters another style. If you have selected text, it affects the entire paragraph that contains the selected text.

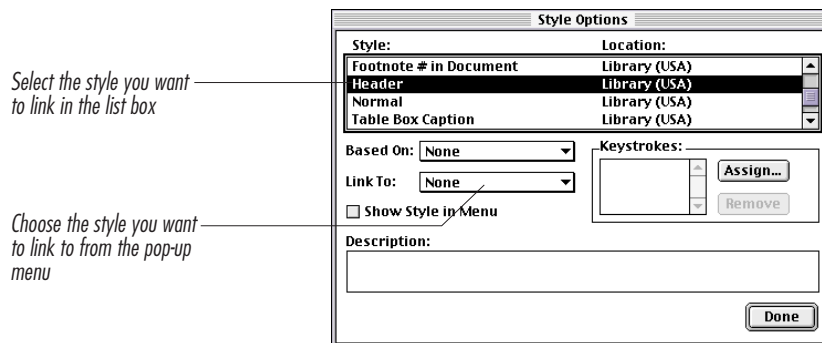
Tips

- Choosing **None** from the **Styles** pop-up menu removes the style and reformats the text to match the style in the preceding paragraph of your document. If you choose **Document** from the **Styles** pop-up menu, the text will be reformatted using the Document style. Choosing **Normal** turns off the currently applied styles and resets font attributes, line spacing to 1, alignment to left, color to black, and so forth.
- Use the Librarian to delete a style from your document or Library. See *Renaming or Removing Resources* in *Chapter 14: Using Libraries* for step-by-step instructions on deleting a resource.

Linking Styles to Other Styles

The Link To feature in the Style Options dialog box lets you jump between styles as you type text. You can link styles so that when you apply a style to selected text, then press Enter, the linked style is automatically applied following the selection. This is especially useful if you frequently follow one style with another.

- 1 Click **Options** on the **Styles** bar.



- 2 In the list box, select the style to be applied first.
- 3 Choose the style you want to link to the selected style from the **Link To** pop-up menu.
- 4 Click **Done**.

Tips

- You can link a series of styles so that each time you press **Enter**, another style is applied. For example, suppose you are typing a magazine interview in which you want the questions formatted one way and the answers formatted another way. You could create one formatting style for the questions and another one for the answers, then link the answer style to the question style. When you were finished typing a question, you could press **Enter**, and the answer would be automatically formatted with the answer style. You could then link the question style to the answer style and format an entire document simply by pressing **Enter** each time you wanted to change to a new style.

Basing Styles on Other Styles

If you have created a complex style and want to create another style that is only slightly different, you can base the new style on the existing style.

For example, suppose you have a heading style that indents text and adds bold, and you need a style that does that and also formats the text in 18-point type. You would simply create a style without formats, then base it on the original heading style. Then you would edit the new style to add the formatting you want (in this example, 18-point text). The new style assumes all the formats of the base style, plus the formatting you added. This saves you the effort of duplicating the formatting you saved in the base style.

To base a style on another style,

- 1** Click **Options** on the **Styles** bar.
- 2** Select the style you want to base on another style from the list box.
You must create and name a style before you can base it on another style.
- 3** Choose a style from the **Based On** pop-up menu.
- 4** Click **Done**.
- 5** Edit the new style to add the additional text and formatting you want. See *Editing Styles* earlier in this section for information.

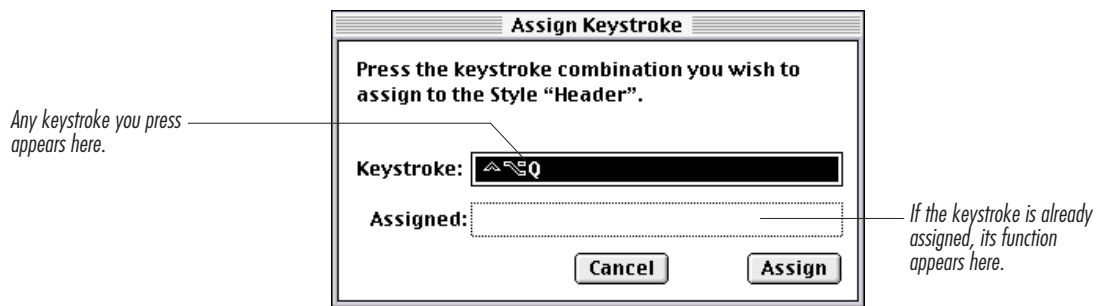
Make sure that the new style contains the formats you want, because they will take precedence over any conflicting formatting commands in the base style.

Assigning and Removing Style Keystrokes

If you plan to use a style frequently, you may want to assign a keystroke to the style rather than choose the style from the Styles pop-up menu.

Assigning Keystrokes

- 1 Click **Options** on the **Styles** bar.
- 2 Select the style you want to assign to a keystroke in the list box, then click **Assign**.



- 3 Press the keystroke you want to assign to the style.

If the keystroke has been assigned to something else, you will see a feature name in the Assigned box. You can type another keystroke if you do not want to change a keystroke that has already been assigned. See *Customizing Keyboard Assignments* in *Chapter 16: Customizing Corel WordPerfect* if you would like to create a list of all the assigned keystrokes.

You can use as many as three modifier keys (⌘, Shift, and Option) with any character key, or you can use a character key by itself.

For example, if you want to assign the keystroke combination Control-Option-q to a style, hold down the **Control** and **Option** keys while you press **q**.

- 4 Click **Assign**.

Removing Keystrokes

You can remove any assigned keystroke.

- 1 Click **Options** on the **Styles** bar.
- 2 Select a style from the **Keystrokes** list box.
- 3 Select the keystroke(s) you want to remove, then click **Remove**.

Creating SpeedStyles

With SpeedStyles, one click is all it takes to apply a font, color, style (such as bold or italic), and size to your selected text. SpeedStyles record the attributes you use to format text, so you can apply them easily to other text in your document. They are ideal if you are using more than one font or text size in your document. You can create as many SpeedStyles as you need.

- 1 Select the text that is formatted in a font, size, style, and color that you want.
- 2 Click **Font** on the **Control Bar** to display the Font bar.
- 3 Click **SpeedStyles**, then click **New**.
- 4 Type a name in the **Name** text box, then click **New**.
- 5 Select different text that you want to format.
- 6 Click **SpeedStyles**, then select the SpeedStyle you want from the pull-down list.

Tips

- Select **Library** from the **Save In** pull-down menu if you want to use a SpeedStyle in more than one document.
- Click **Assign**, then type a keystroke you want to use to activate the SpeedStyle.

Editing SpeedStyles

You can change the text attributes for any SpeedStyle.

- 1 Click **Font** on the **Control Bar** to display the Font bar.
- 2 Click **SpeedStyles**, then click **Edit**.
- 3 Select the SpeedStyle you want to edit from the **Name** pull-down list.
- 4 Make the changes you want.

Tips

- Click **Options** to write a description of the SpeedStyle.

Creating and Using Templates

Template files are document patterns, or forms, for documents that you create often, such as labels, letters, or memos. They can contain text and formatting.

When you open a template document, a copy of the template appears in the document window and remains untitled until you save and name it. The original template file remains unchanged so that you can open, edit, and save as many copies as you need.

This section includes:

- Opening Files as Copies
- Opening Template Files
- Creating Template Files
- Creating New Document Templates

Opening Files as Copies

To open any Corel WordPerfect file and use it as a template file,

- 1 Choose **Open** from the **File** menu, then choose the file you want to open.
- 2 Click **Open Copy**.

An untitled document containing the text and formatting of the file you selected opens in the Document Editor. You can edit the file and save it as a regular file, leaving the original file unchanged.

Opening Template Files

To open a template file from the Templates folder,

- 1 Choose **Templates** from the **File** menu, then choose the template file you want to open. Or, choose **Templates** from the **File** menu, then choose **Open**.
- 2 Choose one of the three preview options from the **Preview** pop-up menu to turn on or turn off the Preview feature.
- 3 Click **Personal Info** to enter the personal information you want included with various templates, such as faxes and letters.
- 4 Select the template file you want to open, then click **Open**.

An untitled document containing the text and formatting of the template file opens in the Document Editor. You can edit the file and save it as a regular file, leaving the template file unchanged.

Tips

- The information you enter in the Personal Information dialog box is saved with Corel WordPerfect. You can change it at anytime.
- If Corel WordPerfect finds no valid template files in the Templates folder, the only option on the Templates submenu is Open.

Creating Template Files

- 1 Create a document containing the text and formatting you want to use in repeated documents.
- 2 Choose **Save As** from the **File** menu.
- 3 Type a filename in the **Save Document As** box.
- 4 Choose **Corel WordPerfect 3 Template** from the **Format** menu.
- 5 Click **Save**.

Tips

- Edit a template file just as you would an ordinary Corel WordPerfect document, but be sure to save it in Corel WordPerfect 3 Template format. See *Chapter 5: Editing Documents* for more information.
- If you want the template you create to appear in the Template submenu, save it in the Templates folder.

Creating New Document Templates

You can create a special template file called “New Document Template” as a quick way to change Corel WordPerfect’s default document settings.

For example, if you want all your new documents to have half-inch left margins, 10-point Times text, and one-inch indents, you can create a template file that contains these formats. Name the template file New Document Template, and place it in the Templates folder. Every new document you open will have the formats contained in the template file.

- 1 Open a new document by choosing **New** from the **File** menu.
- 2 Choose the formatting options that you want to apply to all new documents.

You can make any formatting changes available in Corel WordPerfect.

- 3 Choose **Save As** from the **File** menu.
- 4 Type **New Document Template** in the **Save Document As** box.

The template file must be named “New Document Template.” Otherwise, Corel WordPerfect will not recognize the template file as the location of the default settings.

The template file must be saved in the Templates folder in the Corel WordPerfect folder.

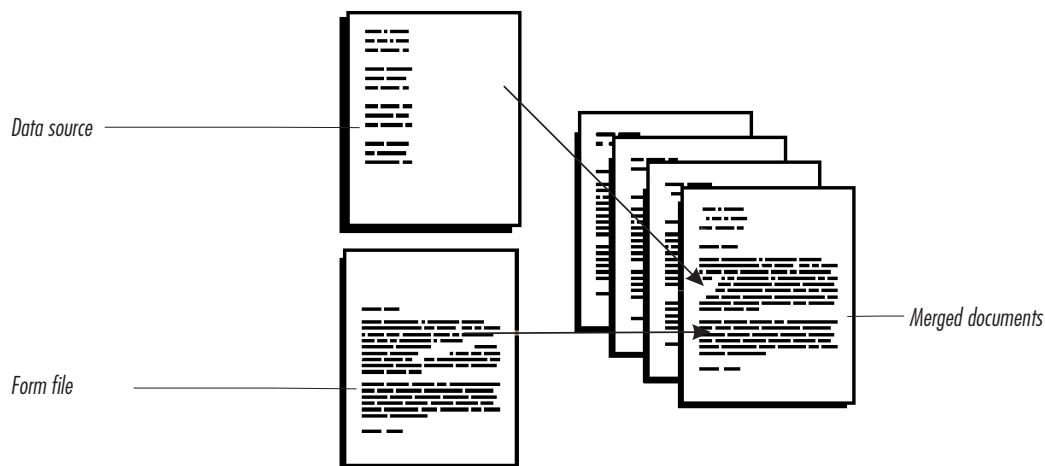
- 5 Choose **Corel WordPerfect 3 Template** from the **Format** pop-up menu, then click **Save**.

All new documents you open will use the New Document Template for their default settings. If you want to return to the standard Corel WordPerfect default settings, move the New Document Template file out of the Templates folder and open a new document.

Merging Documents

Use the WordPerfect Corel WordPerfect feature to create address files, form letters, mailing labels, and many other documents that you use repeatedly.

For example, suppose you have to write the same letter to 20 different people. Instead of typing all 20 letters, you can let the merge feature generate the letters for you. All you have to do is create two documents—one containing the form letter, and another containing the names and addresses of the people to whom the letters will be sent. Then you can merge the two documents and have all 20 letters at once.



The document containing the form letter is the *form file*, and the document containing the names and addresses is the *data file*.

Fields and records in a data file can be separated by merge codes, like the example above, or they can be in a Corel WordPerfect table with a column for each field and a row for each record. You can also use a tab- or comma-delimited text file exported from a database application as your data file.

You can also use the Merge feature to combine a form file with text you type during the merge rather than with text from a data file. See *Using Merge Commands* later in this section for more information.

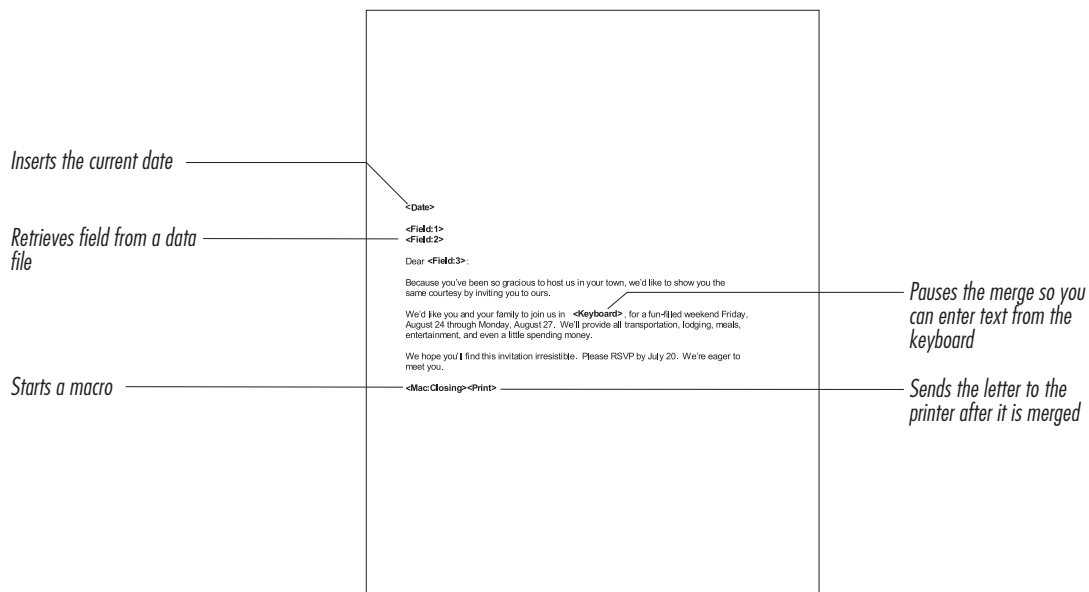
This section includes:

- Merge Concepts
- Creating Form Files
- Creating Data Files
- Using Merge Commands
- Displaying Merge Command Markers
- Using Messages
- Merging Data and Form Files

Merge Concepts

Form Files

Each field inserts a specific type of information, such as dates, or triggers an action, such as starting macros, pausing for data entry, and so on. A typical form file might look like this:



You must use a form file to control every merge. The form file is the “template” for the merged output; it contains text and merge commands that insert information from the data file.

Data Files

Data files can contain information divided into records (a collection of related information) and fields (individual pieces of

information in a single record). For example, each record might contain all of the information about one customer, with one field for the customer's name, another field for the street address, another field for the city, and so forth.

A form file might look like this:

Each record ends with an
<End of Record>
command.

Sandra R. Goldstein <End of Field>
1453 Magnolia Way
Blue Terrace, NC 27618 <End of Field>
Sandra <End of Field>
<End of Record>
Julio Cesar Capillas <End of Field>
1448 Schindler
Blue Terrace, NC 27618 <End of Field>
Julio <End of Field>
<End of Record>
Dennis Washington <End of Field>
148 Albany Lane
Grantville, NC 27531 <End of Field>
Dennis <End of Field>
<End of Record>
Tetsuhara Kikomoto <End of Field>
1101 University Ave.
Leoville, NC 27699 <End of Field>
Tetsuhara <End of Field>
<End of Record>
L. Gray Larsen <End of Field>
1211 West 1060 North
Provo, UT 84604 <End of Field>
Lisa <End of Field>
<End of Record>
Jory Davis <End of Field>
1489 West 900 North
Provo, UT 84604 <End of Field>
Jory <End of Field>
<End of Record>

Each field ends with an
<End of Field> command.

If you create the data file in Corel WordPerfect, you can either use merge codes to separate fields and records, or you can use the Table feature to divide the fields and records into columns and rows. If you have a database created in a third-party database application, you can also export data from the database to use as a data file in Corel WordPerfect.

Other things you should know about data files:

- You can name your fields (for example, “address” or “telephone number”). This lets you reference fields by name instead of number. See *Naming Fields in Data Files with Merge Codes* under *Creating Data Files* later in this section.
- If you do not name your fields, Corel WordPerfect numbers them sequentially for you. The field numbers do not appear in the data file. The first field in each record is number one, the second is number two, and so forth.
- Each record within a data file must contain the same number of fields, even if some fields are empty.

- The same field in each record should contain the same type of information or it should remain empty (no spaces). For example, the address field in each record should contain only the address.
- If you use a data file with merge codes rather than a table, each field must end with the <End of Field> command and each record must end with the <End of Record> command.
- The number of lines in a field can vary from record to record. For example, an address field may be two lines in one record and three lines in another.

Creating Form Files

- 1 Open a new document by choosing **New** from the **File** menu.
- 2 If necessary, click **Merge** on the **Control Bar** to display the Merge bar.
- 3 Type text until you come to a place where you want to insert information from a data file, such as a name or part of an address.

Instead of typing the information, you will insert a Field command that corresponds to one of the field entries in your data file.

- 4 Place the insertion point where you want to insert a field.
- 5 Click **Field** on the **Merge** bar.
- 6 Select one of the three radio buttons to choose a method of retrieving a field.

If you choose this:	Do this:
Field Number	Type the number of the field that contains the information you want to retrieve.
Prompt for Field Number During Merge	During the merge, specify a field number (not a field name) when prompted.
Field Name	The first time you select the Field Name option, click Get Field Names to open a directory dialog box, and find the data file with the named fields. You only have to locate the data file once (during the current Corel WordPerfect session) for each form file. Once you locate the file and select it in the list box, choose the name of the field you want to insert in the form file from the Name pop-up menu.

- 7 Click **OK** to insert the Field number or Field name command into the form file.
- 8 If you want to insert other merge commands, choose the command you want from the **Other** pop-up menu on the **Merge** bar.

See *Using Merge Commands* later in this section for information on each command.

9 Repeat steps 3 through 8 until you finish the form file.

10 Save the form file.

Creating Data Files

In Corel WordPerfect, you can create a data file that uses merge codes to separate fields and records or one that uses the Table feature to separate fields and records, into columns and rows. If you want to merge documents using data from a database application, you can use comma- or tab-delimited text files.

Data Files with Merge Codes

To create a data file that uses merge codes to separate fields and records,

- 1** Open a new document by choosing **New** from the **File** menu.
- 2** If necessary, click **Merge** on the **Control Bar** to display the Merge bar.
- 3** Type the contents of the first field (for example, the name of the first person on your mailing list). Do not add unnecessary spaces before or after the data.
- 4** Click **End Of Field** on the **Merge** bar.

An <End of Field> command is inserted. The insertion point automatically moves to the next line, so you can create another field.

- 5** Type the contents of the next field, then click **End Of Field** on the **Merge** bar.

You can create as many fields as you want. However, you should keep the number of fields in each record consistent. Fields can be as small as a single word and as large as several paragraphs.

- 6** Repeat step 5 until you have created all the fields you need to complete the record.
- 7** Click **End of Record** on the **Merge** bar.

The <End of Record> command is inserted. The insertion point automatically moves to the next line, so you can begin another record.

- 8** Repeat steps 3 through 7 for each record you want to add to the data file.
- 9** Save the data file.

Tips

- You can name fields in a data file to make them easier to retrieve into a form file. You can name the fields before or after you enter data into the fields.

Naming Fields in Data Files with Merge Codes

When you create a form file, it may be difficult to remember which field numbers you want to retrieve from a data file. You can avoid this confusion by naming the fields in a data file rather than having Corel WordPerfect number them.

You can name the fields before or after you enter data into the fields.

- 1 If necessary, click **Merge** on the **Control Bar** to display the **Merge** bar.
- 2 Open a new document by choosing **New** from the **File** menu. Or, if the data file is already created, open that file, and make sure the insertion point is at the top of the document.
- 3 Choose **Define Names** from the **Other** pop-up menu on the **Merge** bar.

The Define Names command is inserted into the data file.

- 4 Type a name that represents the type of information in the first field in the data file (such as "name"), then press **Return**.
- 5 Continue typing field names and pressing Return until you have named all the fields.
- 6 Click **End Of Record** on the **Merge** bar.
- 7 If this is a new data file, enter the data for each record. (See *Creating Data Files* above.)
- 8 Save the data file.

Data Files in Table Format

To create a data file that appears as a table with columns or rows,

- 1 Choose **New** from the **File** menu to open a new document.
- 2 Choose **New** from the **Table** menu.
- 3 In the **Columns** box, type the number of fields that each record of the database will have.

For example, if you want the data file to contain the last name, first name, street address, city, state, and ZIP Code of each of your customers, type 6 to create one column for each of the six fields.

- 4 In the **Rows** box, type the number of records you want to include in the data file, then click **OK**.

If you want to include field names in a header row, add an extra row to the table.

The structure of the table appears in the document, with the insertion point in the first cell. The Table bar also appears.

- 5 Type the text that you want to appear in the table.

If you included a row for field names, type the field names in the first row, select the row, choose **Header Rows** from the **Table** menu, then click **OK**.

- 6 Save the data file.

Data Files from Databases

If you want to merge a Corel WordPerfect document with information from a database application, create a data file by exporting the desired records from the database to an ASCII text file using either a comma- or tab-delimited format.

The following example shows database records in comma-delimited format. Field names appear on the first line if they are present. Records are separated by hard returns. Fields are separated by commas, and the text of each field is surrounded by quotes.

```
Last_Name,First_Name,City,ZIP/Postal_Code
"Otterstrom","Jared","San Jose","95136"
"Hulsey","Debra","Vancouver","V712Z3"
```

The next example shows database records in tab-delimited format.

```
Last_Name,First_Name,City,ZIP/Postal_Code
Otterstrom<tab>Jared<tab>San Jose<tab>95136
Hulsey<tab>Debra<tab>Vancouver<tab>V712Z3
```

Using Merge Commands

The most common merge commands are displayed as buttons on the Merge bar. The rest are found on the Other pop-up menu on the Merge bar.

Use this command:	To do this:
End of Field	Mark the end of a field in a record.
End of Record	Mark the end of a record in a data file.
Field	Open a dialog box to insert a field number or name into a form file. When a merge encounters the field number or name, it inserts text from the data file field you specified.

Use this command:	To do this:
From Keyboard	Insert a <Keyboard> command into a form file. When a merge encounters this command, it stops, so you can enter text from the keyboard. You can complete a merge without having a data file by using only <Keyboard> commands.
Date	Insert the current date in merged documents. The merged file will contain the current date as indicated by your computer's internal clock.
Define Names	Use names instead of numbers to delineate fields. Insert this command at the beginning of the data file. See <i>Creating Form Files</i> earlier in this section for information about creating form files that use named fields.
Message	Open a dialog box that lets you choose one of six types of messages, then type the message you want to appear when a merge is running. You can use the Message command in either a form file or a data file. See <i>Using Messages</i> later in this section.
Next Record	Advance to the next record in the data file and continue the merge using the same form file. You can use the Next Record command in a form file.
Form File	Open a dialog box that lets you choose a different form file. When a merge encounters this command, the merge continues, using the same data file and the new form file you specified. You can use the Form File command in either a form file or a data file. By using the Form File command, you can merge multiple files in one merge.
Quit	Stop the merge. You can use the Quit command in either a form file or a data file.
Run Macro	Open a dialog box that lets you choose from the macros stored in the Library. When a merge encounters this command, the macro you selected automatically runs. You can use the Macro command in either a form file or a data file.

Use this command:	To do this:
Data File	Open a dialog box that lets you choose a new data file. When a merge encounters this command, the merge continues using the same form file and the new data file you specified. Typically, you would use this command at the end of a form file or data file so that when one merge is completed, a new merge begins.
To Printer	Send a merge directly to a printer so that the merge is printed as it takes place instead of being saved to a disk. You can use the To Printer command in either a form file or a data file.
Transfer	Instruct Corel WordPerfect to ignore any subsequent merge commands it encounters and save those commands to the merged document that is being created. When the merge encounters a second Transfer command, the transfer stops and Corel WordPerfect begins taking instructions from the merge commands as usual. Use the Transfer command in a form file only.

Displaying Merge Command Markers

You can change how merge commands are displayed in your files. You can either show the full commands or show the commands as icons.

To display merge command markers as icons instead of full merge commands,

- 1 Open the data or form file you want to change.
- 2 If necessary, click **Merge** on the **Control Bar** to display the **Merge** bar.
- 3 Click **Markers** on the **Merge** bar.

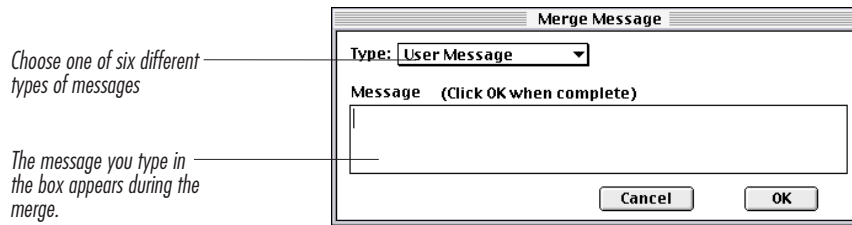
You can restore the full merge commands by clicking Markers again.

Using Messages

You can insert messages directly into form and data files. These messages appear while the merge is running and provide additional information to help the user complete the merge.

Adding Messages

- 1 Position the insertion point at the location in the form or data file where you want the message.
- 2 If necessary, click **Merge** on the **Control Bar** to display the **Merge** bar.
- 3 Choose **Message** from the **Other** pop-up menu on the **Merge** bar.



- 4 Choose the type of message you want to insert from the **Type** pop-up menu.
- See *Message Types* below for information on each type of message.
- 5 Type a message in the **Message** box, then click **OK**.

Message Types

User Message

A User message is simply displayed in a message box while the merge is running. You can use a User message in either a form file or data file.

Keyboard Response

A Keyboard Response message is displayed at the bottom of the window while the merge pauses to let the user type text. Use this message to give the user information about what to type. After typing into the document, the user chooses the End of Field command to continue the merge. You can use a Keyboard Response message in a form file only.

Macro

A Macro message pauses the merge and opens the Run Macro dialog box to let the user select and run any macro. Any message you have added appears in the upper-right corner of the dialog box. You can use the message to prompt the user about which macro to run. If the user clicks Cancel in the dialog box, the merge is stopped. You can use a Macro message in either a form file or data file.

Form File

A Form File message pauses the merge and opens a directory dialog box to let the user select a new form file. Once the user selects a file

and clicks OK, the merge continues, using the new form file. You can use a Form File message in either a form file or data file.

Data File

A Data File message pauses the merge and opens a directory dialog box to let the user select a new form file. Once the user selects a file and clicks OK, the merge continues, using the new data file. You can use a Data File message in either a form file or data file.

Field Number

A Field Number message pauses the merge and opens the Field Number dialog box to let the user choose which field to merge into the form file at the insertion point. This is useful if you do not know which field should be inserted when you create the form file. You can use a Field Number message in a form file only.

Merging Data and Form Files

After you create a form and data file, you can merge the two documents to create a third document.

You can begin a merge immediately after creating your form and data files, but you must save them first. You should also close the form and data files before beginning the merge.

- 1** Open a new document by choosing **New** from the **File** menu.
- 2** If necessary, click **Merge** on the **Control Bar** to display the **Merge** bar.
- 3** Click **Merge** on the **Merge** bar.

A directory dialog box appears, so you can choose the form file you want.

- 4** Select a form file from the list box, then click **Merge**.

A directory dialog box appears, so you can choose the data file you want.

- 5** Select a data file from the list box, then click **Merge**.

If your form file does not contain any Field number or Field name commands, click **No File**. (You do not need to merge with a data file if you are performing a keyboard merge.)

If either the form or data file is already open, an alert box asks you if you want to open the file for read only. Click **Proceed** to continue.

The merge begins automatically. Unless you used the To Printer command, you can save or print the merged document. If you used the To Printer command, the Print dialog box appears. After you click **Print**, the merge is sent directly to the printer.

Repeating Characters

Use Repeat Count to save time if you need to type repetitive keystrokes or choose commands several times. For example, if you want to insert 30 dashes to form a dashed line, you can use Repeat Count instead of pressing the dash key 30 times.

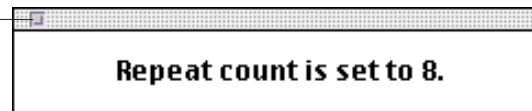
Here are a few of the keystrokes and commands you can repeat using Repeat Count:

- Any letter, number, or symbol
- Delete and Delete Right
- Tab and Back Tab
- Space Bar
- Arrow Keys
- Page Up and Page Down
- Screen Up and Screen Down
- Any other keystrokes that delete text, select text, or move the insertion point
- Macros (by choosing a macro name from the macro submenu)

Repeating Tasks

- 1 Press **⌘-Esc** (Escape).

*Click the close box to
cancel the repeat operation*



The Repeat Count number is preset to eight. The keystroke you press or command you choose will be repeated eight times unless you change this number. See *Setting the Repeat Count Number* below for more information.

- 2 Choose the command or press the keystroke you want to repeat.

Setting the Repeat Count Number

- 1 Press **⌘-Shift-Esc** (Escape).
- 2 Type a new number in the text box.
You can type any number from 1 to 32767.
- 3 Click **OK**.

If you are repeating a macro, and you decide to stop the repeat count operation before it is finished, press the **Esc** (Escape) key, or hold down

Command (⌘) and press the period. If you are repeating a keystroke, you cannot stop the repeat count operation before it is finished.

Replacing Abbreviations with Full Text

Use QuickCorrect to expand abbreviations as you type. For example, if you type the abbreviation “PIN,” you can have it automatically replaced with “Personal Identification Number.”

- 1 Choose **QuickCorrect** from the **Tools** menu.
- 2 In the **Replace** box, type the abbreviation that you want expanded in your document.
- 3 In the **With** field, type the expanded word(s) of the abbreviation.
- 4 Click **Add**.
- 5 Repeat steps 2 through 4 for each abbreviation you want to expand in your document, then click **OK**.

When you type the abbreviated word that you added, Corel WordPerfect automatically replaces it with the full text as soon as you press the space bar or type a punctuation mark.

Tips

- QuickCorrect must be turned on to expand abbreviations. For more information about QuickCorrect, see *Using QuickCorrect* in *Chapter 13: Using Language Tools*.

Automating Tasks with Macros

Use the Macros feature to record commands for a task that you would like to automate. For example, you can create a macro that opens a document, gives it a new name, and saves it in another format.

You can have Corel WordPerfect record your keystrokes and commands, you can type macro commands directly into the Macro Editor, or you can use these methods in combination by switching between the Document Editor and the Macro Editor.

IMPORTANT: Corel WordPerfect 3.5 Enhanced does not ship with a printed macros manual. However, complete information is available online. For a complete list of available macro commands and instructions on how to use them, choose **WP Macro Help** from the  menu if you are using System 6.x, or from the Help menu if you are using System 7.0 or higher.

This section includes:

- Recording Macros
- Using the Macro Editor to Create Macros
- Running Macros
- Editing Macros
- Macro Editor Options

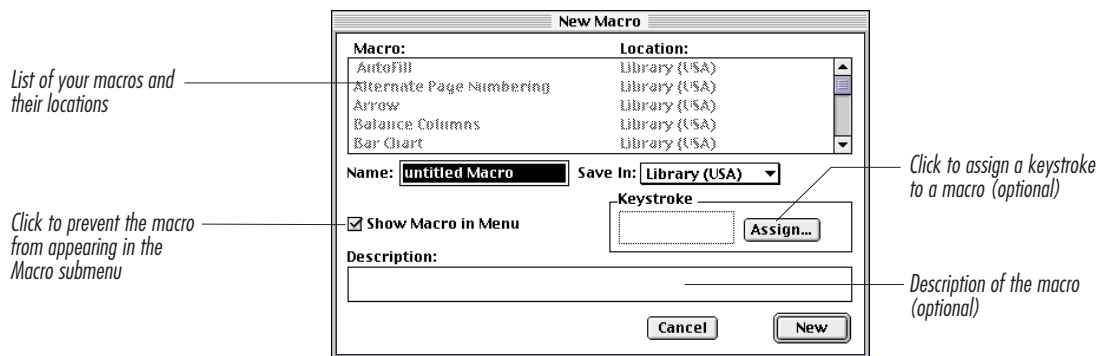
Recording Macros

The easiest way to create a macro is to have Corel WordPerfect record your keystrokes.

1 If you want to record a macro in an open document, place the insertion point in a document.

You can also record a macro if you do not have a document open.

2 Choose **Macro** from the **Tools** menu, then choose **Record**.



3 Type a name for the macro in the **Name** box.

4 Choose an option from the **Save In** pop-up menu.

If you plan to use this macro only in the current document, save the macro in the document. If you want to use the macro with other documents, save it in the Library.

5 Click **New** to close the dialog box and begin recording the macro.

If a document is open, the Macro Editor appears behind the document window. Otherwise, it appears on the screen.

6 Type the text and choose the commands that you want in your macro.

The Macro Editor records all the text you type and most of the commands you choose. You can switch between the Macro Editor and the document window at any time while recording a macro.

The message “Recording a Macro” appears on the status bar throughout the recording process. Corel WordPerfect records commands from the keyboard (including any text you type) as well as menu and Button Bar selections made with the mouse. However, while recording a macro, you cannot use the mouse to position the insertion point in the document window; use the arrow keys or other commands for moving through a document.

You can see the commands you have recorded by clicking the Macro Editor window. The Macro Editor cycles forward, showing the macro. For information about the Macro Editor, see *Using the Macro Editor to Create Macros* below.

To temporarily stop recording the macro, choose **Macro** from the **Tools** menu, then choose **Pause**. To continue recording the macro, choose **Macro** from the **Tools** menu, then choose **Resume**.

7 When you are finished recording the macro, choose **Macro** from the **Tools** menu, then choose **Stop Recording**.

An alert box appears and asks if you want to save the changes to the macro.

8 Click **Yes** to save the macro.

Tips

- You can assign a keystroke to the macro for quick access. Click **Assign**, press the keystroke combination you want, then click **Assign** again. For more information about assigning keystrokes, see *Customizing Keyboard Assignments* in *Chapter 16: Customizing Corel WordPerfect*.

Using the Macro Editor to Create Macros

When you record a macro, commands and keystrokes you enter are translated into macro commands. These commands are stored as words that instruct Corel WordPerfect to perform a certain action. The Macro Editor shows you the commands in a macro and lets you modify them.

Almost every action in Corel WordPerfect has a macro equivalent, so it is possible to type the commands for an entire macro in the Macro Editor. In fact, some commands can only be created by typing the command directly into the Macro Editor.

1 If you want to start a macro in an open document, place the insertion point in a document.

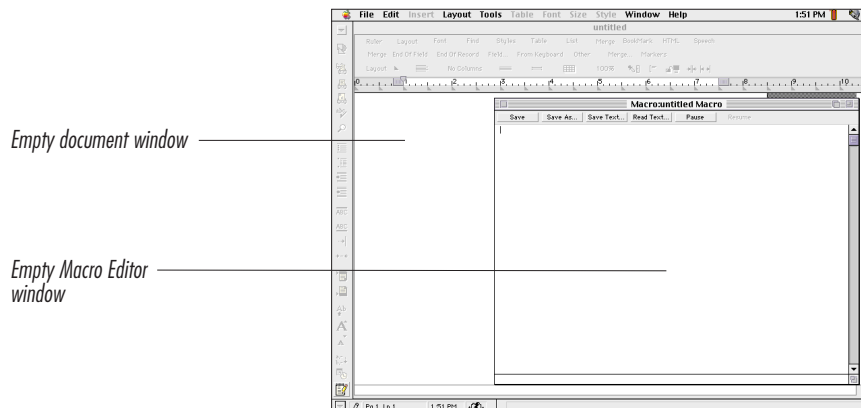
You do not need to have a document open to record a macro.

2 Choose **Macro** from the **Tools** menu, then choose **Record**.

3 Repeat steps 3 through 5 in Recording Macros above.

If a document is open, the Macro Editor appears behind the document window. Otherwise, it appears on the screen.

4 If a document is open, click on the Macro Editor window behind the document to make the Macro Editor active.



5 Type macro commands to create a macro.

For a complete list of available macro commands and instructions on how to use them, choose WP Macro Help from the **Apple** menu if you are using System 6.x, or from the Help menu if you are using System 7.0 or higher.

You can switch between recording commands and typing commands as many times as you want. Click the document window to begin recording commands, then click the Macro Editor window to begin typing commands. You can type macro commands as regular text in the Macro Editor, but you must follow the proper syntax (as outlined in WP Macro Help).

6 When you are finished, click **Save** at the top of the Macro Editor, then click the close box of the Macro Editor window.

Running Macros

If you saved the macro in the Library, it can be run from any document. However, if you saved a macro in a specific document, you must first open the document that contains the macro.

Running Macros Using Keystrokes

If you assigned a keystroke to the macro,

1 Press the keystroke.

The macro runs.

Running Macros Using the Macro Menu

If you save the macro so that it appears in the macro submenu,

- 1 Choose **Macro** from the **Tools** menu, then choose the macro you want to run.

The macro runs.

Running Macro Using the Run Macro Dialog Box

If you save the macro so that it does not appear in the macro submenu,

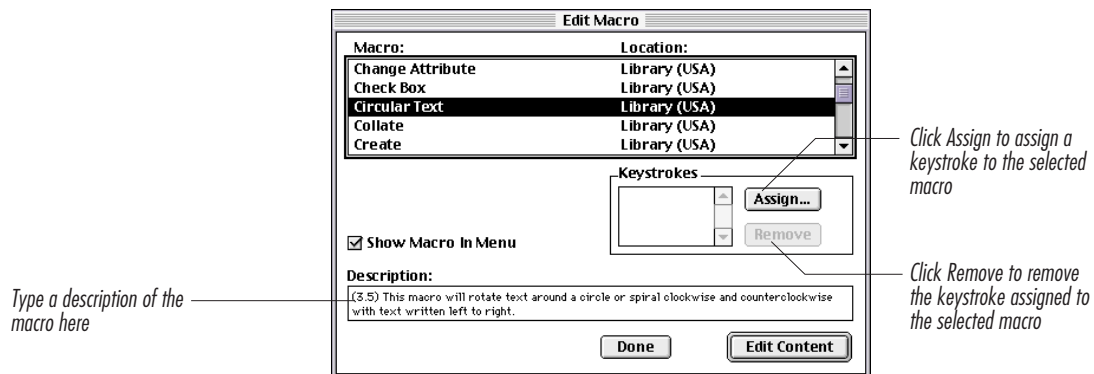
- 1 Choose **Macro** from the **Tools** menu, then choose **Run**.
- 2 Select the macro you want to run from the list box then click **Run**, or double-click any macro in the list to run it.

Editing Macros

You can make changes to your macro at any time.

To edit a macro,

- 1 Choose **Macro** from the **Tools** menu, then choose **Edit**.



- 2 Select the macro you want to edit from the list box.
- 3 Click **Edit Content**, or double-click any macro in the list to edit it.
- 4 Type new commands or edit existing ones.

You can switch between recording commands and typing commands as many times as you want. Click the document window to begin recording commands, then click the Macro Editor window to begin typing commands.

- 5 When you are done editing, click **Save** at the top of the Macro Editor, then click the close box of the Macro Editor window.

Macro Editor Options

There are several options on the Macro Editor Control Bar.

Click this button:	To do this:
Save	Save new macro text and commands in the macro's current location
Save As	Save a copy of the macro you are currently creating or editing with a new name, description, or location
Save Text	Save the commands of a macro as text to retrieve the text into another document or system
Read Text	Convert macros that have been saved as text back into macros
Pause	Temporarily stop recording commands and keystrokes, so you can use Corel WordPerfect without recording commands
Resume	Resume recording commands and keystrokes

Using Bookmarks

Use the Bookmark feature to mark a location in a document so that you can return to that location quickly.

For example, if you were editing a large document and had to leave your work for a time, you could set a bookmark to keep your place. When you return to your work and open the document, you can quickly return to the place you had marked.

You can have several bookmarks in a single document. Each bookmark must have a unique name.

This section includes:

- Creating a Bookmark
- Finding a Bookmark
- Sorting Bookmarks
- Removing a Bookmark

Creating a Bookmark

To create a bookmark,

- 1 Open a document, then select the text you want to bookmark.
- 2 Click **BookMark** on the **Control Bar** to display the BookMark bar.
- 3 Click **Mark** on the BookMark bar.

- 4 Click **OK** or type a name in the **BookMark Name** text box, then click **OK**.

Finding a Bookmark

To find a bookmark you have created in a document,

- 1 Click **BookMark** on the **Control Bar** to display the BookMark bar.
- 2 Choose the bookmark you want from the **BookMark** pop-up menu on the **BookMark** bar.

Your insertion point will move to the bookmark you specified.

Sorting Bookmarks

Bookmarks can be sorted alphabetically or by the order in which they appear in the document.

- 1 Click **BookMark** on the **Control Bar** to display the BookMark bar.
- 2 Choose **Alphabetical** from the **BookMark** pop-up menu.
- 3 Click the **BookMark** pop-up menu to see the order of the bookmarks.

When Alphabetical is selected, the bookmarks will be listed in alphabetical order. When Alphabetical is not selected, the bookmarks will appear in the order in which they appear in the current document.

Removing a Bookmark

- 1 Click **BookMark** on the **Control Bar** to display the BookMark bar.
- 2 Choose **Unmark** from the **BookMark** pop-up menu.
- 3 Choose the bookmark you want to remove from the **Remove Mark** pop-up menu, then click **OK**.

Using Hyperlinks

Use the Hyperlink feature to create links that will let you jump from one location in a document to another location within that document, jump to another document, jump to an Internet address, or run a macro.

Hyperlinks (Hypertext Links)

Hyperlinks provide a means to tie parts of an online document together. For example, on a printed page you might write “See *Appendix A*” if you want readers to refer to information in Appendix A. In online copies of the same document, you can provide a jump (hyperlink) to Appendix A. The readers can then click the hyperlink and immediately move to Appendix A.

You can create hyperlinks to a bookmark within the current document, a bookmark in another document, an Internet page, or a macro. Jumping to a macro is equivalent to running a macro.

See *Creating Bookmarks* earlier in this section for information about Bookmarks. See your Internet browser application's documentation for information about Internet addresses. See *Automating Tasks with Macros* in *Chapter 15: Saving Time with Automated Tasks* for more information about macros.

This section includes:

- Creating a Hyperlink
- Using Hyperlinks
- Editing a Hyperlink
- Removing a Hyperlink

Creating a Hyperlink

- 1 Create the bookmark, macro, or document you want to link to.
- 2 Open the document in which you want to create the hyperlink.
- 3 Click **BookMark** on the **Control Bar** to display the Hyperlink buttons.
- 4 Select the words or symbols in your document you want to use as the hyperlink, then click **Create** on the **BookMark** bar.
- 5 Select one of the **Link To** options in the Create Hyperlink dialog box, then click **Create**.

To do this:

Create a hyperlink to jump to a bookmark within the current document

Create a hyperlink to jump to a bookmark in another document

Create a hyperlink to jump to an Internet address.

Do this:

Type a bookmark name in the **Bookmarks** text box, or choose a bookmark from the **Bookmarks** pop-up menu, then click **Create**.

Choose **Other Document** from the **Link To** pop-up menu, select a document from the list box, then click **Select**. Now, type a bookmark name in the **Bookmarks** text box, or choose a bookmark from the **Bookmarks** pop-up menu, then click **Create**.

Choose **Internet** from the **Link To** pop-up menu, type the Internet address in the **Address** box, then click **Create**. This hyperlink will not work if you do not have access to the Internet.

To do this:

Create a hyperlink to run a macro

Do this:

Choose **Macro** from the **Link To** pop-up menu, select a macro from the list box, click **OK**, then click **Create**.

Tips

- You can also create the hyperlink first, then create the bookmark, document, or macro later.
- The words or symbols you selected in step 4 will appear underlined and blue in color.

Using Hyperlinks

Jumping to a Hyperlink

To jump to a bookmark, document, or Internet address, or to play a macro,

- 1 Click the blue underlined hyperlinks that you have created in your document.

Moving Between Hyperlinks

To move between the hyperlinks you have jumped to in your current session,

- 1 If necessary, click **BookMark** on the Control Bar to display the Hyperlink buttons.
- 2 Choose the hyperlink you want to jump to from the Hyperlink pop-up menu. Or, click ◀ or ▶ on the BookMark bar to quickly move back to the previous active hyperlink or to the next active hyperlink.

Tips

- If you click on a hyperlink and you do not move to a new position, make sure the hyperlinks are enabled. If necessary, click **BookMark** on the **Control Bar** to display the Hyperlink buttons, then make sure the Disable Links/Enable Links button on the BookMark bar reads Disable Links. This enables all the hyperlinks in the document.

Testing Hyperlinks

Because the Hyperlink pop-up menu and arrow buttons allow you to return from a jump or to move to the next or previous hyperlink, it is helpful to use them to test hyperlinks when you are creating a hypertext document.

Editing a Hyperlink

- 1 If necessary, click **BookMark** on the **Control Bar** to display the Hyperlink buttons.
- 2 Click **Disable Links** on the **BookMark** bar to turn off the hyperlinks in the document.

You cannot edit an enabled hyperlink using the mouse. You will jump to the linked item.

- 3 Place the insertion point within the blue underlined hyperlink you want to edit, then click **Edit** on the **BookMark** bar.

If the insertion point is not positioned within the hyperlink, you will not be able to edit it.

- 4 Make any changes in the **Edit Hyperlink** dialog box, then click **OK**.
- 5 Repeat steps 3 and 4 to edit other hyperlinks, then click **Enable Links** on the **BookMark** bar to turn on the hyperlinks.

Removing a Hyperlink

- 1 If necessary, click **BookMark** on the **Control Bar** to display the Hyperlink buttons.
- 2 Click **Disable Links** on the **BookMark** bar to turn off the hyperlinks in the document.

You cannot remove an enabled hyperlink using the mouse. You will jump to the linked item.

- 3 Place the insertion point within the blue underlined hyperlink you want to remove, then click **Remove** on the **BookMark** bar.

If the insertion point is not positioned within the hyperlink, you will not be able to remove it.

- 4 Repeat step 3 to remove other hyperlinks, then click **Enable Links** on the **BookMark** bar to turn on the remaining hyperlinks.

Sharing Information Using Publish and Subscribe

Use Publish and Subscribe to share information created in one application or document with the same document or another document.

To use Publish and Subscribe, you must have System 7.0 or higher.

This section includes:

- The Publish and Subscribe Files
- Publishing Editions
- Subscribing to Editions
- Updating Editions
- Receiving Updated Editions

The Publish and Subscribe Files

Publish and Subscribe involves three files: the publisher, the edition, and the subscriber. Briefly, the publisher creates an edition file, and the subscriber includes a copy of the edition within the subscriber document.

The Publisher

The publisher is the document from which you select a section (text, graphic, table, or combination of the three) to share with another document. The file you create is called the edition. If you need to make changes to the edition, you can do it only in the publisher. You can publish as many sections as you want from a single publisher.

The Edition

The edition file is a copy of text or graphics from the publisher and is the link between the publisher and subscriber. When you open the publisher and make changes to the published section, the edition file can be updated automatically. See *Updating Editions* later in this section for Publisher Options that affect the edition. The edition file can be published by only one publisher. However, it can be used by as many subscribers as you want.

The Subscriber

The subscriber is a document that includes information from one or more edition files. When the publisher updates the edition file, the subscriber can be updated as well. A subscriber document can subscribe to as many editions as you want. You can also publish sections from a subscriber document.

When you use the Subscribe feature, the information from another document is displayed as part of the current document. For example, you can create a table in Corel WordPerfect that includes formulas for calculating a budget. You can publish the table, then subscribe to the table in another document or several other

documents. When you make changes to the table in the publisher document, the changes are automatically made to the subscriber document when it is open. You save time because you have to update information only once instead of everywhere it appears.

Publishing Editions

Use the Create Publisher command to make information in one document available to other documents. The shared information is called an edition.

- 1 Open the document that contains the information you want to share with other documents.
- 2 Select the text, graphic, or table you want to share with other documents or applications.

To publish a graphic, you must select the graphic from the Document Editor. You cannot publish a graphic from the Graphics Editor.

- 3 Choose **Publishing** from the **Edit** menu, then choose **Create Publisher**.

The Create Publisher dialog box appears. The name of the document with “-Edition” following it is placed in the text box. This is the suggested name for the edition file. You can rename the file if you want; you do not need to include “-Edition” as part of the filename.

- 4 If you want the edition file to be saved somewhere other than the default document folder, choose the folder in which you want it to be saved.
- 5 When you are finished, click **Publish**.

If a file of the same name exists in the folder, Corel WordPerfect prompts you to cancel or replace the existing edition file. This usually happens when you accept the suggested edition file after already creating one edition file from the same document. Remember, each edition file must have a unique name.

- 6 Save the document.

Tips

- If you do not save the publisher, the edition file is lost when you close the publisher.
- The edition file you created appears as an icon with a gray border in the folder you designated.
- You can open the document that created the publisher by double-clicking the edition icon. When you double-click an edition icon, a dialog box opens and shows a representation of the edition material. Click the **Open Publisher** button to open the document that contains the publisher.

Subscribing to Editions

Use the Subscribe command to insert information from a document that has been published. You can subscribe to any number of edition files created in Corel WordPerfect or in another application.

- 1 Place the insertion point where you want the edition to appear in the document.
- 2 Choose **Publishing** from the **Edit** menu, then choose **Subscribe To**.
- 3 Select the edition in the directory list box, then click **Subscribe**.

Tips

- When you click the edition in the subscriber document, the entire edition is selected. If you type while the edition is selected, the subscription is canceled and is replaced with what you type. Follow the steps above to resubscribe to the edition if you delete it accidentally.

Formatting Editions

You can change the font, attributes, and formatting of edition text within the subscriber document if the edition does not contain formatting codes for the options you want to change. For example, a line spacing change for the entire subscriber document will not affect the subscribed edition if there is a line spacing code within the edition. Any formatting codes within the edition do not affect the text that follows the subscribed edition.

If you change the format of an edition, the entire edition text is affected. You cannot select individual words or lines within the edition to format separately.

To format edition text,

- 1 Open the subscriber document.
- 2 Double-click the section of text you subscribed to (the edition).
- 3 Make sure **Preserve Formatting Changes** is selected, then click **OK**.

If Preserve Formatting Changes is not selected, you may lose the format and attributes the next time you retrieve the updated edition.

- 4 Click the edition.
- 5 Choose the font, attributes, and formatting you want for the edition text.

Updating Editions

- 1 Open the publisher document that contains the edition you want to update.
- 2 Click a section of text, a graphic, or a table that you have published. Corel WordPerfect places a gray border around the published section.



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Sports Outlet, Inc.
12 Highland Circle
Phoenix, AZ 85084

- 3 Edit the section as you normally would.

If the publisher is a graphic, you must open the Graphics Editor to edit it. You can double-click the graphic to open the graphic editor.

- 4 Choose **Publishing** from the **Edit** menu, then choose **Publisher Options**.

Use the Publisher Options dialog box to update the edition or stop publishing the edition. The Publisher Options affect the shared information in the edition file and all the documents that subscribe to the edition. The following table explains the options:

To do this:

View the path to the edition

Update the edition each time you save the publisher document

Update the edition immediately

Permanently discontinue publication of the edition

Do this:

Choose the **Publisher** to pop-up menu.

Select **On Save**.

Update the edition only when you want **Select Manually**. To update the edition, you must click **Send Edition Now** before you save and close the publisher document, or the edition will not be updated.

Click **Send Edition Now**.

Click **Cancel Publisher**. The edition file is deleted after you save the changes to the publisher document. When you cancel a publisher, the subscribers cannot be updated unless you republish the edition.

Tips

- When you discontinue a publication, the related edition file is deleted. You cannot subscribe to that edition. If you need to resubscribe to a discontinued publication, you must repeat the steps above to republish the edition. See *Publishing Editions* earlier in this section. For former subscribers to receive updates from the edition, you must name the edition the same as before.

5 When you have finished, click **OK**.

Receiving Updated Editions

Use Subscriber Options to specify when you want your subscriber document to be updated when changes are made to the edition. You can have the information updated automatically or on your command, or you can cancel the subscription.

1 Click the edition within the subscriber document.

Corel WordPerfect highlights the subscribed section and places a gray border around it.

When an edition is selected in the subscriber document, do not type anything or press the delete keys or space bar. If you do, the selected

edition will be deleted. (You can choose **Undo** from the **Edit** menu to restore the edition if you delete it accidentally.)

2 Choose **Publishing** from the **Edit** menu, then choose **Subscriber Options**.

Use the Subscriber Options dialog box to retrieve the updated edition, cancel the subscription, or open the publisher document. The table below describes the options. The Subscriber options affect only the current subscriber document.

To do this:

- View the path to the edition
- Update the subscription whenever the edition is updated in the publisher document
- Update the subscription only on your command
- Update the subscription immediately
- Allow the subscription to be updated without changing the formatting you have given to the subscribed text
- Discontinue all subscriptions in the document
- Discontinue only the current subscription
- Edit the edition

Do this:

- Choose the **Subscriber to** menu. Select **Automatically**.
- Select **Manually**. To update the subscriber document with the most recent information,click **Get Edition Now**. Click **Get Edition Now**.
- Select **Preserve Formatting Changes**. If you do not select this option, attribute changes you made to the edition text in the subscriber document will be replaced with the formatting from the publisher document when you update the edition.
- Select **Cancel All Subscriptions**. This option discontinues the subscriptions; it does not delete the related edition files.
- Click **Cancel Subscriber**. This option discontinues the subscription; it does not delete the related edition file.
- Click **Open Publisher** in the **Subscriber Options** dialog box, then edit the publisher. When you are finished, update the publisher as explained in *Updating Editions* above.

3 When you have finished, click **OK**.

Tips

- If you canceled a subscription and want to resubscribe, you need to subscribe to the edition as you did originally. See *Subscribing to Editions* earlier in this section. When you canceled the original subscription, a copy of the edition was left as regular text or graphics in your document. If you decide to resubscribe, you may want to delete the old copy to get rid of outdated information.

Using AppleScript™

Corel WordPerfect is compatible with AppleScript™, a system-level scripting language created by Apple Computer, Inc., that allows cooperation and communication between multiple applications. Use AppleScript to write scripts (similar to Corel WordPerfect macros) for tasks that involve Corel WordPerfect and other applications. For example, you can write a script to take data from a spreadsheet application, create a chart, and paste it into a word processing document. You can write a script to select records in a database application and export them to Corel WordPerfect, then merge them with a form letter.

IMPORTANT: AppleScript requires System 7.0 or later.

Scripting

Scripts can be written and compiled using Apple's Script Editor or a compatible third-party script editor. See the *AppleScript Getting Started Guide* (available from Apple Computer, Inc.) for details.

Apple's Script Editor is available from Apple Computer, Inc., and is included with System 7 Pro and System 7.1.2.

When writing a script, use a Tell statement to give Corel WordPerfect a command or series of commands. A Tell statement tells Corel WordPerfect what to do and what object to use (such as a window, paragraph, or word in a document.) In the following example, the Tell statement sends a Print command to the Window object in Corel WordPerfect, then ends.

```
Tell Application "Corel WordPerfect"  
    Print window 1  
End Tell
```

A Tell statement can include several commands or events. For example:

```
Tell Application "Corel WordPerfect"  
    Set font of paragraph 1 to "Times"
```

```
Print window 1
End Tell
```

When writing a script, you can use several methods—called reference forms—to specify the object you want to use or its location. You can reference an object by its number, its name, or its class. You can also reference a series of objects, and you can reference a location in relation to another object. Here are some examples.

Reference form:	Example:
By number	Word 1, window 1, or paragraph 1
By name	Window “Monthly Sales Report”
By class	Every word of page 1
By series	Words 1 through 5 of window 1
By position in relation to another object	Move word 1 to After word 5

For information about the AppleScript commands you can use with Corel WordPerfect, refer to the Apple Events Dictionary. For information about opening the Apple Events Dictionary, see *Using Apple Events* below.

For more information about referencing objects as well as all other AppleScript conventions, see the *AppleScript Getting Started Guide*.

Using AppleEvents

AppleEvents are the tokens (commands) that allow AppleScript to function. AppleEvents are grouped into suites that enable applications to perform certain functions in relation to other applications.

Corel WordPerfect supports all of the Required suite and Core suite AppleEvents as well as many events in the Text suite, the OCE Mailer suite, the Word Processor suite, and the Miscellaneous Standards suite (including DoScript and Class Graphic—also known as Edit Graphic—events). For a list of the commands or events supported in each suite, open the Corel WordPerfect AppleEvents Dictionary. See *Corel WordPerfect AppleEvent Dictionary* below for instructions.

Tips

- The AppleEvents supported by Corel WordPerfect allow you to accomplish basic, content-based tasks using scripting commands. While the majority of the high-end word processing (and graphics) features available in Corel WordPerfect are not directly accessible using AppleScript, you can write a script that will run a Corel WordPerfect macro and use many of those features indirectly. Use the DoScript command to run a Corel WordPerfect macro from a script.

AppleEvents also enable you to launch cooperating third-party applications directly from Corel WordPerfect. For example, with the Edit Graphic event, you can paste a graphic or equation created in a cooperating application into a Corel WordPerfect document, then double-click it to launch the creating application. Or, using the Word Services event, you can launch cooperating third-party applications, such as spellers or grammar checkers, directly from Corel WordPerfect. For more information, see *Using Word Services* in *Chapter 13: Using Language Tools*.

Corel WordPerfect AppleEvent Dictionary

Corel WordPerfect contains an AppleEvent Dictionary that provides a list of the AppleEvent suites that Corel WordPerfect supports. The commands and classes of objects that are recognized by Corel WordPerfect are listed with each suite.

Use the AppleEvent Dictionary as a reference when writing scripts that send events to Corel WordPerfect. You can view, copy, or print the AppleEvent Dictionary using the Script Editor that is included with System 7 Pro and System 7.1.2.

To open the Corel WordPerfect AppleEvent Dictionary,

- 1 Launch the Script Editor.
- 2 Choose **Open Dictionary** from the **File** menu.
- 3 Double-click the **Corel WordPerfect** application in the Corel WordPerfect folder.
- 4 From the list on the left side of the window, click the suite(s) or event(s) you want to display.

When you select a suite in the list, the event commands appear in the right side of the window with additional information.

Tips

- To print the selected suites, choose **Print** from the **File** menu.



Customizing Corel® WordPerfect®

Changing the Default Fonts

Initially, Corel WordPerfect is set to use 12-point Geneva font when you type text. Use Font Preferences to change the default font.

- 1 Choose **Preferences** from the **Edit** menu, then click **Font** in the **Preferences** window.
- 2 Choose a font from the **Font** pop-up menu, type a size in the **Size** box, then click **OK**.

The default font you choose affects the active document and each new document you create.

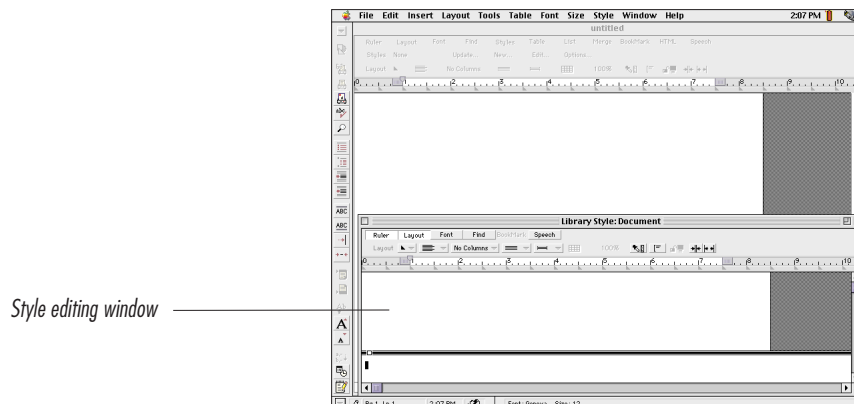
For more information about fonts, see *Formatting Characters* in *Chapter 6: Formatting Documents*.

Changing Default Document Settings

Initially, the margins and tabs are preset. For example, the USA English version of Corel WordPerfect is set with the left, right, top, and bottom margins at one inch, and tabs at every half inch. You can change those settings or include other formatting options in your default documents settings by editing the Document style. Changes made to the Document style affect all documents, including existing ones that do not include formats specific to the document.

- 1 Click **Styles** on the **Control Bar** to display the Styles bar.
- 2 Click **Edit** on the Styles bar.
- 3 Select **Document** in the list box, then click **Edit**.

A style editing window appears, so you can make changes or additions to the style.



- 4 Choose the formats you want to save and delete those you do not want in the Document style.

Most formats available in Corel WordPerfect can be included in the style.

- 5 Click the close box to close the editing window.

The new formats take effect when you close the editing window.

When you open a new document, it will reflect the formatting choices contained in the Document Style. You can make changes to the formatting of any document.

The Document style also affects existing documents that you open if they do not contain formatting specific to the document.

Tips

- If you ever want to reset the Document style to what it was when you first installed Corel WordPerfect, edit the Document style by removing any formatting codes you have inserted in the style editing window. Because the Document style is based on the WP Defaults, it will revert to the WP Default settings.
- For more information about styles, see *Formatting with Styles* in *Chapter 15: Saving Time with Automated Tasks*.

Showing or Hiding Bars

Use the Show Bars dialog box to specify which feature bars you want to display, and whether or not you want to display the status bar when you open Corel WordPerfect.

- 1 Choose **Preferences** from the **Edit** menu, then click **Show Bars** in the Preferences window.
- 2 Select or deselect the options in the dialog box, then click **OK**.

The options you choose are effective as soon as you close the dialog box, but are not reflected in the current document. The selected bars will appear each time you open a document. You can still turn bars on and off in the Document Editor at any time.

For more information about using the Button Bars, feature bars, and status bar, see *Chapter 2: Introducing Corel WordPerfect*.

Changing the Date/Time Format

Use the Date/Time dialog box to customize the date/time format.

- 1 Choose **Preferences** from the **Edit** menu, then click **Date/Time** in the Preferences window.
- 2 Choose options from the **Formats**, **Date**, and **Time** menus to customize the date/time format.
- 3 Click **OK**.

When you change the default date/time format, the new format appears in your document when you choose **Text Date/Time** or **Auto Date/Time** from the **Insert** menu. The format of previously entered date/time functions does not change. For information about using the Text Date/Time or Auto Date/Time features, see *Entering Text* in *Chapter 4: Creating Documents*.

Setting Up Default Folders

Use the Default Folders dialog box to specify where you want to save documents and where to look for your Library, Common Library, Dictionary and Thesaurus, User Dictionary, Language Tools for the Dictionary (USA), Help files, and the Corel WordPerfect application.

Although default folders are already defined for most of these files, you should reset the path to them if you move the files to another location.

Set a default folder for a Common Library if you are on a network and the system administrator creates a Common Library on the file server. Set a default folder for documents if you want Corel WordPerfect to save all your documents to a particular folder.

1 Choose **Preferences** from the **Edit** menu, then click **Folders** in the **Preferences** window.

2 Choose a file type from the **Type** pop-up menu.

The path to the file appears in the Current Path box. If no folder is defined for this file, “Undefined” appears in the box.

3 Click **Set Path**.

A directory dialog box appears, so you can choose a new folder as the default location for the selected file type.

4 Open the folder you want as the default.

If you need help using the directory dialog box to locate and open the desired folder, see *Filing in Chapter 7: Saving and Managing Documents*.

5 Click **Set**.

The dialog box closes, and the new path appears in the Current Path box.

6 Click **OK**.

Tips

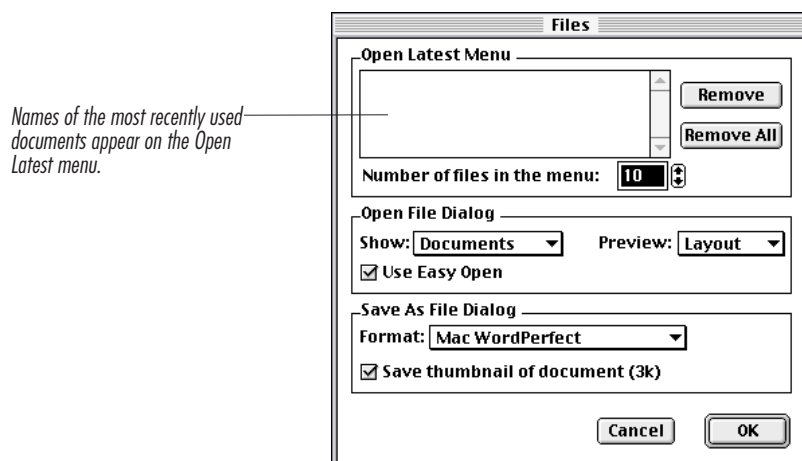
- Click the **Clear** button to change any path or folder to “Undefined.”

Changing File Settings in Menus and Dialog Boxes

Use the Files dialog box to change the following settings:

- The number of documents that appear on the Open Latest menu
- Which documents appear on the Open Latest menu
- The default type of documents that appear in the Open and Insert dialog boxes
- Document Preview in the Open and Insert dialog boxes
- The default setting for the Easy Open option in the Open and Insert dialog boxes
- The default format for saving documents

- 1 Choose **Preferences** from the **Edit** menu, then click **Files** in the **Preferences** window.



- 2 Change the dialog box settings as needed.

To do this:

Change the number of documents that appear on the Open Latest menu

Remove a document from the Open Latest menu

Change the type of items that appear by default in the Open and Insert dialog boxes

Change how documents appear in the Preview window in the Open and Insert dialog boxes

Use Easy Open (available separately or with System 7.5 or later) to open non-Corel WordPerfect documents

Change the default format used for saving documents (in the Save As dialog box)

Do this:

Type a number in the **Number of files** in menu box.

Select the document in the list box, then click **Remove**. You can also click **Remove All** to clear the **Open Latest** menu.

Choose the item type you want from the **Show** pop-up menu.

Choose an option from the **Preview** pop-up menu.

Make sure the **Use Easy Open** checkbox is marked. This checkbox determines the default setting of the Use Easy Open option in the Open and Insert dialog boxes.

Choose a format option from the **Format** pop-up menu.

3 Click **OK**.

Customizing the Environment Settings

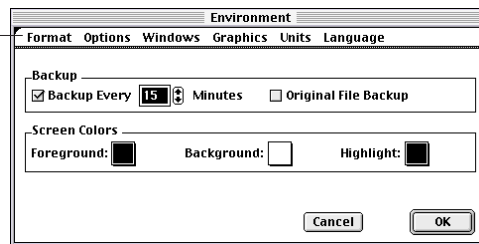
Use the Environment dialog box to customize many settings that affect the Corel WordPerfect environment.

This section deals with changes you want to remain in effect whenever you use Corel WordPerfect. For information on making more temporary changes, refer to the other chapters in this manual. Use the Table of Contents or Index to locate the appropriate chapter.

1 Choose **Preferences** from the **Edit** menu, then click **Environment** to open the Environment dialog box.

You can also double-click one of the numbers on the Ruler to open the Environment dialog box.

Use the options in the menus to make environment choices



2 Change the settings as needed, then click **OK**.

To do this:

Change the frequency of automatic backup

Turn off automatic backup

Turn on Original File Backup

Change the screen colors (color monitors only) for the window (Background), text (Foreground), and selected text (Highlight)

Do this:

Type a number in the **Backup Every ... Minutes**.

Deselect the **Backup** checkbox.

Click the **Original File Backup** checkbox. For more information about backup, see *Backing Up Documents* in *Chapter 7: Saving and Managing Documents*.

Choose the desired color from the **Screen Colors** pop-up palettes. To edit the color using the Color Wheel dialog box, double-click the color you want to edit. For more information about using the color wheel, see *Editing Graphics* in *Chapter 9: Working with Graphics*.

To do this:

Format according to paragraphs

Format paragraphs individually

Use dormant returns at the top of pages

Use font mapping

Set the Japanese hyphenation defaults

Display each font name on the Font menu in the appropriate font

Do this:

Choose **Paragraph** from the **Format** menu. This option is on by default. If you place the insertion point anywhere in a paragraph and change the formatting, the change affects the entire paragraph and any subsequent text. Some formatting choices affect the entire paragraph even when you select only a portion of the paragraph.

Choose **Single Paragraph** from the **Format** menu. If this option is selected, Corel WordPerfect formats each paragraph individually. For example, if you place the insertion point anywhere in a paragraph and then change the margins, the margins change in that paragraph only.

Choose **Dormant Return** from the **Format** menu. Whenever a Return appears alone on a line at the top of a page that begins with a soft page break, Corel WordPerfect changes the return to a dormant return, so that an unwanted blank line is not inserted at the top of a page. (This option is on by default.)

Choose **Font Mapping** from the **Format** menu. When you open a document that uses a font that is not in the current system, Corel WordPerfect uses font mapping to substitute an alternative font. (This option is on by default.) See *Using Font Mapping* below for more information.

Choose an appropriate option from the **Format** menu. See *Using International Languages* in *Chapter 13: Using Language Tools* for more information.

Choose **Graphic Font Menu** from the **Options** menu. This option is on by default. For more information about fonts, see *Formatting Characters* in *Chapter 6: Formatting Documents*.

To do this:

Display extra key commands on the menus

Turn on or off Drag and Drop

Change the default search direction (in the Find/Change dialog box) to Wrap Around

Snap tabs, margins, columns, and first-line indents to regular points on the Ruler

Show or hide ruler guides when moving markers on the Ruler

Open windows in the size and location you last specified (for each document)

Widen the insertion point

Display white space for top and bottom margins in the Document Editor

Show or hide paragraph marks and marks for tabs, spaces, and List feature markings on screen

Show or hide Merge command markers in merge documents (on screen and on the printed page)

Do this:

Choose **Extra Menu ⌘ Keys** from the **Options** menu. For more information about key commands, see *Customizing Keyboard Assignments* later in this chapter.

Choose **Drag and Drop** from the **Options** menu. (Drag and Drop is on by default.)

Choose **Wrap Around** from the **Options** menu.

Choose **Snap to Grid in Ruler** from the **Options** menu. The points occur every 1/16 of an inch, 1/5th of a centimeter, 6 points, 1 pica, .5 cicéros, or 6 didots. You can use these points to align text and objects more accurately. (You can temporarily override the current setting by holding down **Shift** while you position a marker on the Ruler.)

Choose **Show Ruler Guides** from the **Options** menu. (This option is on by default.)

Choose **Remember Window Location** from the **Windows** menu. (This option is on by default.)

Choose **Wide Insertion Point** from the **Windows** menu.

Choose **Show White Space** from the **Windows** menu.

Choose **Show ¶** from the **Windows** menu.

Choose **Show Merge Codes** from the **Windows** menu. (This option is on by default.) For more information, see *Merging Documents in Chapter 15: Saving Time with Automated Tasks*.

To do this:

Show or hide the formatting codes window

Treat graphics as characters, or anchor them to a page or paragraph

Display figures or overlays on screen

Change the default unit of measurement

Show unknown character symbols when you open a document that was created on a script system you do not have installed

Add commands to the Match menu in the Find/Change dialog box for use with non-Roman script characters

Enable you to type 2-byte characters or non-Roman 1-byte characters in the Document Editor when you have installed an Apple Language Kit

Do this:

Choose **Show Codes** from the **Windows** menu. For more information about using the codes window, see *Using Formatting Codes* in *Chapter 6: Formatting Documents*.

Choose **Character**, **Anchor to Page**, or **Anchor to Paragraph** from the **Graphics** menu. For more information about these options, see *Moving Graphics* in *Chapter 9: Working with Graphics*.

Choose **Display Figures** or **Display Overlays** from the **Graphics** menu. Both of these options are on by default. Turning these features off improves the speed of scrolling and screen redraw. This option affects only the screen display; if you print with Figures Display turned off, the graphic or overlay will print.

Choose an option from the **Units** menu.

Choose **Show Unknown Alphabets** from the **Language** menu. (This option is selected by default.)

Choose **Search Mixed Alphabets** from the **Language** menu. For more information about the commands that are added, see *Using International Languages* in *Chapter 13: Using Language Tools*.

Choose **Use Inline** from the **Language** menu. See *Using International Languages* in *Chapter 13: Using Language Tools* for more information.

Using Font Mapping

The font mapping option is most useful for documents that are converted from Corel WordPerfect on other platforms (such as DOS or Windows) to MacOS .

When Font Mapping is On

When you type a character in a font, Corel WordPerfect records the character and a general representation of what the character looks like (according to the WP character set that is part of the Corel WordPerfect program). If you later change that character to another font, Corel WordPerfect determines whether or not that character exists in the new font. If so, it maps the font to allow the same character to appear.

If the character does not exist in the new font, Corel WordPerfect displays  (the unknown character symbol).

For example, if you type the character a, using the Geneva font, then select it and change the font to Symbol, the unknown character symbol appears because the Symbol font does not include an a. If you change the font to one that includes an a, the correct character appears.

When Font Mapping is Off

When you type a character in a font, Corel WordPerfect records the character (according to its position in the character set of the active font). The WP character set equivalent is not recorded. If you change that character to another font, Corel WordPerfect displays the character that is located at the same position in the character set of the new font.

Customizing Keyboard Assignments

You can customize the key command assignments either by assigning individual keystrokes or by creating a new keyboard definition with new keystroke assignments. You can also create a listing of your current key command assignments.

This section includes:

- Assigning Keystrokes
- Creating New Keyboard Definitions
- Changing Keyboard Definitions
- Resetting the Standard Keyboard
- Creating a Listing of Current Key Commands

Assigning Keystrokes

You can assign a keystroke to a character, command, macro, menu, style, or variable.

Tips

- If you want to assign a keystroke to a macro or style that is saved in a document, you must first open that document.

1 Choose **Preferences** from the **File** menu, then click **Keyboard** in the **Preferences** window.

2 Choose the appropriate option from the **Type** pop-up menu.

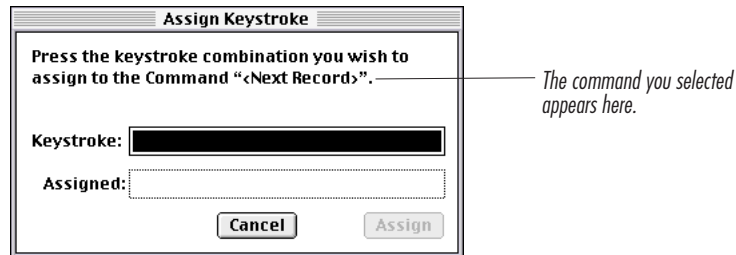
The list box displays the available items of the type you selected.

3 Select the item you want from the list box.

If the item is already assigned to one or more keystrokes, the keystrokes appear in the Keystrokes list box. You can change existing keystrokes or add new ones.

If you want to change an existing keystroke, select the keystroke you want to change from the Keystrokes list box, then go to step 4. If you want to remove an existing keystroke, select it, then click **Remove**.

4 Click **Assign**.



5 Press the keystroke combination you want to assign.

A keystroke can include as many as three modifier keys (Command, Shift, Option, Control, or a Gold key), but it must also include one character key.

If the keystroke you press is already assigned to an item, the item appears in the Assigned box. If you do not want to reassign the keystroke, press a new keystroke.

6 Click **Assign** to assign the keystroke and close the dialog box.

Repeat steps 2 through 6 if you want to change more keystroke assignments.

7 Click **Done** to accept the changes and close the Keyboard dialog box.

The keystrokes you assigned, changed, or deleted are only in effect when using the current keyboard.

Installing Keyboard Definitions

Each key combination on your keyboard is set up to perform an action. A mapping exists that defines which operation is performed when a key combination is pressed. For instance, Cmd-S (Apple Key-S) is mapped to the Save operation. And Cmd-O (Apple Key-O) will bring up the Open File dialog. A keyboard definition is the set of all the mappings for every key combination.

Corel WordPerfect 3.5 contains three keyboard definitions:

Standard Keyboard

This definition contains the factory settings. This definition conforms to Apple Macintosh guidelines for standard key commands. It has also been Enhanced to provide keyboard access to many convenient features of Corel WordPerfect 3.5.

WP 5.x Keyboard

This definition matches the key commands defined in WordPerfect for DOS version 5.1. If you are accustomed to the key combinations for 5.1 you may prefer this keyboard definition over the standard one.

WP 6.x Keyboard

This definition matches the key commands defined in Corel WordPerfect for Windows version 6.1.

Not every action in the DOS and Windows products has an exact equivalent in Corel WordPerfect for Macintosh version 3.5. So if you use one of those keyboard definitions the operations will be approximately the same.

Keyboard definitions exist in the WordPerfect library file in the System Folder\Preferences\WordPerfect folder. This filename is "Library (USA)".

When you install WP 3.5 the Library (USA) file is created in the correct location and includes the three keyboard definitions described above. If the Library (USA) file is deleted or the keyboard definitions are removed, you can perform the following steps to install them again.

You will not need to install the Standard Keyboard. It should always exist in the Library (USA) file.

To install the Corel WordPerfect 5.x and 6.x keyboards,

- 1 Launch Corel WordPerfect 3.5 Enhanced, then open the WordPerfect Read Me document (located in the Corel WordPerfect 3.5 Enhanced:Documentation Folder).
- 2 Choose **Preferences** from the **Edit** menu, then choose **Librarian**.

- 3 Choose **Keyboards** from the **Resource** pop-up menu.
- 4 Select the keyboard(s) you want to install from the list box on the right. To select both keyboards, click in the right list box, then click **Select All**.
- 5 Click **Copy**.
- 6 Click **Done**.

The keyboard definitions are now stored in your Library. Your library file may contain several keyboard definitions, only one of which can be active at a time. To activate another keyboard definition (other than the one you are currently using) use these instructions:

- 7 Choose **Preferences** from the **Edit** menu, then choose **Keyboards**.
- 8 Choose a keyboard from the **Keyboard** pop-up menu.
- 9 Click **Done**.

The selected keyboard template is now active. For example, if you selected the Corel WordPerfect 5.x keyboard, pressing F5 will bring up the Open dialog box. Because of differences between programs, however, not all keystrokes are available using the keyboard templates.

Function Keys Template

You can open and print the document “Function Keys Template” and use this as a guide to the commands related to each function key.

Creating New Keyboard Definitions

- 1 Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the **Preferences** window to open the Keyboard dialog box.
- 2 Choose a keyboard from the **Keyboard** pop-up menu.
- 3 Click **Copy Keyboard**.

The new keyboard will be based on the same keystroke assignments in the keyboard you choose.

Initially, Corel WordPerfect has only one keyboard (the Standard Keyboard). If you create additional keyboards, they appear on the Keyboard pop-up menu. To change your keyboard definition, see *Changing Keyboard Definitions* below.

- 4 Type a name for the new keyboard, then click **OK**.

The new keyboard appears on the Keyboard pop-up menu in the Keyboard dialog box.

Changing Keyboard Definitions

If you have created at least one additional keyboard, you can change keyboard definitions.

- 1 Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the **Preferences** window.
- 2 Choose the keyboard you want to use from the **Keyboard** pop-up menu.

Resetting the Standard Keyboard

Use the Reset button in the Keyboard dialog box to reset the Standard Keyboard to its original keystroke assignments.

- 1 Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the **Preferences** window.
- 2 Click **Reset Keyboard**.
- 3 Click **Rename** if you want to save any changes made to the Standard Keyboard, then type a name for the keyboard containing the changes. Or, click **Overwrite** to erase any changes made to the Standard Keyboard.
- 4 Click **OK** if you clicked Rename.

Creating a Listing of Current Key Commands

To create a listing of all the current key command assignments,

- 1 Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the **Preferences** window.
- 2 Click **Create Listing**.

A directory dialog box appears, so you can name the list and choose the disk and folder where you want it to be stored.

- 3 Choose the disk and folder where you want the document to be saved.

If you need help using the directory dialog box to change disks or open folders, see *Dialog Boxes* in *Chapter 2: Introducing Corel WordPerfect*.

If you want to give the list document a name other than Keyboard List, you can type a different name in the **Save Listing As** box.

- 4 Click **Save**.

Tips

- The document is saved as a text file, so you can open it in any application. You may want to print this document to help you make decisions before reassigning keystrokes. You may also want to create and print a listing after you have made changes. Before you can print the list, you will need to close the dialog box and open the text file.

Customizing the Graphics Editor

Use the Save Settings command to customize the default settings in the Graphics Editor.

- 1 In the Graphics Editor, choose the settings you want as default settings.

To do this:

Change the appearance of the grid

Hide or show the grid

Turn off or on grid snap

Change the default location of the tool palette

Change the default arc type (used by the Arc tool)

Change the default radius of rounded rectangles

Change the default pen or fill pattern

Change the default pen or fill foreground or background colors

Change the pen size (for object borders)

Change the default font, size, and style for text objects

Do this:

Choose **Grid Options** from the **Layout** menu, choose the desired settings, then click **OK**.

Choose **Hide (or Show) Grid** from the **Layout** menu.

Choose **Grid Snap Off (or On)** from the **Layout** menu.

Drag the palette to a new location.

Choose **Arc Types** from the **Layout** menu, select the desired type, then click **OK**.

Choose **Rounded Corners** from the **Layout** menu, enter a new radius, then click **OK**.

Choose a new pattern from the **Pen Pattern** tool or the **Fill Pattern** tool.

Click the foreground or background square in the **Pen Color** tool or the **Fill Color** tool, then choose a new color.

Choose **Pen Size** from the **Layout** menu, type a value for the pen width and height, then click **OK**. You can also choose a size from the Pen Size tool on the tool palette.

Without a text object selected, choose the desired font, size, and style from the **Font** and **Style** menus.

- 2 Choose **Save Settings** from the **Edit** menu.

- 3 Click **Yes**.

Tips

- The settings you choose remain in effect until you change them and choose **Save Settings** again. For information about changing the colors or patterns that are available on the tool palette, see *Editing Graphics* in *Chapter 9: Working with Graphics*.



Troubleshooting

What To Do If You Have a Problem

When you use computer software, problems can occur for a variety of reasons, including:

- Insufficient RAM (Random Access Memory) or memory allocated to Corel WordPerfect
- Conflicts in memory between applications and system extensions or control panels
- Failure to meet the standard hardware or software requirements
- Conflicting formats in documents
- Damaged hardware, system software, application files, or documents

If you experience a problem while using Corel WordPerfect, the following information may help you to resolve it. If you need further assistance, see *Getting Help* in *Chapter 1: Getting Started* for information about other resources.

If you experience a problem printing a document, see *Printing Problems* later in this section.

If you experience any other type of problem, answer the following questions and follow the instructions given.

1 Does the problem occur only when you are using Corel WordPerfect?

No: Continue to step 2.

Yes: Go to step 3.

2 Turn off nonessential control panels and system extensions (such as screen savers, virus checkers, and other additions to the basic system), then restart the computer.

To restart the computer without extensions or control panels, hold down the **Shift** key while you restart for System 7.0 or higher.

Does the problem still occur?

No: The problem was probably caused by a conflict in memory with one of the control panels or system extensions. To find out which one, return one of the system extension files you removed to the System Folder (or the appropriate folder within the System Folder), restart the computer, and try again. (If you held down the Shift key while you restarted the computer, no files were removed.) Repeat this process with each file you removed, restarting each time, until you locate the problem file. You may need to contact the maker of the file to resolve the problem.

Yes: The problem may be caused by the system or the hardware configuration. Consult your Macintosh owner's manuals or contact your Apple dealer for help resolving the problem.

3 Quit Corel WordPerfect and all other open applications. (If you answered No to question 1 and completed step 2, all applications should already be closed.) Select **Corel WordPerfect** (at the Finder), then choose **Get Info** from the **File** menu. Type an increased value in the **Memory Current Size** box (if possible). Then start Corel WordPerfect and try again. Does the problem still occur?

No: The problem was probably caused by insufficient memory available to Corel WordPerfect.

Yes: Continue to step 4.

4 Choose **New** from the **File** menu to open a new document. Try to reproduce the problem using the same commands or features that you used when you first noticed the problem. Does the problem still occur?

No: The problem appears to be document specific. See *Document Problems* below.

Yes: The problem does not appear to be document specific. Continue to step 5.

5 Turn off nonessential control panels and system extensions (such as screen savers, virus checkers, and other additions to the basic system), then restart the computer. Start Corel WordPerfect, then choose **New** from the **File** menu, and try to reproduce the problem.

To restart the computer without extensions or control panels, hold down Shift while you restart for System 7.0 or higher.

Does the problem still occur?

No: The problem was probably caused by a conflict in memory with one of the control panels or system extensions. To find out which one, return one of the system extension files you removed to the System Folder (or appropriate folder within the System Folder), restart the computer, and try again. (If you held down the Shift key while you

restarted the computer, no files were removed.) Repeat with each file you removed, restarting each time, until you locate the problem file. You may want to contact the maker of the conflicting file to report the problem.

Yes: Continue to step 6.

- 6** Quit Corel WordPerfect, and move the Preferences (USA) file and the Library (USA) file from the System Folder: Preferences: Corel WordPerfect folder to a folder outside the System Folder. Restart Corel WordPerfect (to automatically create a new Library and Preferences file) and test again with a new document. Does the problem still occur?

No: The Library or Preferences file may have been damaged. If you have customized your Preferences or Graphics settings, you will need to reset them. See *Chapter 16: Customizing Corel WordPerfect* for more information. If you have customized resources in the Library (such as macros or styles), you can use the Librarian to copy those resources to the new Library. For information about damage to files, see *Document Problems* below. For information about copying resources, see *Chapter 14: Using Libraries*.

Yes: Continue to step 7.

- 7** Remove the newly created Library (USA) and Preferences (USA) files from the System Folder: Preferences: Corel WordPerfect folder.
- 8** If you have any personal files in the Corel WordPerfect 3.5 Enhanced folder, move them to another location, then reinstall Corel WordPerfect. Refer to the Installation Read Me file in the Corel WordPerfect: Documentation folder for step-by-step installation instructions.

Corel WordPerfect replaces all the files in the Corel WordPerfect 3.5 Enhanced folder with names that belong to Corel WordPerfect.

The Corel WordPerfect program may have been damaged in some way. The damaged program has been replaced with a new copy of Corel WordPerfect.

Document Problems

If you experience a problem with a document that you are unable to reproduce in a new document (step 4 above), follow these steps to determine whether the document contains conflicting formats or is damaged.

- 1** Place the insertion point at the point where the problem occurs.
- 2** Choose **Show Codes** from the **Edit** menu to open the codes window.

The codes window shows the formats that have been placed in the document.

- 3** Look for formats that may be conflicting.

For example, if text appears in a different font than you expected, look for font codes that can be deleted.

The codes that appear in the window are often abbreviated. If you are unable to identify a particular format by its abbreviated code, choose Find Code from the Edit menu to view a list of the formats and their codes. You can also use the Find Code feature to help you locate particular codes in a document. See *Using Formatting Codes* in *Chapter 6: Formatting Documents* for more information.

- 4** If you find conflicting codes, delete the ones you do not want in the document.

If you are unable to find any conflicting codes in the document, or if deleting codes does not correct the problem, the document may be damaged.

Because damage to electronic files can happen for a variety of reasons (including heat, sunlight, magnetic fields, static electricity, and faulty equipment), we recommend that you back up your work regularly. See *Backing Up Documents* in *Chapter 7: Saving and Managing Documents*.

If the document appears to be damaged and you have a backup copy of the document, use a copy of the backup copy to avoid further problems with the damaged copy.

If you do not have a backup copy, you can try to recover as much of the document as is possible.

Document Recovery

If you follow the steps in the above section and your document appears to be damaged, you may want to check with your Apple dealer about the availability of document recovery programs. In the absence of a document recovery program, the following methods may help you to recover text from damaged documents.

You may want to save several copies of the document, so you can try several of the following methods if needed.

- Use the Save As feature to save the document in WP Compressed format and remove non-critical formatting. You can also use the Retain pop-up menu in the Save As dialog box to help eliminate damaged parts of the document.
- Cut (or copy) parts of the document and paste them in a new document, avoiding any areas that appear problematic. You can also use Paste Special (text only) to help eliminate damaged parts of the document.
- Isolate problem areas and delete codes that may be problematic.

Printing Problems

- 1 Make sure the printer is plugged in and turned on and that the cable is plugged into the correct port on the back of your computer.
- 2 Check for ribbon or paper feed problems.
- 3 Make sure you have chosen the printer.

See *Choosing a Printer* in *Chapter 8: Printing Documents* for more information.

- 4 Choose **Page Setup** from the **File** menu, then adjust the printing options if needed.

The options in the Page Setup dialog box and the Print dialog box vary depending on the printer, printer driver, and the System software version you use.

If you are using a LaserWriter printer and a system version prior to 7.5, and get an error message that says your document is OK, but it cannot be printed, turn off Faster Bitmap Printing, then try printing again.

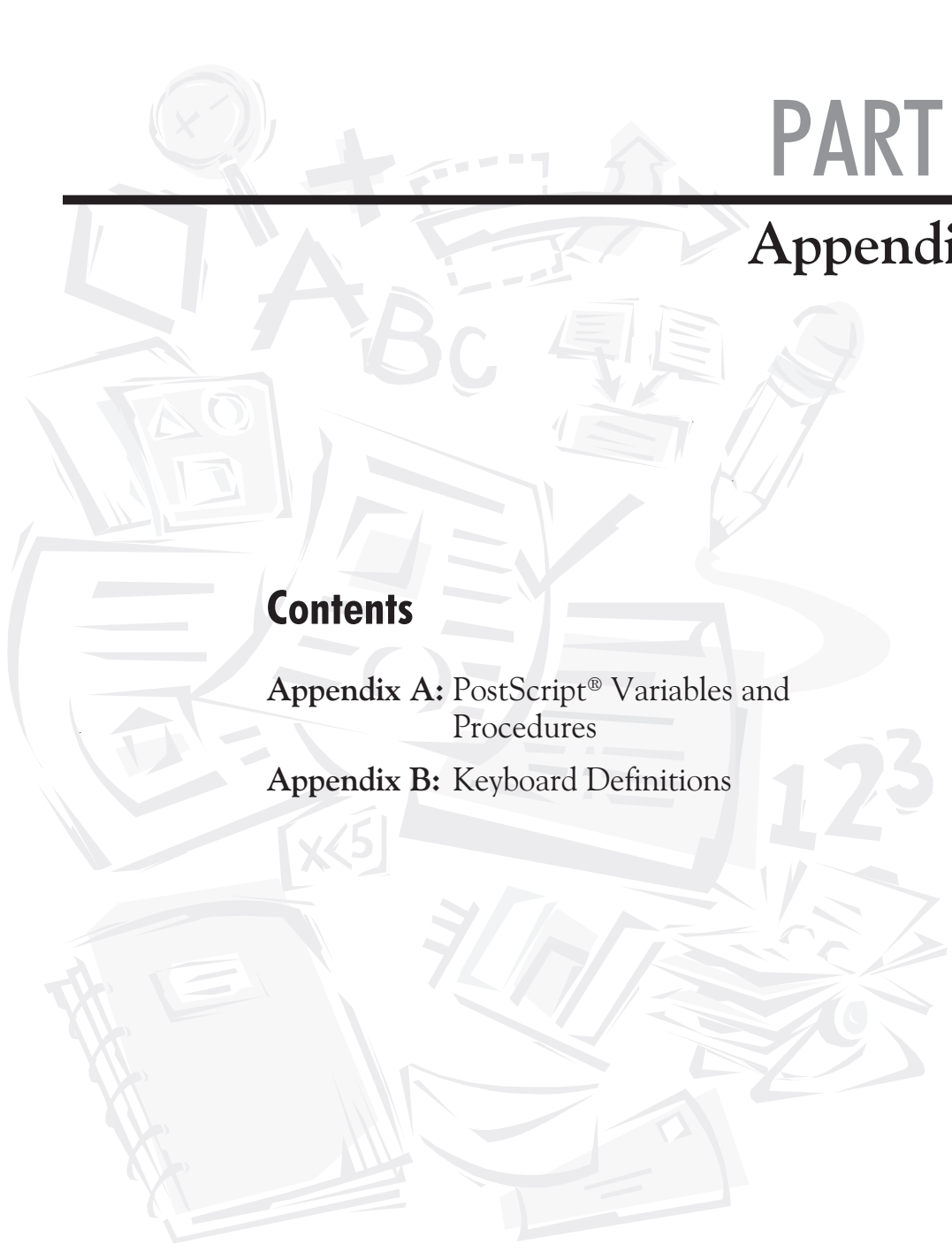
- 5 If you are printing over a network, check your network connection, or contact your network administrator for assistance.

Because the printer driver you use affects how Corel WordPerfect prints, you may want to reinstall your printer driver. See your Apple owner's manual or printer manuals for more information.

Printing with Bitmapped Fonts

If you print to a LaserWriter printer and use fonts that are not built into the printer, you may see an alert box that says a bitmapped version of a font is being created. The printer tries to approximate the specifications of the font, but the quality of the printout will not be as good as if you had used a built-in font. You may want to check your printer manual for information about available fonts and then change the document to one of those fonts.

If you select Font Substitution in the Page Setup dialog box, the printer will substitute built-in fonts instead of creating bitmapped fonts, and the text quality will be improved.



PART 3

Appendix

Contents

Appendix A: PostScript® Variables and
Procedures

Appendix B: Keyboard Definitions



PostScript® Variables and Procedures

This appendix contains detailed descriptions of all the variables and procedures available while using PostScript® in Corel WordPerfect. It is presented in the following format:

Variable/Procedure

operand₁ ... operand_n **variable/procedure** result₁ ... result_m

explanation of the variable or procedure

Example

This is an example of a variable/procedure and its results. The arrow symbol (→) indicates values returned on the operand stack by the example.

See *Related variable* or *procedure names*.

PostScript® Concepts

When you use these variables and procedures, type the name as shown, following upper- and lowercase exactly.

The operand and result names usually indicate their types. As examples, *string* suggests a string operand or result; *matrix* indicates an array of six numbers describing a transformation matrix.

The em dash symbol (—) before the variable/procedure name shows that the variable or procedure requires no operand. An em dash after a variable or procedure name indicates that it returns nothing on the operand stack.

When you use PostScript, the coordinate system's origin is at the bottom left corner with values increasing upward and to the right.

In most cases, “current location” refers to the position of the insertion point in the text at the time the graphic was created. However, the current location is at the top of the page for watermarks and at the bottom of the page for overlays. All measurements are in points unless otherwise specified.

A PostScript object will not print beyond the figure box bounds unless the clip path is modified. A common way to accomplish this is with the *initclip* operator (at the top of the PostScript command) which allows PostScript to draw anywhere on the page.

Because a PostScript error may cause the printing of a document to fail without warning, it is strongly recommended that you familiarize yourself with PostScript before attempting to use this feature.

Following is a summary of the various types of variables and procedures.

Document Variables:

- | | |
|----------------|---------------|
| • BottomMargin | • LeftMargin |
| • Chapter | • LineSize |
| • Column | • Page |
| • ColumnLMar | • Page# |
| • ColumnRMar | • PageHeight |
| • Columns | • PageWidth |
| • DocName | • RightMargin |
| • Font | • TextColor |
| • FontSize | • TopMargin |
| • InColumns | |

Graphics Variables:

- | | |
|-----------------|----------------|
| • FillBackColor | • PenBackColor |
| • FillForeColor | • PenForeColor |
| • ObjectTM | |

Procedures:

- | | |
|-------|-------|
| • ccr | • in |
| • cm | • pic |
| • ddt | |

Document Variables

BottomMargin

— **BottomMargin** integer

Contains the position of the bottom margin of the current page.

See *TopMargin*.

Chapter

— **Chapter** integer

Returns the chapter number at the current location.

Column

— **Column** integer

Returns the column number at the current location.

See *Columns*, *InColumns*.

ColumnLMar

— **ColumnLMar** integer

Contains the position of the left margin of the current column.

See *ColumnRMar*.

ColumnRMar

— **ColumnRMar** integer

Contains the position of the right margin of the current column.

See *ColumnLMar*.

Columns

— **Columns** integer

Returns the number of columns currently defined.

See *Column*, *InColumns*.

DocName

— **DocName** string

Returns a string containing the name of the document.

Font

— **Font** string

Returns a string containing the name of the font at the current location.

See *FontSize*.

FontSize

—**FontSize** integer

Returns the size of the font at the current location.

See *Font*.

InColumns

—**InColumns** Boolean

Returns a “T” (true) if columns are turned on at the current location; “F” (false) if no columns are defined.

See *Column*, *Columns*.

LeftMargin

—**LeftMargin** integer

Contains the position of the left margin at the current location.

See *RightMargin*.

LineSize

—**LineSize** integer

Returns the height of the current line, measured from baseline to baseline.

Page

—**Page** integer

Returns the true Page Number at the current location.

Example:

On the fifth page of the document, though the Page Number in the Page Format dialog is set to 2,

Page → 5

See *Page#*.

Page#

—**Page#** integer

Returns the user-defined Page Number at the current location, according to the Page Format dialog.

Example:

On the fifth page of the document, since the Page Number in the Page Format dialog is set to 2,

Page# → 2

See *Page*.

PageHeight

—**PageHeight** integer

Returns the height of the current page.

See *PageWidth*.

PageWidth

—**PageWidth** integer

Returns the width of the current page.

See *PageHeight*.

RightMargin

—**RightMargin** integer

Contains the position of the right margin at the current location.

See *LeftMargin*.

TextColor

—**TextColor** red green blue

Returns the three components of the current text color according to the red-green-blue color model.

TopMargin

—**TopMargin** integer

Contains the position of the top margin of the current page.

See *BottomMargin*.

Graphics Variables

FillBackColor

—**FillBackColor** red green blue

Returns the three components of the current object's fill background color according to the red-green-blue color model.

See *FillForeColor*.

FillForeColor

—**FillForeColor** red green blue

Returns the three components of the current object's fill foreground color according to the red-green-blue color model.

See *FillBackColor*.

ObjectTM

—ObjectTM matrix

Returns the PostScript object's transformation matrix. Concatenating this matrix to the current transformation matrix (CTM) causes the coordinate system to be changed such that (0,0) represents the lower-left corner of the PostScript object and (100,100) the upper-right corner. A PostScript image created in this coordinate system would be transformed by any rotation, movement or scaling of the PostScript object.

Example:

```
gsave
ObjectTM concat
newpath
0 0 moveto
100 0 lineto
100 100 lineto
0 100 lineto
closepath
.5 setgray fill
grestore
```

This example will create a gray rectangle with the same size and orientation as the PostScript object itself. If the PostScript object were rotated 45°, the gray rectangle would be rotated 45° as well.

PenBackColor

—PenBackColor red green blue

Returns the three components of the current object's border background color according to the red-green-blue color model.

See *PenForeColor*.

PenForeColor

—PenForeColor red green blue

Returns the three components of the current object's border foreground color according to the red-green-blue color model.

See *PenBackColor*.

Procedures

Note that procedures apply to both document variables and graphic variables.

ccr

cicéros **ccr** points

Returns the point equivalent of the given cicéros.

Example:

1 ccr 4 12.7865

.2 ccr 4 2.5573

cm

—centimeters **cm** points

Returns the point equivalent of the given centimeters.

Example:

1 cm 4 28.3465

.25 cm 4 7.08662

ddt

didots **ddt** points

Returns the point equivalent of the given didots.

Example:

1 ddt 4 1.06554

5 ddt 4 5.3277

in

inches **in** points

Returns the point equivalent of the given inches.

Example:

1 in 4 72

.2 in 4 14.4

pic

picas **pic** points

Returns the point equivalent of the given picas.

Example:

1 pic 4 12

5 pic 4 60



Keyboard Definitions

Standard Keyboard

The following is a list of commands and keystrokes as assigned in the Standard Keyboard Definition. Only commands associated with the functions keys have been mapped. To change these assignments, or to add other commands to this keyboard, see *Customizing Keyboard Assignments* in *Chapter 16: Customizing Corel WordPerfect*.

Note: In Corel WordPerfect 3.5 Enhanced, Num Lock is on by default. It must be turned off to use the Keypad key mappings. To turn off Num Lock press **Shift-Clear**.

<End of Field>	F12
.	Shift-Option-Return
<End of Record>	Command-F12
.	Option-Return
Align Center	Command-Shift-C
Align Justify	Command-Shift-J
Align Left	Command-Shift-L
Align Right	Command-Shift-R
Back Tab	Shift-Tab
Beginning of Line	Command-Left
.	Command-Keypad-4
.	Command-Shift-Left
.	Command-Shift-Keypad-4
.	Gold-Gold-Left
.	Gold-Gold-Keypad-4
Bold Toggle	Command-B
Build Index and Lists	Option-F11
Calculate Table	Command-Option-=
Cancel	Command-.
.	Command-Keypad-.
.	Escape
.	Clear

Center Current Page Option-F9
. Command-;
Center Line Option-F5
. Command-Shift-Q
Character Border Dialog. F7
Character Format Dialog. Command-H
. F8
Close Window Command-W
. Command-F11
Codes Show/Hide Option-F2
. Command-Shift-K
Column Border Dialog. Shift-F7
Column Break Command-Shift-Return
Column Format Dialog. Command-K
Convert to Lowercase Option-F15
Convert to Uppercase Option-F14
Copy Command-C
. F3
Copy Ruler. Command-F3
Cut Command-X
. F2
Cycle Windows Command-W
Date. Command-Shift-D
Decrement Font Size. Command-Shift-<
Delete Command-Shift-DelLeft
. DelLeft
. Shift-DelLeft
Delete Right Command-Shift-DelRight
. Command-Shift-Keypad-.
. DelRight
. Keypad-.
. Shift-DelRight
. Shift-Keypad-.
Delete to End of Line Command-Shift-Keypad-1
. Command-Keypad-1
. Command-End
Delete to End of Page. Command-PgDown
. Command-Shift-Keypad-3
. Command-Keypad-3
Delete Word Command-DelLeft
. Command-DelRight
. Command-Shift-DelLeft
Double Underline Toggle Shift-F15
Down Down
. Keypad-2
. Shift-Down
. Shift-Keypad-2

..... Option-Down
 Duplicate Command-D
 End End
 Command-Shift-End
 Shift-End
 Gold-Gold-Down
 Gold-Gold-Keypad-2
 End of Line Command-Right
 Keypad-1
 Command-Keypad-6
 Command-Shift-Right
 Command-Shift-Keypad-6
 Gold-Gold-Right
 Gold-Gold-Keypad-6
 Endnote Bar Show/Hide Command-1
 Enter Command-Shift-Enter
 Keypad-Enter
 File Manager Dialog (Open Dialog) Command-O
 Find Next Command-G
 Find Previous Command-Shift-G
 Find/Change Dialog Command-F
 Flush Right Shift-F5
 Command-Shift-Z
 Font Bar Show/Hide Command-Option-F
 Go To Dialog Option-F13
 Command-Shift-G
 Gold Key Keypad-5
 Keypad-7
 Gold-Keypad-5
 Gold-Keypad-7
 Gold-Gold-Keypad-5
 Gold-Gold-Keypad-7
 Hard Column Break Command-Shift-Return
 Option-Return
 Hard Page Break Command-Return
 Hard Return Return
 Shift-Return
 Hard Space Command-Space
 Command-Shift-Space
 Gold-Space
 Help Help
 Command-?
 Command-Shift-Help
 Command-Shift-?
 Home Command-Option-Up
 Home
 Gold-Gold-Up

. Gold-Gold-Keypad-8
 Hyphen, Non-Breaking. Command-Shift- -
 Hyphen, Required -
 Hyphen, Soft Command- -
 Increment Font Size Command-Shift->
 Indent F5
 Option-Tab
 Command-Shift-I
 Italics Toggle Command-I
 Layout Bar Command-Option-L
 Left Left
 Keypad-4
 Shift-Left
 Shift-Keypad-4
 Left Align Command-Shift-L
 Left/Right Indent Command-F5
 Command-Option-Tab
 Line Numbering Dialog Shift-F8
 List Bar Show/Hide Command-Option-J
 Lock Command-L
 Macro Edit Shift-F9
 Margin Release Shift-Tab
 Mailer Bar Show/Hide Command-Option-Y
 Margins Dialog Command-M
 Mark Index Shift-F11
 Mark ToC Level 1 F11
 Mark ToC Level 2 Command-F11
 Merge Bar Show/Hide. Command-Option-M
 Move Apart Shift-F2
 Move Backward. Command-Shift-}
 Move Forward. Command-Shift-{
 Move Together Shift-F1
 New Document. Command-N
 New Endnote Command-Shift-E
 New Footnote. Command-Shift-F
 New Header/Footer Command-Shift-H
 New Macro Command-F9
 New Style Dialog. Command-F10
 New Text Box Command-F2
 Next Window Command-Shift-W
 Num Lock Shift-Escape
 Shift-Clear
 Open Dialog Command-O
 Outlining Dialog Command-Shift-O
 Page Border Dialog Option-F7
 Page Break Command-Return
 Page Down. Option-Down

.....	PgDown
.....	Keypad-3
.....	Shift-Option-Down
.....	Shift-Keypad-3
Page Numbering Dialog	Option-F8
Page Up	Option-Up
.....	Shift-Option-Up
.....	PgUp
.....	Keypad-9
.....	Shift-PgUp
.....	Shift-Keypad-9
Paragraph Border Dialog	Command-F7
Paragraph Layout Dialog	Command-F8
Paste	Command-V
.....	F4
Paste Attributes	Shift-F4
Paste Special	Command-Shift-V
Paste Text	Command-F4
Plain Text	Command-T
Print Dialog	Command-P
Print Preview Dialog	Command-Shift-P
Quit	Command-Q
Redline Toggle	F14
Repeat Next	Command-Clear
.....	Command-Escape
Right	Right
.....	Keypad-6
.....	Shift-Right
.....	Shift-Keypad-6
Right Align	Command-Shift-R
Ruler Bar Show/Hide	Command-R
.....	Command-Option-R
.....	F12
Run Macro	F9
.....	Command-Shift-X
Save	Command-S
Save As Dialog	Command-Shift-S
Screen Down	Command-Down
.....	Command-Keypad-2
.....	Command-Shift-Down
.....	Command-Shift-Keypad-2
.....	Keypad-+
.....	Gold-Down
.....	Gold-Keypad-2
Screen Left	Gold-Left
.....	Gold-Keypad-4
Screen Right	Gold-Right

. Gold-Keypad-6
 Screen Up Command-Up
 Command-Keypad-8
 Command-Shift-Up
 Command-Shift-Keypad-8
 Keypad- -
 Gold-Up
 Gold-Keypad-8
 Select All Command-A
 Select Column Shift-F6
 Select Font. Command-[
 Select Font Size Command-]
 Select Page Option-F6
 Select Paragraph. Command-F6
 Command-Shift-Y
 Select Sentence F6
 Command-U
 Select Table Formula Command- =
 Set Repeat Count Command-Shift-Clear
 Command-Shift-Escape
 Small Caps Toggle Shift-F14
 Smart Quotes Toggle Option-F3
 Command-Shift-'
 Soft Hyphen. Command- -
 Speller Dialog Command-E
 Start Merge Shift-F12
 Command-\
 Status Bar Toggle Command-Option-W
 Strikeout Toggle F15
 Style Option Dialog F10
 Styles Bar Show/Hide Command-Option-S
 Subscript Toggle Command-Option- ,
 Command-F15
 Superscript Toggle Command-Option- .
 Command-F14
 Symbol Dialog Option-F4
 Tab Align Option-F12
 Table Bar Show/Hide Command-Option-T
 Table Tab Command-Tab
 Thesaurus Dialog Command-Shift-T
 Button Bar Show/Hide. Command-Option-B
 Underline Toggle Command-U
 Undo Command-Z
 F1
 Up Up
 Keypad-8
 Shift-Up

.....	Shift-Keypad-8
.....	Option-Up
.....	Option-Keypad-8
.....	Shift-Option-Up
.....	Shift-Option-Keypad-8
Update Style	Shift-F10
View at 100%	F13
View at 200%	Shift-F13
View Full Page	Command-F13
Word Count	Option-F3
Word Left	Option-Left
.....	Option-Keypad-4
.....	Shift-Option-Left
.....	Shift-Option-Keypad-4
Word Right	Option-Right
.....	Shift-Option-Right
.....	Option-Keypad-6
.....	Shift-Option-Keypad-6
Word Left	Option-Left
.....	Option-Keypad-4
.....	Shift-Option-Left
.....	Shift-Option-Keypad-4
Word Right	Option-Right
.....	Option-Keypad-6
.....	Shift-Option-Right
.....	Shift-Option-Keypad-6
¶ Show/Hide	Option-F1

Corel® WordPerfect® 5.x Keyboard

The following is a list of commands and keystrokes as assigned in the Corel WordPerfect 5.x keyboard template (which is comparable to the Corel WordPerfect 5.x for DOS keyboard). Only commands associated with the functions keys have been mapped. To change these assignments, or to add other commands to this keyboard, see *Customizing Keyboard Assignments* in *Chapter 16: Customizing Corel WordPerfect*.

Note: In Corel WordPerfect 3.5 Enhanced, Num Lock is on by default. It must be turned off to use the Keypad key mappings. To turn off Num Lock press **Shift-Clear**.

<End of Field>	F9
<End of Record>	Shift-F9
Align Center	Command-Shift-C
Append to Clipboard	Shift-Option-A
Beginning of Line	Command-Left
.....	Command-Keypad-4

.....	Command-Shift-Left
.....	Command-Shift-Keypad-4
.....	Gold-Gold-Left
.....	Gold-Gold-Keypad-4
Bold Toggle	Command-B
.....	F6
Cancel	Command-.
.....	Command-Keypad-.
.....	Escape
.....	Clear
.....	F1
Center Line	Shift-F6
Character Format Dialog	Command-H
.....	Command-F8
Codes Show/Hide	Command-Shift-K
.....	F11
.....	Option-F3
Column Format Dialog	Command-K
.....	Option-F7
Convert to Lowercase	Option-F15
Convert to Uppercase	Option-F14
Copy	Command-C
Cut	Command-X
.....	Command-F4
Cycle Windows	Command-Shift-W
.....	Shift-F3
Date/Time Dialog	Command-Shift-D
.....	Shift-F5
Delete	Command-Shift-DelLeft
.....	DelLeft
.....	Shift-DelLeft
Delete Right	Command-Shift-DelRight
.....	Command-Shift-Keypad-.
.....	DelRight
.....	Keypad-.
.....	Shift-DelRight
.....	Shift-Keypad-.
Double Underline Toggle	Shift-F15
Down	Down
.....	Keypad-2
.....	Shift-Down
.....	Shift-Keypad-2
.....	Option-Down
.....	Option-Keypad-2
.....	Shift-Option-Down
.....	Shift-Option-Keypad-2
End	Command-Shift-End

. Shift-End
 Gold-Gold-Down
 Gold-Gold-Keypad-2
 End of Line Command-Right
 Command-Keypad-6
 Keypad-1
 Command-Shift-Right
 Command-Shift-Keypad-6
 End
 Gold-Gold-Right
 Gold-Gold-Keypad-6
 Enter Control-R
 Command-Shift-Enter
 Enter
 Keypad-Enter
 Environment Dialog Shift-F1
 File Manager Dialog (Open Dialog). F5
 Command-O
 Find/Change Dialog. Command-F
 F2
 Font Bar Show/Hide Command-Option-F
 Flush Right Option-F6
 Go To Dialog. Command-Shift-G
 Option-F13
 Gold Key Keypad-5
 Keypad-7
 Home
 Gold-Keypad-5
 Gold-Keypad-7
 Gold-Home
 Gold-Gold-Keypad-5
 Gold-Gold-Keypad-7
 Grammar Dialog Command-Y
 Hard Column Break Command-Shift-Return
 Option-Return
 Hard Page Break Command-Return
 Hard Return. Return
 Shift-Return
 Hard Space. Command-Space
 Gold-Space
 Help Command-Help
 Command-?
 Command-Shift-Help
 Command-Shift-?
 Help
 F3
 Shift-Help

Home	Command-Home
.	Command-Shift-Home
.	Shift-Home
.	Gold-Gold-Up
.	Gold-Gold-Keypad-8
Hyphen, Non-Breaking	Command-Shift- -
Soft Hyphen	Command- -
Indent	Command-Shift-I
.	F4
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.	Keypad-4
.	Shift-Left
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Left/Right Indent	Shift-F4
Line Format Dialog	Shift-F8
List Bar Show/Hide	Shift-Option-L
Margin Release	Shift-Tab
Mark Index	Option-F5
Mark ToC Level 1	Command-F11
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Move Backward (Draw Mode)	Command-[
Move Forward (Draw Mode)	Command-]
Move To Back (Draw Mode)	Command-Shift-}
Move To Front (Draw Mode)	Command-Shift-{
Move Together	Option-F2
New Document	Command-N
New Endnote	Command-Shift-E
New Footnote	Command-F7
.	Command-Shift-F
New Graphic	Option-F9
New Header/Footer	Command-Shift-H
New Text Box	Control-F2
Open Dialog	Command-O
.	Shift-F10
.	F5
Page Down	Command-Shift-PgDown
.	PgDown
.	Keypad-3
.	Shift-PgDown
.	Shift-Keypad-3
Page Format Dialog	Command-M
.	Option-F8
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..... PgUp
 Keypad-9
 Shift-PgUp
 Shift-Keypad-9
 Print Dialog Command-P
 Shift-F7
 Quit Command-Q
 F7
 Record Macro Command-F10
 Redline Toggle F14
 Right Right
 Keypad-6
 Shift-Right
 Shift-Keypad-6
 Ruler Show/Hide Command-Option-R
 Ruler Bars Show/Hide Command-R
 Run Macro Command-Shift-X
 Option-F10
 Save As Dialog Command-Shift-S
 F10
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 Command-Keypad-2
 Command-Shift-Down
 Command-Shift-Keypad-2
 Keypad-+
 Gold-Down
 Gold-Keypad-2
 Screen Left Gold-Left
 Gold-Keypad-4
 Screen Right Gold-Right
 Gold-Keypad-6
 Screen Up Command-Up
 Command-Keypad-8
 Command-Shift-Up
 Command-Shift-Keypad-8
 Keypad--
 Gold-Up
 Gold-Keypad-8
 Select All Command-A
 Select Paragraph Command-Shift-Y
 Select Sentence Command-Shift-U
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 Start Merge Command-F9
 StrikeOut Toggle F15
 Style Bar Show/Hide Command-Option-S

SubScript Toggle	Command-F15
SuperScript Toggle	Command-F14
Tab Align.	Command-Tab
.	Command-F6
Table Tab	Control-Tab
Thesaurus Dialog	Command-Shift-T
.	Option-F1
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.	Keypad-8
.	Shift-Up
.	Shift-Keypad-8
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.	Option-Keypad-4
.	Shift-Option-Left
.	Shift-Option-Keypad-4
Word Right.	Option-Right
.	Option-Keypad-6
.	Shift-Option-Right
.	Shift-Option-Keypad-6

Corel® WordPerfect® 6.x Keyboard

The following is a list of commands and keystrokes as assigned in the Corel WordPerfect 6.x keyboard template (comparable to the WordPerfect 6.x for Windows keyboard). Only commands associated with the functions keys have been mapped. To change these assignments or to add other commands to this keyboard, see *Customizing Keyboard Assignments* in *Chapter 16: Customizing Corel WordPerfect*.

Note: In Corel WordPerfect 3.5 Enhanced, Num Lock is on by default. It must be turned off to use the Keypad key mappings. To turn off Num Lock press **Shift-Clear**.

<Date>	
<Define Names>	
<End of Field>	Shift-Option-Return
<End of Field>	Command-Enter
<End of Record>	Option-Return
<End of Record>	Command-Shift-Enter

<Field:nn>	
<Keyboard>	
<Next Record>	
<Printer>	
<Quit>	
About	
Align Center	Control-E
Align Center	Command-Shift-C
Align Dialog	
Align Justify	Control-J
Align Justify	Command-Shift-J
Align Left	Control-L
Align Left	Command-Shift-L
Align Right	Command-Shift-R
Append to Clipboard	Command-Shift-A
Arc Type Dialog	
Auto Sum	
Auto Sum Right	
Back Tab	Shift-Tab
Back Tab	Control-F7
Beginning of Line	Gold-Gold-Keypad-4
Beginning of Line	Gold-Gold-Left
Beginning of Line	Home
Beginning of Line	Command-Shift-Keypad-4
Beginning of Line	Command-Shift-Left
Beginning of Line	Command-Keypad-4
Beginning of Line	Command-Left
Bold Toggle	Control-B
Bold Toggle	Command-B
Border Above	
Border Beneath	
Build Index And Lists	Option-F11
Bullet With Indent	
Calculate Document	
Calculate Table	Command-Option-=
Calculate Table	Command-Shift-F12
Cancel	Clear
Cancel	Escape
Cancel	Command-Keypad-
Cancel	Command-
Cascade Windows	
Cell Margin Dialog	
Center Current Page	Option-F9
Center Current Page	Command-;
Center Current Page Toggle	
Center Line	Option-F5
Center Line	Shift-F7

Center Line	Command-Shift-Q
Character Border Dialog	
Character Format Dialog	Control-F
Character Format Dialog	F9
Character Format Dialog	F8
Character Format Dialog.	Command-H
Clear	
Clear All Tabs	
Click	
Clipboard Show/Hide.	
Close Graphic.	
Close Window	Control-F4
Close Window	Command-W
Codes Show/Hide	Option-F2
Codes Show/Hide	Command-Shift-K
Codes Show/Hide	Command-F3
Color Palette Dialog	
Column Border Dialog	
Column Break	Command-Shift-Return
Column Format Dialog.	Command-K
Column Width Dialog	
Columns Off	
Convert to Lowercase	Option-F15
Convert to Titlecase	
Convert to Uppercase	Option-F14
Copy	Control-C
Copy	Command-C
Copy Ruler	
Create Chart Dialog	
Cut	Shift-DelRight
Cut.	Control-X
Cut	Command-X
Dash With Indent	
Date Function.	Control-Shift-D
Date Text	Control-D
Date Text.	Command-Shift-D
Date/Time Option Dialog	
Decimal Align Dialog.	
Decrement Font Size.	Command-Shift-<
Default Folders Dialog	
Delete.	Shift-DelLeft
Delete.	DelLeft
Delete Col/Row Dialog.	Command-DelRight
Delete Right.	Shift-Keypad-.
Delete Right.	Keypad-.
Delete Right	DelRight
Delete Right	Command-Shift-Keypad-.

Delete Right Command-Shift-DelRight
Delete to End of Line Control-DelRight
Delete to End of Line Command-Shift-Keypad-1
Delete to End of Line Command-Keypad-1
Delete to End of Page Control-Shift-DelRight
Delete to End of Page Command-Shift-Keypad-3
Delete to End of Page Command-Keypad-3
Delete to End of Page Command-PgDown
Delete Word Option-DelLeft
Delete Word Control-DelLeft
Delete Word Command-Shift-DelLeft
Deselect All.
Discontinue Header/Footer Dialog.
Double Underline Toggle Shift-F15
Down Shift-Option-Keypad-2
Down. Option-Keypad-2
Down Shift-Keypad-2
Down Shift-Down
Down Keypad-2
Down Down
Down. Command-'
Draw Overlay.
Duplicate Command-D
Edit Box.
Edit Caption
Edit Endnote Dialog
Edit Equation Dialog
Edit Footnote Dialog
Edit Graphics Dialog
Edit Header/Footer Dialog
Edit Style Dialog. Option-F10
Edit Text Box Dialog.
Edit Watermark Dialog.
End. Gold-Gold-Keypad-2
End. Gold-Gold-Down
End Command-Shift-Option-Down
End Command-Option-Down
End Shift-End
End Command-Shift-End
End of Line. Gold-Gold-Keypad-6
End of Line Gold-Gold-Right
End of Line Shift-Keypad-1
End of Line End
End of Line Keypad-1
End of Line. Command-Shift-Keypad-6
End of Line Command-Shift-Right
End of Line. Command-Keypad-6

End of Line	Command-Right
Endnote Bar Show/Hide	
Endnote Options Dialog	
Enter	Option-Keypad-Enter
Enter	Shift-Keypad-Enter
Enter	Keypad-Enter
Enter	Command-Shift-Keypad-Enter
Enter	Command-Keypad-Enter
Environment Dialog	
Equation Frame Dialog	
Equation Options Dialog	
Exit Box	
Exit Table	
File Manager Dialog	
File Preferences Dialog	
Find Code Dialog	
Find Next	Shift-F2
Find Next	Command-G
Find Previous	Command-Shift-G
Find Previous	Command-F2
Find/Change Dialog	F2
Find/Change Dialog	Command-F
Find/Change Reset	Control-F2
Flush Right	Command-Shift-Z
Flush Right.	Command-F7
Font Bar Show/Hide	Command-Option-F
Font Dialog	
Font Size 10 Point	
Font Size 12 Point	
Font Size 14 Point	
Font Size 18 Point	
Font Size 24 Point	
Font Size 36 Point	
Font Size 48 Point	
Font Size 72 Point	
Font Size 9 Point	
Footer Bar Show/Hide	
Footnote Bar Show/Hide	
Footnote Options Dialog	
Forward	
Get Attributes	
Go To Beginning of Column	
Go To Beginning of Row	
Go To Beginning of Table	
Go To Dialog	Option-F13
Go To Dialog	Control-G
Go To End of Column	

Go To End of Row	
Go To End of Table	
Gold Key	Gold-Gold-Keypad-7
Gold Key	Gold-Gold-Keypad-5
Gold Key	Gold-Keypad-7
Gold Key	Gold-Keypad-5
Gold Key	Shift-Keypad-7
Gold Key	Shift-Keypad-5
Gold Key	Keypad-7
Gold Key	Keypad-5
Grammar Dialog	Command-Shift-F1
Grammar Dialog	Command-Y
Graphics Box Number Dialog	
Graphics Frame Dialog	
Graphics Options Dialog	
Grid Options Dialog	
Group	
GroupWise	
GroupWise Send	
Hard Return	Shift-Enter
Hard Return.	Shift-Return
Hard Return	Enter
Hard Return.	Return
Hard Space	Gold-Space
Hard Space.	Command-Shift-Space
Hard Space.	Command-Space
Header Bar Show/Hide	
Header Rows Dialog	
Help	Shift-Help
Help	F1
Help	Help
Help	Command-Shift-?
Help	Command-Shift-Help
Help	Command-?
Home.	Gold-Gold-Keypad-8
Home	Gold-Gold-Up
Home.	Command-Shift-Option-Up
Home	Command-Option-Up
Home.	Shift-Home
Hyphen-Required	~
Hyphen, Non-Breaking	Control-~
.	Command-Shift-~
Hyphen-Soft	Control-Shift-~
.	Command-~
Hyphenation Dialog	
Hyphenation-Suppress	Control-/
Increment Font Size	Command-Shift->

Indent	Option-Tab
Indent	F7
Indent	Command-Shift-I
Insert Col/Row Dialog	
Insert Dialog	
Insert Endnote Number	
Insert Note Number	
Insert Page Number.	
Insert Paragraph Above	
Invoke Last Dialog	
Italics Toggle	Control-I
Italics Toggle	Command-I
Keep Lines Together	
Keep Lines Together Dialog	
Kerning Dialog	
Keyboard Dialog	Command-Control-Shift-DelLeft
Layout Bar Show/Hide.	Command-Option-L
Left	Shift-Keypad-4
Left	Shift-Left
Left	Keypad-4
Left	Left
Left/Right Indent	Command-Option-Tab
Left/Right Indent.	Control-Shift-F7
Librarian Dialog.	
Line Numbering Dialog.	
Line Spacing Dialog	
List Bar Show/Hide.	Command-Option-J
List Bar Show/Hide.	Control-F9
List Dialog	Command-J
Lock	Command-L
Macro Continue	
Macro Edit	
Macro Pause Recording	
Macro Read Text	
Macro Save As	
Macro Save Text	
Mailer Bar Show/Hide	Command-Option-Y
Mailer Preferences Dialog	
Mailer Reply Dialog.	
Margins Dialog	Control-F8
Margins Dialog.	Command-M
Mark Index	Shift-F11
Mark ToC Level 1	F11
Mark ToC Level 2	
Merge Bar Show/Hide.	Command-Option-M
Merge Bar Show/Hide.	Shift-F9
Merge Data File Dialog.	

Merge Form File Dialog	
Merge Message Dialog	
Merge Transfer	
Move Apart.	
Move Backward.	Command-Shift-}
Move Forward.	Command-Shift-{
Move Left a Cell	
Move Right a Cell	
Move To Back	
Move To Front	
Move to Next Cell	
Move to Previous Cell	
Move Together	Shift-F1
Nest Paragraphs.	
New Document	Shift-F4
New Document	Control-N
New Document.	Command-N
New Endnote	Command-Shift-E
New Equation.	
New Footnote.	Command-Shift-F
New Graphic	
New Header/Footer Dialog	Command-Shift-H
New Macro	Control-F10
New Style Dialog	
New Table Box	
New Table Dialog	F12
New Text Box	Command-F11
New User Box.	
New Watermark Dialog	
Next Window	F6
Next Window	Command-Shift-W
Num Lock.	Shift-Clear
Num Lock	Shift-Escape
Number Format Dialog	Command-F12
Open Dialog.	Control-O
Open Dialog	F4
Open Dialog	Command-O
Other Font Sizes Dialog	
Outline Toggle	
Outlining Dialog	Control-Shift-O
Outlining Dialog	Command-Shift-O
Page Border Dialog	Option-F7
Page Break.	Control-Enter
Page Break	Command-Return
Page Down	Shift-Option-Down
Page Down.	Option-Down
Page Down	Shift-Keypad-3

Page Down.	Shift-PgDown
Page Down	Keypad-3
Page Down.	PgDown
Page Down	Command-Shift-PgDown
Page Down	Command-End
Page Numbering Dialog.	Option-F8
Page Setup Dialog	
Page Up.	Shift-Option-Up
Page Up.	Option-Up
Page Up.	Shift-Keypad-9
Page Up.	Shift-PgUp
Page Up.	Keypad-9
Page Up.	Command-Shift-PgUp
Page Up	Command-Home
Paragraph Border Dialog	
Paragraph Layout Dialog	
Paste	Command-V
Paste Attributes.	
Paste Special Dialog	Command-Shift-V
Paste Text.	
Pattern Edit Dialog	
Pen Size Dialog	
Plain Text.	Command-T
PostScript Dialog	
Print Dialog	F5
Print Dialog	Command-P
Print Preview Dialog	Command-Shift-P
Print Preview Dialog.	Command-F5
QuickCorrect Edit Dialog	
QuickCorrect Preferences Dialog	
Quit	Command-F4
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Relative Size Dialog	
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Remove Redline	
Remove Strikeout.	
Remove Style	
Repeat Next	Shift-F10
Repeat Next	Command-Clear
Repeat Next.	Command-Escape
Replicate Dialog	
Reply	
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Right	Shift-Right
Right	Keypad-6

Right	Right
Rotate Dialog	
Rounded Corners Dialog	
Row Height Dialog	
Ruler Bar Show/Hide	Command-Option-R
Ruler Bar Show/Hide	Command-Shift-F5
Ruler Show/Hide	Command-Shift-F3
Ruler Show/Hide	Command-R
Run Macro	Command-Shift-X
Run Macro	Command-F10
Save	Shift-F3
Save	Command-S
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Save Defaults Dialog	
Save Draw Defaults	
Save Graphic Dialog	
Screen Down	Gold-Keypad-2
Screen Down	Gold-Down
Screen Down	Shift-Keypad-+
Screen Down	Keypad-+
Screen Down	Command-Shift-Keypad-2
Screen Down	Command-Shift-Down
Screen Down	Command-Keypad-2
Screen Down	Command-Down
Screen Left	Gold-Keypad-4
Screen Left	Gold-Left
Screen Right	Gold-Keypad-6
Screen Right	Gold-Right
Screen Up	Gold-Keypad-8
Screen Up	Gold-Up
Screen Up	Shift-Keypad--
Screen Up	PgUp
Screen Up	Keypad--
Screen Up	Command-Shift-Keypad-8
Screen Up	Command-Shift-Up
Screen Up	Command-Keypad-8
Screen Up	Command-Up
Select All	Command-A
Select Column	Shift-F6
Select Font	Command-[
Select Font Size	Command-]
Select Page	Option-F6
Select Paragraph	Command-Shift-Y
Select Paragraph	Command-F6
Select Sentence	Command-Shift-U
Select Table	

Select Table Formula	Command-=
Select Table Cell.	Shift-F8
Select Table Column	
Select Table Row	
Select Window	
Select Word.	
Send.	
Set Language Dialog	
Set Repeat Count	Command-Shift-Clear
Set Repeat Count.	Command-Shift-Escape
Shadow Toggle	
Show Bars Dialog.	
Size Object Dialog	
Sleep	
Small Caps Toggle	Shift-F14
Smart Quotes Toggle	Command-Shift-'
Sort Dialog.	Command-F9
Speller Dialog.	Control-F1
Speller Dialog.	Command-E
Start Merge	Command-\
Status Bar Show/Hide	Command-Option-W
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Styles Bar Show/Hide	Control-Y
Styles Bar Show/Hide	Command-F8
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Subscript Toggle	Command-F15
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Superscript Toggle	Command-Option-.
Superscript Toggle	Command-F14
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Symbol Dialog.	Option-F4
Symbol Dialog	Control-W
Tab	Control-Tab
Tab	Tab
Tab Align	Option-F12
Tab Align	Command-Shift-F7
Table Bar Show/Hide	Command-Option-T
Table Bar Show/Hide	Control-F12
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Table Calculate Dialog.	
Table Position Dialog.	
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Undo	Command-DelLeft
Undo	Command-Z
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Unlock	
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Up	Option-Keypad-8
Up	Shift-Keypad-8
Up	Shift-Up
Up.	Keypad-8
Up	Up
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View Full Page.	Shift-F5
View Full Page	Command-F13
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Word Count.	Option-F3
Word Left	Shift-Option-Keypad-4
Word Left	Shift-Option-Left
Word Left	Option-Keypad-4
Word Left	Option-Left
Word Right	Shift-Option-Keypad-6
Word Right	Shift-Option-Right
Word Right	Option-Keypad-6
Word Right.	Option-Right
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