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Training Guide
Corel® WordPerfect 8

January 1999

DFAIT

Contents

Getting Started with Corel WordPerfect 8

- Starting a Document
- Using WordPerfect's Screen Components
- Getting Help
- Finishing a Document

Section Skills and Their Importance

In the following section you will learn to:

- **Start a document**

  Before you can create a simple document, you need to understand word processing basics. You must also learn to move around in a document to prepare for using WordPerfect's editing and other features.

- **Use WordPerfect's screen components**

  Becoming familiar with WordPerfect's working environment will help you use the application efficiently. To access the program's features, you can use WordPerfect's menus and bars.

- **Get help**

  WordPerfect's Help system lets you answer your word processing questions in a variety of ways. Along with other Help options, you can use the Help Index and PerfectExpert.

- **Finish a document**

  Saving your document ensures that it will be available for modification or reference at a later time. Closing unnecessary documents keeps your WordPerfect workspace uncluttered.

Starting a Document

Before you can begin using the many features of Corel WordPerfect 8, you
need to know several basic skills and concepts. Understanding word
processing, creating a *document,* and moving around in a document are the
basics you will build upon in this course.

Defining Word Processing

WordPerfect is a *word processing program.* Word processing programs are
used to create documents such as letters, memos, and reports. As you type on
your computer keyboard, text is displayed on your monitor, or screen, and is
stored in your computer's *memory.*

A word processing program lets you quickly make changes to your document
and to avoid unnecessary retyping. For example, you can insert, *delete* (or
remove), and move words and paragraphs. As your document develops, you
can *save* the changes you have made on a disk. When your document is
complete, you can print it.

In a word processing program, you can set page *margins,* which are the areas
between the edge of a page and its text, and *line spacing,* which is the amount
of space between lines of text. You can also set *tab* positions, which lets you
indent text, setting the lines of a paragraph at exact distances from the margin.
You use the same basic keystrokes in word processing programs that you use
in many other microcomputer programs. For example, you press ENTER to
move to a new paragraph, TAB to move to the next tab setting, and CAPS LOCK
to type exclusively in capital letters.

Along with the functions already discussed, word processing programs
provide many other features to make document creation and editing easy. One
of these features is *word-wrap,* which automatically starts a new line when
text reaches the right margin of the page. Word processing programs also
provide automatic reformatting if you change a document's margins or tabs
after text has been entered. In addition, most word processing programs
provide tools to help you verify and correct spelling and grammar.

Entering Text into a Document

After you start WordPerfect, your screen display contains a large window that resembles a blank piece of paper with several dotted lines and a blinking black bar in the upper-left corner. This is the *document window*, in which you create and *edit*, or modify, a document. The dotted lines are the *margin guidelines* and the blinking black bar is the *insertion point*.

Figure 1-1 shows text entered into a document. When you type, the text appears wherever the insertion point is positioned. To manually end a line of text, press the ENTER key. Each time you press ENTER, WordPerfect moves the insertion point down a line, starting a new paragraph. If you keep typing after a line of text reaches the right margin, WordPerfect automatically wraps the text to the next line.

August 27, 1997

To: Tess Caroline

From: Barbara Stephens

Re: AWPP convention

  I have just received information about the next AWPP (Association of Word Processing Professionals) convention, which is to be held next April. Highlights will include hands-on tutorials, demonstrations of new software, and skills enhancement and motivational seminars. Please let me know if you are interested in attending.
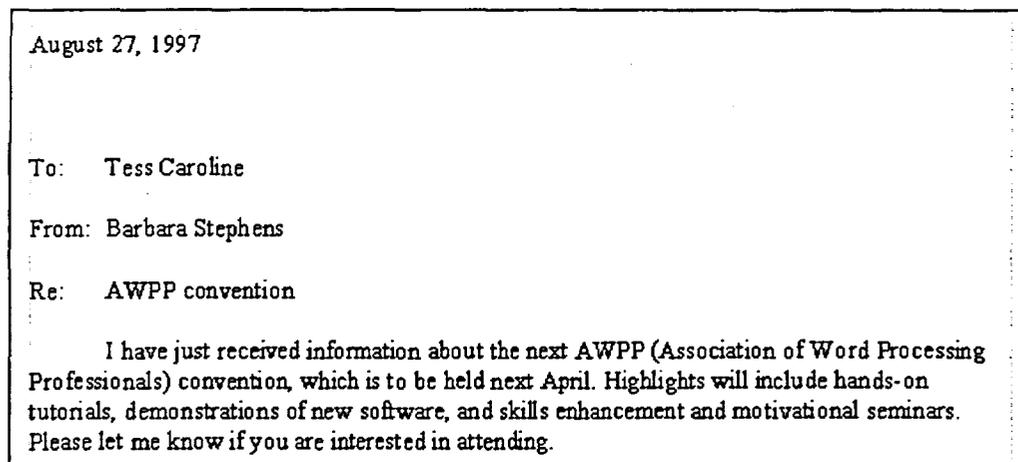
Figure 1-1: *Text Entered into a Document*

METHOD

To enter text into a document:

1. Position the insertion point where you want to begin typing.
2. Type the text as desired.

To manually end a line of text and move the insertion point to the next line:

1. Press ENTER

EXERCISE

In the following exercise, you will enter text into a document.

If necessary, refer to Figure 1-1 for assistance as you enter the text.

1. Start WordPerfect   *A new blank document appears in the document window.*

2. Type today's date

3. Press **ENTER** four times   *The insertion point moves down four lines.*

4. Type **To:**

5. Press **TAB**   *The insertion point moves to the first tab stop.*

6. Type **Tess Caroline**

7. Press **ENTER** two times   *The insertion point moves down two lines.*

8. Type **From:**

9. Press **TAB**   *The insertion point moves to the first tab stop.*

10. Type your name

11. Press **ENTER** two times   *The insertion point moves down two lines.*

12. Type **Re:**

13. Press **TAB**   *The insertion point moves to the first tab stop.*

14. Type **AWPP convention**

15. Press **ENTER** two times   *The insertion point moves down two lines.*

16. Press **TAB**

The insertion point moves to the first tab stop.

17. Type **I have just received information about the next AWPP (Association of Word Processing Professionals) convention, which is to be held next April. Highlights will include hands-on tutorials, demonstrations of new software, and skills enhancement and motivational seminars. Please let me know if you are interested in attending.**

⌐ *END* ¬

Moving the Insertion Point

Moving the insertion point around the screen is a critical part of creating and editing documents. To move the insertion point, you can use the keyboard or the mouse. Table 1-1 lists keystrokes for moving the insertion point. When you use the keyboard, movement of the cursor is limited to the areas of the document into which text has already been entered or those that have been accessed by the use of the ENTER or TAB keys.

Keystroke	Result
UP, DOWN, LEFT, OR RIGHT ARROW	Moves the insertion point to the next character.
PAGE UP	Moves the insertion point to the top line of the current screen.
PAGE DOWN	Moves the insertion point to the bottom line of the current screen.
HOME	Moves the insertion point to the beginning of the current line.
END	Moves the insertion point to the end of the current line.

Table 1-1: *Keystrokes for Moving the Insertion Point*

To use the mouse to move the insertion point, place the mouse pointer in the desired location and then click the left mouse button. The behavior of the mouse depends on whether the *shadow cursor* is activated. The shadow cursor lets you place the insertion point anywhere in your document, even in those areas you have not yet accessed. If you use the shadow cursor to place the insertion point beyond the original end of the document, you can subsequently access any portion of the document all the way down to its new ending position by using the other movement techniques. If the shadow cursor is not activated, mouse movement of the insertion point is limited to the same areas as keyboard movement.

METHOD

To move the insertion point:

Mouse method
1. Activate the shadow cursor, if desired.
2. Position the mouse pointer where you want to place the insertion point.
3. Click the left mouse button.

Keyboard method
1. Press any of the directional arrow keys or special movement keys.

To activate or deactivate the shadow cursor:

1. From the View menu, choose Shadow Cursor.

EXERCISE

In the following exercise, you will move the insertion point.

1.	In the new document, position the mouse pointer between the words *Tess* and *Caroline*	
2.	Click the left mouse button	*The insertion point is positioned in the text.*
3.	Press **DOWN ARROW** as many times as necessary to move to your name	*The insertion point moves to a new location.*
4.	Press **RIGHT ARROW** as many times as necessary to move to the end of your name	*The insertion point moves to a new location.*
5.	Press **HOME**	*The insertion point moves to the beginning of the line.*
6.	Press **END**	*The insertion point moves to the end of the line.*
7.	Press **PAGE DOWN**	*The insertion point moves to the last line on the screen.*

8.	Press **PAGE UP**	*The insertion point moves to the first line on the screen.*
9.	From the View menu, choose Shadow Cursor, if necessary	*In the menu, a check mark appears by the Shadow Cursor option, and the shadow cursor is activated.*
10.	Move the mouse pointer around the empty areas of the screen	*The mouse pointer is shadowed by the shadow cursor.*
11.	Position the mouse pointer several lines below the end of the last sentence	
12.	Click the left mouse button	*The insertion point is placed beyond the original end of the document.*
13.	Press **UP ARROW** as many times as necessary to move to the last sentence	*The insertion point moves to a new location.*
14.	From the View menu, choose Shadow Cursor	*In the menu, the check mark is removed by the Shadow Cursor option, and the shadow cursor is deactivated.*

⌐ *END* ¬

Using WordPerfect's Screen Components

Figure 1-2 illustrates components of the WordPerfect screen. The largest area of the screen is occupied by the document window, in which you enter and manage the text of your document. Surrounding the document window are a variety of command interfaces and informational display areas. Each lets you receive information about, or apply features to, your document.
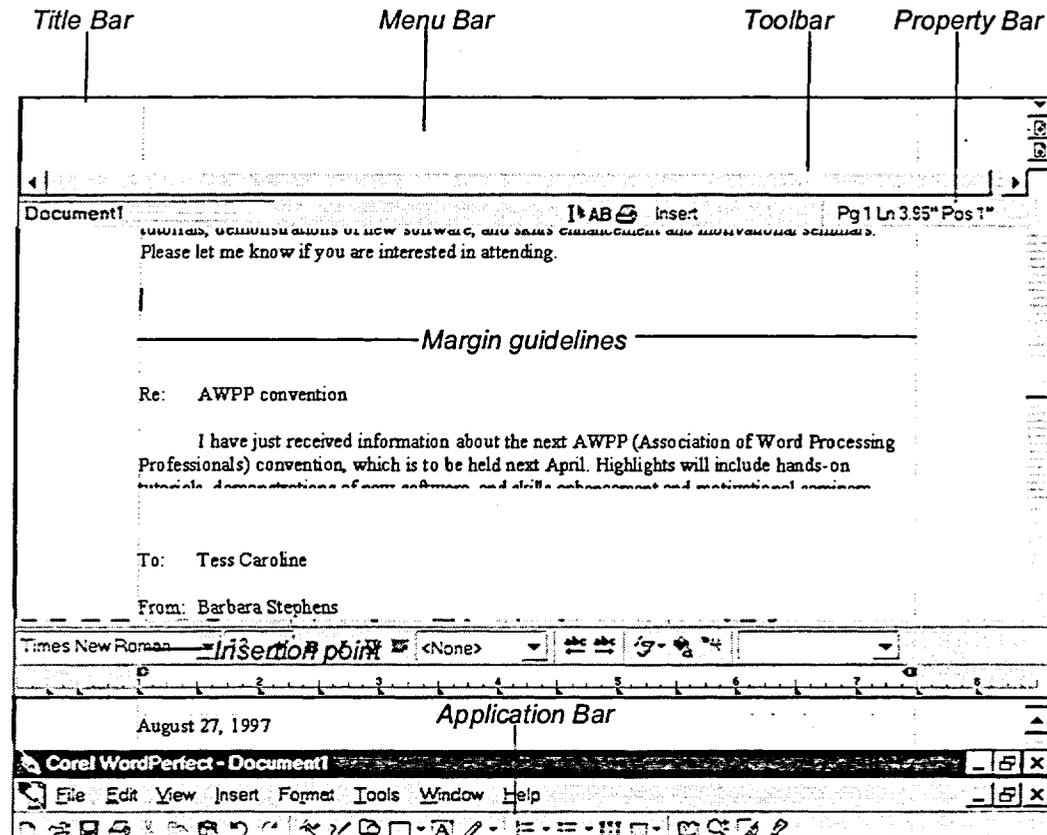
Figure 1-2: *Components of the WordPerfect Screen*

Table 1-2 describes the functions of WordPerfect screen components.

Screen Component	Function
Title Bar	Contains the name of the document.
Menu Bar	Provides access to WordPerfect features through pull-down menus.
Toolbar	Provides quick access to frequently used features.
Property Bar	Provides quick access to appropriate tools and options, depending on the functions you are currently performing.
Margin guidelines	Indicate where the current margins are set.
Insertion point	Indicates where text will be inserted as you type.
Application Bar	Displays program, printer, and document status information, and provides quick access to features that relate to its display.

Table 1-2: *WordPerfect Screen Component Functions*

Using the Toolbar and the Property Bar to Execute Commands

Figure 1-3 illustrates the *buttons* on WordPerfect's *default*, or standard, *Toolbar*. By clicking the appropriate Toolbar button, you can execute a frequently used command quickly. Some Toolbar buttons have associated drop-down lists or palettes. If you place the mouse pointer over a Toolbar button, WordPerfect displays a *QuickTip* that contains the button's name and a description of its function.
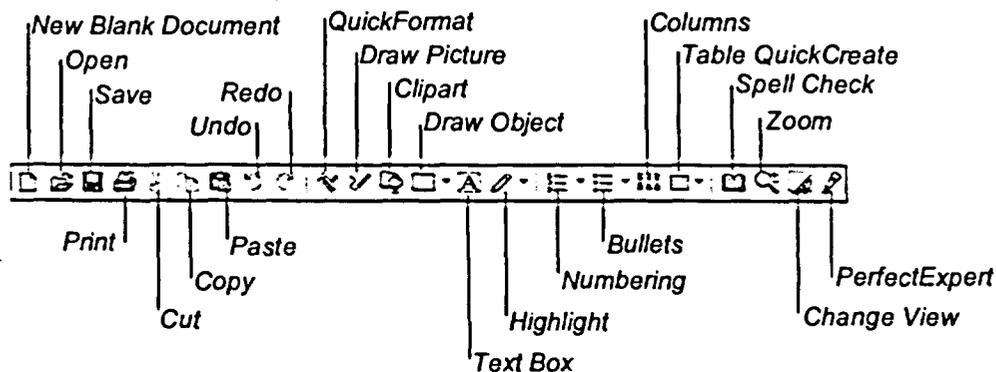
Figure 1-3: *The WordPerfect 8 Toolbar*

The *Property Bar*, illustrated in Figure 1-4, is located directly below the Toolbar in the WordPerfect screen. The Property Bar is context-sensitive, changing to display appropriate tools and menu options based on the functions you are currently performing. Like the Toolbar, some Property Bar buttons have associated drop-down lists or palettes. The default Property Bar is the Text Property Bar, which provides easy access to some of the most frequently used text editing and formatting features.
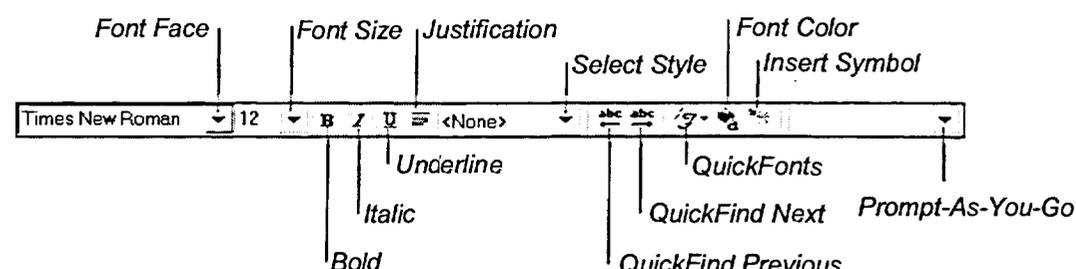
Figure 1-4: *The Text Property Bar*

⌐ **METHOD** ⌐

To display a QuickTip:

1. Position the mouse pointer over the desired item.

To use the Toolbar or the Property Bar to execute a command:

1. On the appropriate bar, click the desired button.
   or
1. On the appropriate bar, click the desired button; then, from the drop-down list or palette, select the desired option.

⌐ **EXERCISE** ──

In the following exercise, you will use the Toolbar to execute a command.

1.	On the Toolbar, position the mouse pointer over the first button on the left	*The New Blank Document QuickTip appears.*
2.	On the Toolbar, click the New Blank Document button	*A new blank document opens in a second document window, and the Title Bar displays Document2 (unmodified).*

⌐ **END** ⌐

Using the Application Bar to Execute Commands

The *Application Bar*, illustrated in Figure 1-5, is located at the bottom of the WordPerfect screen. By default, this bar provides information about your open document(s), including the current position of the insertion point, and gives you quick access to printer setting commands and other items.

WordPerfect displays a QuickTip when you position the mouse pointer over an item on the Application Bar. If you click an item on this bar, WordPerfect executes an appropriate command. For example, when you click the printer icon, WordPerfect opens the Print dialog box.
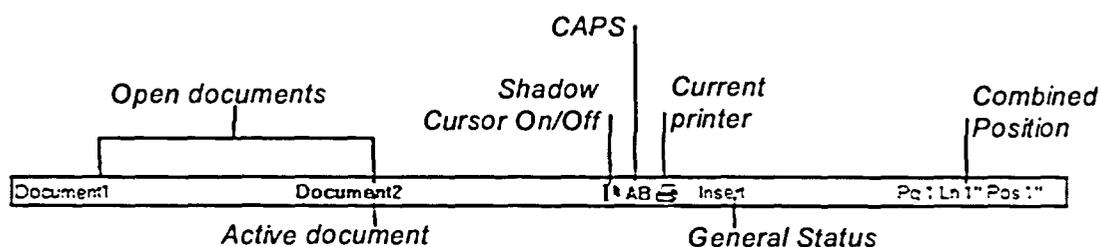
Figure 1-5: *The Application Bar*

METHOD

To use the Application Bar to execute a command:

1. On the Application Bar, click the desired item.

EXERCISE

In the following exercise, you will use the Application Bar to execute a command.

1.	On the Application Bar, position the mouse pointer over the printer icon	*The current printer QuickTip appears.*
2.	On the Application Bar, click the printer icon	*The Print dialog box appears, displaying information about the current printer.*
3.	Choose Close	*The dialog box closes.*

END

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Getting Help

As a new user, it is important to know where you can get help. You can access WordPerfect's *Help* system quickly and easily while you are working in your documents. In this course, you will work with only a few Help options. Depending on your system resources, however, other Help options, including support through Corel's Web site, are also available.

Using the Help Index

The Index page of the Help Topics dialog box gives you assistance with WordPerfect features through alphabetical listings. When you type a word or part of a word into the text box on the Index page, WordPerfect displays an alphabetical list of topics that begin with your word. You can then select the entry you want to display from the list. Figure 1-6 illustrates the Index page of WordPerfect's Help Topics dialog box.
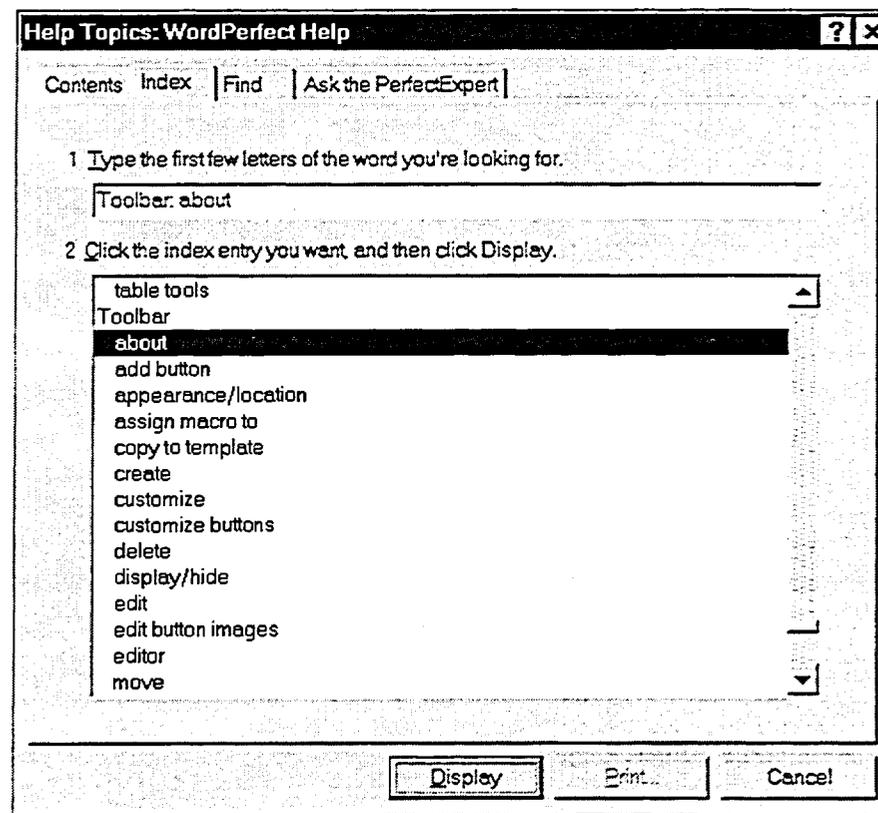
Figure 1-6: *The Index Page of the Help Topics Dialog Box*

METHOD

To use the Help Index:

1. From the Help menu, choose Help Topics.
   or
1. From the document window, press **F1**
2. In the Help Topics dialog box, select the Index tab.
3. On the Index page, in the text box, type the first few letters of the word for which you're looking.
4. From the index entry list, select a topic.
5. Choose Display.
6. If a Topics Found dialog box appears, select a topic from the list and then choose Display.
7. In the Help window, review the information, and then, if desired, select an additional information box or the Related Concepts icon.
8. Repeat step 7 as desired.
9. In the Help window, click the Close button.
   or
9. In the Help window, press **Esc**

EXERCISE

In the following exercise, you will use the Help Index.

1.	From the Help menu, choose Help Topics	*The Help Topics dialog box appears.*
2.	Select the Index tab, if necessary	*The Index page appears.*
3.	In the text box, type **toolbar**	*The index entry list displays the listings for the topic Toolbar.*
4.	Select *about* (immediately below the word *Toolbar*)	
5.	Choose Display	*The Topics Found dialog box appears.*
6.	Make sure the topic *About the Toolbar* is selected in the list	

7.   Choose Display   *The About the Toolbar Help*
                                                 window appears.

8.   Review the information, and   *The To move the toolbar Help*
     then click the box next to *To*   *window appears.*
     move the Toolbar

9.   Review the information

10. In the Help window, click the   *The window closes.*
     Close button

⌐ **END** ⌐

Using PerfectExpert

WordPerfect's *PerfectExpert* provides you with step-by-step assistance for selected features. As appropriate, a series of menus and dialog boxes helps you through the process of performing a particular task. When you activate PerfectExpert, the home menu, shown in Figure 1-7, appears to the left of the document window, enabling you to begin the process.
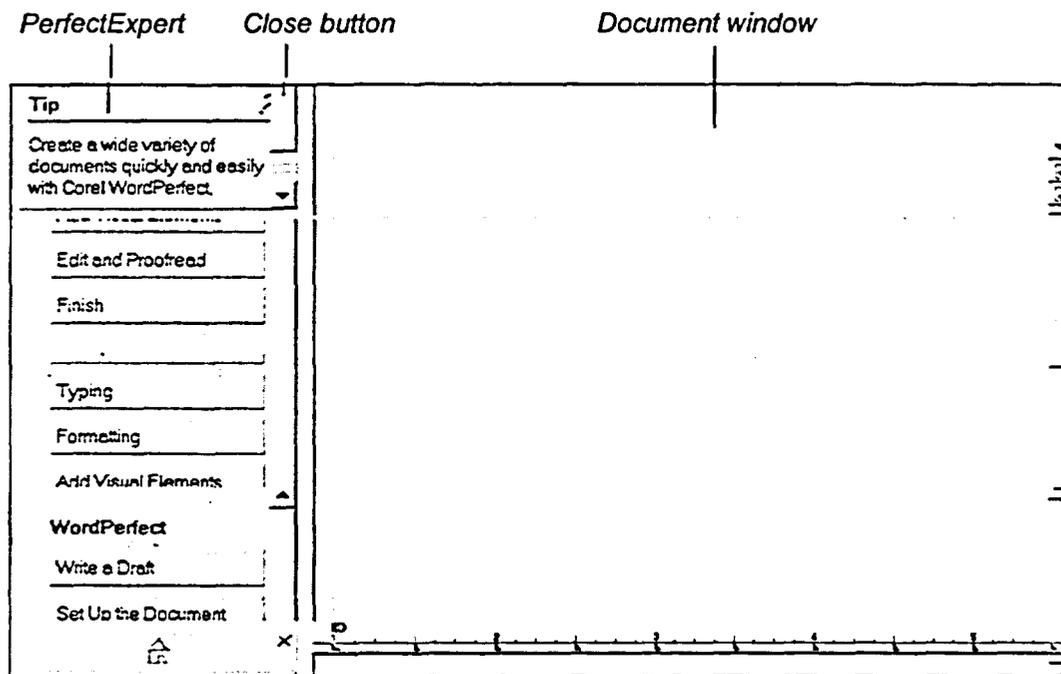
Figure 1-7: *The PerfectExpert Home Menu*

METHOD

To use PerfectExpert:

1. From the Help menu, choose PerfectExpert.
2. From the PerfectExpert menu, choose the task you want to perform.
3. Repeat step 2 as required.
4. Follow PerfectExpert's guidance to complete the task.
5. In PerfectExpert, click the Close button.

EXERCISE

In the following exercise, you will use PerfectExpert.

1.	From the Help menu, choose PerfectExpert	*The PerfectExpert home menu appears to the left of the document window.*
2.	From the PerfectExpert menu, choose Formatting	*The PerfectExpert Format menu appears.*
3.	From the PerfectExpert menu, choose Add Bullet/Number List	*The Bullets and Numbering dialog box appears.*
4.	Select the Bullets tab	*The Bullets page appears.*
5.	Select the Check Mark bullet option	
6.	Choose OK	*The Bullets and Numbering dialog box closes, the Outlining menu appears, and the first check mark bullet appears in the document.*
7.	Type the following items, pressing **ENTER** after typing each (including the last):	

Word processing
Spreadsheet
Graphics
Database

8.	From the PerfectExpert menu, choose Turn Outline Off	*The PerfectExpert home menu reappears.*
9.	Press **BACKSPACE** twice	*The last check mark is removed from the document.*
10.	In PerfectExpert, click the Close button	*PerfectExpert closes.*

┌─ **END** ─┐

Finishing a Document

After you finish working with a document, you need to save the document so that you can access it again. Then, you can *close* the document to remove it from the WordPerfect screen.

Saving a Document

In WordPerfect, a document is one *file* that is made up of a series of related pages. Until it is saved as a file, your document exists only in your computer's temporary memory. To have a permanent copy of your document, you must save it to a storage medium such as your hard drive or a floppy disk.

The first time you save a document, you need to select its disk storage location, or *folder*, and give it a *file name*. You do this in the Save File window, illustrated in Figure 1-8. WordPerfect automatically adds a **.wpd** extension, which identifies the file as a WordPerfect document, to the name of your file. Once you name and save a file, WordPerfect automatically saves the file to the same name whenever you click the Save button on the Toolbar or choose Save from the File menu.
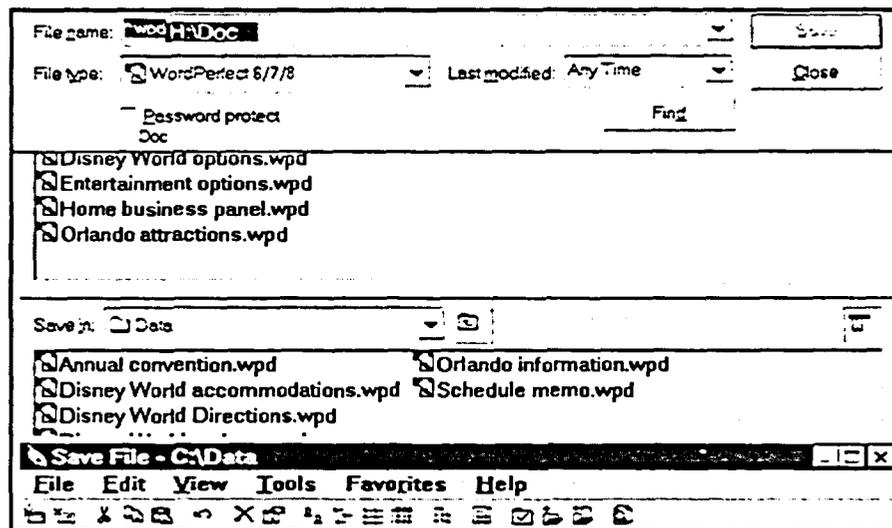
Figure 1-8: *The Save File Window*

After you make extensive changes to a saved document, you might want to save it under a new name so that you can keep the original file intact. To save a file under a new name, use the Save As command. When you use this command, the newly named file remains open in the document window.

METHOD

To save a document for the first time:

1. From the File menu, choose Save.
   or
1. On the Toolbar, click the Save button.
2. In the Save File window, from the Save in drop-down list, select the desired folder.
3. In the File name combo box, type the file name.
4. Choose Save.

To save a document under a different name:

1. From the File menu, choose Save As.
2. In the Save As window, from the Save in drop-down list, select the desired folder.
3. In the File name combo box, type the new file name.
4. Choose Save.

To save a previously saved document under the same name:

1. From the File menu, choose Save.
   or
1. On the Toolbar, click the Save button.

EXERCISE

In the following exercise, you will save documents.

1.	From the File menu, choose Save	*The Save File window appears.*
2.	In the Save in list box, make sure the **H:\Doc** folder is selected	
3.	In the File name combo box, delete the current text and type **Demo list**	
4.	Choose Save	*The window closes, and the file is saved in the **Doc** folder as **Demo list.wpd**. The new file name appears in the Title Bar.*

5. On the Toolbar, click the Save button

WordPerfect automatically saves the document to the same file name.

6. From the File menu, choose Save As

The Save As window appears.

7. In the Save in list box, make sure the **H:\Doc** folder is selected

8. In the File name combo box, delete the current text and type **Software demo list**

9. Choose Save

*The window closes, and the file is saved in the **Doc** folder as **Software demo list.wpd**. The new file name appears in the Title Bar.*

┌─ *END* ─┐

Closing a Document

Closing a document removes it from your screen but leaves you in WordPerfect so you can begin working with another document. Before you close a document, you should make sure that you have saved your work. If you have not saved it, WordPerfect reminds you that you need to save the document and gives you a chance to do so.

You can close a document by choosing Close from the File menu or by clicking the Close button in the document window. If you use the Close button method, make sure you click the correct button to close the window, because clicking WordPerfect's Close button exits from WordPerfect.

METHOD

To close a document:

1. From the File menu, choose Close.
   or
1. In the document window, click the Close button.
2. If necessary, in the save file information box, select the desired option.
3. If necessary, in the Save File window, save the document.

EXERCISE

In the following exercise, you will close documents.

1.	From the File menu, choose Close	*Software demo list.wpd* closes, and the previously created document appears.
2.	In the document window, click the Close button	*The save file information box appears, prompting you to save the document before closing.*
3.	Choose Yes	*The Save File window appears.*

4.   In the File name combo box,
      delete the current text and type
      Memo to Tess-AWPP

5.   Choose Save   *The window closes, and*
                                           WordPerfect saves and closes
                                           the document.

                                                    ┌─ *END* ┐
                                                    └────────┘

To enter text into a document:

1. Position the insertion point where you want to begin typing.
2. Type the text as desired.

To manually end a line of text and move the insertion point to the next line:

1. Press **ENTER**

To move the insertion point:

Mouse method
1. Activate the shadow cursor, if desired.
2. Position the mouse pointer where you want to place the insertion point.
3. Click the left mouse button.

Keyboard method
1. Press any of the directional arrow keys or special movement keys.

To activate or deactivate the shadow cursor:

1. From the View menu, choose Shadow Cursor.

To display a QuickTip:

1. Position the mouse pointer over the desired item.

To use the Toolbar or the Property Bar to execute a command:

1. On the appropriate bar, click the desired button.
   or
1. On the appropriate bar, click the desired button; then, from the drop-down list or palette, select the desired option.

To use the Application Bar to execute a command:

1. On the Application Bar, click the desired item.

To use the Help Index:

1. From the Help menu, choose Help Topics.
   or
1. From the document window, press **F1**
2. In the Help Topics dialog box, select the Index tab.
3. On the Index page, in the text box, type the first few letters of the word for which you're looking.
4. From the index entry list, select a topic.
5. Choose Display.
6. If a Topics Found dialog box appears, select a topic from the list and then choose Display.
7. In the Help window, review the information, and then, if desired, select an additional information box or the Related Concepts icon.
8. Repeat step 7 as desired.
9. In the Help window, click the Close button.
   or
9. In the Help window, press **ESC**

To use PerfectExpert:

1. From the Help menu, choose PerfectExpert.
2. From the PerfectExpert menu, choose the task you want to perform.
3. Repeat step 2 as required.
4. Follow PerfectExpert's guidance to complete the task.
5. In PerfectExpert, click the Close button.

To save a document for the first time:

1. From the File menu, choose Save.
   or
1. On the Toolbar, click the Save button.
2. In the Save File window, from the Save in drop-down list, select the desired folder.
3. In the File name combo box, type the file name.
4. Choose Save.

To save a document under a different name:

1. From the File menu, choose Save As.
2. In the Save As window, from the Save in drop-down list, select the desired folder.
3. In the File name combo box, type the new file name.
4. Choose Save.

To save a previously saved document under the same name:

1. From the File menu, choose Save.
   or
1. On the Toolbar, click the Save button.

To close a document:

1. From the File menu, choose Close.
   or
1. In the document window, click the Close button.
2. If necessary, in the save file information box, select the desired option.
3. If necessary, in the Save File window, save the document.

1 *Self-Check Exercise*

1. In a new blank document, type the letter shown in Figure 1-9.

Mr. Matt Doe
Computers, Inc.
400 West Livingston Street
Orlando, FL 32801

Dear Mr. Doe,

Thank you for the price quote on the new microcomputer system. I will be in your area the last week of April and would like to arrange a meeting to finalize our purchase. Please call my office to arrange an appointment.

Additionally, we would like to enroll twenty students in each of the following training courses:

Figure 1-9: *Letter Text—Self-Check Exercise*

2. Using the keyboard method, move the insertion point to the top of the page.

3. Using the mouse method, move the insertion point to the beginning of the word *Thank.*

4. Activate the shadow cursor. Then, using the mouse method, move the insertion point two lines below the last line of text.

5. Deactivate the shadow cursor.

6. Using the Application Bar, open the Print dialog box and review the information displayed about the current printer. Close the dialog box.

7. Locate and then click the Print button on the Toolbar. Review the information displayed in the dialog box, and then close the dialog box.

8. Use the Help Index to display information about the Exit command. Review the information, and then close the Help window.

9. Using PerfectExpert, create the numbered list shown in Figure 1-10, beginning the list on the second blank line below the text. Then, close PerfectExpert.

1.	Introduction to Windows 95
2.	Corel WordPerfect 8, Level 1
3.	Corel WordPerfect 8, Level 2
4.	Corel WordPerfect 8, Level 3

Figure 1-10: *Numbered List—Self-Check Exercise*

10. Save the file as **H:\Doc\Memo to Doe.wpd**.

11. Beginning on the fourth blank line below the numbered list, type:

    David G. Stanley,
    Computer Services Administrator

12. Save the document to the same file name.

13. On the blank line below *Computer Services Administrator*, type **Omega Corporation, Inc.**

14. Save the document as **H:\Doc\Memo to Doe-final.wpd**.

15. Close the document.

Section

2

Editing a Document

- Modifying Text
- Working with Selected Text
- Printing

Section Skills and Their Importance

In the following section you will learn to:

- **Modify text**

    WordPerfect provides easy-to-use tools that let you modify document text. After you open a saved document, you can insert and delete text.

- **Work with selected text**

    Selecting the text on which to work is the first step in performing most text operations. Once you have selected text, you can use WordPerfect features to replace or delete it. You can also cut or copy selected text to the Clipboard and then paste the text at the desired location in your document.

- **Print**

    WordPerfect lets you print documents through the Print dialog box. Besides printing standard documents, you can create and print envelopes and labels.

Modifying Text

Once you *open* an existing document, you might want to modify, or edit, its text. WordPerfect makes it easy to perform the most common modifications, inserting and deleting text.

Opening a Document

When you open a document, WordPerfect places the file from the disk into a document window. If a document is already open, WordPerfect opens another document window and places the newly opened document on top of the previous one.

You can open documents by using the Open File window, illustrated in Figure 2-1. In this window, you can specify the file name, as well as the name of the drive and folder in which the file is saved.
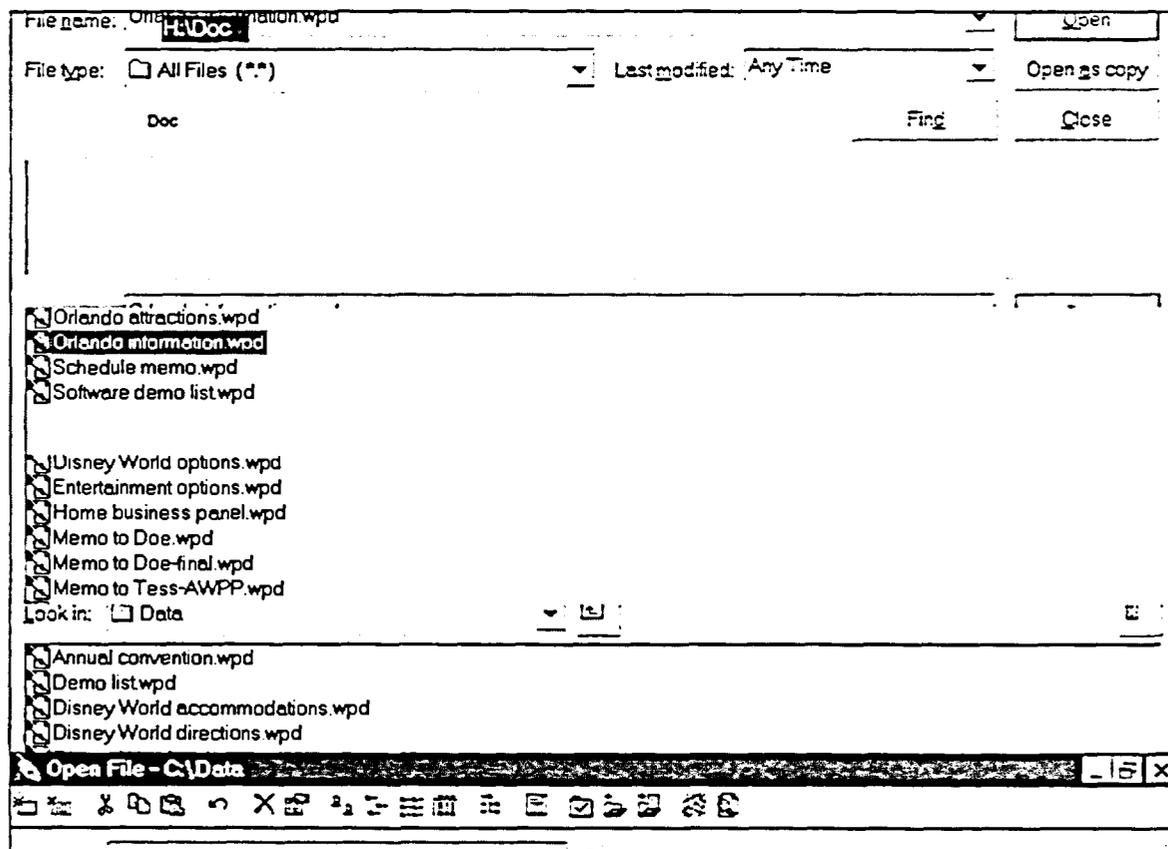
Figure 2-1: *The Open File Window*

```
┌──────────┐
└─ METHOD ─┘
```

To open a document:

1. From the File menu, choose Open.
   or
1. On the Toolbar, click the Open button.
2. In the Open File window, in the Look in list box, make sure the desired folder appears.
3. From the file name list, select the desired file.
4. Choose Open.

```
┌─── EXERCISE ──────────────────────────────────────────┐
```

In the following exercise, you will open a document.

1.	From the File menu, choose Open	*The Open File window appears.*
2.	In the Look in list box, make sure **3 ½ Floppy (A:)** appears	*A list of file names in the **A: drive** appears.*
3.	From the file name list, select **Orlando information.wpd**	
4.	Choose Open	*The document opens.*

```
┌─ END ─┐
└───────┘
```

Inserting Text

WordPerfect lets you *insert* text into any portion of an existing document. When you insert text, WordPerfect automatically moves existing text to the right and down in your document, as necessary. This eliminates the need for you to make manual adjustments to the document text.

└ METHOD ┘

To insert text:

1. Place the insertion point where you want to insert the text.
2. Type the text.

┌ EXERCISE

In the following exercise, you will insert text.

1. Make sure **A:\Orlando information.wpd** is open in the active window

2. At the beginning of the third sentence, place the insertion point immediately before the *A* in the word *Accommodations*

   The insertion point is placed where text will be inserted.

3. Type **We will begin our one-day workshops and tutorials on April 25; meetings and seminars will continue through April 28.**

   A sentence is inserted into the paragraph.

4. Press **ENTER** two times

   A new paragraph is created.

5. Press **TAB**

   The first sentence of the paragraph is indented.

6. Type **Convention registration includes a daily luncheon at the Contemporary Hotel.** and then press **SPACEBAR**

   A sentence is inserted into the paragraph.

┌ END ┐

Deleting Text

When you delete text, you remove it from the document. You can delete text by using the **DELETE** and **BACKSPACE** keys. Pressing **DELETE** deletes text one character at a time to the right of the insertion point, and pressing **BACKSPACE** deletes text one character at a time to the left of the insertion point.

METHOD

To delete text:

1. Place the insertion point before the first character of the text to be deleted.
2. Press **DELETE** as necessary to delete the text.
   or
1. Place the insertion point after the last character of the text to be deleted.
2. Press **BACKSPACE** as necessary to delete the text.

EXERCISE

In the following exercise, you will delete text.

1. Make sure **A:\Orlando information.wpd** is open in the active window

2. In the first sentence of the third paragraph, place the insertion point between the *r* and *o* of the word *metropolitan*

3. Press **DELETE** nine times   *The letters **opolitan** and a blank space are deleted.*

4. Press **BACKSPACE** four times   *The letters **metr** are deleted.*

ᴇEND ᴺ

Working with Selected Text

Before executing a WordPerfect text command, you usually need to highlight, or *select*, the text to which the command will apply. When you select text, all punctuation, blank lines, and other characters within the highlighted area are included in the selection.

Selecting and Deselecting Text

You can select text by using either the keyboard or the mouse. To use the keyboard, hold **SHIFT** while you highlight the desired text by pressing a directional arrow key. To use the mouse, drag the mouse pointer over the desired text or use one of WordPerfect's mouse shortcuts, outlined in Table 2-1, to select the text. To deselect text, click anywhere outside the selected area in your document or press a directional arrow key.

Shortcut	Result
Double-click	Selects the word.
Triple-click	Selects the sentence.
Quadruple-click	Selects the paragraph.

Table 2-1: *Text Selection Mouse Shortcuts*

METHOD

To select text:

Keyboard method
1. Place the insertion point where you want to begin selecting.
2. Press and hold **SHIFT** while using the directional arrow keys to highlight the desired text.

Mouse method
1. Position the mouse pointer where you want to begin selecting.
2. Press and hold the left mouse button while dragging the mouse pointer over the desired text.
   or
1. Use the appropriate mouse shortcut to highlight the desired text.

To deselect text:

1. Press a directional arrow key.
   or
1. Click the document outside the selected area.

EXERCISE

In the following exercise, you will select and deselect text.

1.	Make sure **A:\Orlando information.wpd** is open in the active window	
2.	In the second paragraph, place the insertion point immediately to the left of the *A* in *Accommodations*	
3.	Press and hold **SHIFT** while pressing **RIGHT ARROW** until you reach the end of the word *Accommodations*	*The word is selected.*
4.	Press **DOWN ARROW**	*The word is deselected.*
5.	Position the mouse pointer immediately to the left of the *A* in *Accommodations*	
6.	Press and hold the left mouse button while dragging the mouse pointer to the right until you reach the end of the word *Accommodations*	*The word is selected.*
7.	Click a blank area in the document	*The word is deselected.*
8.	In the first sentence, double-click the word *Disney*	*The word is selected.*
9.	Deselect the word	
10.	Triple-click the word *Disney*	*The sentence is selected.*
11.	Deselect the sentence	

12. Quadruple-click the word   *The paragraph is selected.*
    Disney

13. Deselect the paragraph

⌐ *END* ⌐

Replacing Text

You can delete and insert text in one step by *replacing*, or typing over, text. This saves you time because it decreases the number of keystrokes you must use. To replace text, select the text you want to replace, and then begin typing the replacement text. The new text replaces the selected text.

You can also replace text by working in *typeover mode*. In WordPerfect, the standard mode in which you work is *insert mode*. To switch to typeover mode, position the insertion point to the left of the first character of the text you want to replace, and then press **INSERT** or click the Insert item on the Application Bar. Once you switch to typeover mode, the Typeover item replaces the Insert item on the Application Bar. When you type text in typeover mode, the existing text beginning at the insertion point is replaced with the new text. Once you finish working in typeover mode, you should immediately return to insert mode to ensure that you don't inadvertently type over additional text by accident.

⌐ METHOD ⌐

To replace text:

Selection method
1. Select the text you want to replace.
2. Type the desired text.

Typeover mode method
1. Place the insertion point immediately to the left of the first letter you want to replace.
2. Press **INSERT**
   or
2. On the Application Bar, click the Insert item.
3. Type the desired text.
4. Press **INSERT**
   or
4. On the Application Bar, click the Typeover item.

┌─ *EXERCISE* ───┐

In the following exercise, you will replace text.

1. Make sure **A:\Orlando information.wpd** is open in the active window

2. In the first sentence, select the word *chosen*

3. Type **decided**   *The word **chosen** is replaced by the word **decided**.*

4. In the second sentence of the third paragraph, place the insertion point immediately to the left of the word *area*

5. Press **INSERT**   *Typeover mode is activated, and the Typeover item appears on the Application Bar.*

6. Type **city**   *The word **area** is replaced by the word **city**.*

7. On the Application Bar, click the Typeover item   *Insert mode is reactivated, and the Insert item reappears on the Application Bar.*

┌─ *END* ─┐
└────────┘

Cutting and Pasting Text

WordPerfect lets you *cut* and *paste* blocks of text as if you were using scissors and glue. You can use this technique to move text from one part of a document to another.

When you cut a selected portion of text, the text is removed from the document and placed on the *Clipboard*, a temporary storage area. When you paste text, a copy of the text on the Clipboard is placed in the document at the insertion point. The cut piece of text remains on the Clipboard until you overwrite it by placing something else there. As long as the text remains on the Clipboard, you can continue to paste it throughout the document.

When you cut and paste text, you do not have to manually adjust spacing in the original or destination line of text. WordPerfect automatically adds or deletes spaces as required.

METHOD

To cut and paste text:

1. Select the desired text.
2. From the Edit menu, choose Cut.
   or
2. On the Toolbar, click the Cut button.
3. Place the insertion point where you want to insert the text.
4. From the Edit menu, choose Paste.
   or
4. On the Toolbar, click the Paste button.

EXERCISE

In the following exercise, you will cut and paste text.

1. Make sure **A:\Orlando information.wpd** is open in the active window

2. Select the last sentence of the first paragraph

3. From the Edit menu, choose Cut

   The sentence is removed from the document and placed on the Clipboard.

4. In the second line of the first paragraph, place the insertion point immediately before the *O* in the word *One*

5. On the Toolbar, click the Paste button

    The sentence is pasted from the Clipboard into the document, and WordPerfect automatically adjusts the text spacing.

    ⌐ *END* ⌐

Copying and Pasting Text

WordPerfect also lets you *copy* text from the document onto the Clipboard. When you copy a selected portion of text, a duplicate of the text is placed on the Clipboard and the original text remains in the document.

METHOD

To copy and paste text:

1. Select the desired text.
2. From the Edit menu, choose Copy.
   or
2. On the Toolbar, click the Copy button.
3. Place the insertion point where you want to insert the text.
4. From the Edit menu, choose Paste.
   or
4. On the Toolbar, click the Paste button.

EXERCISE

In the following exercise, you will copy and paste text.

1. Make sure **A:\Orlando information.wpd** is open in the active window

2. In the third sentence of the last paragraph, select the word *metropolitan*

3. On the Toolbar, click the Copy button

   The text remains selected in the document, and a copy of the text is placed on the Clipboard.

4. In the first sentence of the third paragraph, place the insertion point between the words *Orlando* and *area*

5. From the Edit menu, choose Paste

   *The word **metropolitan** is pasted from the Clipboard into the document, and WordPerfect automatically adjusts the text spacing.*

   ⌐ *END* ⌐

Deleting a Block of Text

As you edit a document, you might need to delete a large block of text. Instead of using **BACKSPACE** or **DELETE** to delete individual characters, you can select the desired text and then remove it by pressing either key.

METHOD

To delete a block of text:

1. Select the text you want to delete.
2. Press **DELETE**
   or
2. Press **BACKSPACE**

EXERCISE

In the following exercise, you will delete a block of text.

1. Make sure **A:\Orlando information.wpd** is open in the active window

2. Select the second paragraph

3. Press **DELETE**   *The paragraph is deleted.*

4. Save the document as **H:\Doc\Orlando information 1.wpd**

END

Printing

When you finish editing your document, you can send it to the printer. WordPerfect lets you specify a number of different print options, including the number of copies you want and the specific pages to be printed. In addition to standard documents, WordPerfect lets you create and print envelopes and labels.

Printing a Document

After you modify and save your work, you might want to generate a printed copy of your document. The Print dialog box, illustrated in Figure 2-2, appears each time you print. In this dialog box, you can define a variety of print settings that are appropriate for your printer and the current document.
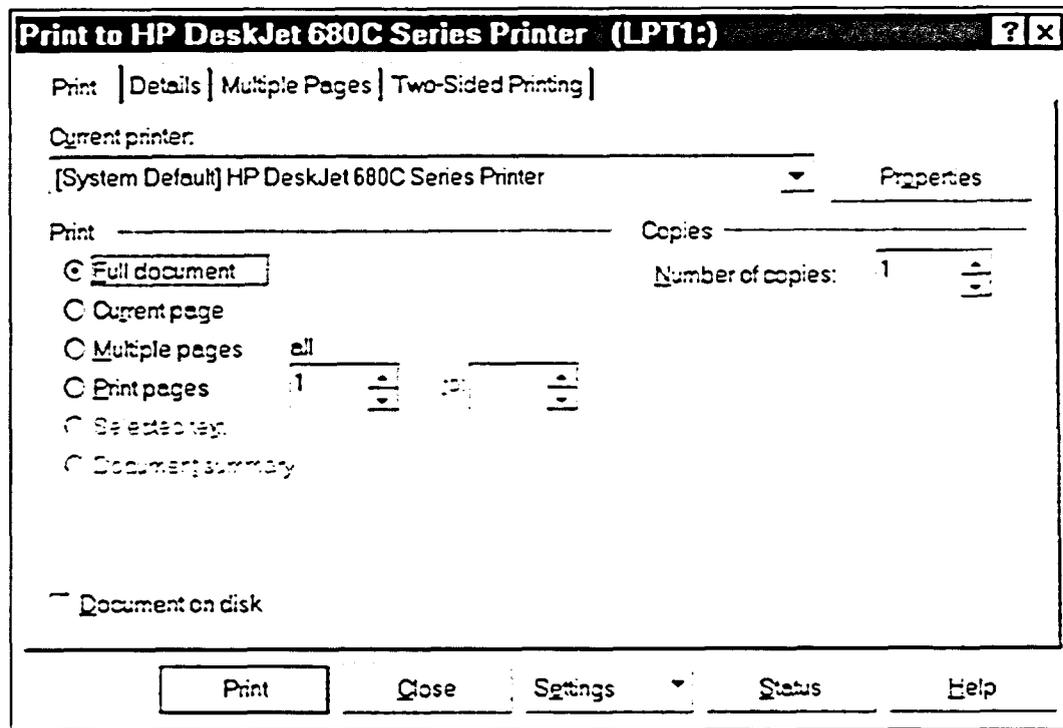
Figure 2-2: *The Print Page of the Print Dialog Box*

```
METHOD
```

To print a document:

1. From the File menu, choose Print.
   or
1. On the Toolbar, click the Print button.
   or
1. On the Application Bar, click the printer item.
2. In the Print dialog box, on the appropriate page(s), set the desired options.
3. Choose Print.

EXERCISE

In the following exercise, you will print a document.

1. Make sure **H:\Doc\Orlando information 1.wpd** is open in the active window

2. From the File menu, choose Print   *The Print page of the Print dialog box appears.*

3. Select a printer or select other options, as necessary

4. Choose Print   *The document prints.*

5. Close the file

```
END
```

Printing Envelopes

WordPerfect's Envelope dialog box, illustrated in Figure 2-3, lets you create and print an envelope quickly. Once you select one of WordPerfect's predefined envelope definitions, if necessary, you can enter the envelope's return and mailing addresses.
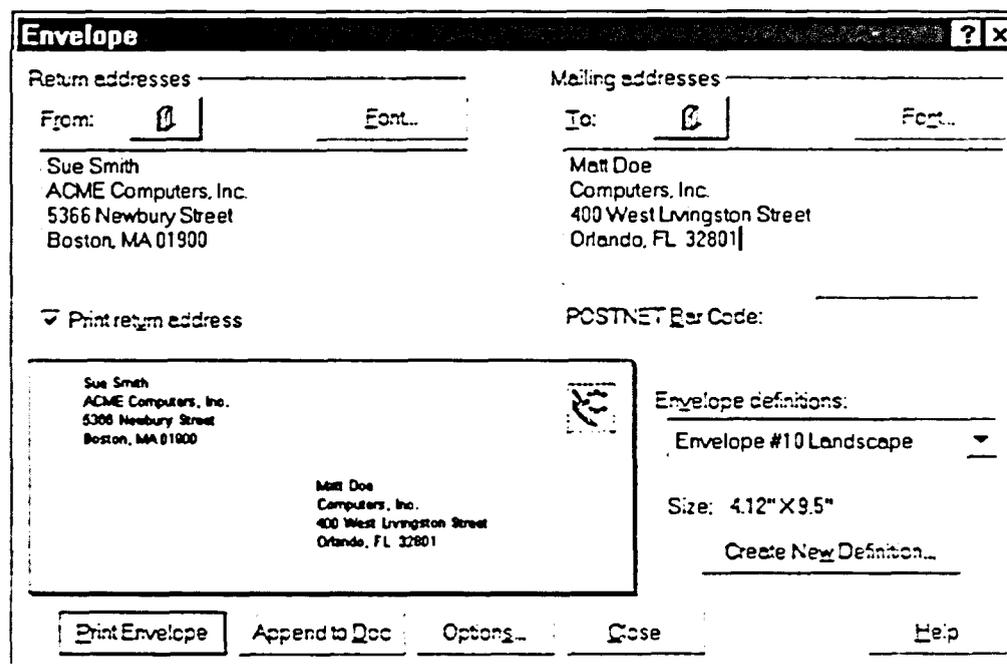
Figure 2-3: *The Envelope Dialog Box*

─ **METHOD** ─

To print an envelope:

1. From the Format menu, choose Envelope.
2. From the Envelope definitions drop-down list, select a definition, if necessary.
3. In the From text box, type the return address for the envelope, if necessary.
4. In the To text box, type the mailing address for the envelope.
5. If you want the return address to print, make sure the Print return address check box is selected.
6. Choose Print Envelope.

┌──── **EXERCISE** ──┐

In the following exercise, you will print an envelope.

1. Make sure a new blank document appears in the active window

2. From the Format menu, choose Envelope

   The Envelope dialog box appears.

3. In the From text box, delete the current text, if necessary, and type

   The text appears in the upper left corner of the preview envelope.

   Sue Smith
   ACME Computers, Inc.
   5366 Newbury Street
   Boston, MA 01900

4. In the To text box, type

   The text appears near the middle of the preview envelope.

   Matt Doe
   Computers, Inc.
   400 West Livingston Street
   Orlando, FL 32801

5. Make sure the Print return address check box is selected

6. Choose Print Envelope

   The envelope prints.

┌─ *END* ─┐

Creating Labels

You can use WordPerfect's Label feature to create labels for envelopes, file folders, diskettes, and other items. A variety of predefined label definitions are available. The appropriate label definition to select depends on the size and shape of the label and the type of printer you are using.

When formatting labels, WordPerfect creates multiple *logical pages*, or separate page subdivisions, on one *physical page*, or sheet of labels. Figure 2-4 illustrates a physical page made up of four logical pages. Each label is a single logical page. The Combined Position page indicator item on the Application Bar shows on which logical page, or label, you are currently working.
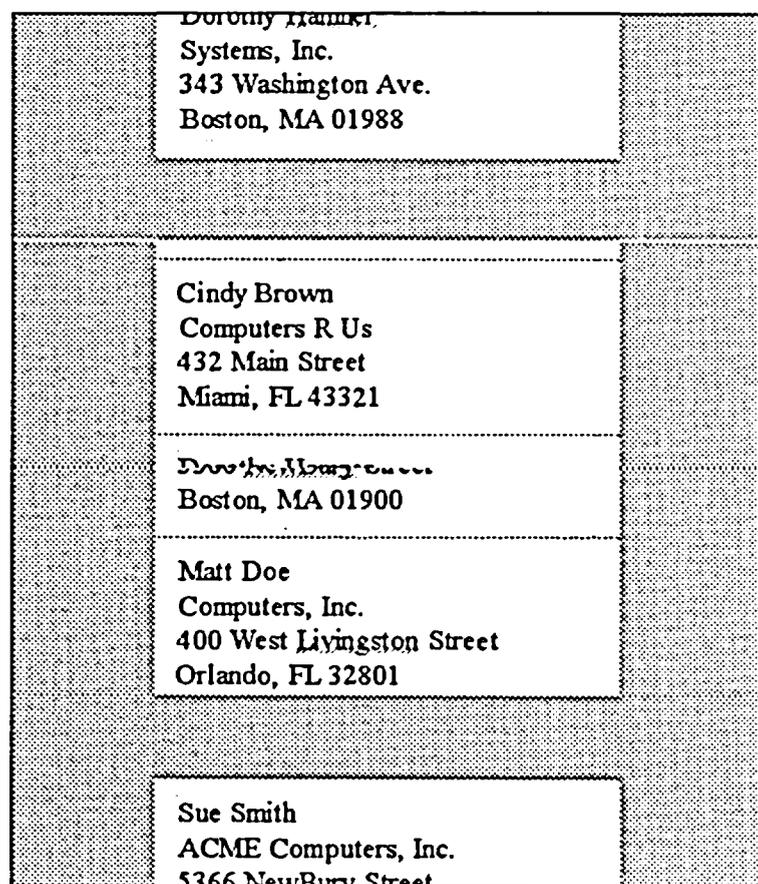
Figure 2-4: *A Physical Page Containing Four Logical Pages*

Table 2-2 describes keystrokes you can use when you are typing labels.

Keystroke(s)	Result
CTRL+ENTER	Ends the line of text you are typing on the current label, and then moves to the first line on the next label.
ENTER	Ends the line of text you are typing on the current label, and then moves to the next line on the same label.
ALT+PAGE DOWN	Moves to the beginning of the next label.
ALT+PAGE UP	Moves to the beginning of the previous label.

Table 2-2: *Keystrokes for Typing Labels*

METHOD

To create labels:

1. Place the insertion point on the page where you want the labels to begin.
2. From the Format menu, choose Labels.
3. In the Labels dialog box, in the List labels for area, select the desired option button, if necessary.
4. From the Labels list, select the desired label definition.
5. Choose Select.
6. Type the label information.
7. Press the appropriate keystroke(s) to move to the next desired label.
8. Repeat steps 6 and 7 as necessary.

EXERCISE

In the following exercise, you will create labels.

1. Make sure a new blank document appears in the active window

2. From the Format menu, choose Labels

The Labels dialog box appears.

3. In the List labels for area, select the Both option button, if necessary

    The Labels list displays available label definitions for both laser and tractor-fed printers.

4. From the Labels list, select Avery 2160 Address - Half Sheet

    The selected label sheet appears in the preview window.

5. Choose Select

    The dialog box closes, and the document window appears with a blank label.

6. Type

    Sue Smith
    ACME Computers, Inc.
    5366 Newbury Street
    Boston, MA 01900

7. Press **CTRL+ENTER**

    The second label appears.

8. Using Table 2-3 as a guide, type the remaining labels on the physical page

    ┌ *END* ┐
    └_____┘

Label	Text
2	Matt Doe Computers, Inc. 400 West Livingston Street Orlando, FL 32801
3	Cindy Brown Computers R Us 432 Main Street Miami, FL 43321
4	Dorothy Hamner Systems, Inc. 343 Washington Ave. Boston, MA 01988

Table 2-3: *Label Text—Creating Labels Exercise*

Printing Specific Labels

Like other types of documents, you print labels through the Print dialog box. If you choose to print the current page in the dialog box, WordPerfect prints the entire physical page. To print only specific labels, you need to specify each label or the range of labels in the Page(s)/label(s) combo box, which appears on the Multiple Pages page of the Print dialog box. Table 2-4 describes sample formats for entering specific labels or label ranges in the combo box.

Format	Results
3	Prints label 3.
3,5,8	Prints labels 3, 5, and 8.
3 8	Prints labels 3 and 8.
3-	Prints label 3 through the end of the document.
-3	Prints the beginning of the document through label 3.
3-8	Prints labels 3 through 8.
1-3 8	Prints labels 1 through 3 and label 8.
3,5,9-15	Prints labels 3 and 5 and labels 9 through 15.

Table 2-4: *Sample Formats for Entering Specific Labels or Label Ranges in the Page(s)/label(s) Combo Box*

METHOD

To print specific labels:

1. If necessary, refer to the Application Bar's Combined Position page indicator item to determine the labels you want to print.
2. Open the Print dialog box.
3. In the Print dialog box, select the Multiple Pages tab.
4. On the Multiple Pages page, in the Page(s)/label(s) combo box, specify the label(s) or range of labels you want to print, using the appropriate format.
5. Choose Print.

Note: When you print selected labels, WordPerfect prints the labels in their logical positions on their physical page(s).

┌─── **EXERCISE** ──────────────────────────────────┐
│ |

In the following exercise, you will print specific labels.

1. Open the Print dialog box

2. Select the Multiple Pages tab | *The Multiple Pages page appears.*

3. In the Page(s)/label(s) combo box, delete the current text and type **2,4** | *WordPerfect will print labels 2 and 4.*

4. Choose Print | *Labels 2 and 4 print.*

5. Close any open files without saving them

┌─ **END** ┐
└──────┘

To open a document:

1. From the File menu, choose
   Open.
   or
1. On the Toolbar, click the Open
   button.
2. In the Open File window, in the
   Look in list box, make sure the
   desired folder appears.
3. From the file name list, select the
   desired file.
4. Choose Open.

To insert text:

1. Place the insertion point where
   you want to insert the text.
2. Type the text.

To delete text:

1. Place the insertion point before
   the first character of the text to be
   deleted.
2. Press **DELETE** as necessary to
   delete the text.
   or
1. Place the insertion point after the
   last character of the text to be
   deleted.
2. Press **BACKSPACE** as necessary
   to delete the text.

To select text:

Keyboard method
1. Place the insertion point where
   you want to begin selecting.
2. Press and hold **SHIFT** while using
   the directional arrow keys to
   highlight the desired text.

Mouse method
1. Position the mouse pointer where
   you want to begin selecting.
2. Press and hold the left mouse
   button while dragging the mouse
   pointer over the desired text.
   or
1. Use the appropriate mouse
   shortcut to highlight the desired
   text.

To deselect text:

1. Press a directional arrow key.
   or
1. Click the document outside the
   selected area.

To replace text:

Selection method
1. Select the text you want to
   replace.
2. Type the desired text.

Typeover mode method
1. Place the insertion point
   immediately to the left of the first
   letter you want to replace.
2. Press **INSERT**
   or
2. On the Application Bar, click the
   Insert item.
3. Type the desired text.
4. Press **INSERT**
   or
4. On the Application Bar, click the
   Typeover item.

To cut and paste text:

1. Select the desired text.
2. From the Edit menu, choose Cut.
   or
2. On the Toolbar, click the Cut
   button.
3. Place the insertion point where
   you want to insert the text.

4. From the Edit menu, choose Paste.

or

4. On the Toolbar, click the Paste button.

To copy and paste text:

1. Select the desired text.
2. From the Edit menu, choose Copy.

or

2. On the Toolbar, click the Copy button.
3. Place the insertion point where you want to insert the text.
4. From the Edit menu, choose Paste.

or

4. On the Toolbar, click the Paste button.

To delete a block of text:

1. Select the text you want to delete.
2. Press **DELETE**

or

2. Press **BACKSPACE**

To print a document:

1. From the File menu, choose Print.

or

1. On the Toolbar, click the Print button.

or

1. On the Application Bar, click the printer item.
2. In the Print dialog box, on the appropriate page(s), set the desired options.
3. Choose Print.

To print an envelope:

1. From the Format menu, choose Envelope.
2. From the Envelope definitions drop-down list, select a definition, if necessary.
3. In the From text box, type the return address for the envelope, if necessary.

4. In the To text box, type the mailing address for the envelope.
5. If you want the return address to print, make sure the Print return address check box is selected.
6. Choose Print Envelope.

To create labels:

1. Place the insertion point on the page where you want the labels to begin.
2. From the Format menu, choose Labels.
3. In the Labels dialog box, in the List labels for area, select the desired option button, if necessary.
4. From the Labels list, select the desired label definition.
5. Choose Select.
6. Type the label information.
7. Press the appropriate keystroke(s) to move to the next desired label.
8. Repeat steps 6 and 7 as necessary.

To print specific labels:

1. If necessary, refer to the Application Bar's Combined Position page indicator item to determine the labels you want to print.
2. Open the Print dialog box.
3. In the Print dialog box, select the Multiple Pages tab.
4. On the Multiple Pages page, in the Page(s)/label(s) combo box, specify the label(s) or range of labels you want to print, using the appropriate format.
5. Choose Print.

1. Open **A:\Annual convention.wpd**.

2. Insert the following sentence as the last sentence of the second paragraph:

    Other major attractions include the Great Movie Ride, the Star Tours Thrill Ride, and the Magic of Disney Animation.

3. In the first sentence of the second paragraph, use the BACKSPACE key method to delete the letter *s* in *registrations*.

4. In the first sentence of the third paragraph, replace the words *dining opportunities* with **restaurants**.

5. In the first sentence of the third paragraph, use the DELETE key method to delete the text *In addition, t* and then, at the beginning of the third paragraph, insert the letter **T** before *here*.

6. In the last sentence of the first paragraph, use the typeover mode method to replace the word *towns* with **areas**, and then reactivate insert mode.

7. In the last sentence of the first paragraph, delete the text block *and motels*.

8. In the last sentence of the third paragraph, delete the word *either*.

9. Cut the last sentence of the last paragraph, and then paste the sentence as the second sentence of the last paragraph.

10. Copy the phrase **AWPP convention** from the first sentence of the first paragraph, and then paste the phrase before the word *seminars* in the last paragraph.

11. Save the document as **H:\Doc\Annual convention 1.wpd**, and then print one copy of the document.

12. Close the file.

13. Create a standard envelope from you at your business address to:

    Sarah McCoy
    Creative Software Enterprises, Inc.
    2201 Delong Drive
    Reading, PA 19608

    Then, print the envelope.

14. Using Table 2-5 as a guide, create three labels on Avery 2162 Address - Half Sheet labels. (*Hint:* Select the Both option button in the List labels for area, if necessary, to display these labels in the Labels list.) Then, print labels 1 and 3.

Label	Text
1	Nancy Dohan 642 Bloor Street Round Rock, TX 78644
2	Emily Bernard 897 Hazelton Terrace Columbia, MD 21046
3	Mark Smith 78 Stuart Street Brampton, ON L6T 3Y3

Table 2-5: *Label Text—Self-Check Exercise*

15. Close any open files without saving them.

Section

3

Enhancing Text

- Changing Text Appearance
- Inserting Characters
- Viewing a Document

Section Skills and Their Importance

In the following section you will learn to:

■ **Change text appearance**

To make your documents visually appealing, you can change the font face and point size of selected text. WordPerfect also lets you apply attributes and enhancements such as bold, italic, underline, and drop cap. The undo and redo features make it easy to change your mind as you format the appearance of text.

■ **Insert characters**

By using WordPerfect's bullets and numbers feature, you can quickly create a bulleted or numbered list from existing document text. WordPerfect also lets you insert special characters to organize and add visual appeal to your documents.

■ **View a document**

WordPerfect lets you display a document in different view modes, and its zoom feature lets you select how much of a page you want to see at one time. If you reveal WordPerfect's control codes, you can quickly select and delete the appropriate codes to remove text attributes and enhancements.

Changing Text Appearance

When you are working in a document, you can change the appearance of text that is about to be entered or text that already exists in a variety of ways. For example, you can change the *font*, or typeface, of the text, and you can apply font attributes and enhancements.

Changing the Font Face and Font Size of Text

Fonts determine the style and size of a document's text. When used correctly, they can help communicate your message and give your document a professional appearance. Depending on your WordPerfect installation and printer, you can select from a variety of fonts.

A font is expressed in terms of its name and *point size*. A font's name indicates its typeface, such as Courier, Times New Roman, or Helvetica, and its point size indicates its size. The larger the point size, the larger the font. For example, the text you are reading right now appears in the 12 point, Times New Roman font, and the heading at the top of this page appears in the 22 point, Times New Roman font.

When you type text into a new blank document, the text appears in the default font, which is the font that is in effect when you start WordPerfect. If you want to change the font of new or existing text in a document, you can select the text, if necessary, and then define the font face and font size in the Font dialog box, illustrated in Figure 3-1.
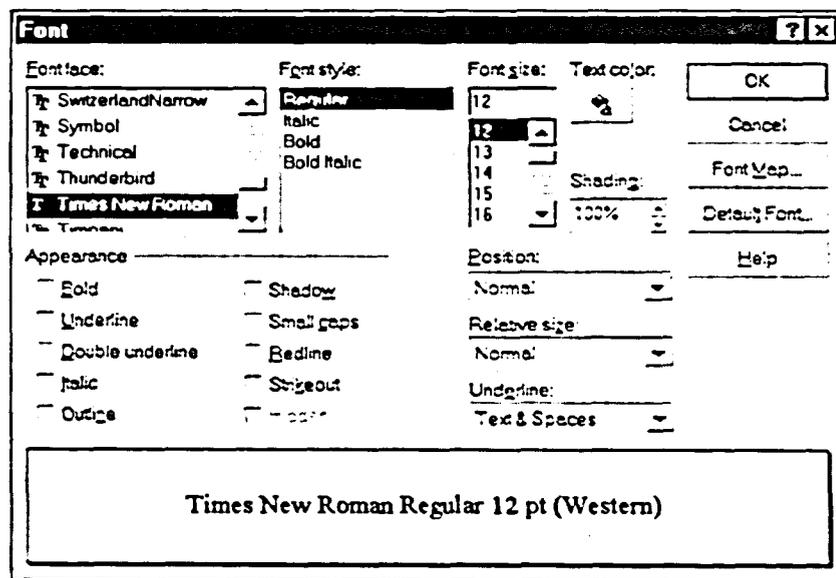
Figure 3-1: *The Font Dialog Box*

As an alternative to using the Font dialog box, you can use the Font Face and Font Size drop-down lists on the Property Bar to define a font. Figure 3-2 shows a font face being selected from the Font Face drop-down list. You can also use the QuickFonts button on the Property Bar to quickly access your most recently used fonts.
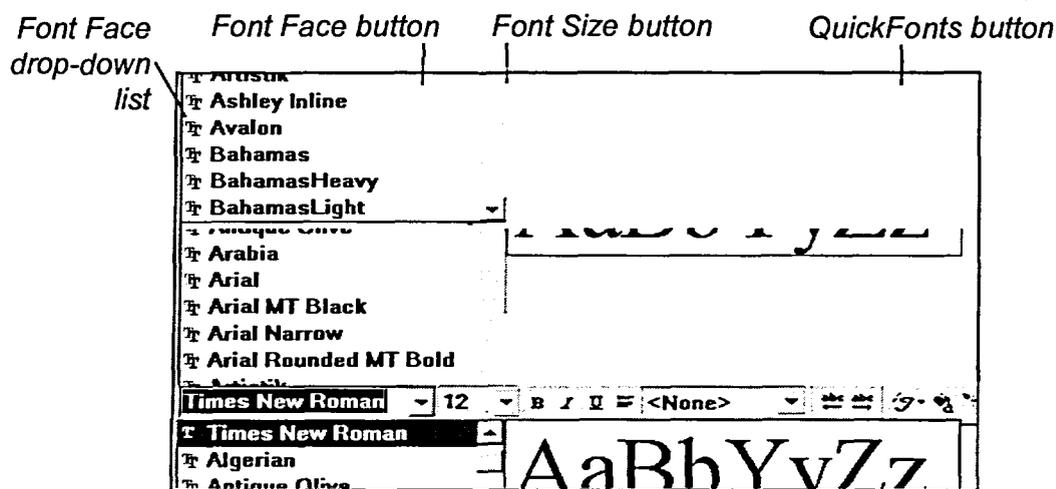
Figure 3-2: *Selecting a Font Face from the Font Face Drop-Down List on the Property Bar*

METHOD

To change the font face and font size of text:

Menu method
1. Select the text whose font you want to change, if necessary.
2. From the Format menu, choose Font.
3. In the Font dialog box, in the Font face list, scroll up or down as necessary, and then select the desired font face.
4. In the Font size list, scroll up or down as necessary, and then select the desired font size.
5. Choose OK.

Property Bar method
1. Select the text whose font you want to change, if necessary.
2. On the Property Bar, click the Font Face arrow button.
3. From the Font Face drop-down list, select the desired font face.
4. On the Property Bar, click the Font Size arrow button.
5. From the Font Size drop-down list, select the desired font size.
   or
1. Select the text whose font you want to change, if necessary.

2. On the Property Bar, click the QuickFonts button.
3. From the QuickFonts drop-down list, select the desired font face and size.

EXERCISE

In the following exercise, you will change the font face and font size of text.

1. Open **A:\Entertainment options.wpd**

2. At the top of the document, select the title *Entertainment and Recreation*

3. From the Format menu, choose Font

The Font dialog box appears.

4. In the Font face list, scroll up and then select Arial

The preview box displays a sample of Arial text.

5. In the Font size list, scroll down and then select 18

The preview box displays a sample of 18 point Arial text.

6. Choose OK

The dialog box closes, and the font face and font size changes are applied to the selected text.

7. Select the first paragraph heading, *Pleasure Island*

8. On the Property Bar, click the Font Face arrow button

The Font Face drop-down list appears.

9. Select Arial

The font face is applied to the text.

10. On the Property Bar, click the Font Size arrow button

The Font Size drop-down list appears.

11. Select 14

The font size is applied to the text.

12. Select the second paragraph heading, *Typhoon Lagoon and River Country*

13.	On the Property Bar, click the QuickFonts button	*The QuickFonts drop-down list appears.*
14.	Select Arial 14	*The font is applied to the text.*
15.	Select the third paragraph heading, *Sports*	
16.	Change the font to Arial 14	
17.	Deselect the text	

┌ *END* ┐

Applying Font Attributes

Judicious application of font attributes helps give your document visual impact and lets you emphasize specific words, phrases, and concepts. The three most common attributes are *bold*, which makes text appear darker than normal; *italic*, which makes text appear curved and slanted to the right; and *underline*, which makes text appear with a line under it.

Entertainment and Recreation

Pleasure Island
Every night is New Year's Eve at Pleasure Island Dance at the Rock and Roll Beach Club, the '70s 8 TRAX, the Mannequins Dance Palace (ages 21 and over), the Island Jazz Company, or the country-style Neon Armadillo Music Saloon. For laughs, catch a show at the Comedy Warehouse or meet 1930's characters at the Adventurers Club. Five restaurants, nine boutiques, and ten theaters complete this entertainment complex. At midnight, it's a New Year's Eve celebration in the street, complete with fireworks, music, dancing, and confetti.

Typhoon Lagoon and River Country
Disney World's water parks offer fun for all ages. Typhoon Lagoon offers tubing, surfing, and snorkeling. Ride rafts, swing, and splash in the old-fashioned water hole at River County.

Sports
Golf. There are 99 holes of golf on five courses throughout the Disney World resort areas. Tee times can be reserved <u>30 days</u> in advance by calling (407) 824-2270. Club rental is available.
Land Sports. Tennis, biking, fitness paths, and horseback riding are available in the Disney World resort areas.
Water Sports. Paddle boats, sailboats, catamarans, canoes, and a mini-speedboat may be rented.

Figure 3-3: *Font Attributes Applied in a Document*

Figure 3-3 shows a document in which the most common font attributes have been applied. You can apply these attributes by selecting them in the Font dialog box, by clicking the desired Property Bar buttons, or by using the appropriate shortcut keys, which are described in Table 3-1. If you use the Font dialog box method to apply attributes, you can apply multiple font characteristics at the same time.

Key Combination	Description
CTRL+B	Applies bold.
CTRL+I	Applies italic.
CTRL+U	Applies underline.

Table 3-1: *Font Attribute Shortcut Key Combinations*

METHOD

To apply font attribute(s):

Property Bar method
1. Select the text to which you want to apply the attribute(s), if necessary.
2. On the Property Bar, click the desired attribute button(s).

Shortcut key method
1. Select the text to which you want to apply the attribute(s), if necessary.
2. Press the appropriate shortcut key combination(s).

Menu method
1. Select the text to which you want to apply the attribute(s), if necessary.
2. From the Format menu, choose Font.
3. In the Font dialog box, in the Appearance area, select the desired attribute check box(es).
4. Choose OK.

EXERCISE

In the following exercise, you will apply font attributes.

1.	Make sure **A:\Entertainment options.wpd** is open in the active window	
2.	At the top of the document, select the title *Entertainment and Recreation*	
3.	On the Property Bar, click the Bold button	*The text becomes boldfaced.*
4.	Select the heading *Pleasure Island*	
5.	On the Property Bar, click the Italic button	*The text becomes italicized.*
6.	Press **CTRL+B**	*The text becomes boldfaced and italicized.*
7.	Select the heading *Typhoon Lagoon and River Country*	

8.	From the Format menu, choose Font	*The Font dialog box appears.*
9.	In the Appearance area, select the Bold check box	*The preview box displays boldfaced text.*
10.	Select the Italic check box	*The preview box displays boldfaced and italicized text.*
11.	Choose OK	*The dialog box closes, and the selected text becomes boldfaced and italicized.*
12.	Select the heading *Sports*	
13.	Apply boldface and italics	
14.	Under the heading *Sports*, select the subheading *Golf*	
15.	Apply italics	
16.	Select the subheading *Land Sports*	
17.	Apply italics	
18.	Select the subheading *Water Sports*	
19.	Apply italics	
20.	Under the subheading *Golf*, select the text *30 days*	
21.	On the Property Bar, click the Underline button	*The text becomes underlined.*
22.	Deselect the text	

┌ **END** ┐

Using Undo and Redo

Once you modify the appearance of document text, you might change your mind. The *undo* feature lets you reverse the most recent modification you have made to your document. This can be especially useful when you are trying out different font faces and attributes.

To use undo, invoke the command immediately after you perform the action that you want to be undone. The insertion point can be positioned anywhere in the document when you invoke the command—it does not need to be in the exact location where you made the change. If you decide you want to retain the change after all, you can use *redo* to reverse your most recent undo action.

METHOD

To use undo:

1. From the Edit menu, choose Undo.
   or
1. On the Toolbar, click the Undo button.

To use redo:

1. From the Edit menu, choose Redo.
   or
1. On the Toolbar, click the Redo button.

EXERCISE

In the following exercise, you will use undo and redo.

1. Make sure **A:\Entertainment options.wpd** is open in the active window

2. In the first paragraph, select *New Year's Eve*

3. Apply boldface

4. Deselect the text

5. From the Edit menu, choose Undo   *The boldfacing is removed.*

6. Under the heading *Sports*, select the subheading *Golf*

7. Apply underlining

8. Select the text *99 holes*

9. Apply underlining

10. Deselect the text

11. On the Toolbar, click the Undo button

    *The underlining is removed from the text **99 holes**.*

12. On the Toolbar, click the Redo button

    *The text **99 holes** becomes underlined again.*

┌ *END* ┐

Using Undo/Redo History

WordPerfect's undo/redo history feature lets you reverse up to 300 levels of undo/redo. You can use this feature by working in the Undo/Redo History dialog box, illustrated in Figure 3-4. To undo or redo an action, select it from the Undo or Redo list in the dialog box, and then choose either Undo or Redo, as appropriate. When you undo or redo an action, all actions from your selected action through your most recent are automatically selected and are undone or redone, as well.

Undo/Redo History		? X
Undo:	**Redo:**	Undo
AttributeAppearanceToggle	AttributeAppearanceToggle	Redo
AttributeAppearanceToggle	AttributeAppearanceToggle	
AttributeAppearanceToggle		Options...
AttributeAppearanceToggle		
AttributeAppearanceToggle		Close
AttributeAppearanceToggle		
AttributeAppearanceOn		Help
AttributeAppearanceToggle		
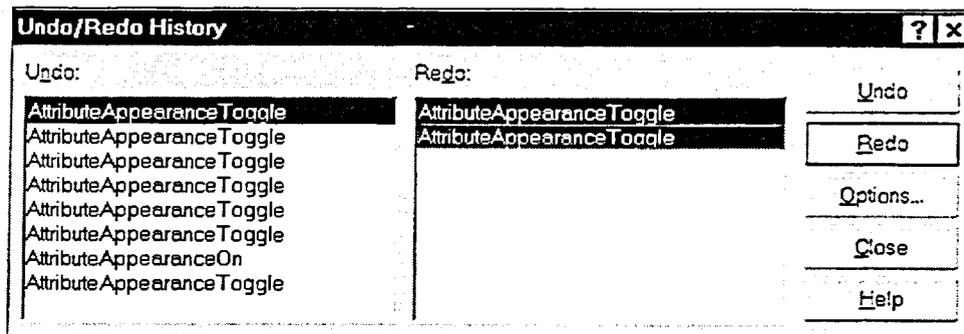
Figure 3-4: *The Undo/Redo History Dialog Box*

METHOD

To use undo/redo history:

1. From the Edit menu, choose Undo/Redo History.
2. In the Undo/Redo History dialog box, from the Undo list, select the actions to be undone.
   or
2. In the Undo/Redo History dialog box, from the Redo list, select the actions to be redone.
3. Choose Undo.
   or
3. Choose Redo.
4. Repeat steps 2 and 3 as desired.
5. Choose Close.

EXERCISE

In the following exercise, you will use undo/redo history.

1. Make sure **A:\Entertainment options.wpd** is open in the active window

2. From the Edit menu, choose Undo/Redo History

   The Undo/Redo History dialog box appears.

3. From the Undo list, select the second action

   *The first and second actions in the list are both selected. The first action refers to underlining the text **99 holes**, and the second action refers to underlining the subheading **Golf**.*

4. Choose Undo

   In the document, the underlining is removed from the text and the subheading, and both actions move to the Redo list.

5. From the Redo list, select the second action

   Both actions in the list are selected.

6. Choose Redo

   In the document, the underlining is reapplied to the text and the subheading, and both actions move to the Undo list.

7. Undo the first and second actions in the Undo list

   In the document, the underlining is removed from the text and the subheading, and both actions move to the Redo list.

8. Choose Close

   The dialog box closes.

┌─ END ─┐

Applying a Drop Cap

You can use a *drop cap* to draw a reader's attention to the beginning of a story or a chapter. By default, when you apply a drop cap, WordPerfect enlarges the first character of the paragraph in which the insertion point is positioned. Figure 3-5 shows a drop cap applied in a paragraph.

Pleasure Island

E very night is New Year's Eve at Pleasure Island. Dance at the Rock and Roll Beach Club, the '70s 8 TRAX, the Mannequins Dance Palace (ages 21 and over), the Island Jazz Company, or the country-style Neon Armadillo Music Saloon. For laughs, catch a show at the Comedy Warehouse or meet 1930's characters at the Adventurers Club. Five restaurants, nine boutiques, and ten theaters complete this entertainment complex. At midnight, it's a New Year's Eve celebration in the street, complete with fireworks, music, dancing, and confetti.

Figure 3-5: *A Drop Cap Applied in a Paragraph*

METHOD

To apply a drop cap:

1. Position the insertion point anywhere in the paragraph in which you want to apply the drop cap.
2. From the Format menu, choose Paragraph.
3. From the Paragraph submenu, choose Drop Cap.

EXERCISE

In the following exercise, you will apply a drop cap.

1. Make sure **A:\Entertainment options.wpd** is open in the active window

2. Place the insertion point anywhere in the first paragraph

3. From the Format menu, choose Paragraph — *The Paragraph submenu appears.*

4. Choose Drop Cap — *In the paragraph, the letter **E** becomes a drop cap.*

END

Inserting Characters

WordPerfect lets you format existing document text into indented bulleted and numbered lists. In addition, you can insert special characters to enhance the appearance of your documents and to make it easy for readers to identify specific document components.

Creating Bulleted and Numbered Lists from Existing Text

You can use bullets to set off a list of items or choices in your document text. To begin creating a bulleted list, select the text you want to bullet and then select the desired bullet style on the Bullets page of the Bullets and Numbering dialog box, shown in Figure 3-6. Alternatively, you can use the Bullets button or drop-down palette on the Toolbar to select a bullet style. If you click the Bullets button, WordPerfect automatically applies the default bullet style, which is the style that was most recently selected. If you click the Bullets arrow, WordPerfect lets you select a bullet style from a drop-down palette.
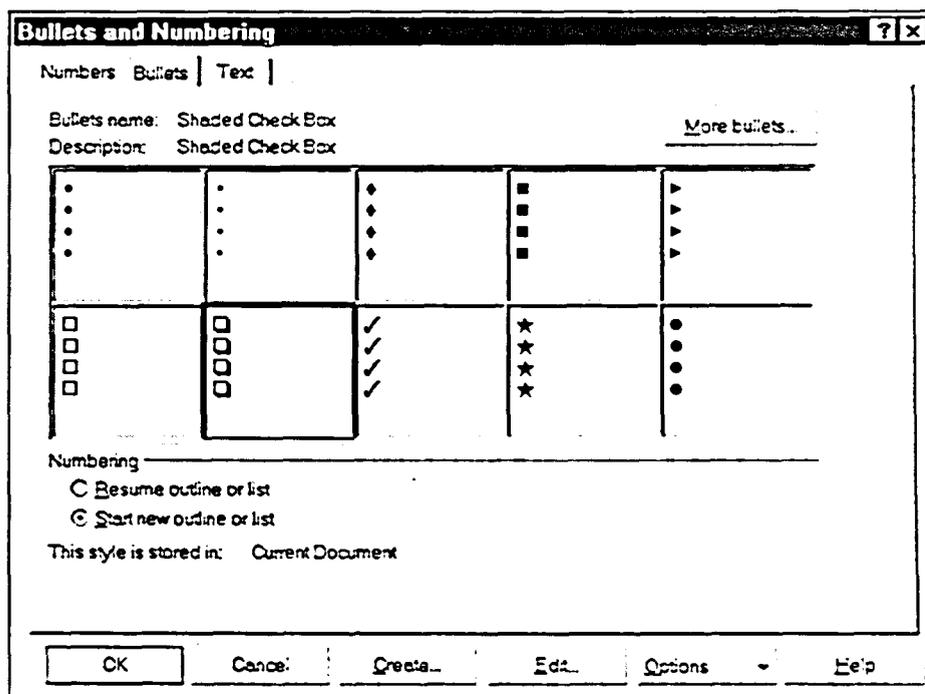
Figure 3-6: *The Bullets Page of the Bullets and Numbering Dialog Box*

Instead of using bullets, you might want to use numbers to list a sequential series of steps in a procedure or to rank a list of objects. You can define a numbered list on the Numbers page of the Bullets and Numbering dialog box

or by using the Toolbar's Numbering button or drop-down palette. As with bullets, WordPerfect offers a variety of numbering formats from which you can select.

METHOD

To create a bulleted or numbered list from existing text:

Menu method
1. Select the text to be bulleted or numbered.
2. From the Insert menu, choose Outline/Bullets & Numbering.
3. In the Bullets and Numbering dialog box, select the appropriate tab, if necessary.
4. On the appropriate page, select the desired bullet or number style.
5. Choose OK.

Toolbar method
1. Select the text to be bulleted or numbered.
2. On the Toolbar, click the Bullets button or the Numbering button.
   or
2. On the Toolbar, click the Bullets arrow or the Numbering arrow, and then select the desired style from the drop-down palette.

EXERCISE

In the following exercise, you will create bulleted and numbered lists from existing text.

1. Make sure **A:\Entertainment options.wpd** is open in the active window

2. Under the heading *Sports*, select the text starting with *Golf* and ending with *Hotels with beaches include:*

3. From the Insert menu, choose Outline/Bullets & Numbering

   The Bullets and Numbering dialog box appears.

4. Select the Bullets tab, if necessary

   The Bullets page appears.

5. Select the Bullet List style

The desired bullet style is selected.

6. Choose OK

The dialog box closes, and a bulleted list is created.

7. Select the list of hotels at the end of the document

8. On the Toolbar, click the Numbering arrow

The Numbering drop-down palette appears.

9. Select the 1.a.i. style

A numbered list is created.

10. Deselect the text, if necessary

┌ *END* ┐

Inserting Special Characters

You can insert special characters, such as icons or phonetic characters, into your documents. You might want to insert a character to mark a specific component of a document or to indicate where the document ends. Item number four, illustrated in Figure 3-7, shows a special character in a document.

1.	Disney's Caribbean Beach Club
2.	Disney's Contemporary Hotel Resort
3.	Disney's Grand Floridian Beach Resort
4.	Disney's Polynesian Resort ☺

Figure 3-7: *A Special Character in a Document*

METHOD

To insert a special character:

1. Place the insertion point at the desired location in the document.
2. From the Insert menu, choose Symbol.
3. In the Symbols dialog box, from the Set pop-up list, select the desired character set, if necessary.
4. From the Symbols palette, select the desired character.
5. Choose Insert and close.

EXERCISE

In the following exercise, you will insert a special character.

1.	Make sure **A:\Entertainment options.wpd** is open in the active window	
2.	At the end of the document, place the insertion point after the word *Resort*	
3.	Press **SPACEBAR**	*The insertion point moves one space to the right.*
4.	From the Insert menu, choose Symbol	*The Symbols dialog box appears, displaying the Iconic Symbols character set.*

5. From the Symbols palette,
    select the character of your
    choice

6. Choose Insert and close

    *The dialog box closes, and the
    selected character is inserted
    into the document.*

┌─ *END* ─┐
└─────────┘

Viewing a Document

WordPerfect lets you define how a document appears in the document window. You can display the document in several view modes, and you can also display magnify or reduce the display by a specific percentage or display only a specific portion of the document. In addition, you can reveal the codes that control the document's formatting.

Switching View Modes and Using Zoom

WordPerfect lets you choose among three standard view modes: *Page*, *Draft*, and *Two Pages*. Table 3-2 describes each view mode. Although you will usually work in Page view mode, you can switch to either of the other modes at any time while you are working in a document.

View Mode	Description
Page	Displays the document as it will appear when printed. This is the default view mode.
Draft	Displays a "stripped down" version of the document. Used to speed up the process of working in a highly complex document.
Two Pages	Displays two pages side by side as they will appear when printed. Used to review a document's layout before printing.

Table 3-2: *WordPerfect View Modes*

If you are working in Page or Draft view mode, you can use *zoom*, which lets you see different areas or magnifications of a page. Table 3-3 describes the zoom options.

Option	Description
Margin Width	Displays the area between the left and right page margins.
Page Width	Displays the area between the left and right edges of the page.
Full Page	Displays the entire page.
Percentages	Displays the page magnified or reduced by a specific percentage.

Table 3-3: *Description of Zoom Options*

METHOD

To switch the view mode:

1. From the View menu, choose the desired mode.

To use zoom:

Toolbar method
1. On the Toolbar, click the Zoom button.
2. From the Zoom drop-down list, select a zoom option.

Menu method
1. From the View menu, choose Zoom.
2. In the Zoom dialog box, select the desired option button.
   or
2. In the Zoom dialog box, type or display the desired percentage in the Other spin box.
3. Choose OK.

EXERCISE

In the following exercise, you will switch view modes and use zoom.

1.	Make sure **A:\Entertainment options.wpd** is open in the active window	
2.	From the View menu, choose Draft	*The document appears in Draft view mode.*
3.	From the View menu, choose Two Pages	*The document appears in Two Pages view mode.*
4.	From the View menu, choose Page	*The document appears in Page view mode.*
5.	On the Toolbar, click the Zoom button	*The Zoom drop-down list appears.*
6.	Select Full Page	*The entire page appears on the screen.*
7.	From the View menu, choose Zoom	*The Zoom dialog box appears.*

8.   Select the 100% option button

9.   Choose OK   *The dialog box closes, and the page appears at its full size.*

⌐ **END** ¬

Working in the Reveal Codes Window

Whenever you define a font attribute or apply other types of formatting to your document, WordPerfect inserts hidden *control codes* into the document. For example, if you apply boldfacing to selected text, WordPerfect inserts two control codes—an on code at the beginning of the selected text and an off code at the end. These codes remain invisible to you unless you display them in the *Reveal Codes window.*

When you open the Reveal Codes window, WordPerfect splits the document window into two windows. The top window displays the text as you normally see it, and the bottom window displays the text with its corresponding control codes. Figure 3-8 illustrates a document's Reveal Codes window. The insertion point appears as a red bar in the window.
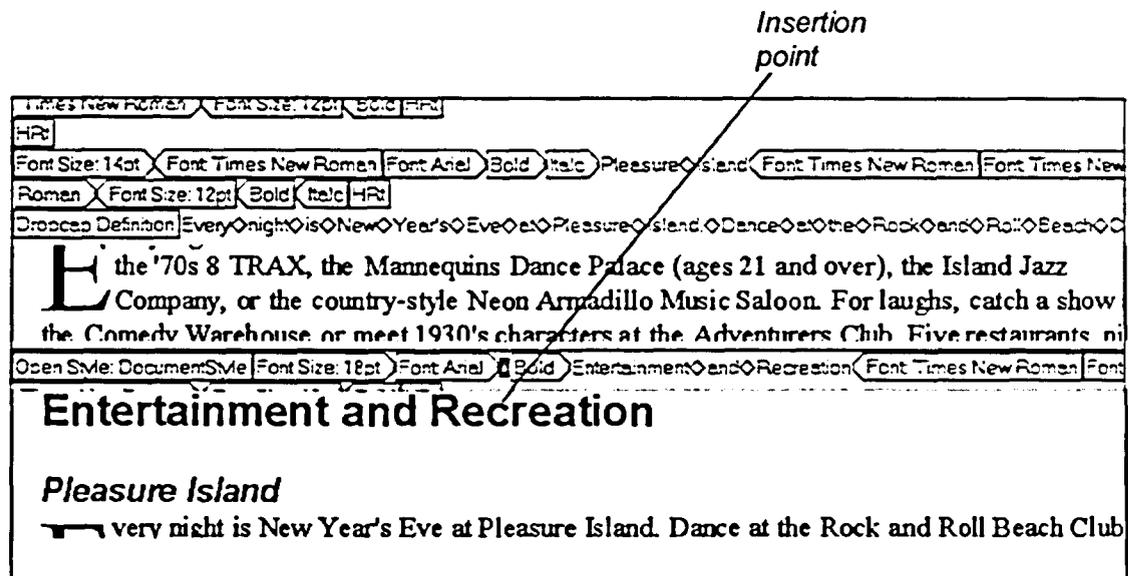
Figure 3-8: *A Document's Reveal Codes Window*

By working in the Reveal Codes window, you can see precisely where you have applied formatting in the document, and you can accurately delete any undesired formatting. If you delete either the on code or the off code in a pair, WordPerfect automatically deletes both of the paired codes.

METHOD

To open or close the Reveal Codes window:

1. From the View menu, choose Reveal Codes.
   or
1. Press **ALT+F3**

To delete formatting in the Reveal Codes window:

1. Open the Reveal Codes window, if necessary.
2. Place the insertion point immediately before the control code you want to delete, and then press **DELETE**
   or
2. Place the insertion point immediately after the control code you want to delete, and then press **BACKSPACE**

EXERCISE

In the following exercise, you will work in the Reveal Codes window.

1. Make sure **A:\Entertainment options.wpd** is open in the active window

2. Place the insertion point at the top of the document

3. From the View menu, choose Reveal Codes

   The Reveal Codes window opens, and the insertion point appears as a red bar in the window.

4. In the Reveal Codes window, place the insertion point immediately before the Bold control code at the beginning of the title *Entertainment and Recreation*

5. Press **DELETE**

   The title's on and off Bold control codes are deleted from the document, and the boldface is removed from the title.

6. In the Reveal Codes window, place the cursor immediately to the right of the Italc control code at the beginning of the heading *Pleasure Island*

7. Press **BACKSPACE**

The heading's on and off Italc control codes are deleted from the document, and the italics are removed from the heading.

8. In the Reveal Codes window, delete the Dropcap Definition control code at the beginning of the first paragraph

The drop cap is removed from the paragraph.

9. Press **ALT+F3**

The Reveal Codes window closes.

10. Save the document as **H:\Doc\Entertainment options 1.wpd**, and then close the file

⌐ *END* ¬

To change the font face and font size of text:

Menu method
1. Select the text whose font you want to change, if necessary.
2. From the Format menu, choose Font.
3. In the Font dialog box, in the Font face list, scroll up or down as necessary, and then select the desired font face.
4. In the Font size list, scroll up or down as necessary, and then select the desired font size.
5. Choose OK.

Property Bar method
1. Select the text whose font you want to change, if necessary.
2. On the Property Bar, click the Font Face arrow button.
3. From the Font Face drop-down list, select the desired font face.
4. On the Property Bar, click the Font Size arrow button.
5. From the Font Size drop-down list, select the desired font size.
   or
1. Select the text whose font you want to change, if necessary.
2. On the Property Bar, click the QuickFonts button.
3. From the QuickFonts drop-down list, select the desired font face and size.

To apply font attribute(s):

Property Bar method
1. Select the text to which you want to apply the attribute(s), if necessary.
2. On the Property Bar, click the desired attribute button(s).

Shortcut key method
1. Select the text to which you want to apply the attribute(s), if necessary.
2. Press the appropriate shortcut key combination(s).

Menu method
1. Select the text to which you want to apply the attribute(s), if necessary.
2. From the Format menu, choose Font.
3. In the Font dialog box, in the Appearance area, select the desired attribute check box(es).
4. Choose OK.

To use undo:

1. From the Edit menu, choose Undo.
   or
1. On the Toolbar, click the Undo button.

To use redo:

1. From the Edit menu, choose Redo.
   or
1. On the Toolbar, click the Redo button.

To use undo/redo history:

1. From the Edit menu, choose Undo/Redo History.
2. In the Undo/Redo History dialog box, from the Undo list, select the actions to be undone.
   or
2. In the Undo/Redo History dialog box, from the Redo list, select the actions to be redone.
3. Choose Undo.
   or
3. Choose Redo.
4. Repeat steps 2 and 3 as desired.
5. Choose Close.

To apply a drop cap:

1. Position the insertion point anywhere in the paragraph in which you want to apply the drop cap.
2. From the Format menu, choose Paragraph.
3. From the Paragraph submenu, choose Drop Cap.

To insert a special character:

1. Place the insertion point at the desired location in the document.
2. From the Insert menu, choose Symbol.
3. In the Symbols dialog box, from the Set pop-up list, select the desired character set, if necessary.
4. From the Symbols palette, select the desired character.
5. Choose Insert and close.

To create a bulleted or numbered list from existing text:

Menu method
1. Select the text to be bulleted or numbered.
2. From the Insert menu, choose Outline/Bullets & Numbering.
3. In the Bullets and Numbering dialog box, select the appropriate tab, if necessary.
4. On the appropriate page, select the desired bullet or number style.
5. Choose OK.

Toolbar method
1. Select the text to be bulleted or numbered.
2. On the Toolbar, click the Bullets button or the Numbering button.
   or
2. On the Toolbar, click the Bullets arrow or the Numbering arrow, and then select the desired style from the drop-

To switch the view mode:

1. From the View menu, choose the desired mode.

To use zoom:

Toolbar method
1. On the Toolbar, click the Zoom button.
2. From the Zoom drop-down list, select a zoom option.

Menu method
1. From the View menu, choose Zoom.
2. In the Zoom dialog box, select the desired option button.
   or
2. In the Zoom dialog box, type or display the desired percentage in the Other spin box.
3. Choose OK.

To open or close the Reveal Codes window:

1. From the View menu, choose Reveal Codes.
   or
1. Press **ALT+F3**

To delete formatting in the Reveal Codes window:

1. Open the Reveal Codes window, if necessary.
2. Place the insertion point immediately before the control code you want to delete, and then press **DELETE**
   or
2. Place the insertion point immediately after the control code you want to delete, and then press **BACKSPACE**

3 *Self-Check Exercise*

1. Open **A:\Disney World options.wpd**.

2. Using the menu method, apply boldface and underlining to the heading *The Magic Kingdom*.

3. Using the Property Bar method, apply boldface and underlining to the headings *EPCOT Center* and *Disney MGM Studios Theme Park*.

4. Using the shortcut key method, italicize the text *Fifty attractions* in the first paragraph.

5. Use undo to remove the italics from *Fifty attractions*, and then use redo to reapply the italics.

6. Working in the Reveal Codes window, remove the boldface from the text *backstage areas* in the next-to-last paragraph.

7. Close the Reveal Codes window.

8. Using the menu method, bullet the paragraphs beginning with *In Future World* and *In World Showcase* (under the heading *EPCOT Center*) with triangle bullets.

9. Using the Toolbar method, number the list beginning with *Main Street* and ending with *Tomorrowland* (under the heading *The Magic Kingdom*) with the 1.a.i. numbering style.

10. Using the Property Bar method, change the title *Walt Disney World* to the Arial 18 point font.

11. Apply a drop cap in the first paragraph.

12. Use undo/redo history to remove the drop cap and to return the title to its original font face and size. Then, using the menu method, change the title *Walt Disney World* to the font face and font size of your choice.

13. Insert a musical note character after *Country Bear Jamboree* in the numbered list.

14. Switch to Draft view mode.

15. Switch to Two Pages view mode.

16. Switch to Page view mode.

17. Using the Toolbar method, zoom out to view the full page.

18. Using the menu method, zoom to 100% view.

19. Save the document as **H:\Doc\Disney World options 1.wpd**, and then close the file.

Formatting a Document

- Changing Alignment and Spacing
- Setting Margins and Tabs

Section Skills and Their Importance

In the following section you will learn to:

- **Change alignment and spacing**

  By default, text is automatically aligned with the left margin. WordPerfect lets you align text in other ways, such as with the center of the line or the right margin. You can also indent blocks of text and change the spacing between lines.

- **Set margins and tabs**

  When you are working in a document, you might want to change the amount of white space that appears around the text. You can change a document's margins and tab settings by using the method of your choice.

Changing Alignment and Spacing

WordPerfect provides you with several options for aligning paragraphs and changing spacing. You can change the way text lines up between the left and right margins. To move a paragraph to the right or to the left, you can indent it. You can also change the line spacing between lines of document text.

Justifying Text

In WordPerfect, *justification* is preset to left. This means that by default, text is aligned with the left margin as you type.

Depending on the type of document you are creating, you might want to change the justification for a paragraph or for a section of text. To do this, select the existing text you want to align, if necessary, and then choose the desired justification option. If you choose a justification option without selecting text first, WordPerfect changes the justification from the insertion point's position to the end of the document. Table 4-1 describes WordPerfect's justification options.

Type	Description
Left	Aligns text on the left margin.
Right	Aligns text on the right margin.
Center	Centers text evenly between the left and right margins.
Full	Aligns text evenly between the left and right margins, adding spaces between words as necessary.
All	Aligns text evenly between the left and right margins, adding spaces between words and letters as necessary.

Table 4-1: *WordPerfect's Justification Options*

⌐ METHOD ⌐

To justify text:

Menu method
1. Select the desired text.
   or
1. Place the insertion point where you want the new justification to begin.
2. From the Format menu, choose Justification.
3. From the Justification submenu, choose the desired option.

Property Bar method
1. Select the desired text.
or
1. Place the insertion point where you want the new justification to begin.
2. On the Property Bar, click the Justification button.
3. From the drop-down list, select the desired option.

EXERCISE

In the following exercise, you will justify text.

1. Open **A:\Disney World accommodations.wpd**

2. At the top of the document, select the title *Selected Disney World Accommodations*

3. From the Format menu, choose Justification

   The Justification submenu appears.

4. Choose Center

   The title is centered between the left and right margins.

5. Select the next seven paragraphs (*Convention meetings and receptions...* through *...charm of the Caribbean.*)

6. On the Property Bar, click the Justification button

   The Justification drop-down list appears.

7. Choose Full

   The paragraphs are evenly aligned between the left and right margins.

8. Deselect the text

┌ **END** ┐

Indenting Paragraphs

If you press **TAB** at the beginning of a paragraph, WordPerfect aligns the first line of paragraph text with the first tab setting. If you want to change the alignment of other lines of paragraph text, you can use WordPerfect's paragraph indent options: *indent*, which indents all lines on the left; *double indent*, which indents all lines on both the left and the right; and *hanging indent*, which indents all lines except the first.

└ METHOD ┘

To indent paragraphs:

1. Select the desired paragraphs.
   or
1. Place the insertion point before the paragraph to be indented.
2. From the Format menu, choose Paragraph.
3. From the Paragraph submenu, choose the desired indent style.

┌ EXERCISE

In the following exercise, you will indent a paragraph.

1. Make sure **A:\Disney World accommodations.wpd** is open in the active window

2. In the first paragraph, place the insertion point immediately before the word *Convention*

3. From the Format menu, choose Paragraph

   The Paragraph submenu appears.

4. Choose Double Indent

   The text is indented on the left and right sides.

┌ END ┐

Setting Line Spacing

By default, WordPerfect applies single spacing between lines of text in a document. Depending on the type of document you are creating, you might want to change line spacing to help control the amount of white space on a page. For example, if you are creating a short document, you might want to increase the line spacing to spread the text down the page.

METHOD

To set line spacing:

1. Select the desired text.
   or
1. Place the insertion point where you want the new line spacing to begin.
2. From the Format menu, choose Line.
3. From the Line submenu, choose Spacing.
4. In the Line Spacing dialog box, in the Spacing spin box, type or select the desired value.
5. Choose OK.

EXERCISE

In the following exercise, you will set line spacing.

1.	Make sure **A:\Disney World accommodations.wpd** is open in the active window	
2.	Near the top of the document, place the insertion point before the text *Disney's Contemporary Resort*	
3.	From the Format menu, choose Line	*The Line submenu appears.*
4.	Choose Spacing	*The Line Spacing dialog box appears.*
5.	In the Spacing spin box, type **1.5**	

6.	Choose OK

The dialog box closes, and the line spacing from the insertion point to the end of the document changes to one and a half lines.

7.	Save the document as **H:\Doc\Disney World accommodations 1.wpd**

END

Setting Margins and Tabs

In your documents, you can control the amount of white space around the text by changing the margin settings. You can also define an exact distance for indenting text by setting tabs.

Changing Margin Settings by Using the Menu

In WordPerfect, the top, bottom, left, and right margin settings are preset to one inch. This means that when you open a new blank document, the document's text is placed on the page with a one-inch boundary of white space around the edges.

You can change any or all of the margins on the Page Margins page of the Page Setup dialog box, illustrated in Figure 4-1. If you select the *Make all margins equal* check box on this page, WordPerfect automatically makes all margin settings equal to the left margin setting.

Page Setup ? X

Size | Divide Page | Page Margins | Two-Sided Settings |

Left: 2"

Right: 1"

Top: 1"

Bottom: 1.50"

☐ Make all margins equal

| OK | Cancel | Apply | Help |
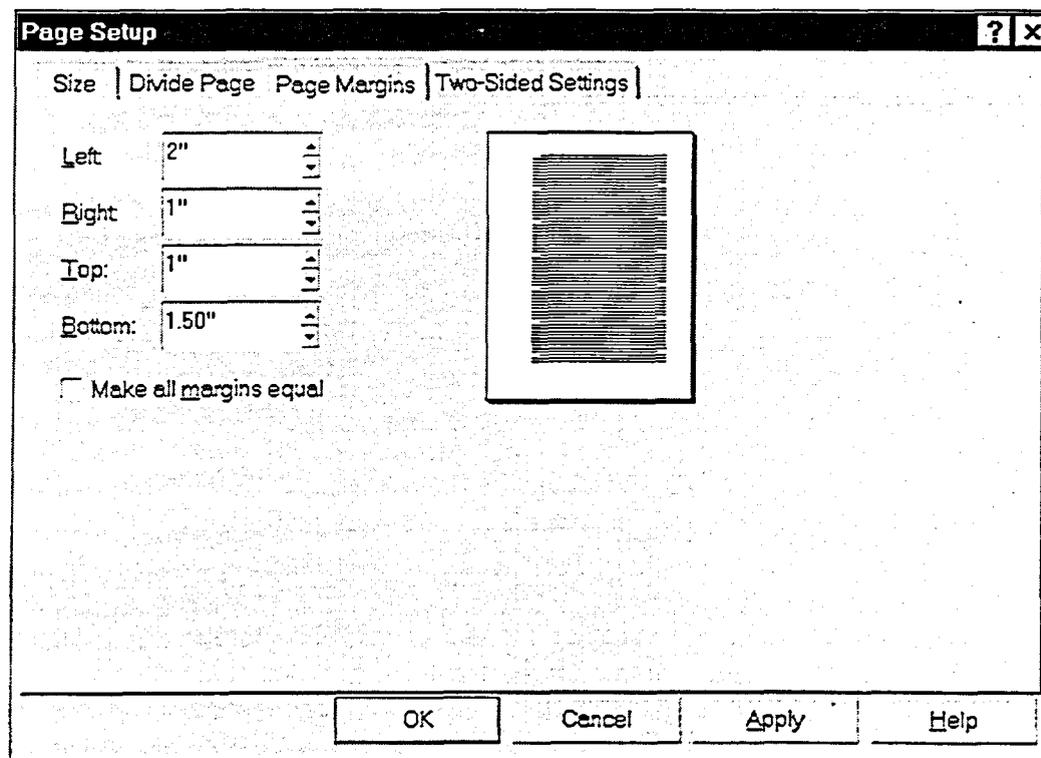
Figure 4-1: *The Page Margins Page of the Page Settings Dialog Box*

METHOD

To change margin settings by using the menu:

1. Place the insertion point where you want the new margin setting(s) to begin.
2. From the Format menu, choose Margins.
3. On the Page Margins page of the Page Setup dialog box, type or select the desired value(s) in the appropriate margin spin box(es).

   or

3. On the Page Margins page, type or select the desired value in the Left margin spin box, and then select the *Make all margins equal* check box.
4. Choose OK.

EXERCISE

In the following exercise, you will change margin settings by using the menu.

1.	Make sure **H:\Doc\Disney World accommodations 1.wpd** is open in the active window	
2.	Place the insertion point at the top of the document	
3.	From the Format menu, choose Margins	*The Page Margins page of the Page Setup dialog box appears.*
4.	In the Left spin box, delete the current value and type **2**	*The left margin is set to two inches from the left edge of the page.*
5.	In the Bottom spin box, delete the current value and type **1.5**	*The bottom margin is set to one and a half inches from the bottom edge of the page.*
6.	Choose OK	*The dialog box closes, and the left and bottom margins for the entire document are enlarged.*

END

Changing Margin Settings by Dragging the Margin Guidelines

You can also change any margin's setting by dragging its margin guideline in the document window to the desired position. WordPerfect displays a pop-up box that indicates the current margin position as you drag the guideline. If you drag the left or right margin guideline, the vertical position at which you begin dragging the guideline determines the point in the document at which the new margin setting becomes effective. Figure 4-2 shows a margin guideline being dragged to set a margin.

Selected Disney World Accommodations

1.5"

Convention meetings and receptions will be held at the Contemporary Resort Hotel. Complimentary transportation is available from all other Disney World resorts, by monorail, bus, or boat.

Disney's Contemporary Resort: The ultra-modern A-frame Contemporary hotel,

---
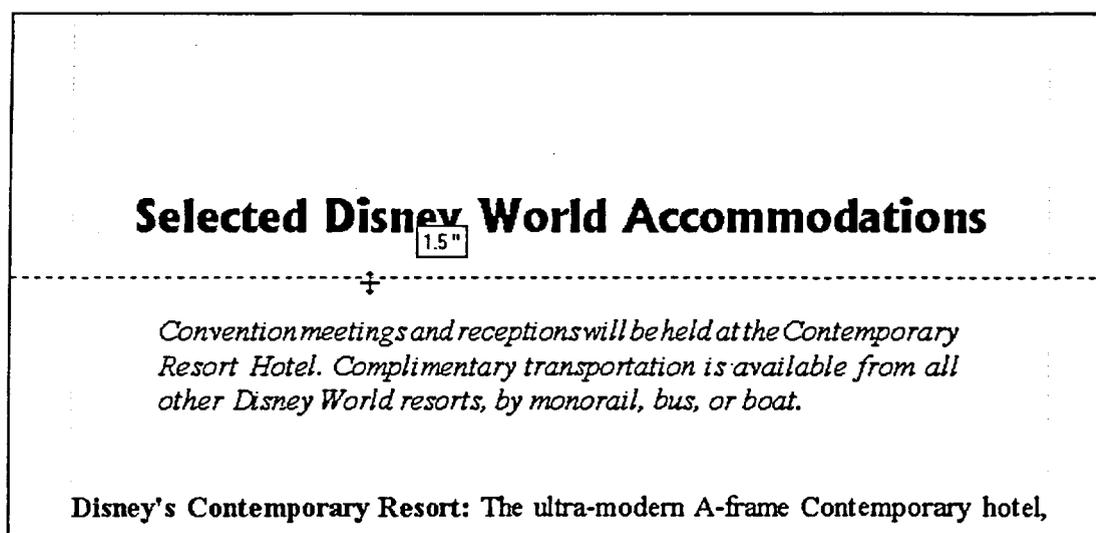
Figure 4-2: *Dragging a Margin Guideline to Set a Margin*

METHOD

To change a margin setting by dragging the margin guideline:

1. Position the mouse pointer anywhere over the top or bottom margin guideline.
   or
1. Position the mouse pointer over the left or right margin guideline where you want the new margin setting to begin.
2. When the pointer becomes a double arrow, drag the margin guideline in the appropriate direction until the desired margin size appears in the pop-up box.

EXERCISE

In the following exercise, you will change margin settings by dragging the margin guidelines.

1. Make sure **H:\Doc\Disney World accommodations 1.wpd** is open in the active window

2. Position the mouse pointer anywhere over the top margin guideline

   The pointer becomes a double arrow.

3. Drag the margin guideline down until 1.5" appears in the pop-up box

   The top margin is set to one and a half inches.

4. At the top of the document, position the mouse pointer over the right margin guideline

   The pointer becomes a double arrow.

5. Drag the margin guideline to the left until 2" appears in the pop-up box

   The right margin is set to two inches.

END

Changing Left or Right Margin Settings by Using the Ruler

In addition to the dialog box and margin guideline methods, WordPerfect lets you use the *Ruler* to change a document's left and right margins. When displayed, the Ruler appears along the top of the document window, displaying markers indicating the positions of tab and margin settings. Figure 4-3 shows margin markers on the ruler. To change a margin, drag the appropriate marker to the desired location.
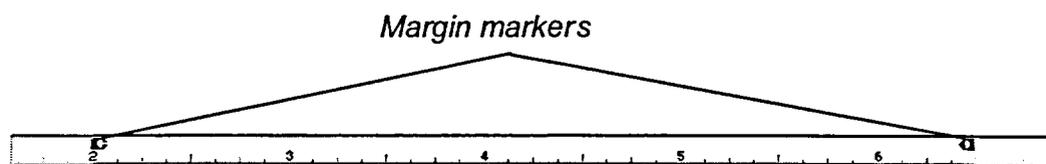
Margin markers

Figure 4-3: *Margin Markers on the Ruler*

METHOD

To display or hide the Ruler:

1. From the View menu, choose Ruler.

To change the left or right margin setting by using the Ruler:

1. Place the insertion point where you want the new margin setting to begin.
2. On the Ruler, drag the appropriate margin marker to the desired location.

EXERCISE

In the following exercise, you will change the left and right margin settings by using the Ruler.

1. Make sure **H:\Doc\Disney World accommodations 1.wpd** is open in the active window

2. If the Ruler is not displayed, from the View menu, choose Ruler

    A check mark appears by the menu's Ruler option, and the Ruler appears.

3. Place the insertion point at the top of the document, if necessary

4. On the Ruler, drag the left margin marker to the 1" position

    The left margin is reset.

5. On the Ruler, drag the right margin marker to the 7" position

    The right margin is reset.

┌─ *END* ─┐
└─────────┘

Setting Tabs by Using the Menu

Tab settings control the amount by which WordPerfect indents paragraphs whenever you press **TAB** or use an indent option. By default, tabs are set every half inch and are measured by their distance from the left margin. Depending on the type of document you are creating, you might need to change tab settings for all of the document or for a portion of it.

WordPerfect lets you set several types of tabs. A *left tab*, which is the default type, aligns the leftmost character of the text with the tab; a *right tab* aligns the rightmost character of the text with the tab; and a *center tab* centers the text at the tab. If appropriate for your document, you can also define *dot leader tabs*, which display a row of dots when you press the tab, or you can align tabs with a decimal point.

You can clear any existing tab settings and set new ones in the Tab Set dialog box. Figure 4-4 illustrates this dialog box.
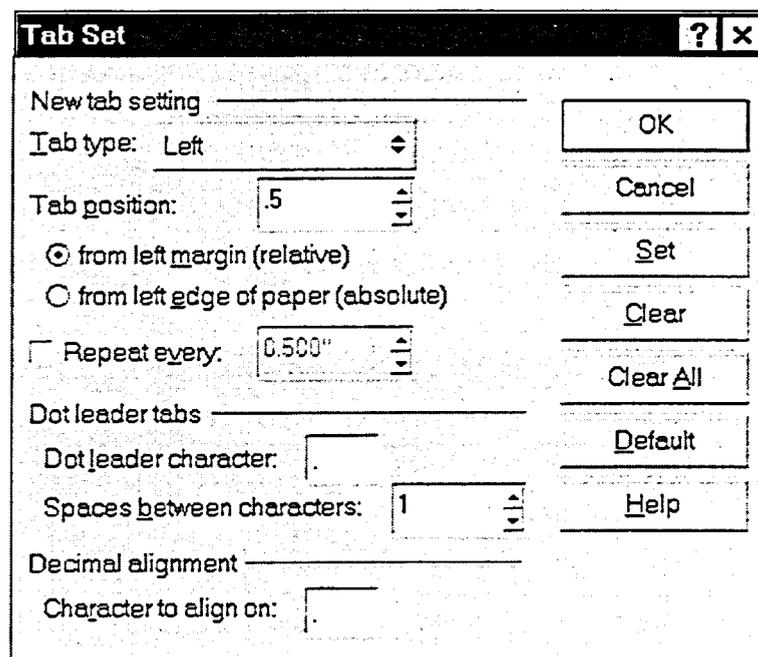
Figure 4-4: *The Tab Set Dialog Box*

METHOD

To set tabs by using the menu:

1. Place the insertion point in the paragraph where you want the new tab setting(s) to begin.
   or
1. Select the paragraphs to which you want the new tab setting(s) to apply.
2. From the Format menu, choose Line.
3. From the Line submenu, choose Tab Set.
4. In the Tab Set dialog box, choose Clear All to delete all existing tabs, if desired.
5. From the Tab type pop-up list, select the desired tab type, if necessary.
6. In the Tab position spin box, type or select the desired position for the tab.
7. If necessary, in the Dot leader tabs area, define the required options.
8. If necessary, in the Decimal alignment area, define an alignment character.
9. Choose Set to set the tab.
10. Repeat steps 5 through 9 to set additional tabs, as desired.
11. Choose OK.

EXERCISE

In the following exercise, you will set tabs by using the menu.

1.	Make sure **H:\Doc\Disney World accommodations 1.wpd** is open in the active window	
2.	Place the insertion point anywhere in the first paragraph	
3.	From the Format menu, choose Line	*The Line submenu appears.*
4.	Choose Tab Set	*The Tab Set dialog box appears.*
5.	Choose Clear All	*The existing tabs are deleted.*

6.   In the Tab type list box, make
     sure Left is selected

7.   In the Tab position spin box,
     delete the current value and
     type **.5**

8.   Choose Set   *A tab is set one half inch from*
                                         the left margin.

9.   In the Tab position text box,
     delete the current value and
     type **3.5**

10. Choose Set   *A second tab is set three and a*
                                         half inches from the left
                                         margin.

11. Set a left tab at the **4.5** tab   *A third tab is set four and a*
     position   *half inches from the left*
                                         margin.

12. Choose OK   *The dialog box closes.*

┌ **END** ┐

Creating, Deleting, and Moving Tabs by Using the Ruler

The Ruler lets you create, move, and delete tabs. Figure 4-5 shows tab markers on the Ruler. When you click a position on the Ruler, WordPerfect automatically creates a new tab marker at that location. The type of tab that is created is determined by the current Ruler tab type. You can change the Ruler tab type by choosing the desired type from the *QuickMenu*, a context-sensitive menu that appears when you right-click any tab marker on the Ruler.
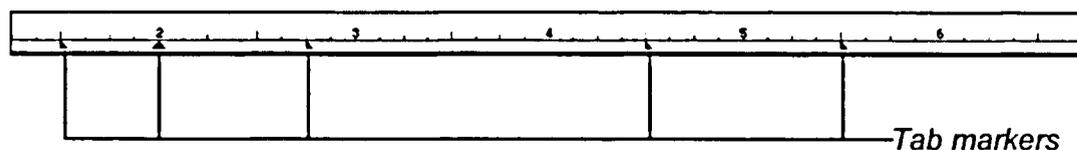
Tab markers

Figure 4-5: *Tab Markers on the Ruler*

To delete a tab, drag its tab marker off the Ruler. To move a tab, drag its marker to a new position on the Ruler. WordPerfect automatically deletes tabs whenever you drag another tab marker over them.

METHOD

To create a tab by using the Ruler:

1. Place the insertion point in the paragraph where you want the new tab setting to begin.
   or
1. Select the paragraphs to which you want the new tab setting to apply.
2. On the Ruler, click the desired location for the tab.

To change the Ruler tab type:

1. On the Ruler, right-click any tab marker.
2. From the QuickMenu, choose the desired tab type.

To delete a tab by using the Ruler:

1. Place the insertion point in the paragraph where you want the tab deletion to begin.
   or
1. Select the paragraphs to which you want the tab deletion to apply.
2. Drag the appropriate tab marker off the Ruler.

To move a tab by using the Ruler:

1. Place the insertion point in the paragraph where you want the modified tab setting to begin.
   or
1. Select the paragraphs to which you want the modified tab setting to apply.
2. On the Ruler, drag the appropriate tab marker to the desired location.

EXERCISE

In the following exercise, you will create, delete, and move tabs by using the Ruler.

1.	Make sure **H:\Doc\Disney World accommodations 1.wpd** is open in the active window	
2.	Place the insertion point anywhere in the last paragraph	
3.	Click the ruler even with the 2.75" position	*A new tab is created.*
4.	Right-click the new tab marker	*The QuickMenu appears.*
5.	Choose Center	*The Ruler tab type changes to Center.*
6.	Click the ruler even with the 2" position	*A center tab is created.*
7.	Right-click the new tab marker	*The QuickMenu appears.*
8.	Choose Left	*The Ruler tab type changes to Left.*

9. Above the list of hotels, place
    the insertion point in the word
    RATES

10. Drag the tab marker at the 1.5"   *The tab is deleted.*
    position off the Ruler

11. On the Ruler, drag the tab   *The tab is moved.*
    marker at the 4.5" position to
    the 5" position

12. On the Ruler, drag the tab   *The tab is moved.*
    marker at the 5.5" position to
    the 6" position

13. Save and close the file

┌─ *END* ─┐
└─────────┘

To justify text:

Menu method
1. Select the desired text.
   or
1. Place the insertion point where you want the new justification to begin.
2. From the Format menu, choose Justification.
3. From the Justification submenu, choose the desired option.

Property Bar method
1. Select the desired text.
   or
1. Place the insertion point where you want the new justification to begin.
2. On the Property Bar, click the Justification button.
3. From the drop-down list, select the desired option.

To indent paragraphs:

1. Select the desired paragraphs.
   or
1. Place the insertion point before the paragraph to be indented.
2. From the Format menu, choose Paragraph.
3. From the Paragraph submenu, choose the desired indent style.

To set line spacing:

1. Select the desired text.
   or
1. Place the insertion point where you want the new line spacing to begin.
2. From the Format menu, choose Line.
3. From the Line submenu, choose Spacing.
4. In the Line Spacing dialog box, in the Spacing spin box, type or select the desired value.
5. Choose OK.

To change margin settings by using the menu:

1. Place the insertion point where you want the new margin setting(s) to begin.
2. From the Format menu, choose Margins.
3. On the Page Margins page of the Page Setup dialog box, type or select the desired value(s) in the appropriate margin spin box(es).
   or
3. On the Page Margins page, type or select the desired value in the Left margin spin box, and then select the *Make all margins equal* check box.
4. Choose OK.

To change a margin setting by dragging the margin guideline:

1. Position the mouse pointer anywhere over the top or bottom margin guideline.
   or
1. Position the mouse pointer over the left or right margin guideline where you want the new margin setting to begin.
2. When the pointer becomes a double arrow, drag the margin guideline in the appropriate direction until the desired margin size appears in the pop-up box.

To display or hide the Ruler:

1. From the View menu, choose Ruler.

To change the left or right margin setting by using the Ruler:

1. Place the insertion point where you want the new margin setting to begin.
2. On the Ruler, drag the appropriate margin marker to the desired location.

To set tabs by using the menu:

1. Place the insertion point in the paragraph where you want the new tab setting(s) to begin.
   or
1. Select the paragraphs to which you want the new tab setting(s) to apply.
2. From the Format menu, choose Line.
3. From the Line submenu, choose Tab Set.
4. In the Tab Set dialog box, choose Clear All to delete all existing tabs, if desired.
5. From the Tab type pop-up list, select the desired tab type, if necessary.
6. In the Tab position spin box, type or select the desired position for the tab.
7. If necessary, in the Dot leader tabs area, define the required options.
8. If necessary, in the Decimal alignment area, define an alignment character.
9. Choose Set to set the tab.
10. Repeat steps 5 through 9 to set additional tabs, as desired.
11. Choose OK.

To create a tab by using the Ruler:

1. Place the insertion point in the paragraph where you want the new tab setting to begin.
   or
1. Select the paragraphs to which you want the new tab setting to apply.
2. On the Ruler, click the desired location for the tab.

To change the Ruler tab type:

1. On the Ruler, right-click any tab marker.
2. From the QuickMenu, choose the desired tab type.

To delete a tab by using the Ruler:

1. Place the insertion point in the paragraph where you want the tab deletion to begin.
   or
1. Select the paragraphs to which you want the tab deletion to apply.
2. Drag the appropriate tab marker off the Ruler.

To move a tab by using the Ruler:

1. Place the insertion point in the paragraph where you want the modified tab setting to begin.
   or
1. Select the paragraphs to which you want the modified tab setting to apply.
2. On the Ruler, drag the appropriate tab marker to the desired location.

4 *Self-Check Exercise*

1. Open **A:\Schedule memo.wpd**.

2. Using the menu, set the document's right and bottom margins to 1".

3. Using the margin guideline, set the document's top margin to 2".

4. Using the Ruler, set the document's left margin at the 1" position.

5. Double indent the second paragraph.

6. Using the menu, set the justification of the first paragraph to All.

7. Using the Property Bar, set the justification of the third paragraph to Full.

8. Using the menu, clear all tabs from the schedule near the bottom of the page, and then set tabs for the schedule at 4" and 5.5" from the left margin.

9. Change the schedule's line spacing to 1.5.

10. In the last paragraph, create a center tab marker at the 3.5" position on the Ruler. Then, create a left tab marker at the 5" position on the Ruler. Delete the center tab marker from the Ruler, and then move the tab marker at the 5" position to the 3.5" position.

11. Save the document as **H:\Doc\Schedule memo 1.wpd**, and then close the file.

Working with Multi-Page Documents

- Moving in a Large Document
- Paginating a Document
- Using the Writing Tools

Section Skills and Their Importance

In the following section you will learn to:

■ **Move in a large document**

When you are working with a large document, you need to be able to move to specific areas or text quickly. WordPerfect provides keystroke combinations, the Go To command, and the Find command to help you move to specific locations or text. You can also use the Replace command to find and replace one or all occurrences of a word or phrase.

■ **Paginate a document**

Pagination is the process of breaking documents into manageable pages. Although WordPerfect does this automatically, you can manually insert and remove page breaks to paginate your document as you prefer.

■ **Use the writing tools**

WordPerfect's spelling and grammar checking features help you maintain accurate and consistent document text. In addition, the Thesaurus helps you find synonyms of selected words, and QuickCorrect automatically corrects and replaces common typing errors and abbreviations. Prompt-As-You-Go gives you spelling, grammatical, and replacement word suggestions for words and phrases in your document.

Moving in a Large Document

You can use WordPerfect's document navigation tools, including keystroke combinations and the *Go To* command, to move through a large document quickly. WordPerfect also lets you search through your document to find occurrences of a particular word or phrase. In addition, you can replace a found word or phrase with another of your choosing.

Moving the Insertion Point in a Large Document

WordPerfect offers a variety of keystroke combinations that you can use to move the insertion point through a large document. Table 5-1 describes WordPerfect's document navigation keystroke combinations.

Keystroke Combination	Result
CTRL+HOME	Moves the insertion point to the top of the document.
CTRL+END	Moves the insertion point to the end of the document.
ALT+PAGE DOWN	Moves the insertion point to the top of the next page.
ALT+PAGE UP	Moves the insertion point to the top of the previous page.

Table 5-1: *Keystroke Combinations for Moving the Insertion Point through a Large Document*

Besides using keystroke combinations, you can use the Go To command to jump to a specific page or position in your document. You do this through the Go To dialog box, which is illustrated in Figure 5-1.
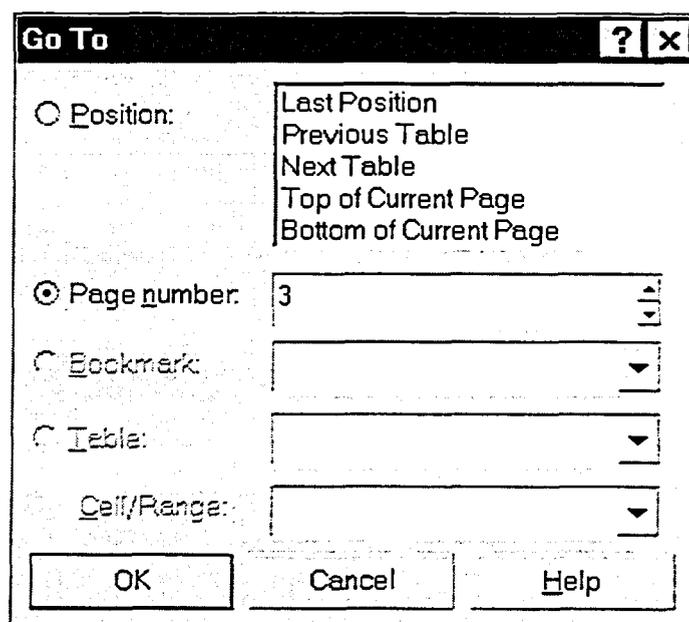
Figure 5-1: *The Go To Dialog Box*

METHOD

To move the insertion point by using a keystroke combination:

1. Press the appropriate keystroke combination.

To move the insertion point by using the Go To command:

1. From the Edit menu, choose Go To.
   or
1. On the Application Bar, click the Combined Position item.
2. In the Go To dialog box, make sure the Page number option button is selected; then, in the Page number spin box, type or select the desired page number.
   or
2. In the Go To dialog box, select the Position option button; then, in the Position list, select a position.
3. Choose OK.

┌── **EXERCISE** ──┐

In the following exercise, you will move the insertion point in a large document.

1.	Open **A:\Orlando attractions.wpd**	
2.	Press **CTRL+END**	*The insertion point moves to the end of the document.*
3.	Press **ALT+PAGE UP**	*The insertion point moves to the top of the previous page.*
4.	Press **CTRL+HOME**	*The insertion point moves to the top of the document.*
5.	Press **ALT+PAGE DOWN**	*The insertion point moves to the top of the next page.*
6.	Move the insertion point to the top of the document	
7.	From the Edit menu, choose Go To	*The Go To dialog box appears.*
8.	Make sure the Page Number option button is selected	
9.	In the Page Number spin box, delete the current number and type **3**	
10.	Choose OK	*The dialog box closes, and the insertion point moves to the top of page 3.*
11.	On the Application Bar, click the Combined Position item	*The Go To dialog box appears.*
12.	Make sure the Page Number option button is selected	
13.	In the Page Number spin box, delete the current number and type **1**	
14.	Choose OK	*The dialog box closes, and the insertion point moves to the top of page 1.*

┌─ **END** ─┐
└──────────┘

Finding Text

Manually searching for a specific character combination, word, or phrase in a long document can be a frustrating, time-consuming experience. Instead of paging through the document yourself, you can have WordPerfect perform the search for you. WordPerfect will find one, several, or all occurrences of the desired text in the document, as you prefer.

You define a find operation in the Find and Replace dialog box, shown in Figure 5-2. Finding is not limited to letters and numbers; you can search for a phrase that includes punctuation and spaces, as well. By default, this feature is not case sensitive.

Once you perform an operation in the Find and Replace dialog box, you can perform additional operations without closing and then reopening the dialog box. If you need to reposition the insertion point in the document before running another operation, click the document to activate it, and then move the insertion point to the desired location. Once you position the insertion point, click the Find and Replace dialog box to reactivate the dialog box, and then define and run the desired operation.
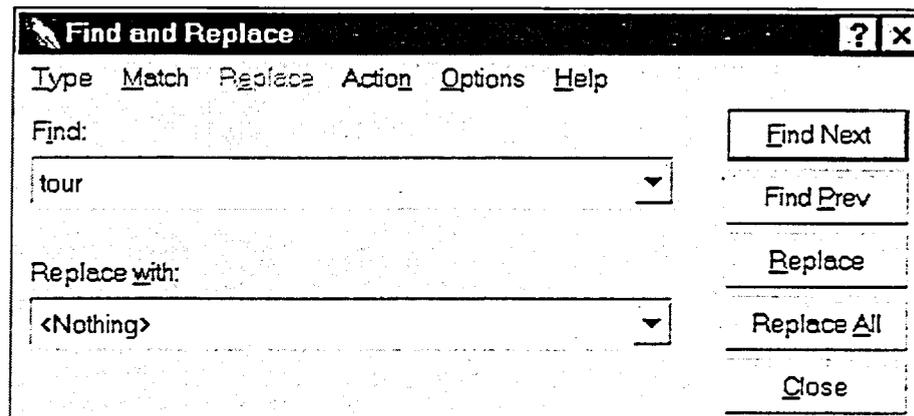
Figure 5-2: *The Find and Replace Dialog Box*

METHOD

To find text:

1. Place the insertion point where you want to begin the search.
2. From the Edit menu, choose Find and Replace.
   or
2. Press **F2**
3. In the Find and Replace dialog box, from the appropriate menu(s), choose and define any desired options.

4. In the Find combo box, type the desired character combination, word, or phrase.
5. Choose Find Next.
6. Repeat step 5 as required.
7. Define and perform additional find operations, if desired.
8. Choose Close.

To perform an additional operation in the Find and Replace dialog box:

1. If necessary, click the document to activate it, and then move the insertion point to the desired location.
2. If necessary, click the Find and Replace dialog box to reactivate it.
3. In the Find and Replace dialog box, define and then run the desired find operation.

EXERCISE

In the following exercise, you will find text.

1.	Make sure **A:\Orlando attractions.wpd** is open in the active window	
2.	Make sure the insertion point is placed at the top of the document	
3.	From the Edit menu, choose Find and Replace	*The Find and Replace dialog box appears.*
4.	In the Find combo box, delete the current text and type **tour**	
5.	Choose Find Next	*WordPerfect finds the first occurrence of the word **Tour**.*
6.	Choose Find Next	*WordPerfect finds the next occurrence of the word **Tour**.*
7.	Click the document	*The document is activated, and the most recently found text is selected.*
8.	Move the insertion point to the top of the document	

9.   Click the Find and Replace   *The dialog box is activated.*
dialog box

10.   In the Find combo box, delete
the current text and type
Florida

11.   Choose Find Next   *WordPerfect finds the first*
occurrence of the word
Florida.

12.   Choose Close   *The dialog box closes, and the*
most recently found text is
selected in the document.

13.   Move the insertion point to the
top of the document

┌ END ┐

Finding and Replacing Text

Automatically finding and replacing text can help you apply changes consistently throughout a document. You can replace one or all occurrences of a specific character combination, word, or phrase by text of your choosing.

As is true of find operations, you can perform one or more find and replace operations by using the Find and Replace dialog box. If you choose Word Forms from the dialog box's Type menu, WordPerfect lets you replace all forms of the found word with the correct forms of the replacement word. You might use this feature to replace all forms of a verb (drives, driving), or you might replace both singular and plural forms of a noun (day, days).

METHOD

To find and replace text:

1. From the Edit menu, choose Find and Replace.
   or
1. Press **F2**
2. In the Find and Replace dialog box, from the appropriate menu(s), choose or define any desired options.
3. In the Find combo box, type the character combination, word, or phrase to replace.
4. In the Replace with combo box, type the text to replace the found text.
5. Choose Find Next.
6. When the text to be replaced is found, choose Replace to replace this occurrence of the text.
   or
6. When the text to be replaced is found, choose Find Next to skip replacing this occurrence of the text.
7. Repeat step 6 as desired.
8. Define and perform additional find and replace operations, if desired.
9. Choose Close.
   or
5. Choose Replace All to replace all occurrences of the found text.
6. In the Find and Replace information box, choose OK.
7. Define and perform additional find and replace operations, if desired.
8. Choose Close.

┌─ *EXERCISE* ─────────────────────────────────────┐

In the following exercise, you will find and replace text.

1. Make sure **A:\Orlando attractions.wpd** is open in the active window

2. Make sure the insertion point is placed at the top of the document

3. From the Edit menu, choose Find and Replace

   The Find and Replace dialog box appears.

4. From the Type menu, choose Word Forms

   WordPerfect will replace all forms of the found word with the correct forms of the replacement word.

5. In the Find combo box, delete the current text and type **attraction**

6. In the Replace with combo box, delete the current text, if necessary, and type **sight**

7. Choose Find Next

   *WordPerfect finds the word form **Attractions** in the title.*

8. Choose Find Next

   *The word form **Attractions** in the title is not replaced, and WordPerfect finds the word form **attractions** in the first sentence.*

9. Choose Replace

   *WordPerfect replaces the word form **attractions** with the word form **sights** in the first sentence, and finds the next occurrence of the word form **attraction**.*

10. Activate the document, and then move the insertion point to the top of the document

11. Reactivate the Find and Replace dialog box

---

12. From the Type menu, choose Word Forms

The Word Forms option is deselected, and WordPerfect will find and replace only text that exactly matches the text of the replacement word.

13. In the Find combo box, delete the current text and type **will**

14. In the Replace with combo box, delete the current text and type **can**

15. Choose Replace All

WordPerfect replaces all occurrences of the word will in the document with the word can, and a Find and Replace information box appears.

16. Choose OK

The information box closes.

17. Choose Close

The dialog box closes.

18. Move the insertion point to the top of the document

19. Save the document as **H:\Doc\Orlando attractions 1.wpd**

┌─ *END* ─┐
└─────────┘

Paginating a Document

Pagination is the process of breaking a long document into separate pages. WordPerfect performs this task automatically. Depending on the type of document you are creating, however, you might prefer to do the pagination yourself.

Inserting Hard Page Breaks

When you are working in a document that spans more than a single page, WordPerfect automatically inserts a *soft page break* wherever it determines a new page needs to begin. Occasionally, however, you might need to manipulate WordPerfect's soft page breaks. For example, if you are creating a report, you might want to start a new page at the end of each section. You can do this by inserting *hard page breaks*, which override the soft page breaks created by WordPerfect.

METHOD

To insert a hard page break:

1. Place the insertion point where you want the page to break.
2. Press **CTRL+ENTER**
   or
2. From the Insert menu, choose New Page.

EXERCISE

In the following exercise, you will insert hard page breaks.

1. Make sure **H:\Doc\Orlando attractions 1.wpd** is open in the active window

2. Make sure the insertion point is placed at the top of the document

3. Scroll through the document and examine where the pages break

   The document is broken into three pages.

4. At the bottom of page 1, place the insertion point at the beginning of the *Kennedy Space Center* heading

5. Press **CTRL+ENTER**

    A hard page break is inserted, and the heading and the text below it move to the next page.

6. On the bottom of page 2, place the insertion point at the beginning of the *Busch Gardens—Tampa* heading

7. From the Insert menu, choose New Page

    A hard page break is inserted, and the heading and the text below it move to the next page.

┌ *END* ┐

Deleting Hard Page Breaks

You can delete a hard page break in the document window or in the Reveal Codes window. In the Reveal Codes window, a hard page break appears as an HPg control code. Once you delete a hard page break, WordPerfect automatically repaginates the affected areas of the document.

METHOD

To delete a hard page break in the document window:

1. In the document, place the insertion point immediately above the page break.
2. Press **DELETE**

or

1. In the document, place the insertion point immediately below the page break.
2. Press **BACKSPACE**

To delete a hard page break in the Reveal Codes window:

1. Open the Reveal Codes window, if necessary.
2. In the Reveal Codes window, place the insertion point immediately to the left of the desired HPg control code, and then press **DELETE**

or

2. In the Reveal Codes window, place the insertion point immediately to the right of the desired HPg control code, and then press **BACKSPACE**
3. Close the Reveal Codes window, if desired.

EXERCISE

In the following exercise, you will delete hard page breaks.

1. Make sure **H:\Doc\Orlando attractions 1.wpd** is open in the active window

2. Using the Go To dialog box, go to page 2   *The insertion point moves to the top of page 2.*

3. Press **BACKSPACE**

    The hard page break at the end of page 1 is deleted, and WordPerfect repaginates the document.

4. Using the Go To dialog box, go to page 3

    The insertion point moves to the top of page 3.

5. Open the Reveal Codes window

6. In the Reveal Codes window, place the insertion point immediately to the left of the HPg control code above the *Busch Gardens—Tampa* heading

7. Press **DELETE**

    The hard page break at the end of page 2 is deleted, and WordPerfect repaginates the document.

8. Close the Reveal Codes window

9. Save and close the document

┌─ **END** ┐
└──────────┘

Using the Writing Tools

WordPerfect provides writing and proofreading tools that you can use to correct and improve the quality of your document text. You can run *Spell Checker* to locate and correct all spelling errors at one time, or you can use *Spell-As-You-Go* to have WordPerfect flag spelling errors as you type them. If you want to check grammar, usage, and spelling, you can use *Grammatik* or *Grammar-As-You-Go*. In addition, you can use the *Thesaurus* to find the best word to express an idea and *QuickCorrect* to automatically replace common spelling errors, mistyped words, and abbreviations. *Prompt-As-You-Go* makes spelling, grammatical, and replacement word suggestions for document text.

Checking Spelling

When you run WordPerfect's Spell Checker, WordPerfect immediately checks the document for spelling errors and other common mistakes, such as occurrences of double words. If WordPerfect finds a possible error, it displays the questionable text on the Spell Checker page of the writing tools window, shown in Figure 5-3, and gives you replacement suggestions.
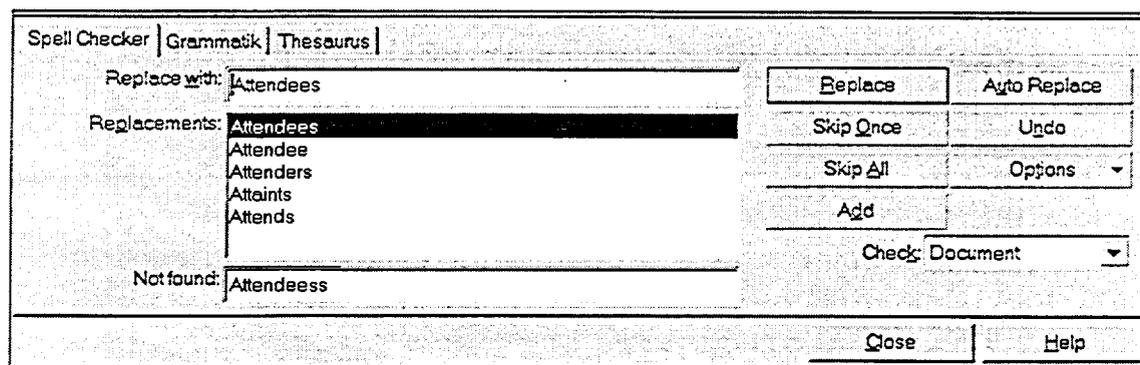
Figure 5-3: *The Spell Checker Page of the Writing Tools Window*

Instead of running Spell Checker, you might want to activate Spell-As-You-Go. This feature marks misspelled words with a wavy line as you type text into the document. When you right-click a marked word, WordPerfect displays a QuickMenu containing a list of possible replacements and other options.

Even if you make a habit of using WordPerfect's spelling tools, you should still proofread your documents. You might have spelled a word correctly but used it in the wrong context.

METHOD

To check spelling using Spell Checker:

1. Place the insertion point where you want to begin checking spelling.
2. From the Tools menu, choose Spell Check.
   or
2. On the Toolbar, click the Spell Check button.
3. As necessary, on the Spell Checker page of the writing tools window, correct a misspelled word by selecting a replacement from the Replacements list, if necessary, and then choosing Replace.
   or
3. As necessary, on the Spell Checker page of the writing tools window, skip a correctly spelled word by choosing Skip Once or Skip All.
4. Repeat step 3 as required.
5. When the Spell Checker information box appears, choose Yes.

To check spelling using Spell-As-You-Go:

1. From the Tools menu, choose Proofread.
2. From the Proofread submenu, choose Spell-As-You-Go.
3. Type text into the document.
4. If a wavy line appears under a word, right-click the marked word, and then, from the QuickMenu, choose the desired option.
5. Repeat steps 3 and 4 as required.
6. If desired, from the Tools menu, choose Proofread; then, from the Proofread submenu, choose Off.

EXERCISE

In the following exercise, you will check spelling.

1. Open **A:\Disney World directions.wpd**

2. From the Tools menu, choose Spell Check

   The Spell Checker page of the writing tools window appears, and replacing the word **Attendeess** *with* **Attendees** *is suggested.*

3.	Choose Replace	*The word **Attendeess** is replaced, and replacing the double words **the the** with the word **the** is suggested.*
4.	Choose Replace	*The words **the the** are replaced, and replacing the word **Kissimmee** with the word **Caesium** is suggested.*
5.	Choose Skip Once	*The Spell Checker information box appears.*
6.	Choose Yes	*The information box and the writing tools window close.*
7.	From the Tools menu, choose Proofread	*The Proofread submenu appears.*
8.	Choose Spell-As-You-Go	*Spell-As-You-Go is activated.*
9.	At the end of the last sentence, press **SPACEBAR** and then type **Watch closely. This exit is easey to miss.**	*The misspelled word **easey** is marked with a wavy line.*
10.	Right-click the marked word **easey**	*The QuickMenu appears.*
11.	Choose easy	*The word **easey** is replaced with **easy**.*
12.	From the Tools menu, choose Proofread	*The Proofread submenu appears.*
13.	Choose Off	*Spell-As-You-Go is deactivated.*

⌐ *END* ⌐

Running Grammatik

WordPerfect's grammar checker, Grammatik, checks your documents for grammar, punctuation, and spelling errors. It points out possible style flaws and shows you how to make your writing more intelligible to your reader. In some cases, it even rewrites sentences for you.

When you invoke Grammatik, the Grammatik page of the writing tools window, illustrated in Figure 5-4, appears at the bottom of your screen. You can run Grammatik at any time while you are working in a document. Alternatively, you can use Grammar-As-You-Go, which operates in the same manner as Spell-As-You-Go, to have WordPerfect check grammar and spelling as you type.
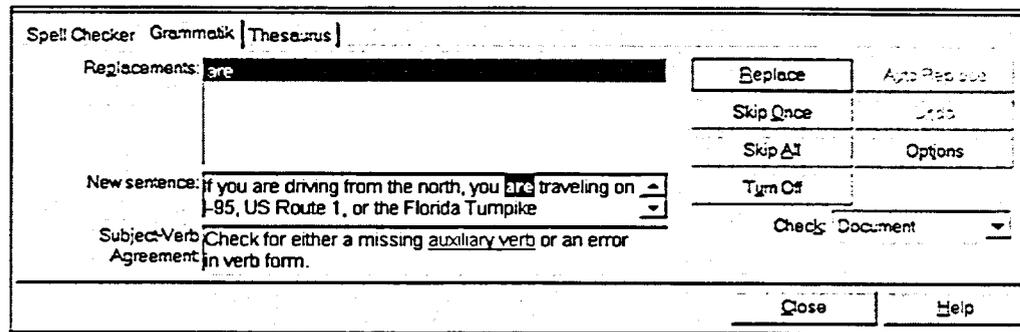
Figure 5-4: *The Grammatik Page of the Writing Tools Window*

METHOD

To run Grammatik:

1. Place the insertion point where you want to begin checking grammar and spelling.
2. From the Tools menu, choose Grammatik.
3. As necessary, on the Grammatik page of the writing tools window, correct an error by selecting a replacement from the Replacements list, if necessary, and then choosing Replace.
   or
3. As necessary, on the Grammatik page of the writing tools window, skip a non-error by choosing Skip Once or Skip All.
4. Repeat step 3 as required.
5. When the Grammatik information box appears, choose Yes.

┌─── **_EXERCISE_** ──────────────────────────────────────┐

In the following exercise, you will run Grammatik.

1. Make sure **A:\Disney World directions.wpd** is open in the active window

2. Move the insertion point to the top of the document

3. From the Tools menu, choose Grammatik
    *The Grammatik page of the writing tools window appears, and replacing the word **be** with **are** is suggested.*

4. Choose Replace
    *The word **be** is replaced, and replacing the word **Kissimmee-St** is suggested.*

5. Choose Skip Once
    *The grammar check continues, and replacing the word **exit** with **exits** is suggested.*

6. Choose Skip Once
    The Grammatik information box appears.

7. Choose Yes
    The information box and the writing tools window close.

┌─ **_END_** ─┐
└──────────┘

Using the Thesaurus

As you write, you might have trouble thinking of the exact word you want to use. You can use WordPerfect's Thesaurus to help you find the right word for every situation. When you give the Thesaurus a word, the Thesaurus page of the writing tools window, illustrated in Figure 5-5, appears at the bottom of your screen. You can replace the original word with one of the suggested synonyms or antonyms for the appropriate definition, or you can look up one of the replacement words to find other alternatives.
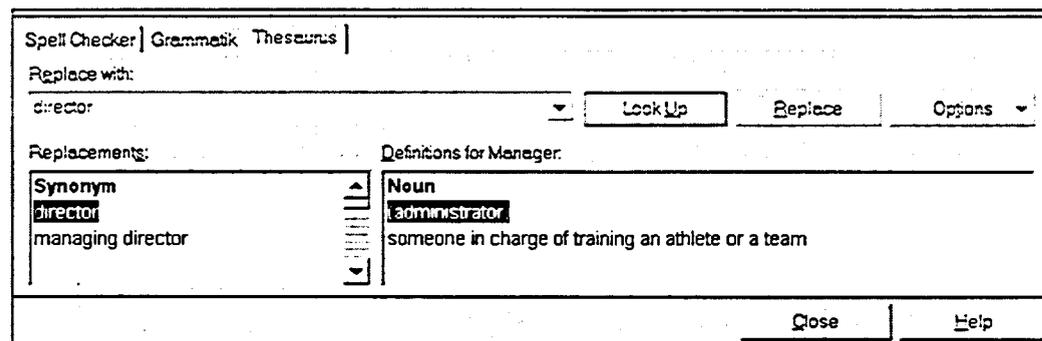
Figure 5-5: *The Thesaurus Page of the Writing Tools Window*

METHOD

To use the Thesaurus:

1. Select the word that you want to replace.
2. From the Tools menu, choose Thesaurus.
3. On the Thesaurus page of the writing tools window, select the proper definition from the Definitions list, if necessary; then, select a replacement word from the Replacements list and choose Replace.

   or

3. On the Thesaurus page of the writing tools window, as necessary, select the proper definition from the Definitions list, select a replacement word from the Replacements list, and choose Look Up; then, when the desired word appears in the Replacements list, select the word and choose Replace.
4. If necessary, in the Select Word Form dialog box, select the desired form of the word from the list, and then choose OK.
5. If necessary, choose Close.

┌─── **_EXERCISE_** ──────────────────────────────────────┐

In the following exercise, you will use the Thesaurus.

1. Make sure **A:\Disney World directions.wpd** is open in the active window

2. In the From line at the top of the document, select the word _Manager_

3. From the Tools menu, choose Thesaurus

   The Thesaurus page of the writing tools window appears, and the synonym **director** for the definition (administrator) is highlighted in the Replacements list. The word **Manager** appears in the Replace with combo box.

4. From the Replacements list, select director

   The word **director** appears in the Replace with combo box.

5. Choose Replace

   The writing tools window closes, and **Manager** is replaced by **Director**.

┌─ **_END_** ─┐
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Using QuickCorrect

QuickCorrect corrects common typing and spelling errors as you type. WordPerfect provides a default list of QuickCorrect error and replacement entries and lets you add your own entries to this list. Besides correcting text mistakes, QuickCorrect can correct other common problems such as initial double uppercase and double spacing between words.

To save time while typing, you can also use QuickCorrect to replace your own customized abbreviations. For example, you might have QuickCorrect replace your initials with your name. If you choose to do this, however, you should make sure that the abbreviation you enter is unique. Otherwise, you might experience unintended results. Figure 5-6 shows the QuickCorrect dialog box.
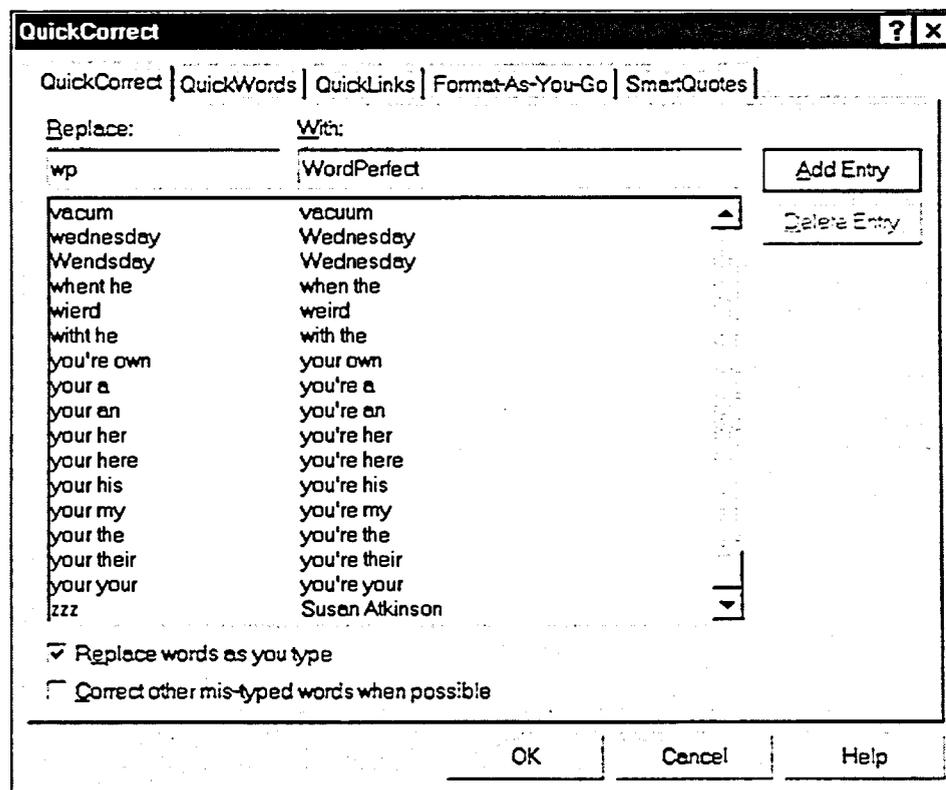
Figure 5-6: *The QuickCorrect Dialog Box*

METHOD

To use QuickCorrect:

1. From the Tools menu, choose QuickCorrect.
2. In the QuickCorrect dialog box, make sure the QuickCorrect tab is selected.

3. On the QuickCorrect page, in the Replace text box, type the text you want WordPerfect to replace.

4. In the With text box, type the replacement for the text.

5. Choose Add Entry.

6. Repeat steps 3 through 5 as desired.

7. Make sure the *Replace words as you type* check box is selected.

8. Select the *Correct other mis-typed words when possible* check box, if desired.

9. As desired, select the appropriate tab(s) and then, on the appropriate page(s), define additional options.

10. Choose OK.

To delete QuickCorrect entries:

1. Open the QuickCorrect dialog box, if necessary.

2. In the QuickCorrect dialog box, make sure the QuickCorrect tab is selected.

3. On the QuickCorrect page, in the Replace/With list, select the entry you want to delete.

4. Choose Delete Entry.

5. In the delete confirmation box, choose Yes.

6. Repeat steps 3 through 5 as desired.

7. Choose OK.

EXERCISE

In the following exercise, you will use QuickCorrect.

1. Make sure **A:\Disney World directions.wpd** is open in the active window

2. From the Tools menu, choose QuickCorrect

   The QuickCorrect dialog box appears.

3. Make sure the QuickCorrect tab is selected

   The QuickCorrect page appears.

4. In the Replace text box, type **zzz**

5. In the With text box, type your name

6. Choose Add Entry

   The entry is added to the Replace/With list.

7. In the Replace text box, type **wp**

8. In the With text box, type **WordPerfect**

9. Choose Add Entry

   The entry is added to the Replace/With list.

10. Make sure the *Replace words as you type* check box is selected

11. Choose OK

    The QuickCorrect dialog box closes.

12. At the end of the document, press **ENTER** twice and then type **zzz is my name and learning wp is my game.**

    zzz *is replaced with your name and* ***wp*** *is replaced with* ***WordPerfect.***

13. Open the QuickCorrect dialog box

14. At the bottom of the Replace/With list, select the *zzz/[your name]* entry

15. Choose Delete Entry ·

    The delete confirmation box appears.

16. Choose Yes

    The entry is deleted from the Replace/With list.

17. Delete the *wp/WordPerfect* entry from the Replace/With list

18. Choose OK

    The dialog box closes.

┌─ *END* ─┐
└────────┘

Using Prompt-As-You-Go

Prompt-As-You-Go offers context-sensitive spelling, grammatical, or replacement word suggestions when you place the insertion point in a word or phrase in your document. These suggestions appear on the Prompt-As-You-Go drop-down list on the Property Bar. The color of the suggestions indicates the suggestion type. Red denotes spelling correction suggestions, blue denotes grammatical correction suggestions, and black denotes replacement word suggestions. The Prompt-As-You-Go list box on the Property Bar remains blank if WordPerfect has no suggestions for the text. When you select a suggestion from the list, WordPerfect replaces the word or phrase in the document with the appropriate form of the replacement word or phrase or lets you select the form from a pop-up list.

⌐ METHOD ⌐

To use Prompt-As-You-Go:

1. From the Tools menu, choose Proofread.
2. From the Proofread submenu, choose Prompt-As-You-Go, if necessary.
3. Place the insertion point in the desired word or phrase.
4. If a word or phrase appears in the Prompt-As-You-Go list box on the Property Bar, click the Prompt-As-You-Go arrow button.
5. From the drop-down list, select the desired correction or replacement.
6. If necessary, from the pop-up list, select the desired word form.

⌐ EXERCISE

In the following exercise, you will use Prompt-As-You-Go.

1. Make sure **A:\Disney World directions.wpd** is open in the active window

2. From the Tools menu, choose Proofread

   The Proofread submenu appears.

3. Choose Prompt-As-You-Go, if necessary

   A check mark appears by the option, and Prompt-As-You-Go is activated.

4. In the first sentence of the document (*Walt Disney World is...*), place the insertion point in the word *situated*

   *The word **situated** appears in black in the Prompt-As-You-Go list box on the Property Bar.*

5. Click the Prompt-As-You-Go arrow button

   The Prompt-As-You-Go drop-down list appears, displaying replacement word suggestions.

6. From the drop-down list, select locate

   *The word **situated** is replaced with the word **located** in the document.*

7. Save the document as **H:\Doc\Disney World directions 1.wpd**, and then close the file

┌ *END* ┐

To move the insertion point by using a keystroke combination:

1. Press the appropriate keystroke combination.

To move the insertion point by using the Go To command:

1. From the Edit menu, choose Go To.
   or
1. On the Application Bar, click the Combined Position item.
2. In the Go To dialog box, make sure the Page number option button is selected; then, in the Page number spin box, type or select the desired page number.
   or
2. In the Go To dialog box, select the Position option button; then, in the Position list, select a position.
3. Choose OK.

To find text:

1. Place the insertion point where you want to begin the search.
2. From the Edit menu, choose Find and Replace.
   or
2. Press **F2**
3. In the Find and Replace dialog box, from the appropriate menu(s), choose and define any desired options.
4. In the Find combo box, type the desired character combination, word, or phrase.
5. Choose Find Next.
6. Repeat step 5 as required.
7. Define and perform additional find operations, if desired.
8. Choose Close.

To perform an additional operation in the Find and Replace dialog box:

1. If necessary, click the document to activate it, and then move the insertion point to the desired location.
2. If necessary, click the Find and Replace dialog box to reactivate it.
3. In the Find and Replace dialog box, define and then run the desired find operation.

To find and replace text:

1. From the Edit menu, choose Find and Replace.
   or
1. Press **F2**
2. In the Find and Replace dialog box, from the appropriate menu(s), choose and define any desired options.
3. In the Find combo box, type the character combination, word, or phrase to replace.
4. In the Replace with combo box, type the text to replace the found text.
5. Choose Find Next.
6. When the text to be replaced is found, choose Replace to replace this occurrence of the text.
   or
6. When the text to be replaced is found, choose Find Next to skip replacing this occurrence of the text.
7. Repeat step 6 as desired.
8. Define and perform additional find and replace operations, if desired.
9. Choose Close.
   or
5. Choose Replace All to replace all occurrences of the found text.
6. In the Find and Replace information box, choose OK.

7. Define and perform additional find and replace operations, if desired.
8. Choose Close.

To insert a hard page break:

1. Place the insertion point where you want the page to break.
2. Press **CTRL+ENTER**
   or
2. From the Insert menu, choose New Page.

To delete a hard page break in the document window:

1. In the document, place the insertion point immediately above the page break.
2. Press **DELETE**
   or
1. In the document, place the insertion point immediately below the page break.
2. Press **BACKSPACE**

To delete a hard page break in the Reveal Codes window:

1. Open the Reveal Codes window, if necessary.
2. In the Reveal Codes window, place the insertion point immediately to the left of the desired HPg control code, and then press **DELETE**
   or
2. In the Reveal Codes window, place the insertion point immediately to the right of the desired HPg control code, and then press **BACKSPACE**
3. Close the Reveal Codes window, if desired.

To check spelling using Spell Checker:

1. Place the insertion point where you want to begin checking spelling.
2. From the Tools menu, choose Spell Check.
   or
2. On the Toolbar, click the Spell Check button.
3. As necessary, on the Spell Checker page of the writing tools window, correct a misspelled word by selecting a replacement from the Replacements list, if necessary, and then choosing Replace.
   or
3. As necessary, on the Spell Checker page of the writing tools window, skip a correctly spelled word by choosing Skip Once or Skip All.
4. Repeat step 3 as required.
5. When the Spell Checker information box appears, choose Yes.

To check spelling using Spell-As-You-Go:

1. From the Tools menu, choose Proofread.
2. From the Proofread submenu, choose Spell-As-You-Go.
3. Type text into the document.
4. If a wavy line appears under a word, right-click the marked word, and then, from the QuickMenu, choose the desired option.
5. Repeat steps 3 and 4 as required.
6. If desired, from the Tools menu, choose Proofread; then, from the Proofread submenu, choose Off.

To run Grammatik:

1. Place the insertion point where you want to begin checking grammar and spelling.
2. From the Tools menu, choose Grammatik.
3. As necessary, on the Grammatik page of the writing tools window, correct an error by selecting a replacement from the Replacements list, if necessary, and then choosing Replace.
   or
3. As necessary, on the Grammatik page of the writing tools window, skip a non-error by choosing Skip Once or Skip All.
4. Repeat step 3 as required.
5. When the Grammatik information box appears, choose Yes.

To use the Thesaurus:

1. Select the word that you want to replace.
2. From the Tools menu, choose Thesaurus.
3. On the Thesaurus page of the writing tools window, select the proper definition from the Definitions list, if necessary; then, select a replacement word from the Replacements list and choose Replace.
   or
3. On the Thesaurus page of the writing tools window, as necessary, select the proper definition from the Definitions list, select a replacement word from the Replacements list, and choose Look Up; then, when the desired word appears in the Replacements list, select the word and choose Replace.
4. If necessary, in the Select Word Form dialog box, select the desired form of the word from the list, and then choose OK.
5. If necessary, choose Close.

To use QuickCorrect:

1. From the Tools menu, choose QuickCorrect.
2. In the QuickCorrect dialog box, make sure the QuickCorrect tab is selected.
3. On the QuickCorrect page, in the Replace text box, type the text you want WordPerfect to replace.
4. In the With text box, type the replacement for the text.
5. Choose Add Entry.
6. Repeat steps 3 through 5 as desired.
7. Make sure the *Replace words as you type* check box is selected.
8. Select the *Correct other mis-typed words when possible* check box, if desired.
9. As desired, select the appropriate tab(s) and then, on the appropriate page(s), define additional options.
10. Choose OK.

To delete QuickCorrect entries:

1. Open the QuickCorrect dialog box, if necessary.
2. In the QuickCorrect dialog box, make sure the QuickCorrect tab is selected.
3. On the QuickCorrect page, in the Replace/With list, select the entry you want to delete.
4. Choose Delete Entry.
5. In the delete confirmation box, choose Yes.
6. Repeat steps 3 through 5 as desired.
7. Choose OK.

To use Prompt-As-You-Go:

1. From the Tools menu, choose Proofread.
2. From the Proofread submenu, choose Prompt-As-You-Go, if necessary.
3. Place the insertion point in the desired word or phrase.

4. If a word or phrase appears in the Prompt-As-You-Go list box on the Property Bar, click the Prompt-As-You-Go arrow button.
5. From the drop-down list, select the desired correction or replacement.
6. If necessary, from the pop-up list, select the desired word form.

5 | *Self-Check Exercise*

1. Open **A:\Home business panel.wpd**. (The first page of the document is blank.)

2. Use a keystroke combination to move the insertion point to the end of the document. Then, use a keystroke combination to move the insertion point to the top of the previous page.

3. Using the Go To command, move the insertion point to the top of page 1, and then, working in the document window, delete the hard page break at the top of the document.

4. Find the word *accounting*. Without closing the Find and Replace dialog box, move the insertion point back to the top of the document, and then find the word *overview*. Close the dialog box.

5. Insert a hard page break before the *Overview...* heading.

6. Find and replace the word *drawing* with the word *graphics*.

7. Using Spell Checker, spell check the document. Correct all misspellings.

8. Use Grammatik to check the grammar of the document. Correct or skip suspected errors, as appropriate.

9. Activate Spell-As-You-Go. At the end of the document, press **ENTER** and type **This information is subhect to change.** Use the QuickMenu to correct the marked spelling error, and then turn off Spell-As-You-Go.

10. In the Reveal Codes window, delete the hard page break before page 2. Then, close the Reveal Codes window.

11. Find the first occurrence of the word *topic*. Then, use the Thesaurus to replace the word with its synonym *subject*.

12. Add a QuickCorrect entry to replace the text **wwi** with **World War I**. Then, test QuickCorrect by typing **My grandfather served in wwi with honor.** on a new blank page at the end of the document.

13. Delete the **wwi/World War I** entry from QuickCorrect.

14. Near the bottom of page 1, use Prompt-As-You-Go to replace the word *Marketing* with the word *Selling*.

15. Save the document as **H:\Doc\Home business panel 1.wpd,** and then close the file.

Customizing Toolbars

- Changing the Toolbar Display
- Creating a Toolbar

Section Skills and Their Importance

In the following section you will learn to:

- **Change the Toolbar display**

  Depending on the tasks you are currently performing, you might want to display one or more of WordPerfect's specialized Toolbars. WordPerfect also lets you change the appearance of Toolbar buttons and move a Toolbar to a different position in the document window.

- **Create a Toolbar**

  You can create a customized Toolbar that contains the buttons you use most often. Once you no longer need a customized Toolbar, you can delete it.

Changing the Toolbar Display

WordPerfect lets you change the Toolbar display in several ways. You can display standard and specialized Toolbars from WordPerfect's default selection, and you can change the appearance of Toolbar buttons. In addition, you can move a Toolbar to a different location in the document window.

Displaying and Hiding Toolbars

By default, WordPerfect displays the WordPerfect 8 Toolbar when you start the program. As you use the program to perform different word processing tasks, WordPerfect automatically displays a variety of context-sensitive buttons on the Property Bar. Depending on your needs, however, you might want to change the displayed Toolbar or display additional Toolbars as you work. Figure 6-1 shows the Toolbar QuickMenu, which lists the available Toolbars. The Toolbars appearing with a check mark in the QuickMenu are those that are currently displayed.

```
✔ WordPerfect 8
  WordPerfect 7
  WordPerfect 6.1
  Font
  Format
✔ Graphics
  Hyperlink Tools
  Legal
  Macro Tools
  Outline Tools
  Page
  Reference
  Shipping Macros
  Tables
─────────────────
  What's This?
─────────────────
  Edit...
  Settings...
```
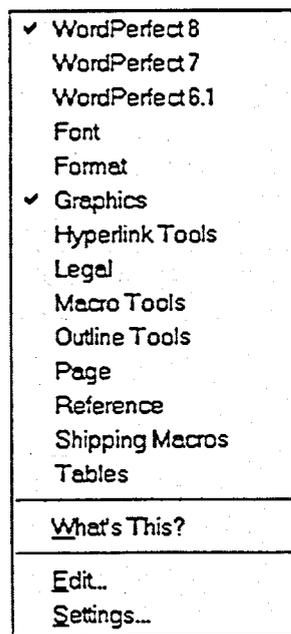
Figure 6-1: *The Toolbar QuickMenu*

METHOD

To display or hide a Toolbar:

1. Position the mouse pointer over a Toolbar.
2. Right-click the mouse.
3. From the QuickMenu, choose the desired Toolbar.

EXERCISE

In the following exercise, you will display and hide a Toolbar.

1. Position the mouse pointer over the Toolbar

2. Right-click the mouse   *The QuickMenu appears.*

3. Choose Graphics   *A check mark appears by the option, and the Graphics Toolbar is displayed between the WordPerfect 8 Toolbar and the Property Bar.*

4. Position the mouse pointer over the Graphics Toolbar

5. Right-click the mouse   *The QuickMenu appears.*

6. Choose Graphics   *The check mark is removed from the option, and the Graphics Toolbar is hidden.*

END

Changing Toolbar Options

By default, Toolbars appear at the top of the document window, and Toolbar buttons display pictures representing the commands they perform. You can modify the location of a Toolbar and the appearance of its buttons by using the Toolbar Options dialog box, illustrated in Figure 6-2.
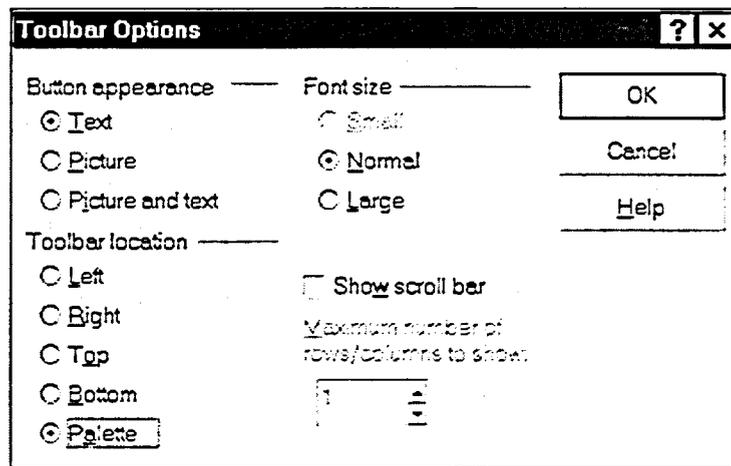
Figure 6-2: *The Toolbar Options Dialog Box*

In the Toolbar Options dialog box, WordPerfect lets you choose to display the selected Toolbar along the left, right, top, or bottom edge of the document window or in a *palette*. A Toolbar palette floats over the document window instead of remaining in a stationary position against one of its borders. In addition, you can display pictures, text, or both on the Toolbar buttons. Depending on the Toolbar's location and components, there might not be enough space in the document window to accommodate the entire Toolbar if you choose to display text.

METHOD

To change Toolbar options:

1. Position the mouse pointer over a Toolbar.
2. Right-click the mouse.
3. From the QuickMenu, choose Settings.
4. In the Customize Settings dialog box, select the desired Toolbar, if necessary.
5. Choose Options.
6. In the Toolbar Options dialog box, select and define the desired options.

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7. Choose OK.

8. In the Customize Settings dialog box, choose Close.

EXERCISE

In the following exercise, you will change Toolbar options.

1.	Position the mouse pointer over the Toolbar	
2.	Right-click the mouse	*The QuickMenu appears.*
3.	Choose Settings	*The Customize Settings dialog box appears, and the displayed Toolbar, WordPerfect 8, is selected in the Available toolbars list.*
4.	Choose Options	*The Toolbar Options dialog box appears.*
5.	In the Toolbar location area, select the Palette option button	*The Toolbar is displayed as a palette over the document window.*
6.	In the Button appearance area, select the Text option button	*The Toolbar buttons display text.*
7.	Choose OK	*The Toolbar Options dialog box closes, and the Customize Settings dialog box remains open.*
8.	Choose Close	*The Customize Settings dialog box closes, and the Toolbar palette with text buttons is displayed over the document window.*
9.	Position the mouse pointer over the Toolbar	
10.	Right-click the mouse	*The QuickMenu appears.*
11.	Choose Settings	*The Customize Settings dialog box appears, and the displayed Toolbar, WordPerfect 8, is selected in the Available toolbars list.*

12.	Choose Options	*The Toolbar Options dialog box appears.*
13.	In the Toolbar location area, select the Top option button	*The Toolbar returns to its original position at the top of the document window, displaying text buttons.*
14.	In the Button appearance area, select the Picture option button	*The Toolbar buttons display pictures.*
15.	Choose OK	*The Toolbar Options dialog box closes, and the Customize Settings dialog box remains open.*
16.	Choose Close	*The Customize Settings dialog box closes, and the Toolbar is displayed as it originally appeared.*

┌ *END* ┐

Moving Toolbars with the Mouse

Besides defining a Toolbar's location through the Toolbar Options dialog box, you can use the mouse to move a Toolbar to any location in the document window. When you drag a Toolbar toward an edge of the window, the Toolbar anchors itself into the appropriate position along the closest border of the window. If you drag a Toolbar toward the center of the document window, the Toolbar becomes a palette, which you can move and resize as you prefer.

METHOD

To move a Toolbar with the mouse:

1. Position the mouse pointer over a blank area of the Toolbar.
2. When the mouse pointer becomes two double-headed arrows, drag the Toolbar to the desired location.

To resize a Toolbar palette:

1. Position the mouse pointer over a border of the Toolbar palette.
2. When the mouse pointer becomes a double-headed arrow, drag the border in the appropriate direction to size the palette as you prefer.

EXERCISE

In the following exercise, you will move a Toolbar with the mouse.

1.	Position the mouse pointer over a blank area on the Toolbar	*The pointer becomes two double-headed arrows.*
2.	Drag the Toolbar to the center of the page	*The outline of the Toolbar becomes a thick rectangle as you drag, and the Toolbar becomes a palette.*
3.	Position the mouse pointer over the left border of the Toolbar palette	*The pointer becomes a double-headed arrow.*
4.	Drag the border one half inch to the right	*The palette is resized.*
5.	Position the mouse pointer over a blank area of the Toolbar palette	*The pointer becomes two double-headed arrows.*

6.   Drag the Toolbar palette to the left edge of the document window   *The outline of the Toolbar becomes an elongated rectangle as you drag, and the Toolbar anchors itself along the left border of the window.*

7.   Position the mouse pointer over a blank area of the Toolbar   *The pointer becomes two double-headed arrows.*

8.   Drag the Toolbar to the top edge of the document window   *The outline of the Toolbar becomes a thick rectangle and then an elongated rectangle as you drag, and the Toolbar anchors itself in the proper position along the top of the window.*

┌─ *END* ─┐
└─────────┘

Creating a Toolbar

WordPerfect lets you customize components of the program to fit your individual requirements. You can take advantage of this capability by creating a customized Toolbar containing the buttons you use most often. If you decide you no longer need a customized Toolbar, you can delete it.

Defining and Displaying a New Toolbar

Defining a personal Toolbar with the features and functions you use most often lets you activate your favorite feature with a single click of the mouse. To add buttons to a new Toolbar, you use the Toolbar Editor dialog box, illustrated in Figure 6-3.
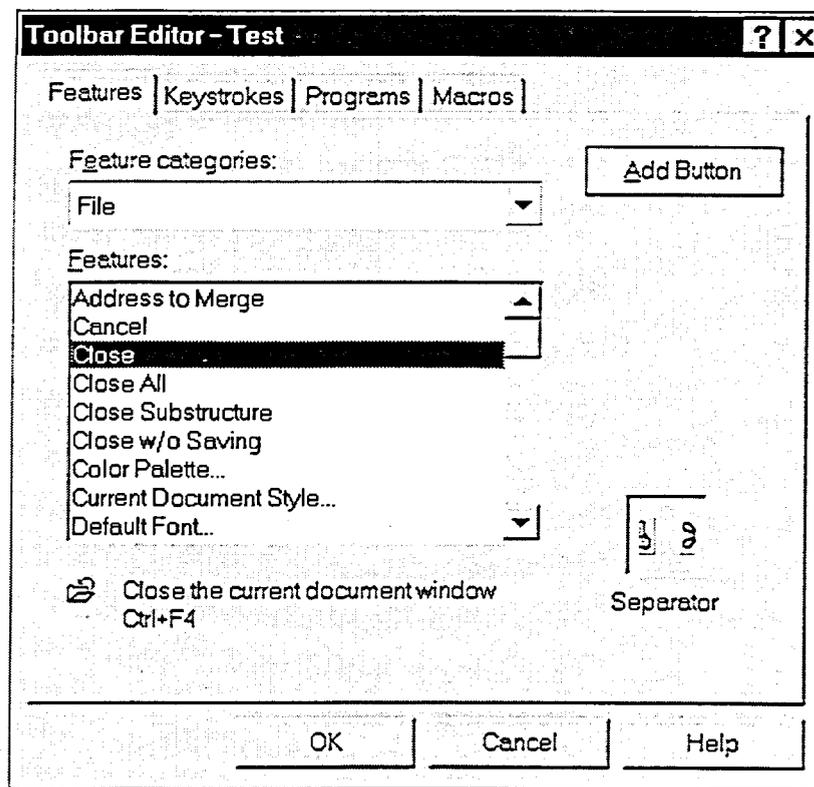
Figure 6-3: *The Toolbar Editor Dialog Box*

METHOD

To define and display a new Toolbar:

1. Position the mouse pointer over a Toolbar.
2. Right-click the mouse.

3. From the QuickMenu, choose Settings.
4. In the Customize Settings dialog box, choose Create.
5. In the Create Toolbar dialog box, in the New Toolbar name text box, type a name for the new Toolbar.
6. Choose OK.
7. In the Toolbar Editor dialog box, on the Features page, in the Feature categories list box, make sure the desired category appears.
8. From the Features list, select the desired feature.
9. Choose Add Button.
10. As desired, repeat steps 7 through 9 to place additional buttons on the Toolbar.
11. Choose OK.
12. In the Available toolbars list, select the check box beside the new Toolbar.
13. Choose Close.

EXERCISE

In the following exercise, you will define and display a new Toolbar.

If necessary, refer to Figure for assistance as you define the Toolbar.

1.	Position the mouse pointer over the Toolbar	
2.	Right-click the mouse	*The QuickMenu appears.*
3.	Choose Settings	*The Customize Settings dialog box appears.*
4.	Choose Create	*The Create Toolbar dialog box appears.*
5.	In the New Toolbar name text box, type **Test**	
6.	Choose OK	*The Create Toolbar dialog box closes, the Features page of the Toolbar Editor - Test dialog box appears, and a new blank Toolbar appears In the document.*
7.	In the Feature categories list box, make sure File appears	*The Features list displays the File commands.*

8.	In the Features list, select Close	*A description of the command and a picture of the button appear near the bottom of the dialog box.*
9.	Choose Add Button	*In the document window, the Close button is added to the new Toolbar.*
10.	From the Feature categories drop-down list, select View	*The Features list displays the View commands.*
11.	Scroll down the Features list and select Reveal Codes	*A description of the command and a picture of the button appear near the bottom of the dialog box.*
12.	Choose Add Button	*In the document window, the Reveal Codes button is added to the new Toolbar.*
13.	From the Edit feature category, add three buttons to the new Toolbar: Find Next, Find Previous, and Select All	*Five buttons now appear on the new Toolbar.*
14.	From the Format feature category, add two buttons to the new Toolbar: Attribute Small Caps and Attribute Subscript	*Seven buttons now appear on the new Toolbar. Your Toolbar should resemble the Toolbar illustrated in Figure 6-4.*
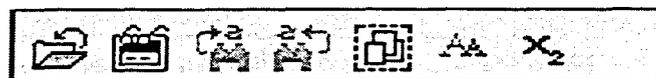
Figure 6-4: *The Test Toolbar—Defining and Displaying a New Toolbar Exercise*

15.	Choose OK	*The Toolbar Editor - Test dialog box closes, the Customize Settings dialog box reappears, and the Test Toolbar is hidden.*

16. In the Available toolbars list, select the check box beside the Test Toolbar

   The Test Toolbar is displayed in the document window.

17. Choose Close

   The dialog box closes, and the Test Toolbar remains displayed in the document window.

⌐ *END* ¬

Deleting a Customized Toolbar

As your needs change, you might find that you no longer need a customized Toolbar. You can delete a Toolbar through the Customize Settings dialog box. WordPerfect lets you delete only those Toolbars that you created yourself—the program does not let you delete the default WordPerfect Toolbars.

METHOD

To delete a customized Toolbar:

1. Position the mouse pointer over a Toolbar.
2. Right-click the mouse.
3. From the QuickMenu, choose Settings.
4. In the Customize Settings dialog box, from the Available toolbars list, select the customized Toolbar you want to delete.
5. Choose Delete.
6. In the confirmation box, choose Yes.
7. In the Customize Settings dialog box, choose Close.

EXERCISE

In the following exercise, you will delete a customized Toolbar.

1. Position the mouse pointer over the Test Toolbar

2. Right-click the mouse — *The QuickMenu appears.*

3. Choose Settings — *The Customize Settings dialog box appears.*

4. In the Available toolbars list, scroll down and select Test — *The customized Toolbar is selected.*

5. Choose Delete — *A confirmation box appears, asking if you're sure you want to delete this Toolbar.*

6. Choose Yes — *The Test Toolbar is deleted.*

7. Choose Close — *The Customize Settings dialog box closes.*

END

To display or hide a Toolbar:

1. Position the mouse pointer over a Toolbar.
2. Right-click the mouse.
3. From the QuickMenu, choose the desired Toolbar.

To change Toolbar options:

1. Position the mouse pointer over a Toolbar.
2. Right-click the mouse.
3. From the QuickMenu, choose Settings.
4. In the Customize Settings dialog box, select the desired Toolbar, if necessary.
5. Choose Options.
6. In the Toolbar Options dialog box, select and define the desired options.
7. Choose OK.
8. In the Customize Settings dialog box, choose Close.

To move a Toolbar with the mouse:

1. Position the mouse pointer over a blank area of the Toolbar.
2. When the mouse pointer becomes two double-headed arrows, drag the Toolbar to the desired location.

To resize a Toolbar palette:

1. Position the mouse pointer over a border of the Toolbar palette.
2. When the mouse pointer becomes a double-headed arrow, drag the border in the appropriate direction to size the palette as you prefer.

To define and display a new Toolbar:

1. Position the mouse pointer over a Toolbar.
2. Right-click the mouse.

3. From the QuickMenu, choose Settings.
4. In the Customize Settings dialog box, choose Create.
5. In the Create Toolbar dialog box, in the New Toolbar name text box, type a name for the new Toolbar.
6. Choose OK.
7. In the Toolbar Editor dialog box, on the Features page, in the Feature categories list box, make sure the desired category appears.
8. From the Features list, select the desired feature.
9. Choose Add Button.
10. As desired, repeat steps 7 through 9 to place additional buttons on the Toolbar.
11. Choose OK.
12. In the Available toolbars list, select the check box beside the new Toolbar.
13. Choose Close.

To delete a customized Toolbar:

1. Position the mouse pointer over a Toolbar.
2. Right-click the mouse.
3. From the QuickMenu, choose Settings.
4. In the Customize Settings dialog box, from the Available toolbars list, select the customized Toolbar you want to delete.
5. Choose Delete.
6. In the confirmation box, choose Yes.
7. In the Customize Settings dialog box, choose Close.

6 *Self-Check Exercise*

1. Display the Hyperlink Tools Toolbar.

2. Using the Toolbar Options dialog box, change the location of the Hyperlink Tools Toolbar to the right and its button appearance to pictures and text.

3. Using the mouse, move the Hyperlink Tools Toolbar to a palette in the center of the document window. Then, increase the height of the Toolbar by approximately one half inch.

4. Change the location of the Hyperlink Tools Toolbar to the top and its button appearance to pictures.

5. Hide the Hyperlink Tools Toolbar.

6. Create and display a new Toolbar named **Button** that contains the following four buttons: File category, Select Printer; Edit category, Find and Replace; View category, Zoom Margin Width; and Insert category, Date Text.

7. Change the location of the Button Toolbar to the left and its button appearance to text.

8. Delete the Button Toolbar.

9. Exit WordPerfect.

Managing Files and Documents

- Using the Open File Window
- Working with Multiple Documents

Section Skills and Their Importance

In the following section you will learn to:

■ **Use the Open File window**

In the Open File window, you can sort, search for, and display your files. WordPerfect lets you view information about the files and also lets you print documents without opening them. Using QuickFinder, you can locate a file quickly by entering a partial file name or find all documents that include a specified word or phrase.

■ **Work with multiple documents**

When you work with multiple documents, you can arrange the document windows in a variety of ways. Once you arrange multiple document windows, you can copy and move information among the open documents.

Using the Open File Window

Besides providing access to your documents, the Open File window lets you perform a number of file management tasks. You can display information about your files, and you can also display your list of file names in a variety of formats. You can perform file-related tasks, such as printing, without opening the files first. In addition, you can search for files by name and by content. Figure 7-1 shows components of the Open File window.
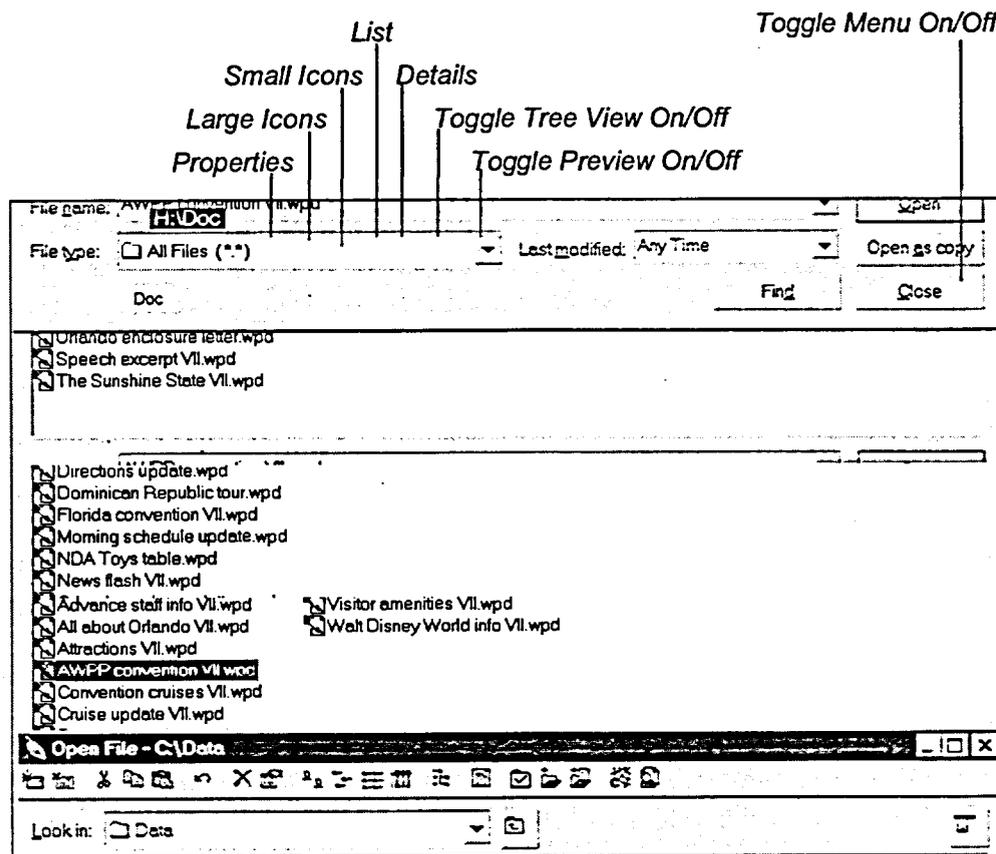
Figure 7-1: *Components of the Open File Window*

Reviewing File Information and Changing the File Name Display

By using the Open File window's Properties button and *display buttons*, you can display different types of information about the listed files and view your file name listing in multiple formats. Table 7-1 describes the functions of the Properties button and the display buttons.

Button	Function
Properties	Displays a dialog box containing information about the selected file.
Large Icons	Displays the list of files in large icon view.
Small Icons	Displays the list of files in small icon view.
List	Displays the list of files in standard view.
Details	Displays the size, type, and date modified for each listed file.
Toggle Tree View On/Off	Displays or closes a graphical representation of the selected file or folder's hierarchical position on its drive.
Toggle Preview On/Off	Displays or closes a graphical thumbnail sketch of the selected file.

Table 7-1: *Functions of the Open File Window's Properties Button and Display Buttons*

METHOD

To review file information or to change the file name display:

1. From the File menu, choose Open.
   or
1. On the Toolbar, click the Open button.
2. If necessary, in the Open File window, locate and select the desired file.
3. On the Toolbar, click the Properties button, and then, in the Properties dialog box, review the information on the desired page(s) and choose OK.
   or
3. On the Toolbar, click the desired display button.
4. Repeat steps 2 and 3 as desired.

EXERCISE

In the following exercise, you will review file information and change the file name display.

1. Start WordPerfect

2. From the File menu, choose Open — *The Open File window appears.*

3. If necessary, maximize the window

4. Make sure **3 1/2 Floppy (A:)** appears in the Look in list box — *The file names in the **A:** drive are displayed.*

5. If necessary, on the Toolbar, click the List button — *The file names are displayed in standard view.*

6. In the file name list, select **A:\AWPP convention VII.wpd**

7. On the Toolbar, click the Properties button — *The Properties dialog box appears, displaying the file's general properties.*

8. Review the information displayed, and then choose OK — *The dialog box closes.*

9. On the Toolbar, click the Toggle Preview On/Off button — *A graphical thumbnail sketch of the selected file is displayed.*

10. On the Toolbar, click the Details button — *The file names and details are displayed, and the Preview area remains open.*

11. On the Toolbar, click the Toggle Preview On/Off button again — *The Preview area closes, and the Details area is enlarged.*

12. On the Toolbar, click the Toggle Tree View On/Off button — *A graphical representation of the selected file's hierarchical position on the drive is displayed.*

13. On the Toolbar, click the Toggle Tree View On/Off button again — *The graphical representation closes, and the Details area is enlarged.*

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14. On the Toolbar, click the Large
Icons button

*The file names are displayed in
large icon view.*

15. On the Toolbar, click the Small
Icons button

*The file names are displayed in
small icon view.*

16. On the Toolbar, click the List
button

*The file names are displayed in
standard view.*

┌─ **END** ─┐

Printing Unopened Documents

You don't have to open a document to print it. From the Open File window, you can select and then print one or more documents. When you do this, WordPerfect automatically uses the currently defined print settings to print the selected document(s).

METHOD

To select multiple file names:

1. If necessary, in the Open File window, locate and select the desired drive and folder.
2. In the file name list, select the first desired file name.
3. To select sequential file names, press and hold SHIFT while you select the last desired file name.
   or
3. To select non-sequential file names, press and hold CTRL while you select the remaining desired file names.

To print unopened documents:

1. In the Open File window, select the name(s) of the file(s) you want to print.
2. If necessary, click the Toggle Menu On/Off button to display the menus.
3. From the File menu, choose Print.
4. If desired, click the Toggle Menu On/Off button to hide the menus.

EXERCISE

In the following exercise, you will print unopened documents.

1. In the Open File window, make sure the file names in the **3 1/2 Floppy (A:)** are displayed

2. In the file name list, select **A:\All about Orlando VII.wpd**

3. If necessary, click the Toggle Menu On/Off button to display the menus

   The menus appear at the top of the Open File window.

4. From the File menu, choose Print

The file prints.

5. In the file name list, select **A:\Directions update.wpd**

6. Press and hold **CTRL** while you select **A:\AWPP convention VII.wpd**

Two files are selected.

7. From the File menu, choose Print

The selected files print.

8. Click the Toggle Menu On/Off button

The menus close.

⌐ **END** ⌐

Searching for Files Using QuickFinder

WordPerfect's *QuickFinder* feature lets you quickly search your folders for files that meet specific *search criteria*. QuickFinder lets you search on criteria such as a file name, a partial file name, or a specific word or phrase contained in a document. QuickFinder even lets you use *wildcards*, such as asterisks or question marks, to specify unidentified characters in a search. An asterisk indicates any number of unidentified characters, and a question mark indicates a single unidentified character.

To run a simple search in QuickFinder, display the desired folder in the Open File window, enter the search criteria in the File name combo box, and then choose Find. QuickFinder searches the file names and file text in the current folder for the specified criteria and then displays the search results in its own folder in the window.

Figure 7-2 shows the results of a QuickFinder search. After you locate the desired document, you can usually open it by selecting the document in QuickFinder's file name list and then choosing Open. Depending on the type of search you performed, you might need to choose Back, select the document in the original folder's file name list, and then choose Open to open the document. If you want to open more than one document, you can select the desired documents in the appropriate file name list and then choose Open.
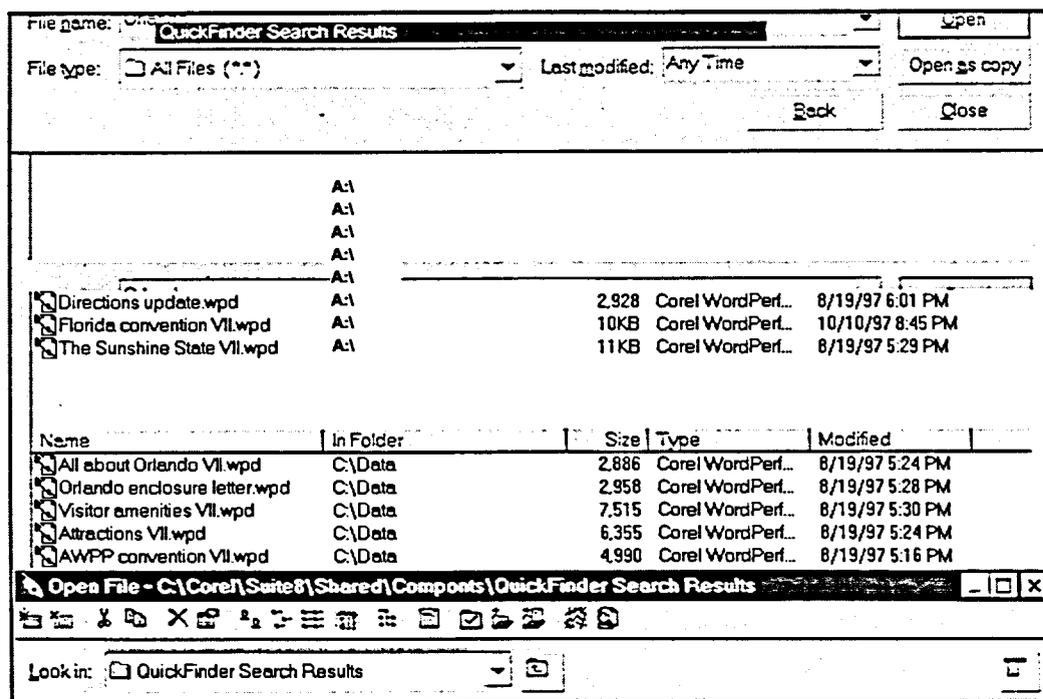
Figure 7-2: *The Results of a QuickFinder Search*

METHOD

To search for files using QuickFinder:

1. If necessary, in the Open File window, locate and select the desired drive and folder.
2. In the File name combo box, type a full or partial file name for which to search, using wildcards as desired.
   or
2. In the File name combo box, type a full or partial text word or phrase for which to search, using wildcards as desired.
3. Choose Find.
4. In the file name list, select the desired file(s), and then choose Open.
   or
4. If necessary, choose Back; then, in the file name list, select the desired file(s) and choose Open.

EXERCISE

In the following exercise, you will search for files using QuickFinder.

1.	In the Open File window, make sure the file names in the **3 1/2 Floppy (A:)** are displayed	
2.	In the File name combo box, delete the current text and type **Orlando**	
3.	Choose Find	*QuickFinder finds and displays a listing of all files in **the 3 1/2 Floppy (A:)** that contain the word **Orlando** in their names or text.*
4.	In the file name list, select **All about Orlando VII.wpd**	
5.	Press and hold **CTRL** while you select **AWPP convention VII.wpd**	*Two files are selected.*
6.	Choose Open	*The window closes, and the selected files open.*

END

Working with Multiple Documents

Word processing tasks often require you to work with the contents of several documents at the same time. For example, you might need to use a paragraph contained in a memo in another document or quote a clause from a contract in a letter to a client. WordPerfect simplifies these types of tasks by letting you have up to nine documents open at one time. You can copy and move text among the open documents.

To work with multiple documents, you must be able to manipulate multiple document windows. To visualize the concept of multiple windows, think of each window as a piece of paper in a stacked pile on a desk. Switching active windows is like taking a piece of paper from within the pile and placing it on top so that you can work with it. Arranging the windows is like placing the papers in the pile in locations on the desk.

Arranging Document Windows

You can arrange multiple document windows in three ways. You can *tile* windows across or up and down the screen so that part of every window is visible. Alternatively, you can *cascade* windows so that the top window is completely visible but only the title bars and left edges of the remaining windows are displayed. Lastly, you can *maximize* windows, stacking them directly on top of each other like a stack of paper. Figure 7-3 shows tiled, cascaded, and maximized document windows.
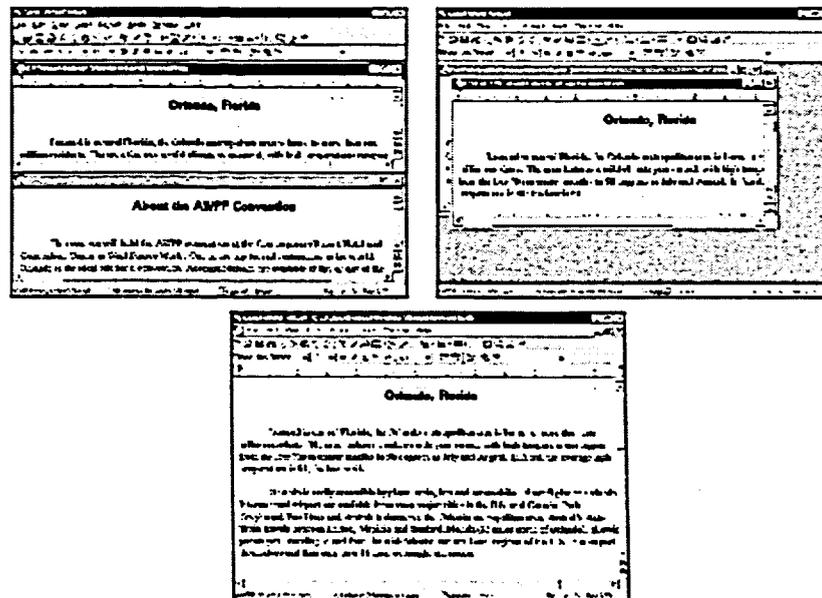
Figure 7-3: *Tiled, Cascaded, and Maximized Document Windows*

Depending on the type of work you are performing, one particular method of arranging document windows might be preferred. Table 7-2 describes the advantage of each document window arrangement option. Once you choose the desired arrangement, you can switch among the open windows by either clicking a visible portion of the desired document or by choosing the desired document from the Window menu.

Option	Advantage
Tiling	Lets you see a portion of every open document at the same time, either from top to bottom or side by side.
Cascading	Lets you see which documents are open, while often allowing more space for the active document than tiling allows.
Maximizing	Gives you the largest possible work area for each document.

Table 7-2: *Advantages of Document Window Arrangement Options*

METHOD

To switch between maximized document windows:

   1. From the Window menu, choose the desired document.

To tile or cascade document windows:

   1. Open the desired documents.
   2. From the Window menu, choose the desired option.

To switch between visible document windows:

   1. Click anywhere in the desired document window.

To maximize document windows:

   1. Double-click the desired document window's title bar.
      or
   1. Click the desired document window's maximize button.

Note: Once you maximize any open document window, WordPerfect automatically maximizes all open document windows.

EXERCISE

In the following exercise, you will arrange document windows.

1.	Examine the active document window	*A:\All about Orlando VII.wpd, which is maximized, is the active document window.*
2.	From the Window menu, choose **AWPP convention VII.wpd**	*A:\AWPP convention VII.wpd, which is also maximized, becomes the active document window.*
3.	From the Window menu, choose Tile Top to Bottom	*The window is split horizontally, and the two open documents are visible. A:\AWPP convention VII.wpd remains the active document window.*
4.	Click anywhere in the **All about Orlando VII.wpd** document window	*A:\All about Orlando VII.wpd becomes the active document window.*
5.	From the Window menu, choose Tile Side by Side	*The window is split vertically, and A:\All about Orlando VII.wpd remains the active document window.*
6.	From the Window menu, choose Cascade	*The windows appear overlapped, and A:\All about Orlando VII.wpd remains the active document window.*
7.	Click the **AWPP convention VII.wpd** window's maximize button	*The document window is maximized, and A:\AWPP convention VII.wpd becomes the active document window.*
8.	From the Window menu, choose **All about Orlando VII.wpd**	*A:\All about Orlando VII.wpd, which is also maximized, becomes the active document window.*

END

Copying and Pasting Text between Documents

To share information between two documents, you can copy text from one document and paste it into the other. This saves you from having to type the same text repeatedly.

⌐ METHOD ⌐

To copy and paste text between documents:

1. Make sure the required documents are open.
2. If desired, tile the document windows.
3. In the appropriate document, select the text you want to copy.
4. On the Toolbar, click the Copy button.
   or
4. Press **CTRL+C**
5. Activate the document in which you want to paste the text.
6. Place the insertion point where you want to paste the text.
7. On the Toolbar, click the Paste button.
   or
7. Press **CTRL+V**

⌐ EXERCISE

In the following exercise, you will copy and paste text between documents.

1. Make sure **A:\AWPP convention VII.wpd** and **A:\All about Orlando VII.wpd** are open, with **All about Orlando VII.wpd** active and maximized

2. From the Window menu, choose Tile Top To Bottom

   The document windows appear one above the other, and A:\All about Orlando VII.wpd remains the active document window.

3.   In the **All about Orlando**   *The entire paragraph is*
      VII.wpd document window,   *selected.*
      scroll down and
      quadruple-click the first
      paragraph, beginning *Located*
      in central Florida

4.   On the Toolbar, click the Copy   *The paragraph is copied to the*
      button   *Clipboard.*

5.   Click anywhere in the **AWPP**   ***AWPP convention VII.wpd***
      convention VII.wpd document   *becomes the active document*
      window   *window.*

6.   Scroll down and place the
      insertion point at the beginning
      of the second paragraph,
      beginning *Your convention*
      registration fee

7.   Press **CTRL+V**   *A copy of the paragraph*
                                             *copied from **All about***
                                             ***Orlando VII.wpd** becomes the*
                                             *second paragraph of **AWPP***
                                             ***convention VII.wpd**.*

                                             ⌐ *END* ⌐
                                             └_____┘

Cutting and Pasting Text between Documents

You can use the Cut and Paste commands to move text from one document to another. Unlike the Copy command, which leaves the copied text in its original location, the Cut command removes the original text from its document.

METHOD

To cut and paste text between documents:

1. Make sure the required documents are open.
2. If desired, tile the document windows.
3. In the appropriate document, select the text you want to cut.
4. On the Toolbar, click the Cut button.
   or
4. Press **CTRL+X**
5. Activate the document in which you want to paste the text.
6. Place the insertion point where you want to paste the text.
7. On the Toolbar, click the Paste button.
   or
7. Press **CTRL+V**

EXERCISE

In the following exercise, you will cut and paste text between documents.

1. Make sure **A:\AWPP convention VII.wpd** and **A:\All about Orlando VII.wpd** are open and tiled, with the **AWPP convention VII.wpd** document window active

2. In the **AWPP convention VII.wpd** document window, select the fourth paragraph, beginning *In addition, there are several*

3. Press **CTRL+X**   *The paragraph is removed from AWPP convention VII.wpd to the Clipboard.*

4. Click the **All about Orlando VII.wpd** title bar

    All about Orlando VII.wpd becomes active.

5. Place the insertion point at the end of the document

6. On the Toolbar, click the Paste button

    *The paragraph cut from **AWPP convention VII.wpd** becomes the last paragraph of **All about Orlando VII.wpd**.*

7. Save the file as **H:\Doc\All about Orlando VII 1.wpd** and then close it

    A:\AWPP convention VII.wpd remains open.

8. Maximize the document window

9. Save the file as **H:\Doc\AWPP convention VII 1.wpd**

    ┌─ *END* ─┐
    └─────────┘

Summary

To review file information or to change the file name display:

1. From the File menu, choose Open.
   or
1. On the Toolbar, click the Open button.
2. If necessary, in the Open File window, locate and select the desired file.
3. On the Toolbar, click the Properties button, and then, in the Properties dialog box, review the information on the desired page(s) and choose OK.
   or
3. On the Toolbar, click the desired display button.
4. Repeat steps 2 and 3 as desired.

To select multiple file names:

1. If necessary, in the Open File window, locate and select the desired drive and folder.
2. In the file name list, select the first desired file name.
3. To select sequential file names, press and hold SHIFT while you select the last desired file name.
   or
3. To select non-sequential file names, press and hold CTRL while you select the remaining desired file names.

To print unopened documents:

1. In the Open File window, select the name(s) of the file(s) you want to print.
2. If necessary, click the Toggle Menu On/Off button to display the menus.
3. From the File menu, choose Print.
4. If desired, click the Toggle Menu On/Off button to hide the menus.

To search for files using QuickFinder:

1. If necessary, in the Open File window, locate and select the desired drive and folder.
2. In the File name combo box, type a full or partial file name for which to search, using wildcards as desired.
   or
2. In the File name combo box, type a full or partial text word or phrase for which to search, using wildcards as desired.
3. Choose Find.
4. In the file name list, select the desired file(s), and then choose Open.
   or
4. If necessary, choose Back; then, in the file name list, select the desired file(s) and choose Open.

To switch between maximized document windows:

1. From the Window menu, choose the desired document.

To tile or cascade document windows:

1. Open the desired documents.
2. From the Window menu, choose the desired option.

To switch between visible document windows:

1. Click anywhere in the desired document window.

To maximize document windows:

1. Double-click the desired document window's title bar.
   or
1. Click the desired document window's maximize button.

To copy and paste text between documents:

1. Make sure the required documents are open.
2. If desired, tile the document windows.
3. In the appropriate document, select the text you want to copy.
4. On the Toolbar, click the Copy button.

   or
4. Press **CTRL+C**
5. Activate the document in which you want to paste the text.
6. Place the insertion point where you want to paste the text.
7. On the Toolbar, click the Paste button.

   or
7. Press **CTRL+V**

To cut and paste text between documents:

1. Make sure the required documents are open.
2. If desired, tile the document windows.
3. In the appropriate document, select the text you want to cut.
4. On the Toolbar, click the Cut button.

   or
4. Press **CTRL+X**
5. Activate the document in which you want to paste the text.
6. Place the insertion point where you want to paste the text.
7. On the Toolbar, click the Paste button.

   or
7. Press **CTRL+V**

Self-Check Exercise

1. In the Open File window, from the **A:** drive, view the content in Large Icon View, in Small Icon View, and then in Detail View.

2. View the **A:** drive content in List View, and then display and turn off the Tree View.

3. Preview the document **Morning schedule update.wpd** without opening it, and then turn off the preview.

4. Review the general properties of **Morning schedule update.wpd**.

5. Print the document **News flash VII.wpd** without opening it, and then close the menus.

6. Using QuickFinder, search the **A:** drive content for file names or text containing the word **schedule**, and then open **Morning schedule update.wpd** and **Directions update.wpd**.

7. Make **Directions update.wpd** the active document, and then save the document as **H:\Doc\Directions update 1.wpd**.

8. Cascade the documents, and then make **Morning schedule update.wpd** the active document.

9. Tile the documents from top to bottom, and then copy the last paragraph in **Morning schedule update.wpd**. Paste the copy at the end of **H:\Doc\Directions update 1.wpd**.

10. Save **H:\Doc\Directions update 1.wpd** .

11. Cut the first sentence from the last paragraph in **H:\Doc\Directions update 1.wpd**. Paste the sentence at the end of **Morning schedule update.wpd**, and then save **Morning schedule update.wpd** as **H:\Doc\Morning schedule update 1.wpd** and close the file.

Formatting Pages and Text

- Keeping Text Together
- Using QuickFormat
- Formatting Document Pages
- Using Headers and Footers

Section Skills and Their Importance

In the following section you will learn to:

■ **Keep text together**

As you create or modify a document, you might need to control how WordPerfect separates text. You can use WordPerfect's text protection features to prevent text from being split by page or column breaks.

■ **Use QuickFormat**

WordPerfect's QuickFormat feature lets you copy formatting from one area of your document to others quickly. You can use QuickFormat to apply formatting to text characters or to headings or paragraphs.

■ **Format document pages**

You can have WordPerfect automatically resize a document to fit a desired number of pages. In addition, you can change the paper size and orientation. If you use automatic page numbering, WordPerfect renumbers the pages in your document whenever you add or delete information.

■ **Use headers and footers**

A header appears at the top of designated pages within a document; a footer appears at the bottom. You can use headers and footers to display information such as the date or the page number and to give your documents a professional look.

Keeping Text Together

As you type a document, WordPerfect automatically places text on a new page when the current page is full. Depending on the type of document you are creating, you might prefer to arrange text differently from WordPerfect's default arrangements. For example, WordPerfect might push a single line of text to a subsequent page, displaying only one line on an otherwise bare sheet of paper. Alternatively, WordPerfect might push the last half of an important list from one page onto the next, diminishing the list's impact because it is split onto two pages. You can avoid these types of problems by activating WordPerfect's text protection features.

Using Widow and Orphan Protection

In word processing, a *widow* is the last line of a paragraph that appears on the first line of a page. An *orphan* is the first line of a paragraph that appears on the last line of a page. Either of these solitary "leftover" lines can make a document appear unbalanced and unprofessional.

You can avoid widows and orphans by turning on widow/orphan protection in the Keep Text Together dialog box, shown in Figure 8-1. This makes WordPerfect keep a minimum of two lines of a paragraph together.
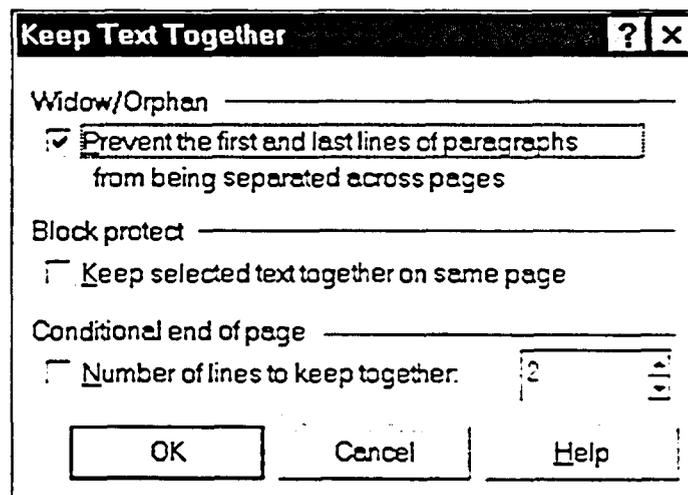
Figure 8-1: *The Keep Text Together Dialog Box*

METHOD

To use widow and orphan protection:

1. Place the insertion point where you want the protection to begin.
2. From the Format menu, choose Keep Text Together.
3. In the Keep Text Together dialog box, select the check box under Widow/Orphan.
4. Choose OK.

EXERCISE

In the following exercise, you will use widow and orphan protection.

1. Open **A:\Walt Disney World info VII.wpd**

2. Examine the top of page 2

   A widow appears at the top of the page.

3. Near the bottom of page 1, place the insertion point at the beginning of the paragraph that starts with *In World Showcase*

4. From the Format menu, choose Keep Text Together

   The Keep Text Together dialog box appears.

5. Select the check box under Widow/Orphan

6. Choose OK

   The dialog box closes, and widow/orphan protection is activated. The last line on page 1 moves to the top of page 2.

END

Using Block Protect

Turning on *block protect* stops WordPerfect from splitting blocks of text between pages. You might want to use this feature to keep paragraph headings with their paragraphs or to keep lists together.

METHOD

To use block protect:

1. Select the text you want to protect.
2. Open the Keep Text Together dialog box.
3. In the Keep Text Together dialog box, select the check box under Block protect.
4. Choose OK.
5. Deselect the text.

EXERCISE

In the following exercise, you will use block protect.

1. Make sure **A:\Walt Disney World info VII.wpd** is open in the active window

2. Select the paragraph beginning *In World Showcase* that spans pages 1 and 2

3. Open the Keep Text Together dialog box

4. Select the check box under Block protect

5. Choose OK

   The dialog box closes, and block protect is activated. The entire paragraph moves to the second page.

6. Deselect the paragraph

7. Save the file as **H:\Doc\Walt Disney World info VII 1.wpd**

    ┌─END─┐
    └─────┘

Using QuickFormat

Formatting text can be a time-consuming and tedious process, especially if you need to format blocks of text that are scattered through a long document. *QuickFormat* lets you quickly apply the formatting properties of characters, headings, or paragraphs to other document text.

Formatting Text Characters with QuickFormat

To apply specific text formatting to other text characters within your document, place the insertion point in the text whose formatting you want to copy and then click the QuickFormat button on the Toolbar. Figure 8-2 shows WordPerfect's QuickFormat dialog box, in which you can choose to copy the format to selected characters. Once you close the dialog box, you format the desired text by dragging the pointer over the characters.
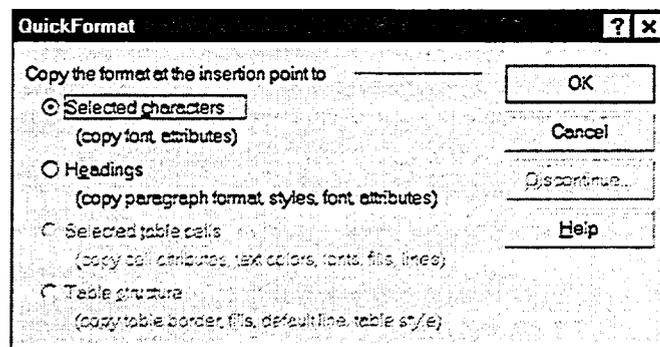
Figure 8-2: *The QuickFormat Dialog Box*

METHOD

To format text characters with QuickFormat:

1. If necessary, deactivate the shadow cursor.
2. Place the insertion point anywhere in the text whose formatting you want to copy.
3. On the Toolbar, click the QuickFormat button.
4. In the QuickFormat dialog box, select the Selected characters option button.
5. Choose OK.
6. Drag the pointer over the text characters you want to format.
7. Repeat step 6 as necessary.
8. On the Toolbar, click the QuickFormat button.

EXERCISE

In the following exercise, you will format text characters with QuickFormat.

1. Make sure **H:\Doc\Walt Disney World info VII 1.wpd** is open in the active window

2. If necessary, deactivate the shadow cursor

3. At the beginning of the bulleted list near the top of page 1, place the insertion point in the italicized text *Main Street*

    The desired format is selected.

4. On the Toolbar, click the QuickFormat button

    The QuickFormat dialog box appears.

5. Select the Selected characters option button

6. Choose OK

    The dialog box closes, and the pointer becomes a paintbrush I-beam pointer.

7. Near the beginning of the second paragraph following the bulleted list, drag the pointer over *Future World*

    The formatting of **Main Street** *is copied to* **Future World,** *and the text becomes italicized.*

8. On the Toolbar, click the QuickFormat button

    QuickFormat is deactivated.

END

Formatting Headings or Paragraphs with QuickFormat

When you use QuickFormat's Headings formatting option, WordPerfect copies paragraph and text formatting from the selected heading or paragraph to all other headings or paragraphs you "paint" with the format. Besides letting you copy formatting characteristics, this QuickFormat option also ties formatted text together so that if you make subsequent formatting changes in one location, all other related text is automatically updated to match. You can use this feature to ensure that headings retain consistent formatting throughout your document.

METHOD

To format headings or paragraphs with QuickFormat:

1. If necessary, deactivate the shadow cursor.
2. Place the insertion point anywhere in the heading or paragraph with the formatting you want to copy.
3. On the Toolbar, click the QuickFormat button.
4. In the QuickFormat dialog box, make sure the Headings option button is selected.
5. Choose OK.
6. Click anywhere in a heading or paragraph you want to format.
7. Repeat step 6 as necessary.
8. On the Toolbar, click the QuickFormat button.

EXERCISE

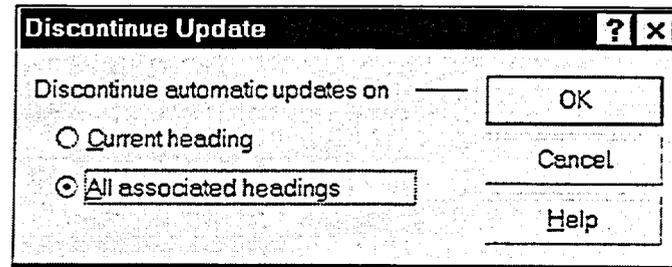In the following exercise, you will format headings with QuickFormat.

1. Make sure **H:\Doc\Walt Disney World info VII 1.wpd** is open in the active window

2. If necessary, deactivate the shadow cursor

3. At the top of page 1, place the insertion point in the paragraph heading *The Magic Kingdom*

4. On the Toolbar, click the QuickFormat button

   The QuickFormat dialog box appears.

5. Make sure the Headings option
   button is selected

6. Choose OK

   *The dialog box closes, and the
   pointer becomes a paint roller
   I-beam pointer.*

7. Click anywhere in the heading
   EPCOT Center, located after
   the bulleted list

   *The heading formatting of **The
   Magic Kingdom** is copied to
   EPCOT Center.*

8. Click anywhere in the heading
   Disney MGM Studios Theme
   Park, near the top of page 2

   *The heading formatting of **The
   Magic Kingdom** is copied to
   **Disney MGM Studios Theme
   Park**.*

9. On the Toolbar, click the
   QuickFormat button

   QuickFormat is deactivated.

10. At the top of page 1, select the
    heading The Magic Kingdom

11. On the Property Bar, click the
    Underline button

    The heading is underlined.

12. Deselect the heading

13. Scroll down and examine the
    headings EPCOT Center and
    Disney MGM Studios Theme
    Park

    *The headings are also
    underlined.*

14. Return to the top of the
    document

┌ *END* ┐
└─────┘

Discontinuing Automatic Updates

After you use QuickFormat to format multiple headings or paragraphs, you might need to reformat a single heading or paragraph without applying the change to the others. You can discontinue automatic updates for the current heading or paragraph or for all headings or paragraphs that share the formatting by using the Discontinue Update dialog box, shown in Figure 8-3.

Figure 8-3: *The Discontinue Update Dialog Box*

METHOD

To discontinue automatic updates:

1. Place the insertion point anywhere in a heading or paragraph that has been formatted using QuickFormat.
2. On the Toolbar, click the QuickFormat button.
3. In the QuickFormat dialog box, make sure the Headings option button is selected.
4. Choose Discontinue.
5. In the Discontinue Update dialog box, select the desired option.
6. Choose OK.

EXERCISE

In the following exercise, you will discontinue automatic updates.

1. Make sure **H:\Doc\Walt Disney World info VII 1.wpd** is open in the active window

2. At the top of page 1, place the insertion point anywhere in the heading *The Magic Kingdom*

3. On the Toolbar, click the QuickFormat button

    The QuickFormat dialog box appears.

4. Make sure the Headings option button is selected

5. Choose Discontinue

    The Discontinue Update dialog box appears.

6. Make sure the *All associated headings* option button is selected

7. Choose OK

    The dialog boxes close, and automatic updates are discontinued.

8. Select the heading *The Magic Kingdom*

9. On the Property Bar, click the Underline button

    The text is no longer underlined.

10. Deselect the heading

11. Scroll down and examine the headings *EPCOT Center* and *Disney MGM Studios Theme Park*

    The headings are still underlined.

12. Return to the top of the document

13. Save the document

END

Formatting Document Pages

WordPerfect offers a variety of features to help you format your document pages. You can use *Make It Fit* to automatically reformat your document to fit a desired number of pages. You can also change paper size and orientation to meet your requirements. In addition, you can have WordPerfect apply page numbers automatically.

Using Make It Fit

The Make It Fit feature lets you fit a document into a specific number of pages quickly by having WordPerfect reformat the document. You can select the formatting settings you want WordPerfect to adjust in the Make It Fit dialog box, shown in Figure 8-4. If you don't like the way WordPerfect reformats your document, you can use Make It Fit to format the document again, or you can use Undo to reverse the action.
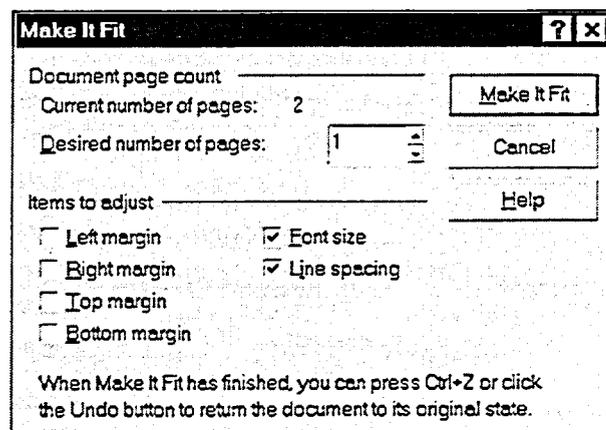

Figure 8-4: *The Make It Fit Dialog Box*

METHOD

To use Make It Fit:

1. From the Format menu, choose Make it Fit.
2. In the Make it Fit dialog box, in the *Desired number of pages* spin box, type or select the number of pages you want the document to fill.
3. In the Items to adjust area, select and/or deselect the desired formatting item check box(es).
4. Choose Make It Fit.

EXERCISE

In the following exercise, you will use Make It Fit.

1. Make sure **H:\Doc\Walt Disney World info VII 1.wpd** is open in the active window

2. Zoom to Full Page

3. Scroll down and examine page 2

   A portion of page 2 does not contain text.

4. From the Format menu, choose Make It Fit

   The Make It Fit dialog box appears.

5. In the *Desired number of pages* spin box, type **1**

   WordPerfect will make the document fit on one page.

6. In the Items to adjust area, make sure the Font size and Line spacing check boxes are selected

   WordPerfect will adjust font size and line spacing to fit the document on one page.

7. Choose Make It Fit

   The dialog box closes, and WordPerfect shrinks the document and displays it on one page.

8. Reopen the Make It Fit dialog box

9. In the *Desired number of pages* spin box, type **2**

   WordPerfect will make the document fit on two pages.

10. In the Items to adjust area, make sure the Font size and Line spacing check boxes are selected

    WordPerfect will adjust font size and line spacing to fit the document on two pages.

11. Choose Make It Fit

    The dialog box closes, and WordPerfect expands the document and displays it on two pages.

12. Examine the document

    Text fills both pages of the document.

END

Changing Page Orientation

By default, when you create a new blank document, text is placed across the narrow part of an 8½ by 11 inch page. This orientation is referred to as *portrait*. The opposite orientation, *landscape*, places the text across the wide part of the page. Figure 8-5 illustrates both types of orientations.

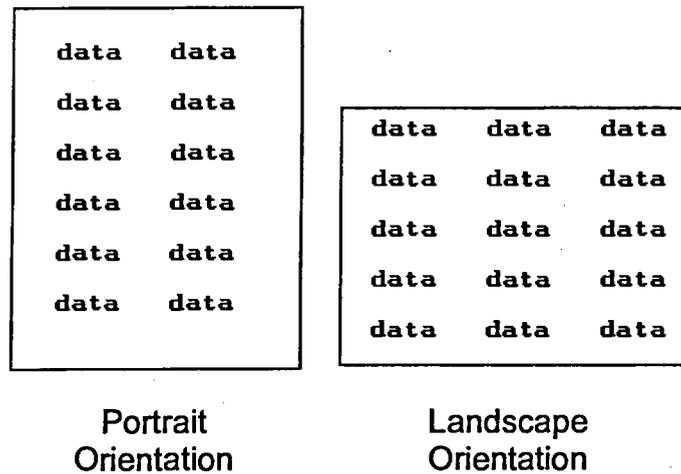Portrait
Orientation

Landscape
Orientation

Figure 8-5: *Portrait and Landscape Orientations*

Depending on the type of document with which you are working, you might prefer to display its pages in landscape orientation. You can change a document's page orientation by using the Page Setup dialog box's Size page, shown in Figure 8-6.
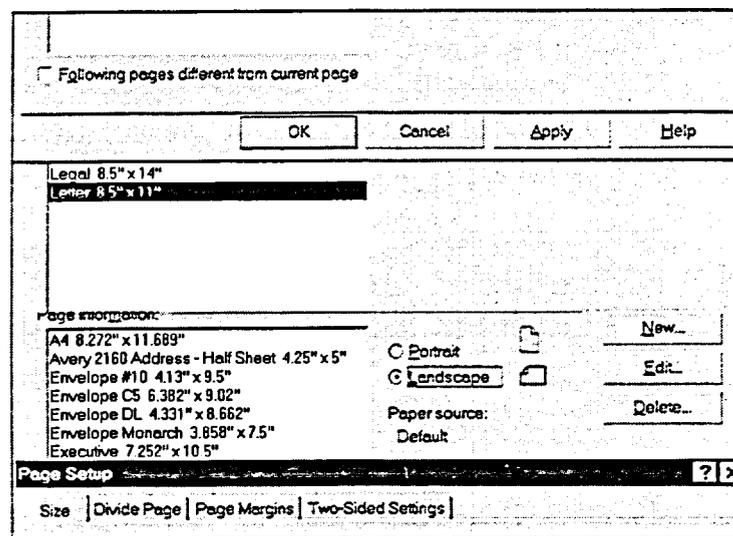
Figure 8-6: *The Page Setup Dialog Box's Size Page*

METHOD

To change page orientation:

1. Place the insertion point at the top of the page on which you want the new orientation to begin.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Page Setup.
4. If necessary, in the Page Setup dialog box, select the Size tab.
5. On the Size page, select the desired orientation option button.
6. Choose OK.

EXERCISE

In the following exercise, you will change page orientation.

1. Make sure **H:\Doc\Walt Disney World info VII 1.wpd** is open in Full Page view in the active window

2. Make sure the insertion point is positioned at the top of the document

3. From the Format menu, choose Page

   The Page submenu appears.

4. Choose Page Setup

   The Page Setup dialog box appears.

5. If necessary, select the Size tab

   The Size page appears.

6. Select the Landscape option button

7. Choose OK

   The dialog box closes, and the document appears in landscape orientation.

8. Reopen the Page Setup dialog box

9. Change the page orientation to Portrait, and then close the dialog box

   The document appears in portrait orientation.

END

Numbering Pages Automatically

To make it easy for readers to navigate through printed copies of your document, you can have WordPerfect automatically place a page number on each page. WordPerfect lets you select a page number position and format for the current and subsequent pages in the document by using the Select Page Numbering Format dialog box, shown in Figure 8-7. In this dialog box, you can also choose to insert the current page number at the position where the insertion point is placed in the text. Once you apply page numbering, WordPerfect automatically renumbers the document's pages as necessary whenever you insert or delete text.
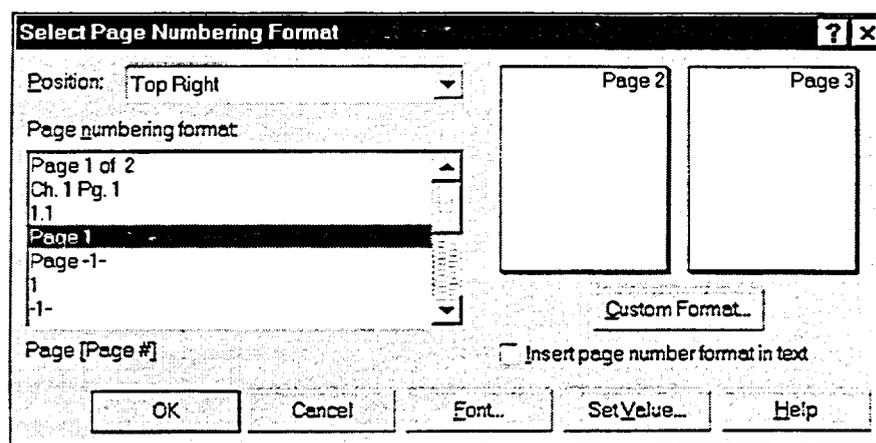
Figure 8-7: *The Select Page Numbering Format Dialog Box*

METHOD

To number pages automatically:

1. Place the insertion point at the top of the page on which you want page numbering to begin.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Numbering.
4. In the Select Page Numbering Format dialog box, from the Position drop-down list, select the desired position.
5. In the *Page numbering format* list, select the desired format.
6. If desired, select the *Insert page number format in text* check box.
7. Choose OK.

EXERCISE

In the following exercise, you will use automatic page numbering.

1.	Make sure **H:\Doc\Walt Disney World info VII 1.wpd** is open in Full Page view in the active window	
2.	Make sure the insertion point is positioned at the top of page 1	
3.	From the Format menu, choose Page	*The Page submenu appears.*
4.	Choose Numbering	*The Select Page Numbering Format dialog box appears.*
5.	From the Position drop-down list, select Top Right	*The sample pages display page numbers in the top right corner.*
6.	In the *Page numbering format* list, select Page 1	*The sample pages display page numbers in the selected format in the top right corner.*
7.	Choose OK	*The dialog box closes, and automatic page numbering is activated.*
8.	Scroll down and examine the document	*A page number appears in the top right corner of each page.*
9.	Save and close the document	

END

Using Headers and Footers

You can use *headers* and *footers* to display information such as titles, chapter names, dates, or page numbers in your documents. Headers appear at the top of designated pages; footers appear at the bottom. Either can include text and graphic elements. WordPerfect outlines headers and footers with *header* and *footer guidelines*, which appear in the document window only—they do not appear on printed copies of your documents.

Figure 8-8 displays standard buttons on the Header and Footer Property Bars, which you use to create and modify headers and footers. Table 8-1 describes the buttons' functions. The Property Bar display can change depending on the type of operation you are currently performing.
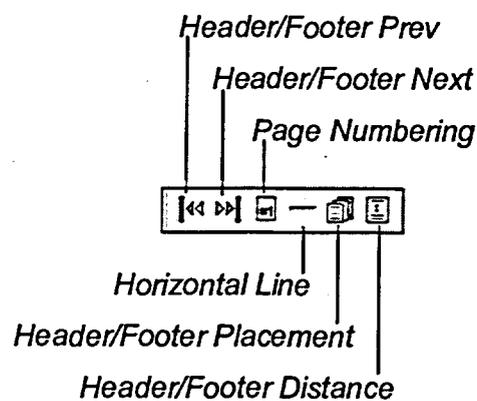
Figure 8-8: *Buttons on the Header and Footer Property Bars*

Button	Function
Header/Footer Prev	Moves to the previous header or footer.
Header/Footer Next	Moves to the next header or footer.
Page Numbering	Lets you insert a page number in the header or footer.
Horizontal Line	Inserts a horizontal line in the header or footer.
Header/Footer Placement	Lets you choose on which pages you want the header or footer to appear.
Header/Footer Distance	Lets you define the distance between the text and the header or footer.

Table 8-1: *Functions of Header and Footer Property Bar Buttons*

Creating Headers and Footers

WordPerfect gives you a variety of options for working with headers and footers. You can use font attributes and special characters in headers and footers just as you do in the body of your document. You can place a header or a footer on every page or on even or odd pages. If desired, you can also add a graphic line across the header or the footer and insert page numbers.

⌐ METHOD ⌐

To create a header or a footer:

1. From the Insert menu, choose Header/Footer.
2. In the Headers/Footers dialog box, select the Header A or Header B option button.
   or
2. In the Headers/Footers dialog box, select the Footer A or Footer B option button.
3. Choose Create.
4. Type the text and/or enter any other desired contents into the header or footer.
5. Format the header or footer as desired.
6. Click in the text outside the header or footer.

⌐ EXERCISE

In the following exercise, you will create a header and a footer.

1. Open **A:\Attractions VII.wpd**

2. From the Insert menu, choose Header/Footer

   The Headers/Footers dialog box appears.

3. Make sure the Header A option button is selected

4. Choose Create

   The dialog box closes, the Header Property Bar appears, and the insertion point moves into the header.

5. Type **Things to Do in the Orlando Area**

6. Click in the text outside the header

   The Text Property Bar reappears.

7.	From the Insert menu, choose Header/Footer	*The Headers/Footers dialog box appears.*
8.	Select the Footer A option button	
9.	Choose Create	*The dialog box closes, the Footer Property Bar appears, and the insertion point moves into the footer.*
10.	Press ALT+F7	*The insertion point moves to the right margin.*
11.	Type **Page** and press SPACEBAR	
12.	On the Footer Property Bar, click the Page Numbering button	*The Page Numbering drop-down list appears.*
13.	Select Page Number	*The page number is inserted into the footer.*
14.	Click in the text outside the footer	*The Text Property Bar reappears.*
15.	Zoom to Full Page, and then examine the top and bottom of each page	*The header and footer appear on each page.*
16.	Zoom to 100 percent, and then return to the top of the document	

┌ *END* ┐

Modifying Headers and Footers

After you create a header or a footer, you might want to modify its text or formatting. To do so, place the insertion point in the header or footer and then make the desired changes.

⌐ METHOD ⌐

To modify a header or a footer:

1. Place the insertion point in the header or footer.
2. Modify the header or footer's text and/or formatting as desired.
3. Click in the text outside the header or footer.

⌐ EXERCISE

In the following exercise, you will modify a header.

1. Make sure **A:\Attractions VII.wpd** is open in the active window

2. At the top of the document, place the insertion point in the header

3. Select all text in the header

4. On the Property Bar, click the Italic button   *The header text is italicized.*

5. Click in the text outside the header

6. Examine the top of each page of the document   *The header is modified on each page.*

⌐ END ⌐

Discontinuing Headers and Footers

In a large document, you might need to discontinue a header or footer at some point. You can turn off the display of a header or a footer by using the Headers/Footers dialog box's Discontinue option. WordPerfect stops displaying the header or footer in the document at the page on which you choose the option.

METHOD

To discontinue a header or a footer:

1. Place the insertion point on the page on which you want to discontinue the header or footer.
2. From the Insert menu, choose Header/Footer.
3. In the Headers/Footers dialog box, select the desired header or footer option button.
4. Choose Discontinue.

EXERCISE

In the following exercise, you will discontinue a footer.

1.	Make sure **A:\Attractions VII.wpd** is open in the active window	
2.	Place the insertion point in the first paragraph on page 3	
3.	From the Insert menu, choose Header/Footer	*The Headers/Footers dialog box appears.*
4.	Select the Footer A option button	
5.	Choose Discontinue	*The Headers/Footers dialog box closes, and the footer is discontinued.*
6.	Zoom to Full Page and examine the bottom of page 3	*The footer does not appear.*

7. Scroll up and examine the bottom of each previous page of the document

   The footer still appears on the previous pages.

8. Save the file as **H:\Doc\Attractions VII 1.wpd,** and then close the document

⌐**END**⌐

To use widow and orphan protection:

1. Place the insertion point where you want the protection to begin.
2. From the Format menu, choose Keep Text Together.
3. In the Keep Text Together dialog box, select the check box under Widow/Orphan.
4. Choose OK.

To use block protect:

1. Select the text you want to protect.
2. Open the Keep Text Together dialog box.
3. In the Keep Text Together dialog box, select the check box under Block protect.
4. Choose OK.
5. Deselect the text.

To format text characters with QuickFormat:

1. If necessary, deactivate the shadow cursor.
2. Place the insertion point anywhere in the text whose formatting you want to copy.
3. On the Toolbar, click the QuickFormat button.
4. In the QuickFormat dialog box, select the Selected characters option button.
5. Choose OK.
6. Drag the pointer over the text characters you want to format.
7. Repeat step 6 as necessary.
8. On the Toolbar, click the QuickFormat button.

To format headings or paragraphs with QuickFormat:

1. If necessary, deactivate the shadow cursor.
2. Place the insertion point anywhere in the heading or paragraph with the formatting you want to copy.
3. On the Toolbar, click the QuickFormat button.
4. In the QuickFormat dialog box, make sure the Headings option button is selected.
5. Choose OK.
6. Click anywhere in a heading or paragraph you want to format.
7. Repeat step 6 as necessary.
8. On the Toolbar, click the QuickFormat button.

To discontinue automatic updates:

1. Place the insertion point anywhere in a heading or paragraph that has been formatted using QuickFormat.
2. On the Toolbar, click the QuickFormat button.
3. In the QuickFormat dialog box, make sure the Headings option button is selected.
4. Choose Discontinue.
5. In the Discontinue Update dialog box, select the desired option.
6. Choose OK.

To use Make It Fit:

1. From the Format menu, choose Make it Fit.
2. In the Make it Fit dialog box, in the *Desired number of pages* spin box, type or select the number of pages you want the document to fill.

3. In the Items to adjust area, select and/or deselect the desired formatting item check box(es).
4. Choose Make It Fit.

To change page orientation:

1. Place the insertion point at the top of the page on which you want the new orientation to begin.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Page Setup.
4. If necessary, in the Page Setup dialog box, select the Size tab.
5. On the Size page, select the desired orientation option button.
6. Choose OK.

To number pages automatically:

1. Place the insertion point at the top of the page on which you want page numbering to begin.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Numbering.
4. In the Select Page Numbering Format dialog box, from the Position drop-down list, select the desired position.
5. In the *Page numbering format* list, select the desired format.
6. If desired, select the *Insert page number format in text* check box.
7. Choose OK.

To create a header or a footer:

1. From the Insert menu, choose Header/Footer.
2. In the Headers/Footers dialog box, select the Header A or Header B option button.
   or
2. In the Headers/Footers dialog box, select the Footer A or Footer B option button.
3. Choose Create.

4. Type the text and/or enter any other desired contents into the header or footer.
5. Format the header or footer as desired.
6. Click in the text outside the header or footer.

To modify a header or a footer:

1. Place the insertion point in the header or footer.
2. Modify the header or footer's text and/or formatting as desired.
3. Click in the text outside the header or footer.

To discontinue a header or a footer:

1. Place the insertion point on the page on which you want to discontinue the header or footer.
2. From the Insert menu, choose Header/Footer.
3. In the Headers/Footers dialog box, select the desired header or footer option button.
4. Choose Discontinue.

8 *Self-Check Exercise*

1. Open **A:\Speech excerpt VII.wpd**.

2. Eliminate the widow at the top of page 2.

3. At the bottom of page 2, block protect the heading *CHANGING YOUR OUTLOOK* and the paragraph that follows it.

4. Change the page orientation for the entire document to landscape.

5. Change the orientation back to portrait.

6. Use automatic page numbering to place the page number in the format of your choosing at the bottom center of each page.

7. Create a footer with today's date at the right margin.

8. Edit the footer so that the date appears in boldfaced type.

9. Create a header with the left-justified heading **Self-Improvement Series**.

10. Discontinue the header on page 3.

11. Near the top of page 1, italicize the name *Richard Nixon*. Then, use QuickFormat to italicize the other proper names on pages 1 and 2.

12. At the top of page 1, change the heading *CHILDHOOD MEMORIES* to 16 point type, and then use QuickFormat to copy the format to the headings *TO GET IN TOUCH WITH YOUR MEMORIES, OTHER PEOPLE'S MEMORIES*, and *CHANGING YOUR OUTLOOK*.

13. Underline the heading *CHILDHOOD MEMORIES* without underlining the other headings in the document.

14. Use Make It Fit to fit the document onto two pages.

15. Save the file as **H:\Doc\Speech excerpt VII 1.wpd,** and then close the document

Working with Text Columns

- Using Newspaper Columns
- Using Parallel Columns
- Applying Borders to Columns

Section Skills and Their Importance

In the following section you will learn to:

■ **Use newspaper columns**

WordPerfect lets you place text that flows down the page into newspaper columns. You can specify the number of columns, their widths, and the distance between them.

■ **Use parallel columns**

For text that flows across the page, WordPerfect lets you create parallel columns. Parallel columns group text into discrete rows across a page.

■ **Apply borders to columns**

Once you create a columnar layout, you might want to enhance it by using borders. You can choose from a selection of predefined borders for both newspaper and parallel columns.

Using Newspaper Columns

When you are creating documents such as newsletters or reports, you might want to lay them out in *newspaper columns*. Newspaper columns are characterized by text that flows from the bottom of one column to the top of the next column to the right. If you select *balanced newspaper columns*, WordPerfect adjusts the newspaper columns so that they are of equal length. Figure 9-1 illustrates newspaper columns and balanced newspaper columns.

Newspaper   Balanced newspaper
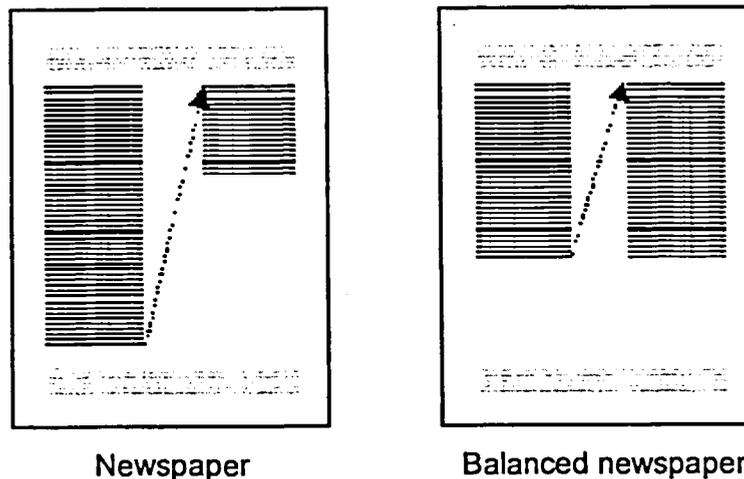
Figure 9-1: *Newspaper Columns and Balanced Newspaper Columns*

Defining Newspaper Columns

You can define newspaper columns in one of two ways. You can format the columns first and then type the text, or you can type the text first and then format the columns. In either case, you use the Columns dialog box, shown in Figure 9-2, to define the type and number of columns and the space between them. After you define columns, dotted on-screen *column guidelines* outline the area on the page where the columns appear.
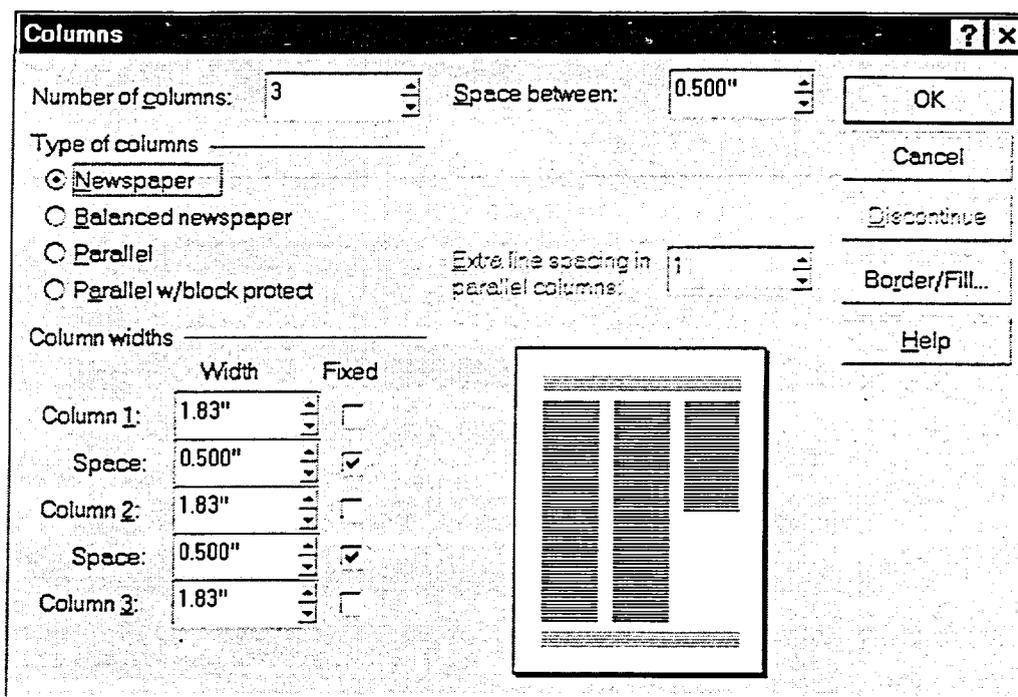
Figure 9-2: *The Columns Dialog Box*

When you're working in a document that is laid out in columns, you can use the mouse to move the insertion point to specific locations within the columns. You can also use the keystroke combinations described in Table 9-1 to move through your columns.

Keystroke	Result
ALT+HOME	Moves the insertion point to the top of the current column.
ALT+END	Moves the insertion point to the last line of the current column.
ALT+LEFT ARROW	Moves the insertion point to the previous column on the current page.
ALT+RIGHT ARROW	Moves the insertion point to the next column on the current page.

Table 9-1: *Column Movement Keys*

```
 METHOD
```

To define newspaper columns:

1. Place the insertion point where you want the columns to begin.
2. From the Format menu, choose Columns.
3. In the Columns dialog box, in the Number of columns spin box, type or select the desired number of columns.
4. If desired, in the Space between spin box, type or select the space between columns.
5. In the Type of columns area, select the Newspaper option button.
   or
5. In the Type of columns area, select the Balanced newspaper option button.
6. If desired, in the Column widths area, type or select the width and space for each column.
7. If desired, for each column or space, select or deselect the Fixed check box.
8. Choose OK.

```
 EXERCISE
```

In the following exercise, you will define newspaper columns.

1. Open **A:\Convention cruises VII.wpd**

2. Place the insertion point at the beginning of the first paragraph

3. From the Format menu, choose Columns — *The Columns dialog box appears.*

4. In the Number of columns spin box, type **3** — *The text will appear in three columns.*

5. In the Type of columns area, make sure the Newspaper option button is selected

6.   Choose OK

The dialog box closes, and the text is displayed in three columns, identified as Col 1, Col 2, and Col 3.

7.   Zoom to Full Page, and then examine each page of the document

The text on page 2 does not completely fill the three defined columns.

⌐ **END** ¬

Modifying Newspaper Column Formatting

Once you define newspaper columns, you might decide you'd like to change their layout. You can modify column formatting by defining the desired changes in the Columns dialog box.

METHOD

To modify newspaper column formatting:

1. Place the insertion point in any column in the column group.
2. Open the Columns dialog box.
3. In the Columns dialog box, define any desired changes.
4. Choose OK.

EXERCISE

In the following exercise, you will modify newspaper column formatting.

1. In the active window, make sure **A:\Convention cruises VII.wpd** is open in Full Page view

2. Place the insertion point in Col 1 of page 2

3. Open the Columns dialog box

4. In the Type of columns area, select the Balanced newspaper option button

5. Choose OK

   The dialog box closes, and the text on page 2 is displayed in three columns of equal length.

6. Save the file as **H:\Doc\Convention cruises VII 1.wpd**, and then close the document

END

Using Parallel Columns

Parallel columns are characterized by text that is grouped across the page in rows. You might use parallel columns for charts, lists, or schedules. If the information in a parallel column is too long to fit across the width of its column, WordPerfect automatically wraps the column's text into a multiple line row. After one row of information displayed in parallel columns ends, the next row starts below the longest column of the previous row. Rows are separated by blank horizontal lines.

Using *parallel columns with block protect* keeps each discrete row together on a page. Figure 9-3 shows parallel columns and parallel columns with block protect.

| Parallel | Parallel with block protect |
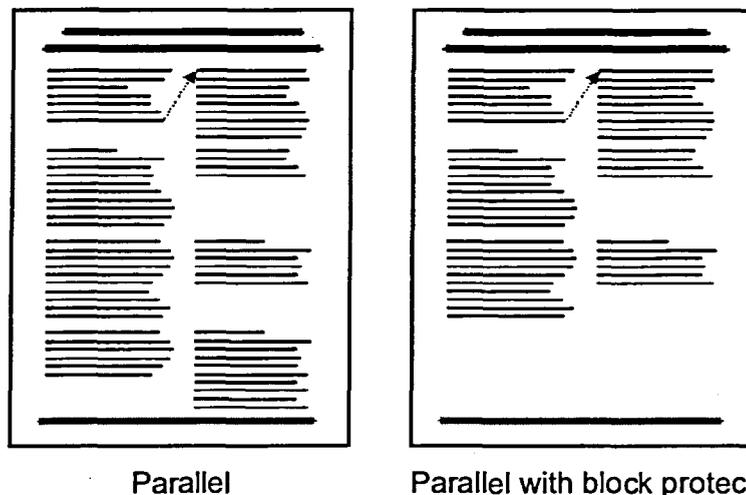
Figure 9-3: *Parallel Columns and Parallel Columns with Block Protect*

Defining Parallel Columns

You can define parallel columns by selecting the desired column type in the Columns dialog box. Like newspaper columns, you can select the number of columns and column spacing and widths for parallel columns. Once you define parallel columns, column guidelines designate where the columns appear within the document.

Unlike newspaper columns, which you can create before or after the text is typed, parallel columns should be formatted before text is entered into the document. You must perform extensive editing to reformat existing text in parallel columns.

METHOD

To define parallel columns:

1. Place the insertion point where you want the columns to begin.
2. From the Format menu, choose Columns.
3. In the Columns dialog box, in the Number of columns spin box, type or select the desired number of columns.
4. If desired, in the Space between spin box, type or select the space between columns.
5. In the Type of columns area, select the Parallel option button.
   or
5. In the Type of columns area, select the Parallel w/block protect option button.
6. If desired, in the *Extra line spacing in parallel columns* spin box, type or select a value.
7. If desired, in the Column widths area, type or select the width and space for each column.
8. If desired, for each column or space, select or deselect the Fixed check box.
9. Choose OK.

EXERCISE

In the following exercise, you will define parallel columns.

1. Make sure you are working in a new blank document

2. From the Format menu, choose Columns

   The Columns dialog box appears.

3. In the Columns dialog box, in the Number of columns spin box, make sure 2 is displayed

4. In the Type of columns area, select the Parallel option button

5. Choose OK

   The dialog box closes, column guidelines appear in the document, and the insertion point is placed at the beginning of Col 1.

END

Entering Text into Parallel Columns

You enter text into a document formatted in parallel columns in virtually the same way as you type it into any other document. You must, however, let WordPerfect know when to end one column and begin another. You can do this by pressing the **CTRL+ENTER** keystroke combination. When you finish typing text, you can turn off the columns by choosing Discontinue in the Columns dialog box.

⌐ METHOD ⌐

To enter text into parallel columns:

1. Place the insertion point in the appropriate column.
2. Type the text.
3. Press **CTRL+ENTER** to move to the next column.
4. Repeat steps 2 and 3 as required.

To turn off columns:

1. Open the Columns dialog box.
2. Choose Discontinue.

EXERCISE

In the following exercise, you will enter text into parallel columns.

1. In the new document formatted with two parallel columns, make sure the insertion point appears at the beginning of the first column

2. Type **Disney's Contemporary Resort**   *Text is entered in Col 1.*

3. Press **CTRL+ENTER**   *The insertion point moves to Col 2.*

4. Type **An ultra-modern A-frame hotel, with a Monorail depot in its lobby, offering breathtaking views of the Magic Kingdom. Sporting facilities on the premises include six tennis courts, boat rentals, swimming pools, and water-skiing.**

   Text is entered in Col 2, wrapping as necessary within the column.

5. Press **CTRL+ENTER**

   The insertion point moves to the next row in Col 1, leaving a blank line between the rows.

6. Using Figure 9-4 as a guide, enter the remaining text in the columns

7. Open the Columns dialog box

8. Choose Discontinue

   Column formatting is turned off.

9. Save the document as **H:\Doc\Disney's hotels.wpd**

┌─ **END** ─┐

| Disney's Grand Floridian Beach Resort | The most elegant and upscale accommodations in Disney World, this Victorian-style hotel boasts of nineteenth-century hospitality and twenty-first century comfort. This hotel is also located on the Monorail line. |
| Disney's Polynesian Resort | Reminiscent of a tropical island retreat, this gracious Monorail hotel is surrounded by tall, swaying palms and sandy beaches. Boating, water-skiing, and swimming are just outside the door. |

Figure 9-4: *Document Text—Entering Text into Parallel Columns Exercise*

Modifying Parallel Column Formatting

Modifying the formatting of parallel columns is similar to modifying the formatting of newspaper columns. To change the formatting of parallel columns, place the insertion point in the row in which you want to begin the new formatting. Then, open the Columns dialog box and specify the desired changes.

Be careful when making formatting changes to parallel columns that contain text. If you increase or decrease the number of columns, you might find that WordPerfect reformats the columns differently from the way you prefer.

METHOD

To modify parallel column formatting:

1. Place the insertion point in the row in which you want the new formatting to begin.
2. Open the Columns dialog box.
3. In the Columns dialog box, define any desired changes.
4. Choose OK.

EXERCISE

In the following exercise, you will modify parallel column formatting.

1.	Make sure **H:\Doc\Disney's hotels.wpd** is open in the active window	
2.	Zoom to Page Width and examine the formatting of the columns	*The columns are formatted with equal widths.*
3.	Place the insertion point at the beginning of the first column	*The column formatting change will affect all rows in the document.*
4.	Open the Columns dialog box	
5.	In the Space between spin box, delete the current value and type **1**	

6. In the Column 1 Width spin
   box, delete the current value
   and type **2**

7. Choose OK

*The dialog box closes, and the
columns appear in their new
format.*

⌐ END ⌐

Applying Borders to Columns

Once you format a document in columns, you might want to apply borders to the columns. You can use column borders to enhance the document's appearance and to emphasize the column separations.

Creating Parallel Column Borders

WordPerfect lets you select a column border style in the Column Border/Fill dialog box, which you open through the Columns dialog box. Figure 9-5 shows the Border page of the Column Border/Fill dialog box. By default, when you add a column border to parallel columns, WordPerfect applies the border individually to each row below the insertion point.
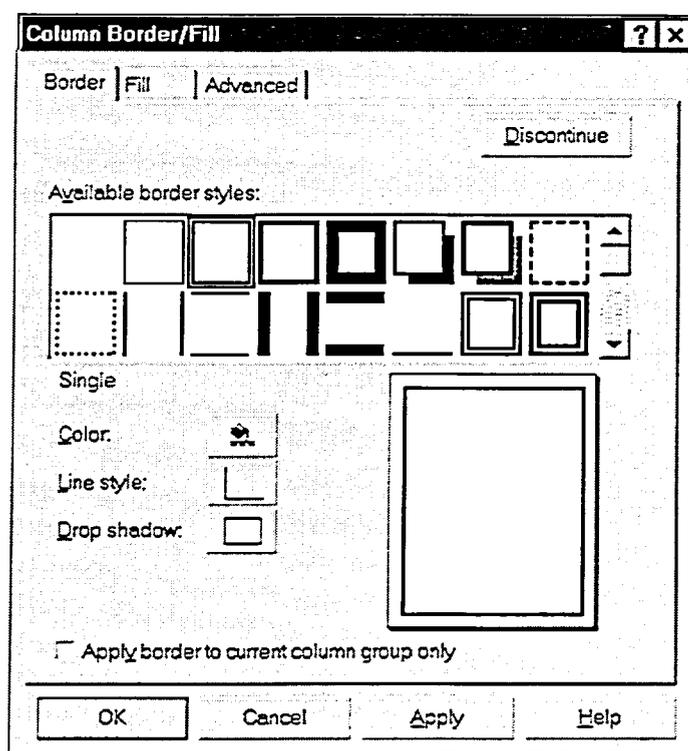

Figure 9-5: *The Border Page of the Column Border/Fill Dialog Box*

⌐ **METHOD** ⌐

To create parallel column borders:

1. Place the insertion point in the row in which you want the borders to begin.
2. Open the Columns dialog box.

3. Choose Border/Fill.
4. If necessary, in the Column Border/Fill dialog box, select the Border tab.
5. On the Border page, in the Available border styles palette, select the desired border style.
6. If desired, select or deselect the *Apply border to current column group only* check box.
7. Choose OK.
8. In the Columns dialog box, choose OK.

EXERCISE

In the following exercise, you will create parallel column borders.

1.	In the active window, make sure **H:\Doc\Disney's hotels.wpd** is open in Page Width view	
2.	Make sure the insertion point is placed at the beginning of the first column	*Borders will be applied to each row in the columns.*
3.	Open the Columns dialog box	
4.	Choose Border/Fill	*The Column Border/Fill dialog box appears.*
5.	If necessary, select the Border tab	*The Border page appears.*
6.	In the Available border styles palette, select Single (top row, third column)	*The preview area displays a single border.*
7.	If necessary, deselect the *Apply border to current column group only* check box	
8.	Choose OK	*The dialog box closes, and the Columns dialog box remains open.*

9.   Choose OK

The dialog box closes, and a border appears around each row on the page.

10. Save and close the file

$\boxed{END}$

Creating Newspaper Column Borders

Newspaper column borders behave somewhat differently from parallel column borders. When you add a border to newspaper columns, the border applies to all text throughout the group of columns. Figure 9-6 illustrates newspaper columns with line borders between the columns.
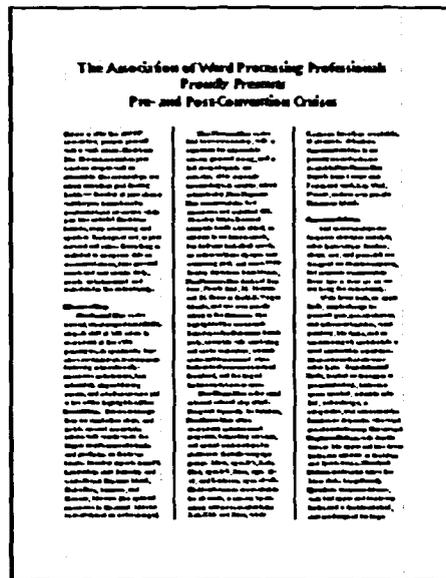
Figure 9-6: *Newspaper Columns with Line Borders between the Columns*

METHOD

To create newspaper column borders:

1. Place the insertion point in any column in the column group.
2. Open the Columns dialog box.
3. Choose Border/Fill.
4. If necessary, in the Column Border/Fill dialog box, select the Border tab.
5. On the Border page, in the Available border styles palette, select the desired border style.
6. If desired, select the *Apply border to current column group only* check box.
7. Choose OK.
8. In the Columns dialog box, choose OK.

EXERCISE

In the following exercise, you will create newspaper column borders.

1.	Open **A:\Cruise update VII.wpd**	
2.	Zoom to Full Page and examine the document	*The document is set up in three-column balanced newspaper format.*
3.	On page 1, place the insertion point in Col 3	
4.	Open the Columns dialog box	
5.	Choose Border/Fill	*The Column Border/Fill dialog box appears.*
6.	If necessary, select the Border tab	*The Border page appears.*
7.	In the Available border styles palette, scroll down and select Column Between (bottom row, last option)	*The preview area displays a line between columns.*
8.	Choose OK	*The dialog box closes, and the Columns dialog box remains open.*
9.	Choose OK	*The dialog box closes, and the column borders appear on page 1 of the document.*
10.	Scroll down and examine page 2	*The border appears on both pages of the document.*
11.	Save the file as **H:\Doc\Cruise update VII 1.wpd**, and then close the document	

END

To define newspaper columns:

1. Place the insertion point where you want the columns to begin.
2. From the Format menu, choose Columns.
3. In the Columns dialog box, in the Number of columns spin box, type or select the desired number of columns.
4. If desired, in the Space between spin box, type or select the space between columns.
5. In the Type of columns area, select the Newspaper option button.

   or
5. In the Type of columns area, select the Balanced newspaper option button.
6. If desired, in the Column widths area, type or select the width and space for each column.
7. If desired, for each column or space, select or deselect the Fixed check box.
8. Choose OK.

To modify newspaper column formatting:

1. Place the insertion point in any column in the column group.
2. Open the Columns dialog box.
3. In the Columns dialog box, define any desired changes.
4. Choose OK.

To define parallel columns:

1. Place the insertion point where you want the columns to begin.
2. From the Format menu, choose Columns.
3. In the Columns dialog box, in the Number of columns spin box, type or select the desired number of columns.
4. If desired, in the Space between spin box, type or select the space between columns.
5. In the Type of columns area, select the Parallel option button.

   or
5. In the Type of columns area, select the Parallel w/block protect option button.
6. If desired, in the *Extra line spacing in parallel columns* spin box, type or select a value.
7. If desired, in the Column widths area, type or select the width and space for each column.
8. If desired, for each column or space, select or deselect the Fixed check box.
9. Choose OK.

To enter text into parallel columns:

1. Place the insertion point in the appropriate column.
2. Type the text.
3. Press **CTRL+ENTER** to move to the next column.
4. Repeat steps 2 and 3 as required.

To turn off columns:

1. Open the Columns dialog box.
2. Choose Discontinue.

To modify parallel column formatting:

1. Place the insertion point in the row in which you want the new formatting to begin.
2. Open the Columns dialog box.
3. In the Columns dialog box, define any desired changes.
4. Choose OK.

To create parallel column borders:

1. Place the insertion point in the row in which you want the borders to begin.
2. Open the Columns dialog box.
3. Choose Border/Fill.
4. If necessary, in the Column Border/Fill dialog box, select the Border tab.
5. On the Border page, in the Available border styles palette, select the desired border style.
6. If desired, select or deselect the *Apply border to current column group only* check box.
7. Choose OK.
8. In the Columns dialog box, choose OK.

To create newspaper column borders:

1. Place the insertion point in any column in the column group.
2. Open the Columns dialog box.
3. Choose Border/Fill.
4. If necessary, in the Column Border/Fill dialog box, select the Border tab.
5. On the Border page, in the Available border styles palette, select the desired border style.
6. If desired, select the *Apply border to current column group only* check box.
7. Choose OK.
8. In the Columns dialog box, choose OK.

1. Open **A:\Visitor amenities VII.wpd**.

2. Place all text below the horizontal line into two balanced newspaper columns.

3. Add a Column Between border between the columns.

4. Change the column type to newspaper, the number of columns to **3**, and the space between the columns to **.03"**.

5. Compare the appearance of your document with Figure 9-7, and then save the file as **H:\Doc\Visitor amenities VII 1.wpd** and close the document.
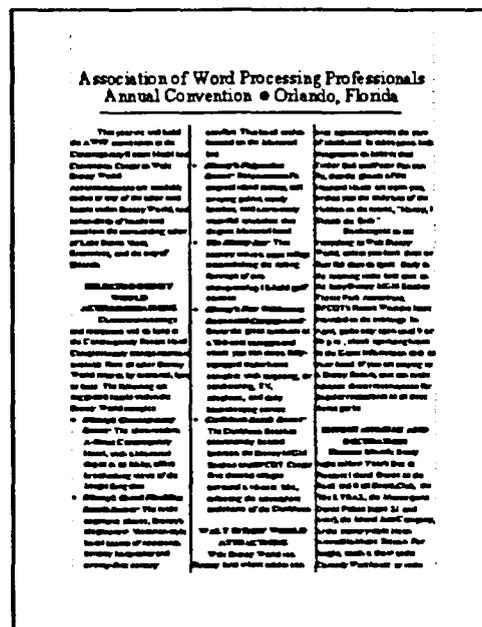

Figure 9-7: *Formatted Newspaper Columns—Self-Check Exercise*

6. Format a new blank document with two parallel columns, defining the width of Column 1 as **1.75"**.

7. Using Figure 9-8 as a guide, enter text into the columns.

Golf	There are 99 holes of golf on five courses throughout the Disney World resort area. Tee times can be reserved 30 days in advance by calling (407) 555-2270.
Land Sports	Tennis, biking, fitness paths, and horseback riding are available at many Disney resort hotels. All have playgrounds.
Water Sports	Paddle boats, sailboats, catamarans, canoes, and mini-speedboats can be rented. All hotels have swimming pools, and many also offer water-skiing. Hotels with beaches include Disney's Caribbean Beach Club, Disney's Contemporary Resort Hotel, Disney's Grand Floridian Beach Resort, and Disney's Polynesian Resort Hotel.

Figure 9-8: *Parallel Column Text—Self-Check Exercise*

8. At the end of the text, turn off the columns.

9. Change the width of Col 1 in all rows to **1.4"**.

10. Apply a Dotted column border (second row, first column) to all rows in the document.

11. Save the document as **H:\Doc\Sports activities.wpd**, and then close the file.

Using Tables

- Creating and Working in a Table
- Modifying and Formatting a Table
- Calculating in a Table

Section Skills and Their Importance

In the following section you will learn to:

- **Create and work in a table**

  WordPerfect's Table feature lets you easily create a new table. Once you choose a table size, WordPerfect builds the structure for you. Then, you can type the information into the table.

- **Modify and format a table**

  After you create a table, you might need to fine-tune its formatting or layout. You can modify column widths, join cells, and reformat text and other table components to improve your table's appearance and functionality.

- **Calculate in a table**

  If you are working with numeric information in a table, you might need to total or average related entries. WordPerfect lets you perform basic and complex calculations in a table. You can type an equation yourself, or you can use WordPerfect's built-in functions to help you define an equation.

Creating and Working in a Table

You can use *tables* to organize and display information in row and column format. For example, you might create a table to show monthly expenses in multiple categories or to display the time it takes to drive between pairs of cities within a state.

Figure 10-1 shows the composition of a table. Tables are composed of three parts: *cells*, *columns*, and *rows*. Cells are the basic component of tables—all information is entered into cells. Columns are vertical groups of cells, and rows are horizontal groups of cells. Columns and rows are usually labeled with heading information, and a cell typically contains information related to its intersecting column and row.

Row	Cell	Column

	Column Heading	Column Heading	Column Heading	Column Heading
Row Heading	Information	Information	Information	Information
Row Heading	Information	Information	Information	Information
Row Heading	Information	Information	Information	Information

Figure 10-1: *The Composition of a Table*

WordPerfect uses uppercase letters to identify columns in a table and numbers to identify rows. Columns are lettered from left to right, starting with the letter A; rows are numbered from top to bottom, starting with the number 1. Each cell in a table is identified by its *cell address*, which is the letter and number of its intersecting column and row, such as A1, C7, or F5.

When you are working in a table, WordPerfect identifies the table and, as appropriate, displays the current cell's address on the Application Bar. WordPerfect also displays appropriate buttons on the Property Bar. Figure 10-2 shows standard table buttons on the Property Bar. The Property Bar display can change depending on the cells that are currently selected.
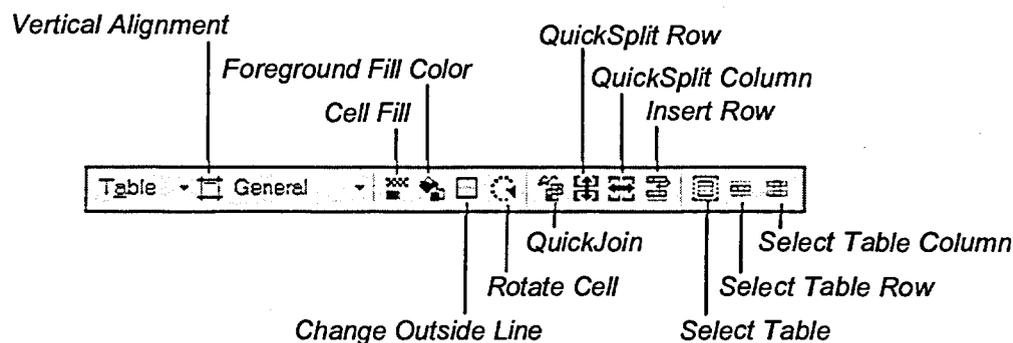
Figure 10-2: *Standard Table Buttons on the Property Bar*

Creating and Navigating in a Table Structure

You can use the Create Table dialog box, shown in Figure 10-3, to create a table. In this dialog box, you enter the number of columns and rows you want the table to contain, and you can choose to create the table by dragging the mouse. If you choose the drag to create option, WordPerfect lets you place the table exactly where you want it to appear on the page. If you don't choose the drag to create option, WordPerfect automatically places the table at the location of the insertion point, sizing the column widths so that the table fills the horizontal space between the page's left and right margins.
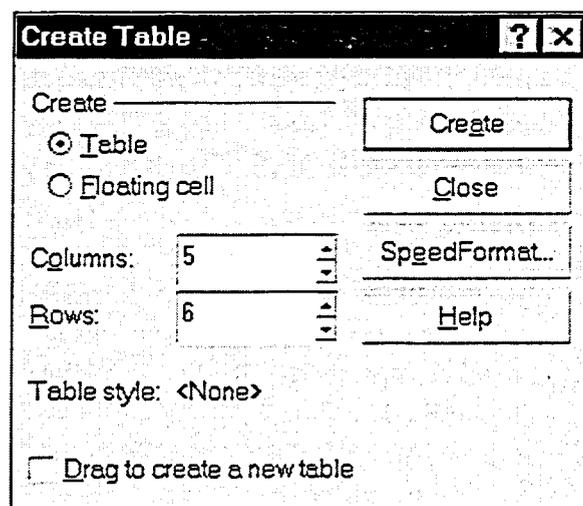

Figure 10-3: *The Create Table Dialog Box*

Alternatively, you can create a table by clicking the Table QuickCreate button on the Toolbar and then dragging to select the desired number of rows and columns from the drop-down palette. If you use this table creation method, WordPerfect automatically creates a table that spans the area between the page's left and right margins.

Once you create a table, you can move the insertion point into any of its cells by clicking the desired cell with the mouse. In addition, you can move the insertion point from one cell to the next, or from the last cell in a row to the first cell in the following row, by pressing the TAB key. Pressing SHIFT+TAB moves the insertion point back a cell.

METHOD

To create a table structure:

Menu method
1. If necessary, place the insertion point where you want to create the table.
2. From the Insert menu, choose Table.
3. In the Create Table dialog box, in the Create area, make sure the Table option button is selected.
4. In the Columns spin box, type the desired number of columns.
5. In the Rows spin box, type the desired number of rows.
6. If desired, select or deselect the *Drag to create a new table* check box.
7. Choose Create.
8. If necessary, position the pointer where you want to create the table, and then drag to create the table.

Toolbar method
1. Place the insertion point where you want to create the table.
2. On the Toolbar, click and hold the Table QuickCreate button.
3. In the drop-down palette, drag to select the desired number of columns and rows.

To navigate in a table structure:

1. With the mouse, click the desired cell.
   or
1. Press TAB to move to the next cell.
   or
1. Press SHIFT+TAB to move to the previous cell.

┌─── **EXERCISE** ───┐

In the following exercise, you will create and navigate in table structures.

1. Open **A:\Advance staff info VII.wpd**

2. Move the insertion point to the third blank line below the second paragraph (ending with *...for final approval*)

3. From the Insert menu, choose Table

    The Create Table dialog box appears.

4. In the Create area, make sure the Table option button is selected

5. In the Columns spin box, delete the current value and type **5**

    The table will have five columns.

6. In the Rows spin box, delete the current value and type **6**

    The table will have six rows.

7. If necessary, deselect the *Drag to create a new table* check box

8. Choose Create

    The dialog box closes, and WordPerfect creates a table containing five columns and six rows. The insertion point is positioned in the first cell, and the Application Bar displays TABLE B Cell A1.

9. Move the insertion point to the end of the document

10. On the Toolbar, click and hold the Table QuickCreate button

    The drop-down palette appears.

11. Drag to select 4x5

    WordPerfect creates a table containing four columns and five rows. The insertion point is positioned in the first cell, and the Application Bar displays TABLE C Cell A1.

12. Scroll up in the document and then, with the mouse, click Cell A1 of Table B

    The insertion point moves to the first cell of the second table in the document.

13.   Press **TAB**   *The insertion point moves to the second cell of the second table in the document.*

14.   Press **SHIFT+TAB**   *The insertion point moves back to the first cell of the second table in the document.*

┌─ **END** ─┐
└──────────┘

Typing Text into a Table

Once you create a table structure, you are ready to type information into each cell. You enter and edit text in a table cell just as you do in a standard paragraph. As with parallel columns, if the text is too long to fit across the width of a cell, WordPerfect automatically wraps the text to the next line in the same cell.

METHOD

To type text into a table:

1. Place the insertion point in the first desired cell.
2. Type the text for the cell.
3. Using the appropriate navigation method, move to the next desired cell.
4. Repeat steps 2 and 3 as necessary until all text is entered into the table.

EXERCISE

In the following exercise, you will type text into a table.

1. Make sure **A:\Advance staff info VII.wpd** is open in the active window

2. Make sure the insertion point is placed in cell A1 of Table B

3. Type **Florida Driving Times**   *Text is entered into the first cell. Since the text is too wide to fit on a single line, it wraps to a second line in the cell.*

4. Using the mouse, place the insertion point in cell A2   *The insertion point moves to the second cell in the first column.*

5. Type **BETWEEN:**   *Text is entered into cell A2.*

6. Press **TAB**   *The insertion point moves to cell B2.*

7. Type **Daytona Beach**   *Text is entered into cell B2.*

8. Press **TAB**   *The insertion point moves to cell C2.*

9. Using Figure 10-4 as a guide, type the remaining information into the table

10. Save the file as **H:\Doc\Advance staff info VII 1.wpd**

```
┌ END ┐
```

Florida Driving Times				
BETWEEN:	Daytona Beach	Ft. Myers	Miami	Orlando
Daytona Beach		5:17	6:15	1:05
Ft. Myers	5:17		2:57	4:12
Miami	6:15	2:57		5:10
Orlando	1:05	4:12	5:10	

Figure 10-4: *Table B Information—Typing Text Exercise*

Modifying and Formatting a Table

To make a table more readable, you can change the appearance of its text. You can also modify its layout. For example, you can join cells, change column widths, and perform other formatting tasks. If you're in a hurry, you can use *Table SpeedFormat* to choose a predefined table style.

Formatting Text in a Table

Formatting text in a table is like formatting standard paragraph text—you select the text and then you apply the desired formatting. You can select any available font face and point size, and you can use text attributes such as bold, italic, and underline.

⌐ *METHOD* ⌐

To format text in a table:

1. In the desired cell(s), select the text you want to format.
2. From the appropriate source, select the desired formatting option(s).

⌐ *EXERCISE*

In the following exercise, you will format text in a table.

1. Make sure **H:\Doc\Advance staff info VII 1.wpd** is open in the active window

2. Select the text in cell A1 of Table B   *The text **Florida Driving Times** is selected.*

3. On the Property Bar, click the Bold button   *The text becomes boldfaced.*

4. Using the Property Bar's Font Size drop-down list, change the text size to 14   *The text is enlarged.*

5. Select the text in cell A2 of Table B   *The text **BETWEEN:** is selected.*

6. On the Property Bar, click the Bold button

   The text becomes boldfaced.

7. Using Figure 10-5 as a guide, italicize the column and row headers in Table B

Florida Driving Times				
BETWEEN:	*Daytona Beach*	*Ft. Myers*	*Miami*	*Orlando*
Daytona Beach		5:17	6:15	1:05
Ft. Myers	5:17		2:57	4:12
Miami	6:15	2:57		5:10
Orlando	1:05	4:12	5:10	

Figure 10-5: *Table B Format—Text Formatting Exercise*

⌐ *END* ⌐

Adjusting Table Column Widths

By default, WordPerfect makes all columns in a new table the same width. This might be a problem if the information in some cells is too long to fit on a single line or the information in others is much shorter than the width of the cell.

You can adjust the width of a column by dragging the column's right or left line closer to or farther from its opposite line. To do this, place your pointer over the appropriate column line until the pointer becomes a *sizing arrow*, which resembles a double-headed arrow. You can then drag the column line to a new location.

Changing the width of one column can affect other columns in the table and might also affect the size and placement of the table itself. While you are adjusting column widths in a large table, you might want to display the document in Page Width or Full Page view so that you can see the entire width of the table. If the exact placement of columns is important, make sure you display the Ruler before you begin adjusting column widths.

METHOD

To adjust a table column width:

1. If necessary, zoom to the desired view.
2. If desired, make sure the Ruler is displayed.
3. Point to the desired line of the column you want to adjust.
4. When the pointer becomes a sizing arrow, drag the column line to the desired location.

EXERCISE

In the following exercise, you will adjust table column widths.

1. Make sure **H:\Doc\Advance staff info VII 1.wpd** is open in the active window

2. Zoom to Page Width view

3. Make sure the Ruler is displayed

4. In Table B, point to the right line of column A

    The pointer becomes a sizing arrow.

5.	Drag the column line to the 3.25" position on the Ruler	*Column A becomes wider, and the text in Cell A1, **Florida Driving Times**, fits on a single line.*
6.	Examine column B	*Column B is very narrow, and the text in Cell B2 is spread over multiple lines.*
7.	Point to the right line of column B	*The pointer becomes a sizing arrow.*
8.	Drag the column line to the 4.5" position on the Ruler	*Column B becomes wider, and the text in Cell B2, **Daytona Beach**, fits on a single line. Column C becomes narrower.*
9.	Move the right line of column C to the 5.5" position on the Ruler, and then move the right line of column D to the 6.5" position on the Ruler	
10.	Examine the table	*The text in each cell fits on a single line.*

┌─ *END* ─┐
└_____┘

Inserting and Deleting Table Columns and Rows

When you review the information in a table, you might think of additional categories you need to include, or you might decide that you don't need some of the categories you included after all. WordPerfect lets you insert or delete columns or rows in a table by using the Insert Columns/Rows dialog box or the Delete Structure/Contents dialog box. You can also insert a row above the row in which the insertion point is placed by clicking the Property Bar's Insert Row button. To make your table information more readable after you insert or delete columns, you might need to adjust the width of other columns in the table.

METHOD

To insert table columns or rows:

1. Place the insertion point in a cell at the column or row location where you want to insert new columns or rows.
2. From the Property Bar's Table drop-down menu, choose Insert.

   or

1. Right-click a cell at the column or row location where you want to insert new columns or rows.
2. From the QuickMenu, choose Insert.
3. If necessary, in the Insert Columns/Rows dialog box, in the Insert area, select the desired option button.
4. In the appropriate Insert spin box, type the number of columns or rows you want to insert.
5. If necessary, in the Placement area, select the desired option button.
6. Choose OK.

To insert a table row above another row:

1. In the appropriate row, place the insertion point in any cell.
2. On the Property Bar, click the Insert Row button.

To delete table columns or rows:

1. Place the insertion point in a cell in the column or row you want to delete.
2. From the Property Bar's Table drop-down menu, choose Delete.

   or

1. Right-click a cell in the column or row you want to delete.
2. From the QuickMenu, choose Delete.

3. If necessary, in the Delete Structure/Contents dialog box, in the Delete area, select the desired option button.
4. If necessary, in the appropriate Delete spin box, type the number of columns or rows you want to delete.
5. Choose OK.

EXERCISE

In the following exercise, you will insert and delete a column and a row in a table.

1. Make sure **H:\Doc\Advance staff info VII 1.wpd** is open in the active window

2. Place the insertion point in any cell in column E of Table B

3. From the Property Bar's Table drop-down menu, choose Insert

   The Insert Columns/Rows dialog box appears.

4. In the Insert area, select the Columns option button

5. Make sure the Columns spin box displays the value **1**

6. In the Placement area, make sure the Before option button is selected

7. Choose OK

   The dialog box closes, a column is inserted before column E, and the insertion point moves into the new column.

8. Examine the table

   The new column has become column E. The former column E, which is now column F, has become narrower.

9. Right-click any cell in the new column E

   The QuickMenu appears.

10. Choose Delete

    The Delete Structure/Contents dialog box appears.

11. In the Delete area, select the
    Columns option button

12. Make sure the Columns spin
    box displays the value **1**

13. Choose OK

    The dialog box closes, and the new column is deleted.

14. Examine the table

    The former column F has become column E. The column is still too narrow to display all its text on a single line.

15. Drag the left line of column E to
    the 6.75" position on the Ruler

    Column E is restored to an appropriate width.

16. Scroll up in the document and
    place the insertion point in any
    cell in row 1 of Table A

    The insertion point moves to a cell in the first row of the first table in the document.

17. On the Property Bar, click the
    Insert Row button

    A row is inserted above row 1, and the insertion point moves into the new row.

18. Examine the table

    The new row has become row 1. The former row 1 is now row 2.

19. Open the Delete
    Structure/Contents dialog box
    and then delete the new row 1
    from Table A

    The original row 1 is restored to its former position.

20. Save the file

    ┌─ *END* ─┐

Joining Table Cells

You can connect, or *join*, cells in a table to turn multiple cells into a single cell. This is particularly useful for creating a table title or heading. WordPerfect lets you join cells by using either the *QuickJoin* method, which lets you drag to select the cells you want to join, or the menu method. Figure 10-6 shows a table in which the cells in the first row have been joined to create a single heading cell.

Florida Driving Times				
BETWEEN:	*Daytona Beach*	*Ft. Myers*	*Miami*	*Orlando*
Daytona Beach		5:17	6:15	1:05
Ft. Myers	5:17		2:57	4:12
Miami	6:15	2:57		5:10
Orlando	1:05	4:12	5:10	

Figure 10-6: *A Table with Joined Cells Creating a Heading Cell*

METHOD

To join table cells:

Property Bar QuickJoin method
1. Place the insertion point in any cell in the table.
2. On the Property Bar, click the QuickJoin button.
3. Drag the mouse to select the cells you want to join.
4. On the Property Bar, click the QuickJoin button.

Property Bar menu method
1. Drag the mouse to select the cells you want to join.
   or
1. Place the insertion point in the row or column you want to join and then, on the Property Bar, click the Select Table Row or Select Table Column button, if appropriate.
2. From the Property Bar's Table drop-down menu, choose Join.
3. From the Join submenu, choose Cell.

┌──── **EXERCISE** ───┐

In the following exercise, you will join table cells.

1. Make sure **H:\Doc\Advance staff info VII 1.wpd** is open in the active window

2. Make sure the insertion point is placed in any cell in Table A

3. On the Property Bar, click the QuickJoin button

   QuickJoin is activated.

4. Drag the mouse to select all cells in row 1 of Table A

   The cells in row 1 become one cell, A1.

5. On the Property Bar, click the QuickJoin button

   QuickJoin is deactivated.

6. Scroll down in the document and drag the mouse to select all cells in row 1 of Table B

   The first row of the second table in the document is selected.

7. From the Property Bar's Table drop-down menu, choose Join

   The Join submenu appears.

8. Choose Cell

   The cells in row 1 become one cell, A1.

┌─ **END** ─┐
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Modifying Table Borders

To emphasize part of a table or to enhance an entire table, you can change the appearance of its *borders*, or lines. WordPerfect lets you modify table lines by using the Properties for Table Borders/Fill dialog box. Figure 10-7 shows the Cell page of this dialog box, which lets you apply changes to individual cells in a table.
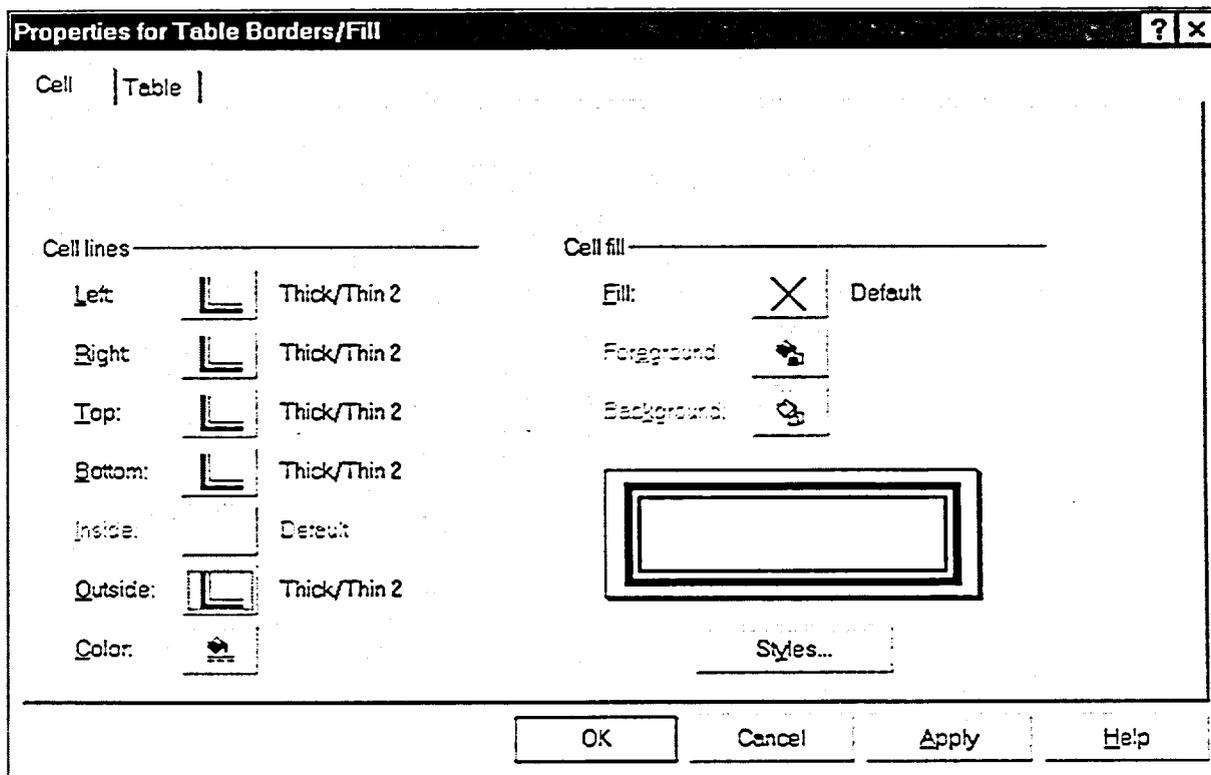

Figure 10-7: *The Cell Page of the Properties for Table Borders/Fill Dialog Box*

Alternatively, you can modify table lines by selecting the desired table cell(s) and then selecting the desired line style from the appropriate Change Line or Change Border drop-down palette on the Property Bar. If you select the More option from any of the Change Line or Change Border palettes, WordPerfect opens the Properties for Table Borders/Fill dialog box.

METHOD

To modify table borders:

Property Bar menu method
1. Place the insertion point in the cell whose border you want to modify.
   or
1. Select the cells whose borders you want to modify.
   or
1. Place the insertion point anywhere in a table whose border you want to modify.
2. From the Property Bar's Table drop-down menu, choose Borders/Fill.
3. If necessary, in the Properties for Table Borders/Fill dialog box, select the desired tab.
4. On the appropriate page, define the desired options.
5. Choose OK.

Property Bar Change Line method
1. Place the insertion point in the cell whose border you want to modify.
   or
1. Select the cells whose borders you want to modify.
2. On the Property Bar, click the appropriate Change Line or Change Border button.
3. From the drop-down palette, select the desired line style.
   or
3. From the drop-down palette, select More; then, in the Properties for Table Borders/Fill dialog box, define the desired options and choose OK.

EXERCISE

In the following exercise, you will modify table borders.

1. Make sure **H:\Doc\Advance staff info VII 1.wpd** is open in the active window

2. Make sure the insertion point is placed in cell A1 of Table B

3.	From the Property Bar's Table drop-down menu, choose Borders/Fill	*The Properties for Table Borders/Fill dialog box appears.*
4.	Make sure the Cell tab is selected	*The Cell page appears.*
5.	In the Cell lines area, click the Outside button	*The pop-up palette appears.*
6.	Select the Thick/Thin 2 style (second row, fourth column)	*The preview area displays a sample cell with two borders, one thick and the other thin.*
7.	Choose OK	*The dialog box closes, and the selected border style is applied to the lines around cell A1.*
8.	Scroll down in the document and, using the mouse, select all cells in Table C	*The third table in the document is selected.*
9.	On the Property Bar, click the Change Table Border button	*The drop-down palette appears.*
10.	Select the Double line style (third row, first column)	*The selected border style is applied to the lines around the table.*

┌ *END* ┐
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Applying Table Formatting Options

You can apply formatting options to selected cells, columns, rows, or an entire table by using the appropriate page of the Properties for Table Format dialog box. The formatting options available depend on which page is selected in the dialog box. On the Cell page, shown in Figure 10-8, you can apply formatting options such as justification, alignment, and diagonal lines.
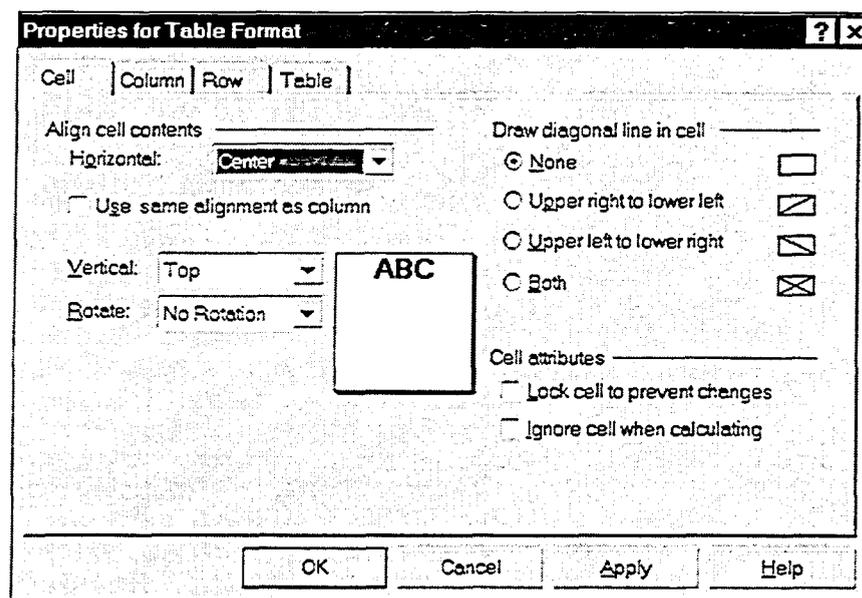

Figure 10-8: *The Cell Page of the Properties for Table Format Dialog Box*

METHOD

To apply table formatting options:

1. Place the insertion point in the cell, row, column, or table you want to format.
   or
1. Select the cells you want to format.
2. From the Property Bar's Table drop-down menu, choose Format.
3. In the Properties for Table Format dialog box, select the desired tab.
4. On the appropriate page, define the desired options.
5. Choose OK.

┌─── **EXERCISE** ──┐

In the following exercise, you will apply table formatting options.

1. Make sure **H:\Doc\Advance staff info VII 1.wpd** is open in the active window

2. Scroll up in the document and place the insertion point in cell A1 of Table B

    The insertion point moves to the first cell of the second table in the document.

3. From the Property Bar's Table drop-down menu, choose Format

    The Properties for Table Format dialog box appears.

4. Make sure the Cell tab is selected

    The Cell page appears.

5. In the Align cell contents area, from the Horizontal drop-down list, select Center

6. Choose OK

    The dialog box closes, and the text is centered in cell A1.

7. Place the insertion point in cell B3 of Table B

    The insertion point moves to an empty cell.

8. Reopen the Properties for Table Format dialog box

9. On the Cell page, in the Draw diagonal line in cell area, select the Both option button

10. Choose OK

    The dialog box closes, and an X appears in cell B3.

11. Referring to Figure 10-9 for assistance as necessary, use the process described above to add diagonal lines to the remaining empty cells in the table

12. Save the file

┌ **END** ┐
└─────────┘

Florida Driving Times				
BETWEEN:	Daytona Beach	Ft. Myers	Miami	Orlando
Daytona Beach		5:17	6:15	1:05
Ft. Myers	5:17		2:57	4:12
Miami	6:15	2:57		5:10
Orlando	1:05	4:12	5:10	

Figure 10-9: *Table B Final Format—Table Formatting Exercise*

Using Table SpeedFormat

If you are in a hurry, you can format a table quickly by using the Table SpeedFormat dialog box. This dialog box, shown in Figure 10-10, lets you select one of a variety of predefined table formatting styles. You can apply a style to the entire table or to selected cells within the table, and you can clear or retain any current table settings before you apply the style.
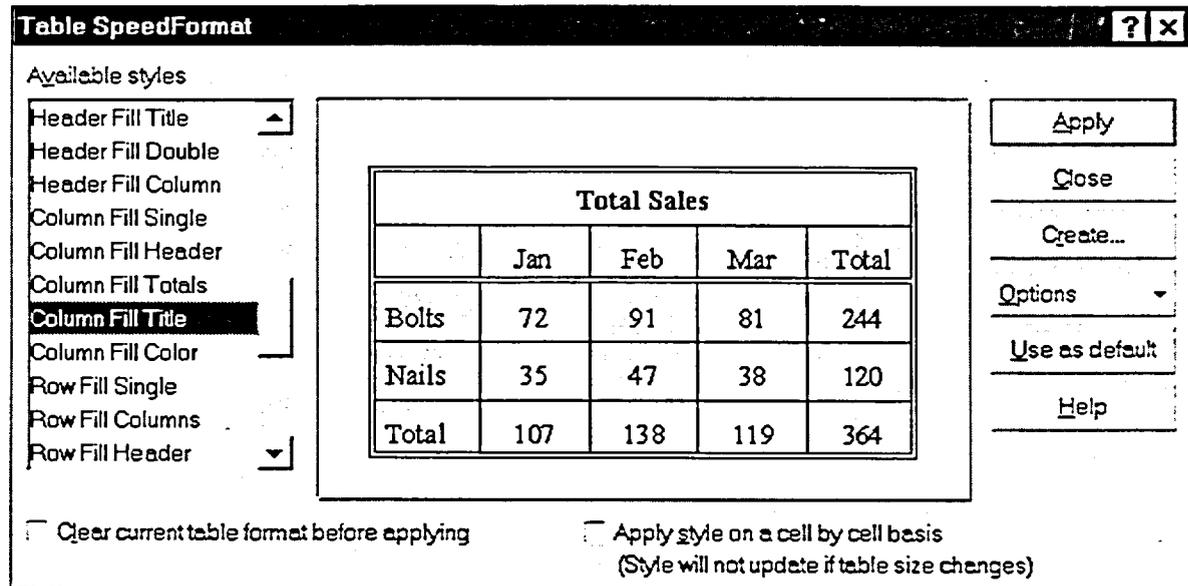

Table SpeedFormat

Available styles

Header Fill Title
Header Fill Double
Header Fill Column
Column Fill Single
Column Fill Header
Column Fill Totals
Column Fill Title
Column Fill Color
Row Fill Single
Row Fill Columns
Row Fill Header

Total Sales			
	Jan	Feb	Mar	Total
Bolts	72	91	81	244
Nails	35	47	38	120
Total	107	138	119	364

Apply
Close
Create...
Options
Use as default
Help

☐ Clear current table format before applying   ☐ Apply style on a cell by cell basis
(Style will not update if table size changes)

Figure 10-10: *The Table SpeedFormat Dialog Box*

METHOD

To use Table SpeedFormat:

1. Place the insertion point anywhere in the table you want to format.
2. From the Property Bar's Table drop-down menu, choose SpeedFormat.
3. In the Table SpeedFormat dialog box, in the Available styles list, select the desired format.
4. Define any additional desired options as necessary.
5. Choose Apply.

EXERCISE

In the following exercise, you will use Table SpeedFormat.

1. Make sure **H:\Doc\Advance staff info VII 1.wpd** is open in the active window

2. Scroll up in the document and place the insertion point in cell A1 of Table A

   The insertion point moves to the first cell of the first table in the document.

3. From the Property Bar's Table drop-down menu, choose SpeedFormat

   The Table SpeedFormat dialog box appears.

4. In the Available styles list, scroll down and select Column Fill Title

   The preview area displays a sample of the selected format.

5. Choose Apply

   The dialog box closes, and the selected formatting is applied to the table.

6. Save and close the file

END

Calculating in a Table

WordPerfect lets you perform a variety of calculations using numeric table data. You can create your own equations, or *formulas*, or you can base your equations on WordPerfect's predefined *functions*.

Displaying the Table Formula Toolbar and Indicators

To create formulas and insert them into tables, you use the Table Formula Toolbar, displayed in Figure 10-11. The components of this bar resemble those you might use when working in a spreadsheet program. You type or edit a formula or function in the Formula Enter/Edit text box, and then you click the Accept button to display the results of the equation in the selected table cell.
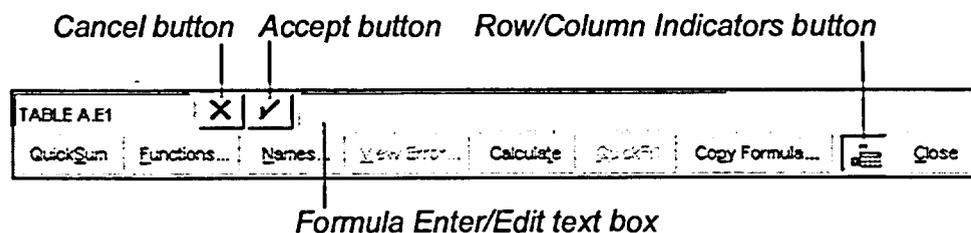

Cancel button   Accept button   Row/Column Indicators button

Formula Enter/Edit text box

Figure 10-11: *The Table Formula Toolbar*

When you are entering formulas in tables, you need to include references to cell addresses in your equations. For example, to create a formula that multiplies the values in two cells, you enter the address of each cell. Identifying cell addresses to be used in formulas is easier if you display the table's row and column indicators. You can toggle the indicators on (or off) by clicking the Row/Column Indicators button on the Table Formula Toolbar or by choosing Row/Col Indicators from the Property Bar's Table drop-down menu. Figure 10-12 shows row and column indicators in a table.

255

Row indicators

Column indicators

4	*Arlo Aardvark*	29.55	12	34	23	12
5	*Barton Beagle*	25.45	34	6	13	33
6	*Katie Kitty*	15.25	55	34	26	44
1	NDA TOYS INC. Projection of AWPP Convention S					
2			*Number of Units*			
3		Price	*Kiosk 1*	*Kiosk 2*	*Kiosk 3*	*Kiosk 4*
	A	B	C	D	E	F

Figure 10-12: *Row and Column Indicators in a Table*

METHOD

To display or hide the Table Formula Toolbar:

1. From the Property Bar's Table drop-down menu, choose Formula Toolbar.

To turn the row and column indicators on or off:

1. From the Property Bar's Table drop-down menu, choose Row/Col Indicators.
   or
1. On the Table Formula Toolbar, click the Row/Column Indicators button.

EXERCISE

In the following exercise, you will display the Table Formula Toolbar and, if necessary, the row and column indicators.

1.   Open **A:\NDA Toys table.wpd**

2.   From the Property Bar's Table drop-down menu, choose Formula Toolbar

The Table Formula Toolbar appears.

3.   If the row and column indicators are not displayed, on the Table Formula Toolbar, click the Row/Column Indicators button

The row and column indicators appear.

END

Using QuickSum to Total Numbers in a Table

QuickSum lets you display the total of a row or column of numbers in a table quickly. WordPerfect places the result of the operation in the cell at the bottom or right of the totaled cells. Before you use QuickSum, make sure the cell in which the total will appear is empty—if it contains information, the result might not display or the current data might be overwritten.

When you perform a mathematical operation in a table, WordPerfect ignores non-numerical information in the selected cells. However, if column or row headings or other cells containing mixed alphanumeric characters are included in the operation, WordPerfect might use the numbers in these cells when it is computing results. By default, QuickSum totals the values of all column or row cells above or to the left of the total cell. If you want to omit column or row headings from a QuickSum operation, drag to select the cells needed to perform the operation.

METHOD

To use QuickSum to total numbers in a table:

1. Make sure an empty cell appears at the right of the desired row of cells.
   or
1. Make sure an empty cell appears at the bottom of the desired column of cells.
2. Drag to select the desired cells plus the empty cell at the end.
   or
2. Place the insertion point in the empty cell at the end of the desired cells.
3. From the Property Bar's Table drop-down menu, choose QuickSum.
   or
3. On the Table Formula Toolbar, click the QuickSum button.

EXERCISE

In the following exercise, you will use QuickSum to total numbers in a table.

1. Make sure **A:\NDA Toys table.wpd** is open in the active window

2. Drag to select cells C4 to C8

   A column of cells containing numeric values plus an empty cell is selected.

3. On the Table Formula Toolbar, click the QuickSum button

   109, the total of the values in cells C4 through C7, appears in cell C8.

4. Drag to select cells C4 to G4

   A row of cells containing numeric values plus an empty cell is selected.

5. From the Property Bar's Table drop-down menu, choose QuickSum

   81, the total of the values in cells C4 to F4, appears in cell G4.

6. Drag to select the range of cells from C4 to G8

   A range of columns, rows, and empty cells is selected.

7. On the Table Formula Toolbar, click the QuickSum button

   *The total for each row and column in the range appears.*

⌐ **END** ¬

Creating and Copying Formulas in Cells

Depending on the type of numerical data with which you are working, you might need to create your own formulas to calculate the results you require. To enter a mathematical formula in a cell, you type the addresses of the cells containing the values you want to calculate along with the appropriate *operators*. An operator is a standard mathematical symbol that instructs WordPerfect to perform a specific type of calculation, such as addition (+), subtraction (-), multiplication (*), or division (/). Table 10-1 describes the results of sample formulas.

Formula	Result
A4+B12+E8	Adds the values in cells A4, B12, and E8.
C1-F6	Subtracts the value in cell F6 from the value in cell C1.
B4*G4	Multiplies the values in cells B4 and G4.
C2/G7	Divides the value in cell C2 by the value in cell G7.

Table 10-1: *Sample Formulas and Results*

Once you create a formula, you might want to perform the same calculations for adjacent rows or columns. You can copy a formula to other cells by using the Copy Formula dialog box, shown in Figure 10-13. As necessary, WordPerfect automatically revises the referenced cell addresses in a copy to reflect the formula's new location. For example, if you copy the formula A1+A2 from cell A3 to cell B3, WordPerfect changes the formula to read B1+B2.
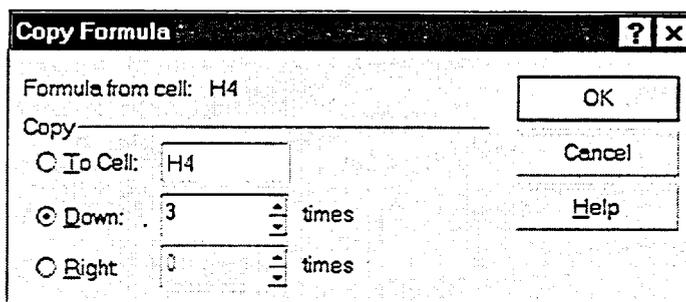
Figure 10-13: *The Copy Formula Dialog Box*

METHOD

To create a formula in a cell:

1. Place the insertion point in the desired cell.
2. On the Table Formula Toolbar, click in the Formula Enter/Edit text box.
3. Type the formula as desired.
4. On the Table Formula Toolbar, click the Accept button.

To copy a formula to other cells:

1. Place the insertion point in the cell containing the formula.
2. On the Table Formula Toolbar, click the Copy Formula button.
3. In the Copy Formula dialog box, select a destination option button.
4. If copying to a cell, in the To Cell text box, type the destination cell address.
   or
· 4. If copying down or right, in the selected spin box, type the desired number.
5. Choose OK.

EXERCISE

In the following exercise, you will create a formula in a cell, and then you will copy the formula to other cells.

1.	Make sure **A:\NDA Toys table.wpd** is open in the active window	
2.	Place the insertion point in cell H4	
3.	On the Table Formula Toolbar, click in the Formula Enter/Edit text box	*The insertion point appears in the text box.*
4.	Type **B4*G4**	*A formula to calculate the revenue from sales of Arlo Aardvark is entered.*
5.	On the Table Formula Toolbar, click the Accept button	***2393.55*** *appears in cell H4, and the insertion point moves into the cell.*

6.	On the Table Formula Toolbar, click the Copy Formula button	*The Copy Formula dialog box appears.*
7.	Select the Down option button	*The value in the Down spin box is selected.*
8.	Type **3**	*The formula will be copied down three times.*
9.	Choose OK	*The dialog box closes, the formula is copied to cells H5, H6, and H7, and sales revenues for the other listed products are calculated.*

⌐ **END** ⌐

Using Functions to Perform Calculations

Another way of performing data calculations is by using predefined functions. WordPerfect offers dozens of functions that you can use for operations such as determining averages (AVE) or displaying minimum or maximum values in a list (MIN or MAX). To use a function in a cell, you insert the function from the Table Functions dialog box and then select the range of cells whose values you want the function to calculate. Function calculations, like other formulas, can be copied to other cells in the table.

⌐ METHOD ⌐

To use a function to perform a calculation:

1. Place the insertion point in the desired cell.
2. On the Table Formula Toolbar, click the Functions button.
3. If necessary, in the Table Functions dialog box, from the Type of functions to list drop-down list, select the desired function type.
4. From the Functions list, select the desired function.
5. Choose Insert.
6. In the table, select the cells you want to include in the calculation.
7. On the Table Formula Toolbar, click the Accept button.

⌐ EXERCISE ⌐

In the following exercise, you will use a function to perform a calculation.

1. Make sure **A:\NDA Toys table.wpd** is open in the active window

2. Place the insertion point in cell C9

3. On the Table Formula Toolbar, click the Functions button

   The Table Functions dialog box appears.

4. From the Functions list, select AVE(List)

   Kiosk 1's sales volume average will be computed.

5.	Choose Insert	*The dialog box closes, and AVE(List) appears in the Formula Enter/Edit text box. **List** is selected in the function.*
6.	In the table, select cells C4 to C7	*The range of cells to which the function will apply is selected, and AVE(C4:C7) appears in the Formula Enter/Edit text box.*
7.	On the Table Formula Toolbar, click the Accept button	***27.25*** *appears in cell C9, and the insertion point moves into the cell.*
8.	Open the Copy Formula dialog box, and then copy the formula to the right three times	*The formula is copied to cells D9, E9, and F9, and sales volume averages for the other kiosks are calculated.*

☐ **END** ☐

Updating Table Calculations

By default, you need to tell WordPerfect to update calculations if you change the value of data in a table. This works to your advantage when you are performing intensive data entry into complex tables—WordPerfect does not constantly interrupt you to update formulas with incomplete results. You can update all tables in the active document by clicking the Calculate button on the Table Formula Toolbar.

If you want WordPerfect to update calculations whenever you change a cell value in a table, you can enable automatic table or document calculations in the Calculate dialog box. You can also use this dialog box to resume manual update control once you've enabled automatic calculations.

└─ METHOD ─┘

To update all table calculations in the active document:

1. On the Table Formula Toolbar, click the Calculate button.

To enable automatic calculations:

1. If desired, place the insertion point in a table.
2. From the Property Bar's Table drop-down menu, choose Calculate.
3. In the Calculate dialog box, select the Calculate table option button to automatically calculate the current table.
or
3. In the Calculate dialog box, select the Calculate tables in document option button to automatically calculate all tables in the document.
4. Choose OK.

To disable automatic calculations:

1. From the Property Bar's Table drop-down menu, choose Calculate.
2. In the Calculate dialog box, select the Off option button.
3. Choose OK.

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┌── *EXERCISE* ──┐
│
In the following exercise, you will update table calculations.

1. Make sure **A:\NDA Toys table.wpd** is open in the active window

2. In cell C4, change the value to **45**, and then press **TAB**   *The table does not recalculate.*

3. On the Table Formula Toolbar, click the Calculate button   *The table recalculates.*

4. From the Property Bar's Table drop-down menu, choose Calculate   *The Calculate dialog box appears.*

5. Select the Calculate table option button

6. Choose OK   *The dialog box closes, and automatic calculations for the current table are enabled.*

7. In cell E5, change the value to **65**, and then press **TAB**   *The table automatically recalculates.*

8. From the Property Bar's Table drop-down menu, choose Calculate   *The Calculate dialog box appears.*

9. Select the Off option button

10. Choose OK   *The dialog box closes, and automatic calculations are disabled.*

11. Save the document as **H:\Doc\NDA Toys table 1.wpd,** and then close the file

┌ *END* ┐
└────┘

To create a table structure:

Menu method

1. If necessary, place the insertion point where you want to create the table.
2. From the Insert menu, choose Table.
3. In the Create Table dialog box, in the Create area, make sure the Table option button is selected.
4. In the Columns spin box, type the desired number of columns.
5. In the Rows spin box, type the desired number of rows.
6. If desired, select or deselect the *Drag to create a new table* check box.
7. Choose Create.
8. If necessary, position the pointer where you want to create the table, and then drag to create the table.

Toolbar method

1. Place the insertion point where you want to create the table.
2. On the Toolbar, click and hold the Table QuickCreate button.
3. In the drop-down palette, drag to select the desired number of columns and rows.

To navigate in a table structure:

1. With the mouse, click the desired cell.
   or
1. Press TAB to move to the next cell.
   or
1. Press SHIFT+TAB to move to the previous cell.

To type text into a table:

1. Place the insertion point in the first desired cell.
2. Type the text for the cell.

3. Using the appropriate navigation method, move to the next desired cell.
4. Repeat steps 2 and 3 as necessary until all text is entered into the table.

To format text in a table:

1. In the desired cell(s), select the text you want to format.
2. From the appropriate source, select the desired formatting option(s).

To adjust a table column width:

1. If necessary, zoom to the desired view.
2. If desired, make sure the Ruler is displayed.
3. Point to the desired line of the column you want to adjust.
4. When the pointer becomes a sizing arrow, drag the column line to the desired location.

To insert a table row above another row:

1. In the appropriate row, place the insertion point in any cell.
2. On the Property Bar, click the Insert Row button.

To insert table columns or rows:

1. Place the insertion point in a cell at the column or row location where you want to insert new columns or rows.
2. From the Property Bar's Table drop-down menu, choose Insert.
   or
1. Right-click a cell at the column or row location where you want to insert new columns or rows.
2. From the QuickMenu, choose Insert.

3. If necessary, in the Insert Columns/Rows dialog box, in the Insert area, select the desired option button.
4. In the appropriate Insert spin box, type the number of columns or rows you want to insert.
5. If necessary, in the Placement area, select the desired option button.
6. Choose OK.

To delete table columns or rows:

1. Place the insertion point in a cell in the column or row you want to delete.
2. From the Property Bar's Table drop-down menu, choose Delete.
   or
1. Right-click a cell in the column or row you want to delete.
2. From the QuickMenu, choose Delete.
3. If necessary, in the Delete Structure/Contents dialog box, in the Delete area, select the desired option button.
4. If necessary, in the appropriate Delete spin box, type the number of columns or rows you want to delete.
5. Choose OK.

To join table cells:

Property Bar QuickJoin method
1. Place the insertion point in any cell in the table.
2. On the Property Bar, click the QuickJoin button.
3. Drag the mouse to select the cells you want to join.
4. On the Property Bar, click the QuickJoin button.

Property Bar menu method
1. Drag the mouse to select the cells you want to join.
   or
1. Place the insertion point in the row or column you want to join and then, on the Property Bar, click the Select Table Row or Select Table Column button, if appropriate.
2. From the Property Bar's Table drop-down menu, choose Join.
3. From the Join submenu, choose Cell.

To modify table borders:

Property Bar menu method
1. Place the insertion point in the cell whose border you want to modify.
   or
1. Select the cells whose borders you want to modify.
   or
1. Place the insertion point anywhere in a table whose border you want to modify.
2. From the Property Bar's Table drop-down menu, choose Borders/Fill.
3. If necessary, in the Properties for Table Borders/Fill dialog box, select the desired tab.
4. On the appropriate page, define the desired options.
5. Choose OK.

Property Bar Change Line method
1. Place the insertion point in the cell whose border you want to modify.
   or
1. Select the cells whose borders you want to modify.
2. On the Property Bar, click the appropriate Change Line or Change Border button.

3. From the drop-down palette, select the desired line style.
   or
3. From the drop-down palette, select More; then, in the Properties for Table Borders/Fill dialog box, define the desired options and choose OK.

To apply table formatting options:

1. Place the insertion point in the cell, row, column, or table you want to format.
   or
1. Select the cells you want to format.
2. From the Property Bar's Table drop-down menu, choose Format.
3. In the Properties for Table Format dialog box, select the desired tab.
4. On the appropriate page, define the desired options.
5. Choose OK.

To use Table SpeedFormat:

1. Place the insertion point anywhere in the table you want to format.
2. From the Property Bar's Table drop-down menu, choose SpeedFormat.
3. In the Table SpeedFormat dialog box, in the Available styles list, select the desired format.
4. Define any additional desired options as necessary.
5. Choose Apply.

To display or hide the Table Formula Toolbar:

1. From the Property Bar's Table drop-down menu, choose Formula Toolbar.

To turn the row and column indicators on or off:

1. From the Property Bar's Table drop-down menu, choose Row/Col Indicators.
   or
1. On the Table Formula Toolbar, click the Row/Column Indicators button.

To use QuickSum to total numbers in a table:

1. Make sure an empty cell appears at the right of the desired row of cells.
   or
1. Make sure an empty cell appears at the bottom of the desired column of cells.
2. Drag to select the desired cells plus the empty cell at the end.
   or
2. Place the insertion point in the empty cell at the end of the desired cells.
3. From the Property Bar's Table drop-down menu, choose QuickSum.
   or
3. On the Table Formula Toolbar, click the QuickSum button.

To create a formula in a cell:

1. Place the insertion point in the desired cell.
2. On the Table Formula Toolbar, click in the Formula Enter/Edit text box.
3. Type the formula as desired.
4. On the Table Formula Toolbar, click the Accept button.

To copy a formula to other cells:

1. Place the insertion point in the cell containing the formula.
2. On the Table Formula Toolbar, click the Copy Formula button.
3. In the Copy Formula dialog box, select a destination option button.

4. If copying to a cell, in the To Cell text box, type the destination cell address.
   or
4. If copying down or right, in the selected spin box, type the desired number.
5. Choose OK.

To use a function to perform a calculation:

1. Place the insertion point in the desired cell.
2. On the Table Formula Toolbar, click the Functions button.
3. If necessary, in the Table Functions dialog box, from the Type of functions to list drop-down list, select the desired function type.
4. From the Functions list, select the desired function.
5. Choose Insert.
6. In the table, select the cells you want to include in the calculation.
7. On the Table Formula Toolbar, click the Accept button.

To update all table calculations in the active document:

1. On the Table Formula Toolbar, click the Calculate button.

To enable automatic calculations:

1. If desired, place the insertion point in a table.
2. From the Property Bar's Table drop-down menu, choose Calculate.
3. In the Calculate dialog box, select the Calculate table option button to automatically calculate the current table.
   or

3. In the Calculate dialog box, select the Calculate tables in document option button to automatically calculate all tables in the document.
4. Choose OK.

To disable automatic calculations:

1. From the Property Bar's Table drop-down menu, choose Calculate.
2. In the Calculate dialog box, select the Off option button.
3. Choose OK.

Section

10 *Self-Check Exercise*

1. In a new blank document, use the menu method to create a table that has five columns and three rows.

2. Using Figure 10-14 as a guide, type information into the table.

Food	Beverages	Entertainment	Activities	Clean Up
Barb Mason	Christopher Garrison	Bill Maxfield	Molly Chang	Harvey Wilson
Lauren Anders-Babcock	Kate Nichols	Jonathan Jong	Ellen Garrison	Lisa Thomas

Figure 10-14: *AWPP Fundraising Picnic Table Information—Self-Check Exercise*

3. Format the column headings in the top row so that the text is boldfaced and italicized.

4. Delete the Entertainment column.

5. Using the Property Bar's Insert Row button, insert a row above the column headings.

6. In cell A1, type **AWPP Fundraising Picnic**, and then format the text so that it appears in 15 point boldfaced, italicized type.

7. Using the QuickJoin method, join the cells in the top row.

8. Center the table heading in cell A1.

9. As necessary, adjust column widths so that each cell's entry fits on a single line.

10. Using the Property Bar's Change Outside Line palette, make the borders around the table heading Heavy (third row, first column).

11. Using the Property Bar menu method, make the line below the column headings Double (first row, second column).

12. Compare your table to Figure 10-15, and then save the document as **H:\Doc\AWPP picnic.wpd** and close the file.

AWPP Fundraising Picnic			
Food	*Beverages*	*Activities*	*Clean Up*
Barb Mason	Christopher Garrison	Molly Chang	Harvey Wilson
Lauren Anders-Babcock	Kate Nichols	Ellen Garrison	Lisa Thomas

Figure 10-15: *Final AWPP Fundraising Picnic Table—Self-Check Exercise*

13. In a new blank document, use the Toolbar method to create a table that has seven columns and five rows.

14. Using the QuickMenu, insert a row above the top row.

15. Using the Property Bar menu method, join the cells in the top row.

16. Using Figure 10-16 as a guide, type information into the table.

Gaia Vegetarian Deli AWPP Convention Sales -- Last Year						
	Price	Sold Day 1	Sold Day 2	Sold Day 3	Total Sold	Revenue
Grilled Eggplant	3.85	16	19	25		
Veggie Sub	4.25	27	32	41		
Total Sold						
Average Number of Sandwiches Sold						

Figure 10-16: *Deli Table Information—Self-Check Exercise*

17. Display the Table Formula Toolbar. Then, use QuickSum to calculate the total number of sandwiches sold on each of the three days (make sure each day's number is not included in its sum) and the total number sold of each sandwich (make sure each sandwich's price is not included in its sum).

18. Create a formula to calculate the revenue from sales of Grilled Eggplant sandwiches, and then copy the formula to calculate the revenue from sales of the other sandwich.

19. Use the AVE(List) function to calculate the average number of both sandwiches sold on Day 1, and then copy the formula to calculate the average number of both sandwiches sold on each of the other days.

20. Change the value in cell D3 to **14** and then press **TAB**.

21. Update the calculations in the table.

22. Enable automatic table calculations, and then change the value in cell D3 to **20** and press **TAB**.

23. Disable automatic calculations.

24. Apply the Table SpeedFormat Double Border Title style to the table.

25. If row and column indicators are turned on, turn them off.

26. Compare your table to Figure 10-7, and then save the document as **H:\Doc\AWPP deli table.wpd** and close the file.

Gaia Vegetarian Deli AWPP Convention Sales – Last Year						
	Price	Sold Day 1	Sold Day 2	Sold Day 3	Total Sold	Revenue
Grilled Eggplant	3.85	16	20	25	61	234.85
Veggie Sub	4.25	27	32	41	100	425
Total Sold		43	52	66		
Average Number of Sandwiches Sold		21.5	26	33		

Figure 10-17: *Final Deli Table—Self-Check Exercise*

Merging Files

- Setting Up a Merge
- Performing a Merge

Section Skills and Their Importance

In the following section you will learn to:

■ **Set up a merge**

Instead of manually creating form letters or other multiple documents that contain a limited amount of variable information, you can design a merge to create the documents for you. To set up a merge, you need to create two components—a data file and a form document.

■ **Perform a merge**

Once you create and associate a data file and a form document, you are ready to perform a merge. After you merge the two files, you can print the new, merged document.

Setting Up a Merge

For business or other reasons, you might need to send a form letter or another type of standardized document to multiple individuals or companies. For example, you might be responsible for sending information about an annual conference to all members of an organization. In this case, the body of each letter would be identical, but the name, address, and salutation would vary from letter to letter.

Manually revising and printing letters containing personalized information for multiple addressees can be an overwhelming task, especially if your mailing list numbers in the hundreds or thousands. Instead, you can set up a *merge* and let WordPerfect do most of the work for you. When you perform a merge, WordPerfect combines variable and standardized information to produce multiple personalized copies of a document in a fraction of the time it would take you to create them on your own.

Identifying the Components of a Merge

To perform a merge, you need two components: the *data file* and the *form document*. The data file contains a listing of variable information, such as names and addresses. The form document contains the standard text that is included in every document, plus codes that tell WordPerfect where to insert variable and other information.

Data is organized by *fields* and *records*. A field is a named category into which you can enter a specific type of variable information, such as a first name or a phone number. A record is a collection of field information that applies to one individual or entity in your list. For example, a mailing list might include the fields First Name, Last Name, Address, City, State, and Zip Code. In these fields, you might enter the information David, Norris, 1503 Janus Avenue, Baltimore, MD, 21220, which would make up one record. Then you could add subsequent records by entering the same type of information in each field for every individual included in the mailing list. **Figure 11-1** shows the concepts of data fields and records.

Record   *Field*

First Name	Last Name	Address	City	State	Zip Code
David	Norris	1503 Janus Avenue	Baltimore	MD	21220
Gene	Addison	3420 18ᵗʰ Boulevard	Washington	DC	20229
Renee	Ault	275 Marina Terrace	Annapolis	MD	21402

Figure 11-1: *Data Fields and Records*

When you begin creating the components of a merge, the Merge Toolbar appears on your screen. You can use this bar to help you create, modify, and merge the data file and the form document. Functions available on the bar depend on the operation you are currently performing. **Table 11-1** describes Merge Toolbar functions.

Button	Function
Continue	Proceeds with an interrupted merge.
Date	Inserts a date code in the form document.
End Field	Places an End Field code at the end of a data file field.
End Record	Places an End Record code at the end of a data file record.
Go to Data	Displays the associated data file.
Go to Form	Displays the associated form document.
Insert Field	Lets you insert a field in the form document.
Keyboard	Lets you insert a keyboard command in the form document.
Merge	Lets you perform a merge.
Merge Codes	Lets you insert a merge code in the data file or the form document.
Options	Lets you print or sort the data file and provides access to display options for the data file and the form document.
Quick Entry	Displays the Quick Data Entry dialog box.
Quit	Stops a merge after the current record.
Skip Record	Skips the current record in an interrupted merge.
Stop	Stops a merge immediately.

Table 11-1: *Merge Toolbar Functions*

Creating a Data File

Creating a data file is a two-step process. You create the fields to hold the information, and then you enter the data into the fields. To begin creating a data file, you use the Merge dialog box, shown in **Figure 11-2**. After you create the data file, you can also use this dialog box to create the form document and to perform the merge.
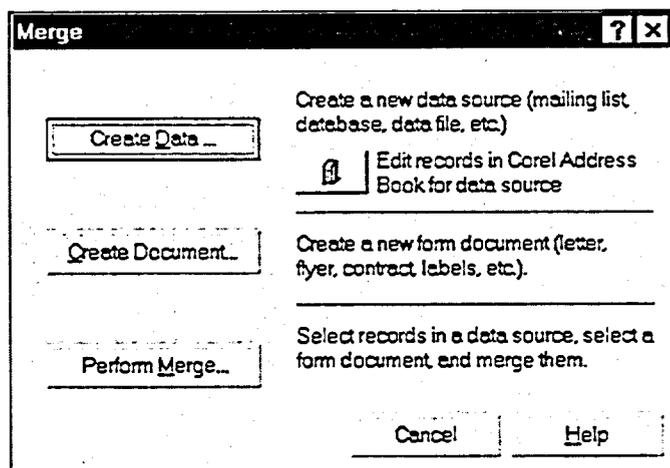
Figure 11-2: *The Merge Dialog Box*

In your data file, you create fields in the Create Data File dialog box, shown in **Figure 11-3**. As you name each field, you press **ENTER** or choose Add to add the field to the Fields used in merge list.
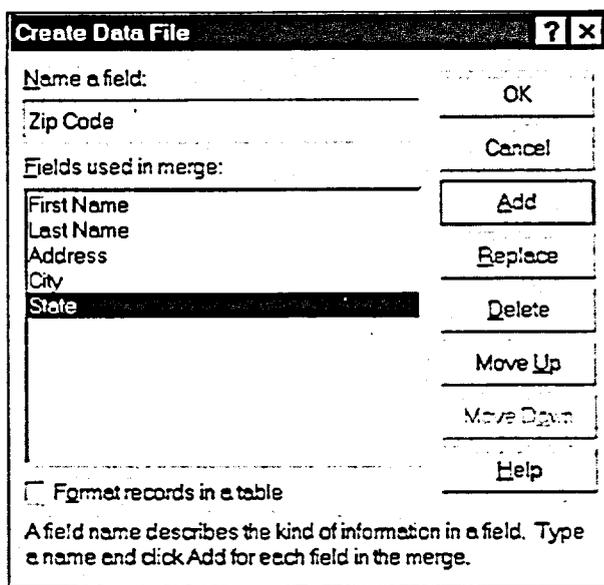
Figure 11-3: *The Create Data File Dialog Box*

After you create the field names for your data file, WordPerfect displays the Quick Data Entry dialog box, shown in **Figure 11-4**. You use this dialog box to enter data into the fields.
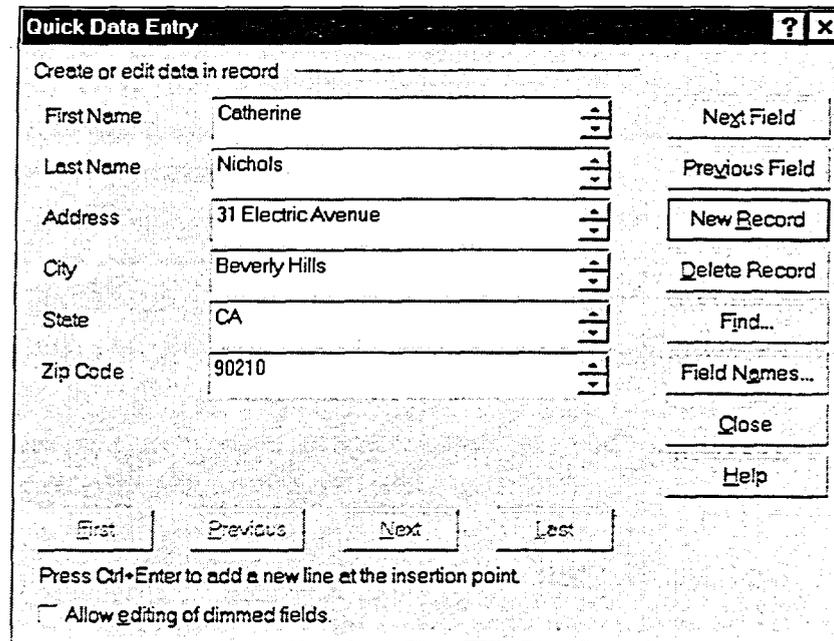
Figure 11-4: *The Quick Data Entry Dialog Box*

When you finish entering the field data, WordPerfect prompts you to save your data file. By default, WordPerfect uses the **.dat** filename extension to identify data files.

METHOD

To create the fields in a data file:

1. Make sure you are working in a new blank document.
2. From the Tools menu, choose Merge.
3. In the Merge dialog box, choose Create Data.
4. In the Create Data File dialog box, in the Name a field text box, type a field name.
5. Choose Add.
   or
5. Press ENTER
6. Repeat steps 4 and 5 until all desired field names appear in the Fields used in merge list.
7. Choose OK.

To enter data into the fields:

1. In the Quick Data Entry dialog box, type the data for the field in which the insertion point appears.
2. Press **TAB**
   or
2. Choose Next Field.
3. Repeat steps 1 and 2 to enter all data for the current record.
4. Choose New Record.
5. Repeat steps 1 through 4 until all data is entered into the file.
6. Choose Close.
7. In the *Save the changes...* message box, choose Yes.
8. In the Save File window, save the file to the desired folder and file name, using the .dat file name extension.

Note: If necessary, in the Quick Data Entry dialog box, you can move to the previous field in a record by pressing **SHIFT+TAB** or by choosing Previous Field.

EXERCISE

In the following exercise, you will create a data file.

First, you will create the data fields.

1.	Make sure a new blank document is open in the active window	
2.	From the Tools menu, choose Merge	*The Merge dialog box appears.*
3.	Choose Create Data	*The Create Data File dialog box appears.*
4.	In the Name a field text box, type **First Name**	
5.	Choose Add	*First Name appears in the Fields used in merge list.*
6.	In the Name a field text box, type **Last Name**	
7.	Press **ENTER**	*Last Name appears in the Fields used in merge list.*

8.	Following the procedure described above, create four additional data fields: **Address**, **City**, **State**, and **Zip Code**	*Six field names appear in the Fields used in merge list.*
9.	Choose OK	*The Create Data File dialog box closes, and the Quick Data Entry dialog box appears. A blank record with the insertion point placed in the First Name spin box is displayed.*

Now, you will enter data into the fields.

10.	Type **Catherine**	
11.	Press **TAB**	*The insertion point moves into the Last Name spin box.*
12.	Type **Nichols**	
13.	Choose Next Field	*The insertion point moves into the Address spin box.*
14.	Following the procedure described above and referring to the information in **Figure 11-5**, enter the remaining field data for Catherine Nichols	*The first data record is entered.*
15.	Choose New Record	*A blank record appears, and the insertion point is placed in the First Name spin box.*
16.	Following the procedure described above and referring to the information in **Figure 11-5**, enter records for Harvey Wilson and Suzanne Wu	*Two additional data records are entered.*
17.	Choose Close	*A **Save the changes...** message box appears.*
18.	Choose Yes	*The Save File window appears.*
19.	Make sure **Doc** appears in the Save in list box, and then save the file as **H:\Doc\Address list.dat**	*The window closes, and the data file remains open in the active window.*

First Name	Catherine	Harvey	Suzanne
Last Name	Nichols	Wilson	Wu
Address	31 Electric Avenue	21201 16th Street	5 Hooper Court
City	Beverly Hills	Los Angeles	San Francisco
State	CA	CA	CA
Zip Code	90210	90001	94229

Figure 11-5: *Field Data—Creating a Data File Exercise*

┌ *END* ┐

Modifying a Data File

When you create a data file, WordPerfect inserts structural information into the file along with the data. **Figure 11-6** shows record structural information and two data records in a data file. In this file, the codes and field names on the first line tell WordPerfect that each record contains entries for six fields. A double horizontal line appears directly beneath this structural information.

In the data records, the *ENDFIELD* code following each field's data indicates the entry for the corresponding field, in the order in which the fields appear on the first line of the file. For example, in the first record, Catherine is the First Name field's entry, Nichols is the Last Name field's entry, and so on. The *ENDRECORD* code and double horizontal lines that follow each record indicate the end of the record.

```
FIELDNAMES(First Name;Last Name;Address;City;State;Zip Code)ENDRECORD

CatherineENDFIELD
NicholsENDFIELD
31 Electric AvenueENDFIELD
Beverly HillsENDFIELD
CAENDFIELD
90210ENDFIELD
ENDRECORD

HarveyENDFIELD
WilsonENDFIELD
21201 16th StreetENDFIELD
Los AngelesENDFIELD
CAENDFIELD
90001ENDFIELD
ENDRECORD
```

Figure 11-6: *A Data File*

Once you create a data file, you should review it to ensure its accuracy. You might find that you need to edit the data, or you might need to add or delete records. To edit a data file without having to work around WordPerfect's formatting information, reopen the Quick Data Entry dialog box and then make the desired changes to the file.

METHOD

To add records to a data file:

1. Make sure the data file you want to modify is open.
2. If necessary, place the insertion point at the location where you want to add a new record.
3. If necessary, on the Merge Toolbar, click the Quick Entry button.
4. In the Quick Data Entry dialog box, choose New Record.
5. Type the new data in the appropriate field text boxes.
6. As necessary, repeat steps 4 and 5.
7. If desired, choose Close, and then, in the *Save the changes...* message box, choose an option.

To delete records from a data file:

1. Make sure the data file you want to modify is open.
2. If necessary, place the insertion point on the record you want to delete.
3. If necessary, on the Merge Toolbar, click the Quick Entry button.
4. In the Quick Data Entry dialog box, choose Delete Record.
5. If desired, choose Close, and then, in the *Save the changes...* message box, choose an option.

To edit records in a data file:

1. Make sure the data file you want to modify is open.
2. If necessary, place the insertion point on the record you want to edit.
3. If necessary, on the Merge Toolbar, click the Quick Entry button.
4. In the Quick Data Entry dialog box, make the desired data changes.
5. If desired, choose Close, and then, in the *Save the changes...* message box, choose an option.

┌─── *EXERCISE* ──┐

In the following exercise, you will modify a data file.

1. Make sure **H:\Doc\Address list.dat** is open in the active window

2. Place the insertion point in Harvey Wilson's record

3. On the Merge Toolbar, click the Quick Entry button

   *The Quick Data Entry dialog box appears, displaying Harvey Wilson's record.*

4. Choose New Record

    A blank record appears.

5. Using **Figure 11-7** as a guide, enter data into the new record

First Name	Rachel
Last Name	McCoy
Address	340 Good Lane
City	Reading
State	PA
Zip Code	19608

Figure 11-7: *New Record Data—Editing a Data File Exercise*

6. Choose Close

    *A **Save the changes...** message box appears.*

7. Choose No

    The message box closes, and the data file remains open in the active window.

8. Place the insertion point in Catherine Nichols' record

9. On the Merge Toolbar, click the Quick Entry button

    The Quick Data Entry dialog box appears, displaying Catherine Nichols' record.

10. Choose Delete Record

Catherine Nichols' record is deleted, and Harvey Wilson's record appears in the dialog box.

11. In Harvey Wilson's record, edit the address entry so that it reads **21201 16th Avenue**

12. Choose Close

*The Address field in Harvey Wilson's record changes, and a **Save the changes...** message box appears.*

13. Choose Yes

The message box closes, and the changes to the file are saved.

14. Close the file

┌ *END* ┐

Creating a Form Document

To begin creating a form document, you either open a document containing the standardized text that will appear in every copy of the merged document or you type the standardized text into a new document. Then, you select a data file to *associate* with the form document, and you insert *field codes* in the form document that tell WordPerfect where the variable information from the data file is to appear.

You insert field codes by using the Insert Field Name or Number dialog box, shown in **Figure 11-8.** In this dialog box, you select field names from a list of those defined in the associated data file. When you perform the merge, WordPerfect substitutes the appropriate field information from each data file record for the field codes in the form document.
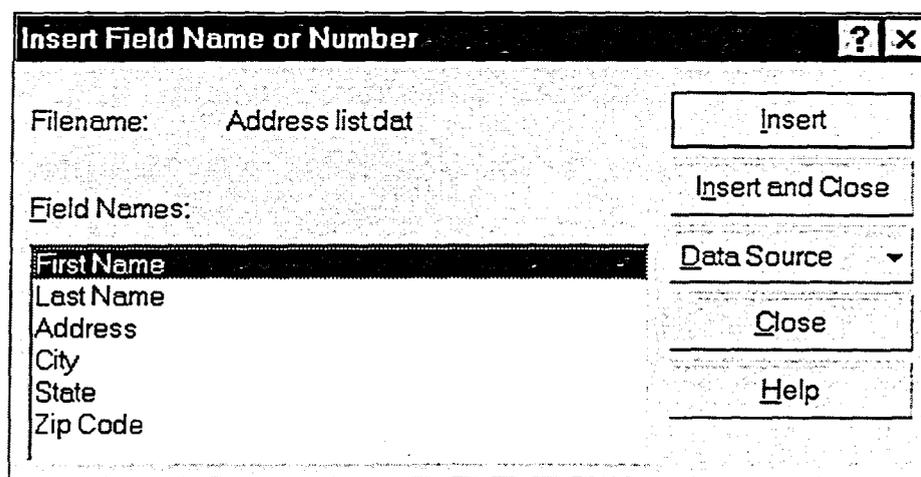
Figure 11-8: *The Insert Field Name or Number Dialog Box*

After you finish setting up the form document, you need to save it. By default, WordPerfect form documents have a **.frm** filename extension.

METHOD

To create a form document:

1. Open the document containing the standardized text.
   or
1. In a new blank document, type the standardized text.
2. From the Tools menu, choose Merge.
3. In the Merge dialog box, choose Create Document.

4. If necessary, in the Create Merge File dialog box, make sure the *Use file in active window* option button is selected, and then choose OK.

5. In the Associate Form and Data dialog box, make sure the *Associate a data file* option button is selected.

6. In the *Associate a data file* combo box, click the folder icon; then, in the Select Data File window, locate and select the desired data file and choose Select.
   or

6. In the *Associate a data file* combo box, type the path and file name of the desired data file.

7. Choose OK.

8. On the Merge Toolbar, click the Insert Field button.

9. In the document, place the insertion point at the location where you want to insert a field code.

10. In the Insert Field Name or Number dialog box, in the Field Names list, select the desired field.

11. Choose Insert.

12. In the document, type any required modifications to the text.

13. As necessary, repeat steps 9 through 12.

14. In the dialog box, choose Close.

15. Save the file, using the .frm file name extension.

EXERCISE

In the following exercise, you will create a form document.
As necessary, refer to **Figure 11-9** for assistance as you create the document.

1. Open **A:\Orlando enclosure letter.wpd**

2. From the Tools menu, choose Merge   *The Merge dialog box appears.*

3. Choose Create Document

4. If necessary, in the Create Merge File dialog box, make sure the *Use file in active window* option button is selected, and then choose OK   *The Associate Form and Data dialog box appears.*

5. Make sure the *Associate a data file* option button is selected

6.	In the *Associate a data file* combo box, click the folder icon	*The Select Data File window appears.*
7.	In the **Doc** folder, select **H:\Doc\Address list.dat**, and then choose Select	*The window closes, and the path and file name appear in the **Associate a data file** combo box.*
8.	Choose OK	*The dialog box closes.*
9.	On the Merge Toolbar, click the Insert Field button	*The Insert Field Name or Number dialog box appears.*
10.	In the document, make sure the insertion point is placed on the first blank line	
11.	In the dialog box, in the Field Names list, make sure First Name is selected	

---

destination. I am including brochures describing major attractions and a list of suggested accommodations.

If you require any further information, please call me or any of our other consultants. You can

Dear FIELD(Last Name),

Enclosed is the information you requested about Orlando, the world's most popular tourist
FIELD(First Name) FIELD(Last Name)
FIELD(Address)
FIELD(City), FIELD(State) FIELD(Zip Code)

Figure 11-9: *Field Codes in the Form Document—Creating a*
Form Document Exercise

12.	Choose Insert	*FIELD(First Name) is inserted into the document at the insertion point, and the insertion point moves to the right of the field.*
13.	Press **SPACEBAR**	*In the document, the insertion point moves an additional space to the right.*

14.	In the dialog box, in the Field Names list, select Last Name, and then choose Insert	*FIELD(Last Name) is inserted into the document at the insertion point, and the insertion point moves to the right of the field.*
15.	Press **ENTER**	*In the document, the insertion point moves to the beginning of a new line.*
16.	Using the procedure described above, insert the Address field into the document, and then press **ENTER**	*In the document, the insertion point moves to the beginning of a new line.*
17.	Insert the City field into the document, type , (a comma), and then press **SPACEBAR**	*In the document, the insertion point moves an additional space to the right.*
18.	Insert the State field into the document, press **SPACEBAR** twice, and then insert the Zip Code field	*In the document, the insertion point appears at the end of the third line.*
19.	In the document, place the insertion point immediately to the left of the comma in the salutation	
20.	Insert the Last Name field	*The Last Name field is inserted into the document a second time.*
21.	In the dialog box, choose Close	*The dialog box closes.*
22.	Save the file as **H:\Doc\Orlando enclosure letter to merge.frm**	

┌ *END* ┐
└   ┘

Inserting Merge Codes into a Form Document

Besides field codes, WordPerfect also lets you add *merge codes* to a form document. Merge codes retrieve information from sources other than a data file. For example, the *date code* tells WordPerfect to insert the current date as defined in your computer into the merged documents.

If WordPerfect encounters the *keyboard command code* when it is executing a merge, it stops the merge and prompts you to type data directly into the document. This command can slow down a merge considerably, as WordPerfect must wait for you to type a separate entry for each record in the data file.

METHOD

To insert a date code into a form document:

1. In the form document, place the insertion point at the location where you want to insert the date.
2. On the Merge Toolbar, click the Date button.
3. In the form document, type any required modifications to the text.

To insert a keyboard command code into a form document:

1. In the form document, place the insertion point at the location where you want to insert the keyboard command.
2. On the Merge Toolbar, click the Keyboard button.
3. In the Insert Merge Code dialog box, in the Enter Prompt text box, type the desired prompt.
4. Choose OK.
5. In the form document, type any required modifications to the text.

EXERCISE

In the following exercise, you will insert merge codes into a form document.

1. Make sure **H:\Doc\Orlando enclosure letter to merge.frm** is open in the active window

2. Place the insertion point at the beginning of the document

3. On the Merge Toolbar, click the Date button

   The DATE code is inserted into the document.

4. Press **ENTER** three times

   Additional blank lines are added to the document.

5. Place the insertion point immediately to the left of the FIELD(Last Name) field code in the salutation

6. On the Merge Toolbar, click the Keyboard button

   The Insert Merge Code dialog box appears.

7. In the Enter Prompt text box, type **Enter Mr. or Ms.**

   The prompt text is entered for the keyboard merge code.

8. Choose OK

   The dialog box closes, and KEYBOARD(Enter Mr. or Ms.) is inserted into the document. The insertion point moves to the right of the merge code.

9. Press **SPACEBAR**

   Appropriate spacing is added to the salutation.

10. Save and close the file

┌ **END** ┐

Performing a Merge

Once you complete the data file and the form document, you are ready to produce your merged document. WordPerfect merges the two files into a new document that contains multiple copies of the form document, with the appropriate variable and other data added to each copy. You can then print the merged document just as you do any other WordPerfect document.

Merging a Form Document and a Data File

You perform a merge through the Perform Merge dialog box, shown in **Figure 11-10**. When you merge files, WordPerfect takes the information from the data file and inserts it into the form document at the corresponding field codes. If the form document contains any merge codes, WordPerfect inserts the necessary information or stops the merge and prompts you to type the information, as appropriate.

Each time you run a merge using the same data and form documents, WordPerfect recompiles the merge. This means that if you edit or update information in either file, the revisions are included when you run the merge again. For this reason, it is usually better to rerun a merge than to save and then reuse the results of an earlier run.
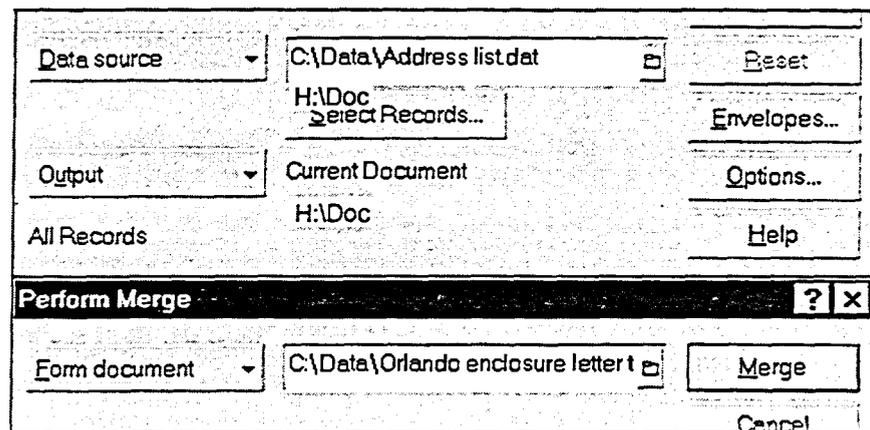
Figure 11-10: *The Perform Merge Dialog Box*

```
 ┌──────────┐
 └ METHOD ──┘
```

To merge a form document and a data file:

1. Make sure a new blank document is open in the active window.
2. From the Tools menu, choose Merge.
3. In the Merge dialog box, choose Perform Merge.

4. In the Perform Merge dialog box, if the Reset button is activated, choose Reset.

5. From the Form document menu, choose File on Disk.

6. In the Select Form File window, locate and select the desired form document, and then choose Select.

7. If necessary, from the Data source menu, choose File on Disk; then, in the Select Data File window, locate and select the desired data file and choose Select.

8. If necessary, from the Output menu, choose Current Document.

9. Choose Merge.

10. If prompted by a Merge Message box, enter text from the keyboard, and then, on the Merge Toolbar, click the Continue button.

11. As necessary, repeat step 10 for each keyboard prompt.

EXERCISE

In the following exercise, you will merge a form document and a data file.

1.	Make sure a new blank document is open in the active window	
2.	From the Tools menu, choose Merge	*The Merge dialog box appears.*
3.	Choose Perform Merge	*The Perform Merge dialog box appears.*
4.	If the Reset button is activated, choose Reset	*WordPerfect is enabled to accept new settings.*
5.	From the Form document menu, choose File on Disk	*The Select Form File window appears.*
6.	In the **Doc** folder, select **H:\Doc\Orlando enclosure letter to merge.frm**, and then choose Select	*The window closes, and the path and file name appear in the Form document combo box.*
7.	If necessary, from the Data source menu, choose File on Disk; then, in the Select Data File window, locate and select **H:\Doc\Address list.dat** in the **Doc** folder and choose Select	*The window closes, and the path and file name appear in the Data source combo box.*

8.	If necessary, from the Output menu, choose Current Document	*The output will be merged into the current document.*
9.	Choose Merge	*The merge begins, and a Merge Message box appears.*
10.	Type **Mr.** and then, on the Merge Toolbar, click the Continue button	*The merge resumes, and a second Merge Message box appears.*
11.	Type **Ms.** and then, on the Merge Toolbar, click the Continue button	*The merge resumes, and a third Merge Message box appears.*
12.	Type **Ms.** and then, on the Merge Toolbar, click the Continue button	*The merge finishes.*
13.	Scroll through and examine the newly merged document	*The document contains three customized form letters.*

┌─ **END** ─┐

Printing a Merged Document

After you perform a merge, you will probably want to produce printed copies of your customized form letters or other correspondence. You can print a new, merged document by following the same process you use to print any other WordPerfect file.

METHOD

To print a merged document:

1. From the File menu, choose Print.
2. If necessary, in the Print dialog box, on the appropriate page(s), select any desired print options.
3. Choose Print.

EXERCISE

In the following exercise, you will print a merged document.

1.	Make sure the newly merged document is open in the active window	
2.	From the File menu, choose Print	*The Print page of the Print dialog box appears.*
3.	Change any required print settings	
4.	Choose Print	*The merged letters are printed.*
5.	Close the document without saving it	

END

Summary

To create the fields in a data file:

1. Make sure you are working in a new blank document.
2. From the Tools menu, choose Merge.
3. In the Merge dialog box, choose Create Data.
4. In the Create Data File dialog box, in the Name a field text box, type a field name.
5. Choose Add.
   or
5. Press **ENTER**
6. Repeat steps 4 and 5 until all desired field names appear in the Fields used in merge list.
7. Choose OK.

To enter data into the fields:

1. In the Quick Data Entry dialog box, type the data for the field in which the insertion point appears.
2. Press **TAB**
   or
2. Choose Next Field.
3. Repeat steps 1 and 2 to enter all data for the current record.
4. Choose New Record.
5. Repeat steps 1 through 4 until all data is entered into the file.
6. Choose Close.
7. In the *Save the changes...* message box, choose Yes.
8. In the Save File window, save the file to the desired folder and file name, using the .dat file name extension.

To add records to a data file:

1. Make sure the data file you want to modify is open.
2. If necessary, place the insertion point at the location where you want to add a new record.

3. If necessary, on the Merge Toolbar, click the Quick Entry button.
4. In the Quick Data Entry dialog box, choose New Record.
5. Type the new data in the appropriate field text boxes.
6. As necessary, repeat steps 4 and 5.
7. If desired, choose Close, and then, in the *Save the changes...* message box, choose an option.

To delete records from a data file:

1. Make sure the data file you want to modify is open.
2. If necessary, place the insertion point on the record you want to delete.
3. If necessary, on the Merge Toolbar, click the Quick Entry button.
4. In the Quick Data Entry dialog box, choose Delete Record.
5. If desired, choose Close, and then, in the *Save the changes...* message box, choose an option.

To edit records in a data file:

1. Make sure the data file you want to modify is open.
2. If necessary, place the insertion point on the record you want to edit.
3. If necessary, on the Merge Toolbar, click the Quick Entry button.
4. In the Quick Data Entry dialog box, make the desired data changes.
5. If desired, choose Close, and then, in the *Save the changes...* message box, choose an option.

To create a form document:

1. Open the document containing the standardized text.
   or
1. In a new blank document, type the standardized text.
2. From the Tools menu, choose Merge.
3. In the Merge dialog box, choose Create Document.
4. If necessary, in the Create Merge File dialog box, make sure the *Use file in active window* option button is selected, and then choose OK.
5. In the Associate Form and Data dialog box, make sure the *Associate a data file* option button is selected.
6. In the *Associate a data file* combo box, click the folder icon; then, in the Select Data File window, locate and select the desired data file and choose Select.
   or
6. In the *Associate a data file* combo box, type the path and file name of the desired data file.
7. Choose OK.
8. On the Merge Toolbar, click the Insert Field button.
9. In the document, place the insertion point at the location where you want to insert a field code.
10. In the Insert Field Name or Number dialog box, in the Field Names list, select the desired field.
11. Choose Insert.
12. In the document, type any required modifications to the text.
13. As necessary, repeat steps 9 through 12.
14. In the dialog box, choose Close.
15. Save the file, using the .frm file name extension.

To insert a date code into a form document:

1. In the form document, place the insertion point at the location where you want to insert the date.
2. On the Merge Toolbar, click the Date button.
3. In the form document, type any required modifications to the text.

To insert a keyboard command code into a form document:

1. In the form document, place the insertion point at the location where you want to insert the keyboard command.
2. On the Merge Toolbar, click the Keyboard button.
3. In the Insert Merge Code dialog box, in the Enter Prompt text box, type the desired prompt.
4. Choose OK.
5. In the form document, type any required modifications to the text.

To merge a form document and a data file:

1. Make sure a new blank document is open in the active window.
2. From the Tools menu, choose Merge.
3. In the Merge dialog box, choose Perform Merge.
4. In the Perform Merge dialog box, if the Reset button is activated, choose Reset.
5. From the Form document menu, choose File on Disk.
6. In the Select Form File window, locate and select the desired form document, and then choose Select.
7. If necessary, from the Data source menu, choose File on Disk; then, in the Select Data File window, locate and select the desired data file and choose Select.

8. If necessary, from the Output menu, choose Current Document.
9. Choose Merge.
10. If prompted by a Merge Message box, enter text from the keyboard, and then, on the Merge Toolbar, click the Continue button.
11. As necessary, repeat step 10 for each keyboard prompt.

To print a merged document:

1. From the File menu, choose Print.
2. If necessary, in the Print dialog box, on the appropriate page(s), select any desired print options.
3. Choose Print.

11 *Self-Check Exercise*

1. Create a data file structure with seven fields:

   First Name
   Last Name
   Street
   City
   State
   Zip
   Dollars

2. Using **Figure 11-11** as a guide, enter three records into the data file.

First Name	Bill	Bonnie	Joan
Last Name	Donahue	Chang	Paris
Street	11 Upton Street	10 Brooks Lane	3340 4th Street
City	Cedar Rapids	Lakeland	Williamsport
State	IA	FL	PA
Zip	52403	33813	17701
Dollars	$129.89	$216.62	$197.10

Figure 11-11: *Data File Records—Self-Check Exercise*

3. In the **Doc folder**, save the data file as **H:\Doc\Customers requesting refunds.dat**.

4. In **H:\Doc\Customers requesting refunds.dat**, change Bonnie Chang's Last Name to **Chung**.

5. Delete Bill Donahue's record.

6.   After Bonnie Chung's record, add the record shown in **Figure 11-12**.

First Name	**Bryant**
Last Name	**Anders**
Street	**353 Livingstone Road**
City	**Coral Springs**
State	**FL**
Zip	**33071**
Dollars	**$210.34**

Figure 11-12: *Additional Record Data—Self-Check Exercise*

7.   Save and then close **H:\Doc\Customers requesting refunds.dat.**

8.   In a new blank document, create a form document. Associate the form document with the data file **H:\Doc\Customers requesting refunds.dat,** and then enter the text and the field, date, and keyboard codes as shown in **Figure 11-13**.

Mike Blasko
Customer Service Manager
has been received and processed. Enclosed is your refund in the amount of FIELD(Dollars) and a
coupon to save KEYBOARD(Enter 10 or 15)% on your next purchase.

Sincerely,

Dear FIELD(First Name),

We regret that you were not happy with your recent purchase of AWPP merchandise. Your return
has been received and processed. Enclosed is your refund in the amount of FIELD(Dollars) and a

FIELD(First Name) FIELD(Last Name)
FIELD(Street)
FIELD(City), FIELD(State) FIELD(Zip)
DATE

Figure 11-13: *The Form Document—Self-Check Exercise*

9. In the **Doc folder,** save the form document as **H:\Doc\Refund letter.frm,** and then close the file.

10. In a new blank document, merge **H:\Doc\Refund letter.frm** and **H:\Doc\Customers requesting refunds.dat.** At the first prompt, type **10;** at the second prompt, type **15;** and at the third prompt, type **10.**

11. Print the merged document.

12. Close the merged document without saving it.

Applying Marking and Generating Techniques

- Creating a Table of Contents
- Creating an Index

Section Skills and Their Importance

In the following section you will learn to:

- **Create a table of contents**

   If you are creating a long document, you might want to include a table of contents. Once you mark and prioritize the headings and any other text you want to include, you can define the table of contents and have WordPerfect generate it at the desired location.

- **Create an index**

   A well designed index lets readers of a long document find specific information quickly. Using text marking and generating techniques, you can create an index to appear at the end of your WordPerfect document.

Creating a Table of Contents

WordPerfect's Table of Contents feature lets you generate a table of contents from document headings and other text. To create a table of contents, you use the Table of Contents Toolbar, shown in **Figure 12-1**. WordPerfect automatically displays this Toolbar when you begin setting up a table of contents through the Tools menu's Reference submenu.

| Table of Contents level | Mark 1 | Mark 2 | Mark 3 | Mark 4 | Mark 5 | Define... | Generate... | Close |
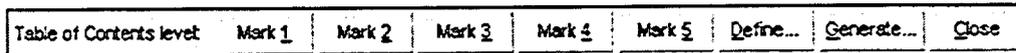
Figure 12-1: *The Table of Contents Toolbar*

The Table of Contents Toolbar contains buttons that let you mark and prioritize the text you want to include, define the way you want your table of contents to appear, and generate the table. **Table 12-1** describes the functions of the Table of Contents Toolbar buttons.

Button	Function
Mark 1…5	Marks the table of contents level of the selected text.
Define	Lets you define the appearance of the table of contents.
Generate	Generates the table of contents.
Close	Closes the Toolbar.

Table 12-1: *Table of Contents Toolbar Button Functions*

Marking Text for a Table of Contents

To define each entry in a table of contents, you select a heading or other text you want to include, and then you assign a level to the selection. You can mark document text to appear at one of five levels of importance, ranging from Level 1, which is the highest, to Level 5, which is the lowest. Typically, Level 1 is assigned to main headings, and levels 2 through 5 are assigned to subheadings. When the table of contents is generated, WordPerfect nests lower level text under the appropriate higher level text.

WordPerfect surrounds text for inclusion in a table of contents with [Mrk Txt ToC] codes. In the Reveal Codes window, you can place the insertion point in front of one of these codes to see the text's assigned level. If

you have marked an entry incorrectly, you can delete one of its marking codes and then, if necessary, assign the correct level to the text.

METHOD

To mark text for a table of contents:

1. Make sure the document in which you want to create a table of contents is open in the active window.
2. From the Tools menu, choose Reference.
3. From the Reference submenu, choose Table of Contents.
4. Select the desired text.
5. On the Table of Contents Toolbar, click the appropriate Mark level button.
6. As required, repeat steps 4 and 5.

To delete a table of contents marking:

1. If necessary, open the Reveal Codes window.
2. In the Reveal Codes window, place the insertion point immediately to the left of an appropriate [Mrk Txt ToC] code and then press **DELETE**
   or
2. In the Reveal Codes window, place the insertion point immediately to the right of an appropriate [Mrk Txt ToC] code and then press **BACKSPACE**
3. If desired, close the Reveal Codes window.

EXERCISE

In the following exercise, you will mark text for a table of contents.

1.	Open **A:\Florida convention VII.wpd**	
2.	From the Tools menu, choose Reference	*The Reference submenu appears.*
3.	Choose Table of Contents	*The Table of Contents Toolbar appears.*
4.	On page 2, above the second paragraph, select the heading *Orlando, Florida*	

5. On the Table of Contents Toolbar, click the Mark 1 button

WordPerfect marks the heading as a Level 1 table of contents entry and then deselects it.

6. At the beginning of the second paragraph below the *Orlando, Florida* heading, select the text *Orlando is easily accessible*

7. On the Table of Contents Toolbar, click the Mark 2 button

WordPerfect marks the text as a Level 2 table of contents entry and then deselects it.

8. Open the Reveal Codes window and examine the text *Orlando is easily accessible*

The text is surrounded by [Mrk Txt ToC] codes.

9. In the Reveal Codes window, place the insertion point immediately to the left of the [Mrk Txt ToC] code before the text *Orlando is easily accessible*

10. Press **DELETE**

The marking codes are deleted from the text.

11. Close the Reveal Codes window

12. Scroll down in the document and select the heading *Selected Disney World Accommodations*

13. Mark the heading as a Level 1 table of contents entry

14. Beneath the heading, select the boldfaced, italicized bulleted text *Disney's Contemporary Resort*

15. Mark the text as a Level 2 table of contents entry

16. Mark each of the four remaining boldfaced, italicized accommodations in the bulleted list as a Level 2 table of contents entry

17. Scroll down and mark the heading *Walt Disney World Attractions* as a Level 1 table of contents entry

18. Below the first paragraph on the page, mark the heading *The Magic Kingdom* as a Level 2 table of contents entry

19. In the bulleted list beneath the heading, mark the italicized name of each of the seven lands as a Level 3 table of contents entry

20. At the beginning of the next section, mark the heading *EPCOT Center* as a Level 2 table of contents entry

21. In the paragraphs beneath the heading, mark the italicized text *Future World* and *World Showcase* as Level 3 table of contents entries

22. At the beginning of the next section, mark the heading *Disney MGM Studios Theme Park* as a Level 2 table of contents entry

23. Save the file as **H:\Doc\Florida convention VII 1.wpd**

⌐ *END* ⌐

Defining a Table of Contents

Before you can generate a table of contents, you need to place the insertion point at the location at which you want to define the table. Then, you need to specify the number of levels the table contains and the numbering format to use for each level in the Define Table of Contents dialog box, shown in **Figure 12-2.** Once you define the table of contents, WordPerfect inserts [Def Mark] and [Gen Txt] codes into the document to identify the location and formatting of the table.
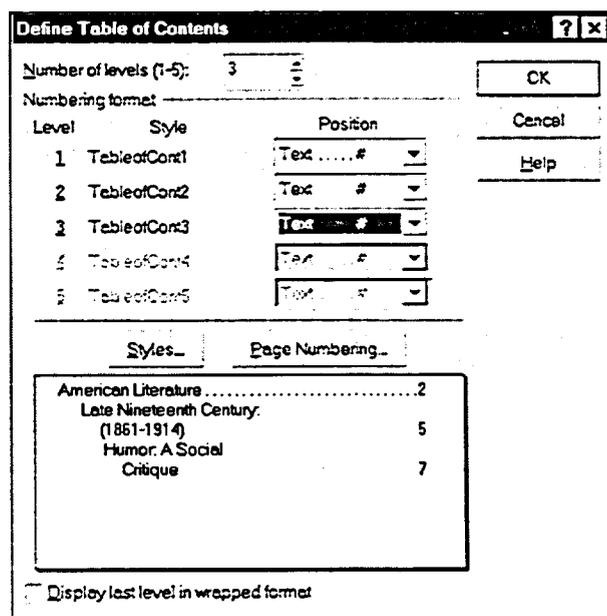
Figure 12-2: *The Define Table of Contents Dialog Box*

METHOD

To define a table of contents:

1. If necessary, modify and repaginate the document to hold the table of contents.
2. Place the insertion point where you want the table of contents to appear.
3. On the Table of Contents Toolbar, click the Define button.
4. In the Define Table of Contents dialog box, in the *Number of Levels (1-5)* spin box, type or select the number of marked entry levels.
5. If desired, in the Numbering format area, from the appropriate Position drop-down list(s), select the level position(s).
6. Choose OK.

┌──── *EXERCISE* ───┐

In the following exercise, you will define a table of contents.

1. Make sure **H:\Doc\Florida convention VII 1.wpd** is open in the active window

2. On page 1, place the insertion point on the second blank line
    The table of contents will be defined at this position in the document.

3. On the Table of Contents Toolbar, click the Define button
    The Define Table of Contents dialog box appears.

4. In the *Number of Levels (1-5)* spin box, type **3**
    Three levels appear in the preview window.

5. In the Numbering format area, from the Level 2 Position drop-down list, select the next to last option
    The Text   # level position is selected, and the position format appears in the preview window.

6. In the Numbering format area, from the Level 3 Position drop-down list, select the next to last option
    The Text   # level position is selected, and the position format appears in the preview window.

7. Choose OK
    The dialog box closes, and << Table of Contents will generate here >> appears as a placeholder in your document.

8. Open the Reveal Codes window and examine the table of contents codes
    A [Def Mark] code and [Gen Txt] codes appear in the document, identifying the table's location and formatting.

9. Close the Reveal Codes window

┌─ *END* ─┐
└─────────┘

Generating a Table of Contents

After you mark text to include in your table of contents and define the table's formatting and location, you can generate the table. During generation, WordPerfect compiles the marked text at the placeholder location and inserts the page number references in the appropriate format. **Figure 12-3** shows a generated table of contents.

<div>

TABLE OF CONTENTS

Orlando, Florida 2

Selected Disney World Accommodations. 2
    Disney's Contemporary Resort   2
    Disney's Grand Floridian Beach Resort   2
    Disney's Polynesian Resort   2
    Disney's Fort Wilderness Resort and Campground   2
    Disney's Caribbean Beach Resort   2

Walt Disney World Attractions 3
    The Magic Kingdom   3
        Main Street, U.S.A.   3
        Adventureland   3
        Frontierland   3
        Liberty Square   3
        Fantasyland   3
        Mickey's Starland   3
        Tomorrowland   3
    EPCOT Center   3
        Future World   3
        World Showcase   3
    Disney MGM Studios Theme Park   3

</div>

Figure 12-3: *A Generated Table of Contents*

Once you generate a table of contents, you might need to edit a heading or other text that is included in the table. Instead of editing the table of contents, change the text in the document and then regenerate the table. If you need to completely remove a heading from the table of contents, delete its marking code in Reveal Codes and then generate the table again.

⌐ METHOD ⌐

To generate a table of contents:

1. On the Table of Contents Toolbar, click the Generate button.
2. If necessary, in the Generate dialog box, select and/or deselect the desired option check box(es).
3. Choose OK.

EXERCISE

In the following exercise, you will generate a table of contents.

1. Make sure **H:\Doc\Florida convention VII 1.wpd** is open in the active window

2. On the Table of Contents Toolbar, click the Generate button

   The Generate dialog box appears.

3. If necessary, deselect any selected option check box

4. Choose OK

   The dialog box closes, and the table of contents is generated at the designated position in the document.

5. If necessary, scroll up in the document, and then examine the table of contents

   Three levels of entries appear in the table.

6. Save and close the file

   The Table of Contents Toolbar closes with the document.

```
END
```

Creating an Index

An index, which usually appears at the end of a document, lists items discussed in the text along with the appropriate page number references. Creating an index is similar to creating a table of contents. First, you mark the text you want to include; second, you define the index; and third, you tell WordPerfect to generate the index.

You use the Index Toolbar, shown in **Figure 12-4,** to create an index. WordPerfect automatically displays this Toolbar, which resembles the Table of Contents Toolbar, when you begin creating an index through the Tools menu's Reference submenu. Along with its other options, the Index Toolbar lets you mark text as a *heading* or a *subheading.* If you mark the text as a heading, the text item becomes a top level index entry. If you mark the text as a subheading, the text item becomes an entry beneath the specified top level index heading. For example, you might define the text Information for Drivers as an index heading. Under this heading, you might define the subheading Seat Belt Laws. You can define multiple subheadings under the same heading.

| Heading: | ▼ | Subheading: | ▼ | Mark | Define... | Generate... | Close |
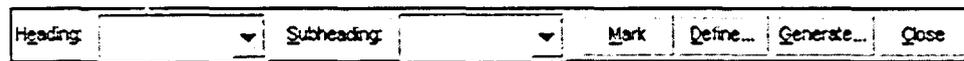
Figure 12-4: *The Index Toolbar*

Marking Text for an Index

Marking text for an index is more complex than marking text to be included in a table of contents. Before you select the text you want to mark, you need to determine whether you are marking a heading or a subheading. If you are marking a subheading, you need to make sure that the appropriate heading appears in the Index Toolbar's Heading combo box. Once you display the heading in the combo box, if necessary, you select the desired text in the document, click the appropriate combo box on the Index Toolbar, and then click the Index Toolbar's Mark button.

WordPerfect places a single [Index] code before text marked as an index entry. As with table of contents entries, you can delete index entries by opening the Reveal Codes window and then deleting the appropriate codes.

┌─────────────┐
└─ **METHOD** ─┘

To mark text for an index:

1. From the Tools menu, choose Reference.
2. From the Reference submenu, choose Index.
3. If you are marking a subheading, if necessary, on the Index Toolbar, from the Heading drop-down list, select the desired heading.
4. In the document, select the text you want to mark.
5. On the Index Toolbar, click the Heading combo box to insert the selected text.
   or
5. On the Index Toolbar, click the Subheading combo box to insert the selected text.
6. On the Index Toolbar, click the Mark button.
7. As required, repeat steps 3 through 6.

To delete an index marking:

1. If necessary, open the Reveal Codes window.
2. In the Reveal Codes window, place the insertion point immediately to the left of the appropriate [Index] code and then press **DELETE**
   or
2. In the Reveal Codes window, place the insertion point immediately to the right of the appropriate [Index] code and then press **BACKSPACE**
3. If desired, close the Reveal Codes window.

┌─ **EXERCISE** ─────────────────────────────────────┐

In the following exercise, you will mark text for an index.

1. Open **A:\The Sunshine State VII.wpd**

2. From the Tools menu, choose Reference   *The Reference submenu appears.*

3. Choose Index   *The Index Toolbar appears.*

4. Near the bottom of page 1, select the word *Drivers* in the heading *Information for Drivers*

5.	On the Index Toolbar, click the Heading combo box	*The word **Drivers** appears in the Heading combo box.*
6.	On the Index Toolbar, click the Mark button	*In the document, **Drivers** is marked as a heading, and **Drivers** still appears in the Heading combo box.*
7.	At the beginning of the next paragraph, select *Minimum age*	
8.	On the Index Toolbar, click the Subheading combo box	*The words **Minimum age** appear in the Subheading combo box, and **Drivers** still appears in the Heading combo box.*
9.	On the Index Toolbar, click the Mark button	***Minimum age** is marked as a subheading of **Drivers**.*
10.	In the *Minimum age* paragraph, select the text *restricted license*	
11.	Using the Index Toolbar's Subheading combo box and Mark button, mark the selected text as a subheading of *Drivers*	
12.	Open the Reveal Codes window and examine the text *restricted license*	*An [Index] code appears before the text.*
13.	In the Reveal Codes window, place the insertion point immediately to the right of the [Index] code before the text *restricted license*	
14.	Press **BACKSPACE**	*The [Index] code is deleted from the text.*
15.	Close the Reveal Codes window	
16.	At the beginning of the next two paragraphs in the document, mark *Seat belt laws* and *Motorcyclists* as subheadings of *Drivers*	

17.	Scroll down in the document and mark the following underlined text as headings: *Everglades National Park, The Florida Keys, Fort Lauderdale,* and *Kennedy Space Center*	*Four additional headings are marked.*
18.	On the Index Toolbar, from the Heading drop-down list, select *Fort Lauderdale*	**Fort Lauderdale** *appears in the Heading combo box.*
19.	If necessary, scroll up in the document and, in the Fort Lauderdale paragraph, mark the text *yacht basin* as a subheading	*The text is marked as a subheading of* **Fort Lauderdale.**
20.	Scroll down in the document and mark the following underlined text as headings: *Miami-Miami Beach, Orlando, St. Augustine, St. Petersburg,* and *Tampa*	*Five additional headings are marked.*
21.	Save the file as **H:\Doc\The Sunshine State VII 1.wpd**	

┌─ *END* ─┐

Defining an Index

After you have marked the text for an index, you are ready to define the index. Place the insertion point where you want the index to appear, and then use the Define Index dialog box, shown in **Figure 12-5**, to specify the index formatting information. Along with your other formatting preferences, you can tell WordPerfect to use a dash to indicate consecutive pages (4-6) instead of listing each separately (4,5,6) in a document that contains multiple page references. WordPerfect inserts [Def Mark] and [Gen Txt] codes into the document to indicate the index's location and formatting.
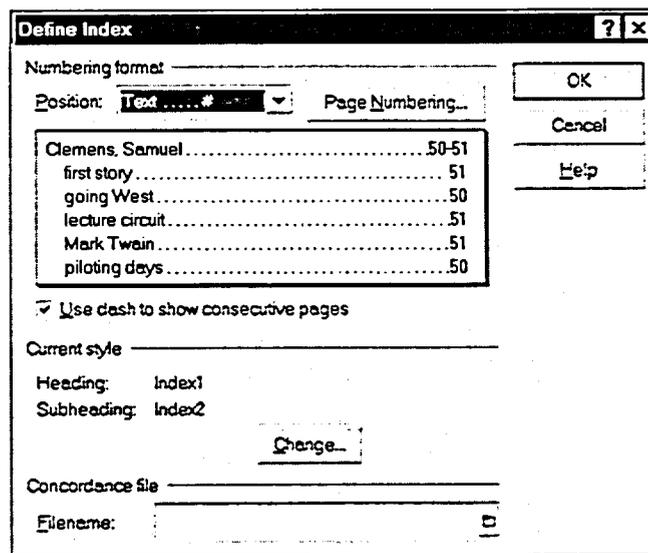
Figure 12-5: *The Define Index Dialog Box*

METHOD

To define an index:

1. If necessary, modify and repaginate the document to hold the index.
2. Place the insertion point where you want the index to appear.
3. On the Index Toolbar, click the Define button.
4. If necessary, in the Define Index dialog box, in the Numbering format area, from the Position drop-down list, select a position.
5. If necessary, select or deselect the *Use dash to show consecutive pages* check box.
6. As necessary, define any other desired options.
7. Choose OK.

┌─── *EXERCISE* ───┐

In the following exercise, you will define an index.

1. Make sure **H:\Doc\The Sunshine State VII 1.wpd** is open in the active window

2. Place the insertion point at the bottom of the document

3. Press **CTRL+ENTER**   *A page break is inserted.*

4. Type **INDEX**

5. Press **ENTER** twice   *The document is modified and repaginated to hold the index.*

6. On the Index Toolbar, click the Define button   *The Define Index dialog box appears.*

7. If necessary, in the Numbering format area, from the Position drop-down list, select *Text . . . . . #*

8. Choose OK   *The dialog box closes, and << Index will generate here >> appears as a placeholder in your document.*

┌ *END* ┐

Generating an Index

When you generate an index, WordPerfect collects all the marked index headings and subheadings from the document. Then, it assembles the index at the location at which it is defined, alphabetizing the headings and each nested group of subheadings, and inserts a page number reference for each entry.

If you make any changes to marked text or heading/subheading index markings within the body of the document, you will need to update the index. To update an index, regenerate it.

METHOD

To generate an index:

1. On the Index Toolbar, click the Generate button.
2. If necessary, in the Generate dialog box, select and/or deselect the desired option check box(es).
3. Choose OK.

EXERCISE

In the following exercise, you will generate an index.

1.	Make sure **H:\Doc\The Sunshine State VII 1.wpd** is open in the active window	
2.	On the Index Toolbar, click the Generate button	*The Generate dialog box appears.*
3.	If any option check boxes are selected, deselect them	
4.	Choose OK	*The index is generated at the bottom of the document.*
5.	Scroll through and examine the index	*The index entries appear grouped in alphabetical order.*
6.	Save and close the file	*The Index Toolbar closes with the document.*

END

To mark text for a table of contents:

1. Make sure the document in which you want to create a table of contents is open in the active window.
2. From the Tools menu, choose Reference.
3. From the Reference submenu, choose Table of Contents.
4. Select the desired text.
5. On the Table of Contents Toolbar, click the appropriate Mark level button.
6. As required, repeat steps 4 and 5.

To delete a table of contents marking:

1. If necessary, open the Reveal Codes window.
2. In the Reveal Codes window, place the insertion point immediately to the left of an appropriate [Mrk Txt ToC] code and then press **DELETE**
   or
2. In the Reveal Codes window, place the insertion point immediately to the right of an appropriate [Mrk Txt ToC] code and then press **BACKSPACE**
3. If desired, close the Reveal Codes window.

To define a table of contents:

1. If necessary, modify and repaginate the document to hold the table of contents.
2. Place the insertion point where you want the table of contents to appear.
3. On the Table of Contents Toolbar, click the Define button.
4. In the Define Table of Contents dialog box, in the *Number of Levels (1-5)* spin box, type or select the number of marked entry levels.
5. If desired, in the Numbering format area, from the appropriate Position drop-down list(s), select the level position(s).
6. Choose OK.

To generate a table of contents:

1. On the Table of Contents Toolbar, click the Generate button.
2. If necessary, in the Generate dialog box, select and/or deselect the desired option check box(es).
3. Choose OK.

To mark text for an index:

1. From the Tools menu, choose Reference.
2. From the Reference submenu, choose Index.

3. If you are marking a subheading, if necessary, on the Index Toolbar, from the Heading drop-down list, select the desired heading.
4. In the document, select the text you want to mark.
5. On the Index Toolbar, click the Heading combo box to insert the selected text.
   or
5. On the Index Toolbar, click the Subheading combo box to insert the selected text.
6. On the Index Toolbar, click the Mark button.
7. As required, repeat steps 3 through 6.

To delete an index marking:

1. If necessary, open the Reveal Codes window.
2. In the Reveal Codes window, place the insertion point immediately to the left of the appropriate [Index] code and then press **DELETE**
   or
2. In the Reveal Codes window, place the insertion point immediately to the right of the appropriate [Index] code and then press **BACKSPACE**
3. If desired, close the Reveal Codes window.

To define an index:

1. If necessary, modify and repaginate the document to hold the index.
2. Place the insertion point where you want the index to appear.
3. On the Index Toolbar, click the Define button.

4. If necessary, in the Define Index dialog box, in the Numbering format area, from the Position drop-down list, select a position.
5. If necessary, select or deselect the *Use dash to show consecutive pages* check box.
6. As necessary, define any other desired options.
7. Choose OK.

To generate an index:

1. On the Index Toolbar, click the Generate button.
2. If necessary, in the Generate dialog box, select and/or deselect the desired option check box(es).
3. Choose OK.

12 *Self-Check Exercise*

1. Open **A:\Dominican Republic tour.wpd**.

2. Scroll down in the document and mark the four centered headings *PLACES TO GO, SHOPPING, FOOD*, and *GENERAL INFORMATION* as Level 1 table of contents entries.

3. Starting near the bottom of page 2 in the document, under the *PLACES TO GO* heading, mark the five subheadings *CASA DE CAMPA, SANTO DOMINGO, THE NORTH COAST, PUERTO PLATA & SOSUA*, and *PUNTA RUCIA* as Level 2 table of contents entries.

4. Move the insertion point to the second blank line below the *TABLE OF CONTENTS:* heading at the top of the document. Then, define a table of contents, setting the number of levels to **2** and selecting the numbering format position you prefer for each level.

5. Generate the table of contents (make sure neither check box is selected in the Generate dialog box), and then examine it.

6. Save the document as **H:\Doc\Dominican Republic tour 1.wpd**.

7. In the document, mark the centered headings listed in step 2 as index headings.

8. Under the index heading *PLACES TO GO*, mark the subheadings listed in step 3 as index subheadings.

9. Scroll down in the document and, under the centered *GENERAL INFORMATION* heading, mark the six italicized subheadings as index subheadings under the index heading *GENERAL INFORMATION*.

10. Move the insertion point to the second blank line below the *INDEX* heading at the end of the document. Then, define an index, selecting the numbering format position you prefer.

11. Generate the index (make sure neither check box is selected in the Generate dialog box), and then examine it.

12. Save the document, and then close any open documents.

13. Exit WordPerfect.

Using Lines and Borders with Text

- Using Graphics Lines
- Working with Text Borders

Section Skills and Their Importance

In the following section you will learn to:

- **Use graphics lines**

    You might want to use standard graphics lines to enhance the appearance of brochures, newsletters, or other documents or to emphasize specific text. WordPerfect lets you manually divide physical pages into logical pages and insert horizontal and vertical lines onto the appropriate pages. Once you insert a line, you can edit its appearance.

- **Work with text borders**

    In a brochure, report, or newsletter, you might use a paragraph or page border to draw attention to a name or a phone number, to outline an order form or a survey form, or to help define your corporate document style. Depending on the type of border you apply, you can embellish a bordered paragraph or page by adding a shadowed effect or by filling the border with a shade or a pattern.

Using Graphics Lines

You can separate or emphasize sections of a newsletter, a brochure, or another document by splitting the appropriate physical pages into logical pages, if necessary, and then adding standard *graphics lines* to the desired page(s). WordPerfect lets you use horizontal and vertical lines to visually divide a document into discrete areas or to draw a reader's attention to a particular portion of the text.

Subdividing Pages

When you create certain types of documents, such as sheets of preformatted labels, WordPerfect automatically divides each physical page into several separate logical pages. If you are setting up a document such as a brochure, you might want to manually *subdivide* the physical pages into logical pages so that you can apply page formatting options to individual sections of the document. **Figure 13-** shows a brochure in which a physical page is subdivided into three logical pages in columnar format.
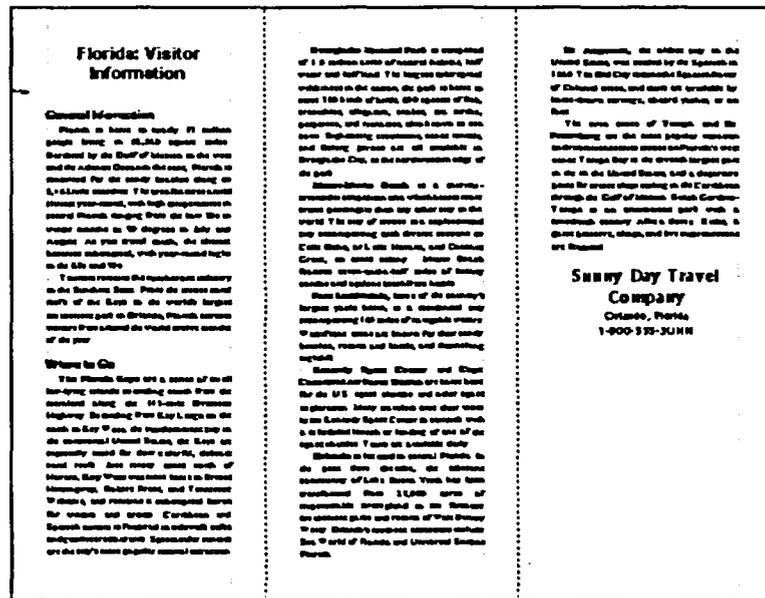
Figure 13-1: *A Physical Page Subdivided into Three Logical Pages*

In the subdivided physical page shown in **Figure 13-**, text automatically wraps from the bottom of one logical page to the top of the next. WordPerfect treats each subdivision as a separate page, giving it a unique page number. You can use the mouse or WordPerfect's standard positioning keystrokes to move the insertion point to the desired logical page.

To subdivide pages, you use the Divide Page page of the Page Setup dialog box, shown in **Figure 13-2**. In the preview area of this page, WordPerfect shows you how your current column and row selections subdivide the physical pages.
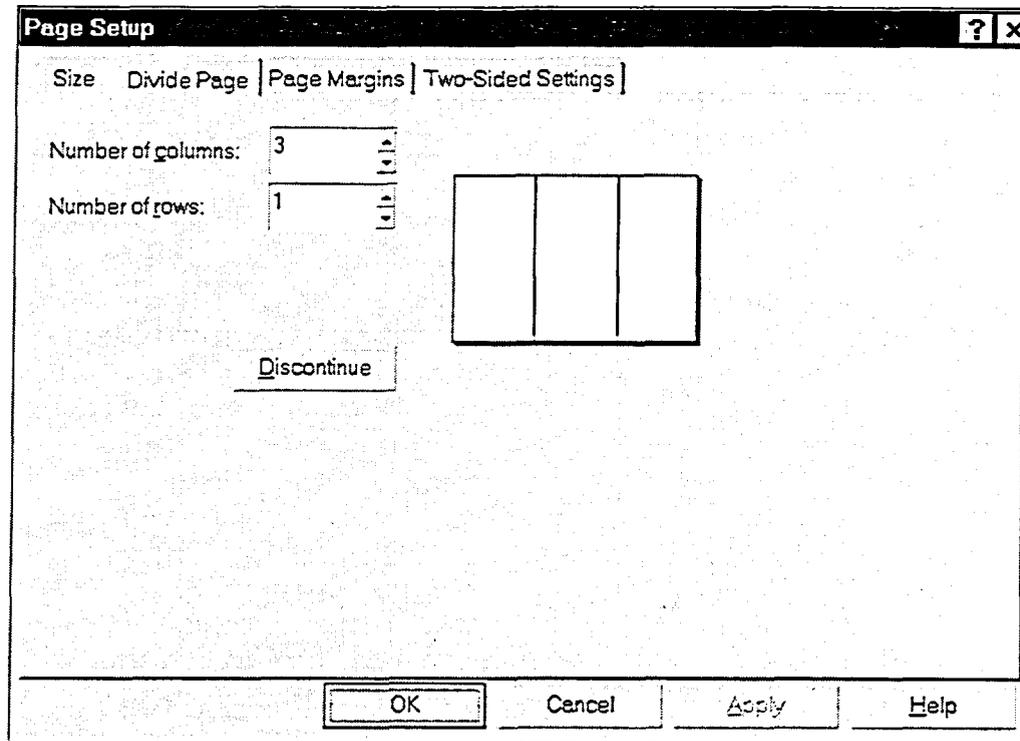
Figure 13-2: *The Divide Page Page of the Page Setup Dialog Box*

⌐ METHOD ⌐

To subdivide pages:

1. If necessary, place the insertion point on the page where you want subdividing to begin.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Page Setup.
4. If necessary, in the Page Setup dialog box, select the Divide Page tab.
5. As necessary, on the Divide Page page, in the appropriate spin box(es), type or select the desired number of columns and/or rows.
6. Choose OK.

┌─── **EXERCISE** ───┐

In the following exercise, you will subdivide a page.

1. Start WordPerfect and, if necessary, deactivate the Shadow Cursor

2. Open **A:\Visitor info.wpd**

3. Switch to Full Page view   *The single page document is set up in landscape orientation.*

4. From the Format menu, choose Page   *The Page submenu appears.*

5. Choose Page Setup   *The Page Setup dialog box appears.*

6. If necessary, select the Divide Page tab   *The Divide Page page appears.*

7. In the Number of columns spin box, type **3**   *The preview area displays three logical pages in columnar format.*

8. Choose OK   *The dialog box closes, and the text on the physical page is divided into three columnar logical pages. Each logical page has its own margin guidelines.*

9. Using the mouse, sequentially place the insertion point on each logical page, examining the page number information on the Application Bar   *Each logical page has a unique page number.*

┌ **END** ┐
└────────┘

Inserting Horizontal and Vertical Lines

In a brochure or in another subdivided document, you might use a horizontal line to separate paragraphs, to add emphasis to headings, or to break up the document. Alternatively, you might use a vertical line to separate logical pages, to make a page more attractive, or to emphasize a portion of the text.

WordPerfect lets you insert a horizontal or vertical graphics line through the Insert menu's Shape submenu. If you insert a horizontal line, the line appears between the left and right page margins at the insertion point's vertical position. If you insert a vertical line, WordPerfect places the line between the top and bottom page margins at the horizontal position of the insertion point.

METHOD

To insert a horizontal or vertical line:

1. Place the insertion point at the vertical position where you want to insert the horizontal line.
   or
1. Place the insertion point at the horizontal position where you want to insert the vertical line.
2. From the Insert menu, choose Shape.
3. From the Shape submenu, choose Horizontal Line.
   or
3. From the Shape submenu, choose Vertical Line.

EXERCISE

In the following exercise, you will insert horizontal and vertical lines.

1. Make sure **A:\Visitor info.wpd** appears in Full Page view

2. At the top of the document, place the insertion point on the blank line below the title *Florida: Visitor Information*

3. From the Insert menu, choose Shape   *The Shape submenu appears.*

4.	Choose Horizontal Line	*WordPerfect inserts a horizontal line between the left and right margins of the logical page.*
5.	At the end of the document, place the insertion point on the blank line below the telephone number *1-800-555-SUNN*	
6.	Using the procedure described above, insert a horizontal line	*WordPerfect inserts the horizontal line between the left and right margins of the logical page.*
7.	At the top of the document, in the first paragraph under the heading *General Information*, place the insertion point to the left of the third line of text	
8.	From the Insert menu, choose Shape	*The Shape submenu appears.*
9.	Choose Vertical Line	*WordPerfect inserts a vertical line between the top and bottom margins of the logical page.*
10.	On the last logical page, place the insertion point to the left of the second line of text	
11.	Using the procedure described above, insert a vertical line	*WordPerfect inserts the vertical line between the top and bottom margins of the logical page.*

⌐ END ⌐

Moving a Graphics Line

You can easily move a graphics line to a new position in a document by selecting the line and then dragging it to the desired location. You can also move a line by using the Cut and Paste commands.

METHOD

To select a graphics line:

1. Point to the line.
2. Click the mouse.

To deselect a graphics line:

1. Point anywhere else in the document.
2. Click the mouse.

To move a graphics line by dragging:

1. Select the line.
2. Using the four-way arrow pointer, drag the line to the desired location.
3. Deselect the line.

To move a graphics line by using the Cut and Paste commands:

1. Select the line.
2. On the toolbar, click the Cut button.
   or
2. From the Edit menu, choose Cut.
3. Place the insertion point where you want to move the line.
4. On the toolbar, click the Paste button.
   or
4. From the Edit menu, choose Paste.

EXERCISE

In the following exercise, you will move graphics lines.

1. Make sure **A:\Visitor info.wpd**
   appears in Full Page view

2. Point to the vertical line on the
   last logical page

3. Click the mouse   *The line is selected, and the
                                      pointer becomes a four-way
                                      arrow.*

4. Drag the line to the right   *The line is moved to a new
   margin of the last logical page   location.*

5. Point anywhere else in the
   document

6. Click the mouse   *The line is deselected.*

7. Select the horizontal line on the
   last logical page

8. On the toolbar, click the Cut   *The line is cut to the Clipboard.*
   button

9. On the first logical page, place
   the insertion point on the blank
   line above the *Where to Go*
   heading

10. From the Edit menu, choose   *The line is pasted at a new
    Paste   location.*

11. Switch to Page Width view

END

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Editing a Graphics Line

Figure 13-3 shows the Edit Graphics Line dialog box. This dialog box lets you modify multiple characteristics of a selected horizontal or vertical graphics line, including its formatting and length, through a centralized location. In the preview area, you can see how your editing selections are affecting the appearance of the line.
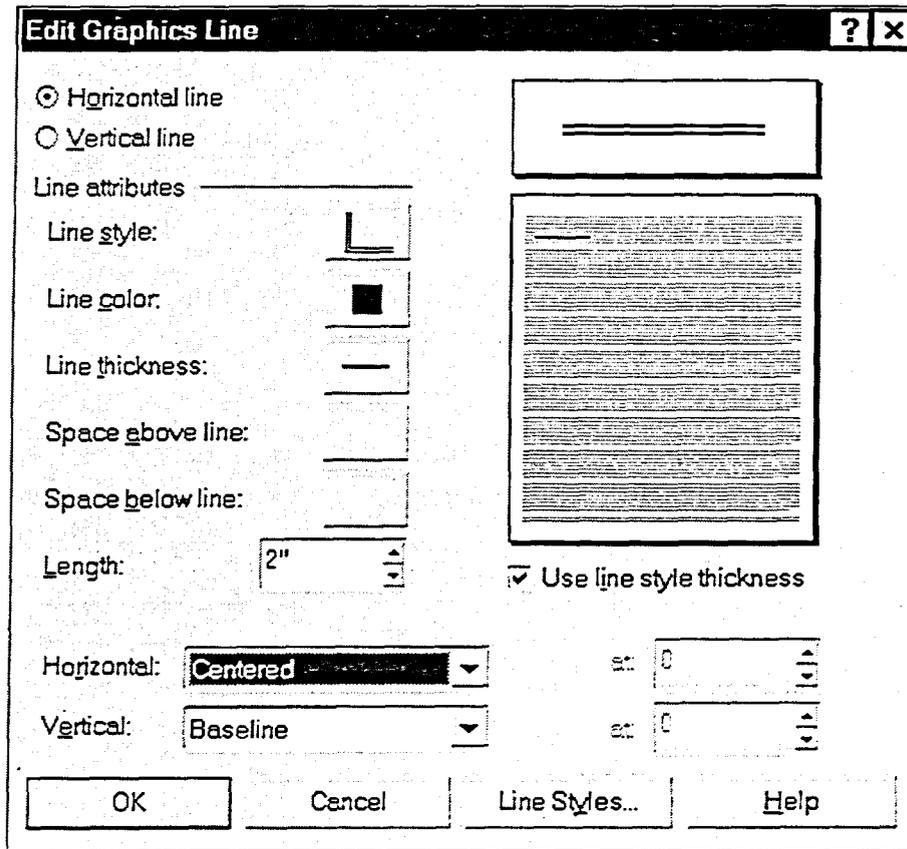
Figure 13-3: *The Edit Graphics Line Dialog Box*

If you need to move a selected line to a precise location in the document, you might want to select the appropriate horizontal and vertical line positioning options in the Edit Graphics Line dialog box instead of dragging the line or using the Cut and Paste commands. **Table 13-1** describes the line positioning options, which are determined by the type of line you are editing.

Option	Description
Left	Positions the line at the left margin.
Right	Positions the line at the right margin.
Top	Positions the line at the top margin.
Bottom	Positions the line at the bottom margin.
Centered	Centers the line between the left and right or top and bottom margins.
Full	Extends the line between the left and right or top and bottom margins.
Baseline	Positions the line at the base character alignment position.
Set	Lets you enter a fixed position in the at spin box.
Column Aligned	Lets you enter an alignment column number in the After Col spin box.

Table 13-1: *Descriptions of Line Positioning Options*

METHOD

To edit a graphics line:

1. Select the line.
2. From the Edit menu, choose Edit Graphic Line.
   or
1. Point to the line.
2. Right-click the mouse, and then, from the QuickMenu, select the appropriate Edit Line option.
3. As necessary, in the Edit Graphics Line dialog box, select and/or define the desired options.
4. Choose OK.

EXERCISE

In the following exercise, you will edit a graphics line.

1. Make sure **A:\Visitor info.wpd** appears in Page Width view

2. At the top of the document, select the horizontal line below the title

3.	From the Edit menu, choose Edit Graphic Line	*The Edit Graphics Line dialog box appears.*
4.	In the Line attributes area, click the Line style button	*The Line style palette appears.*
5.	Select the Double style (first row, second column)	*The palette closes, and the preview area displays a double line style.*
6.	In the Length spin box, delete the existing text and type **2**	*The line will be two inches long.*
7.	From the Horizontal drop-down list, select Centered	*The line will be centered between the left and right margins on its logical page.*
8.	Choose OK	*The dialog box closes, and the line is edited.*

⌐ **END** ¬

Deleting a Graphics Line

If you decide that you want to remove a graphics line from your document, you can do so. WordPerfect lets you delete a line by selecting the line and then pressing the **DELETE** key. Alternatively, you can delete the line's [Graph Line] code in the Reveal Codes window.

⌐ METHOD ⌐

To delete a graphics line:

1. Select the line.
2. Press **DELETE**
   or
1. If necessary, open the Reveal Codes window.
2. In the Reveal Codes window, place the insertion point immediately to the left of the line's [Graph Line] code, and then press **DELETE**

⌐ EXERCISE

In the following exercise, you will delete a graphics line.

1. Make sure **A:\ Visitor info.wpd** appears in Page Width view

2. On the first logical page, select the horizontal line above the *Where to Go* heading

3. Press **DELETE**   *The line is deleted from the document.*

4. Save the document as **H:\Doc\Visitor info 1.wpd**

⌐ END ⌐

Working with Text Borders

When you are creating documents such as brochures, reports, or newsletters, you might want to use paragraph and page borders to emphasize specific text. WordPerfect lets you fill line bordered paragraphs and pages with shades or patterns.

Creating a Paragraph Border

As its name implies, a *paragraph border* surrounds a selected paragraph or multiple selected paragraphs of text. **Figure 13-4** shows the Border page of the Paragraph Border/Fill dialog box, which you can access through the Format menu's Paragraph submenu. Using the palettes on this page, you can apply a border style, a border color, and a shadow effect to the desired paragraph(s).
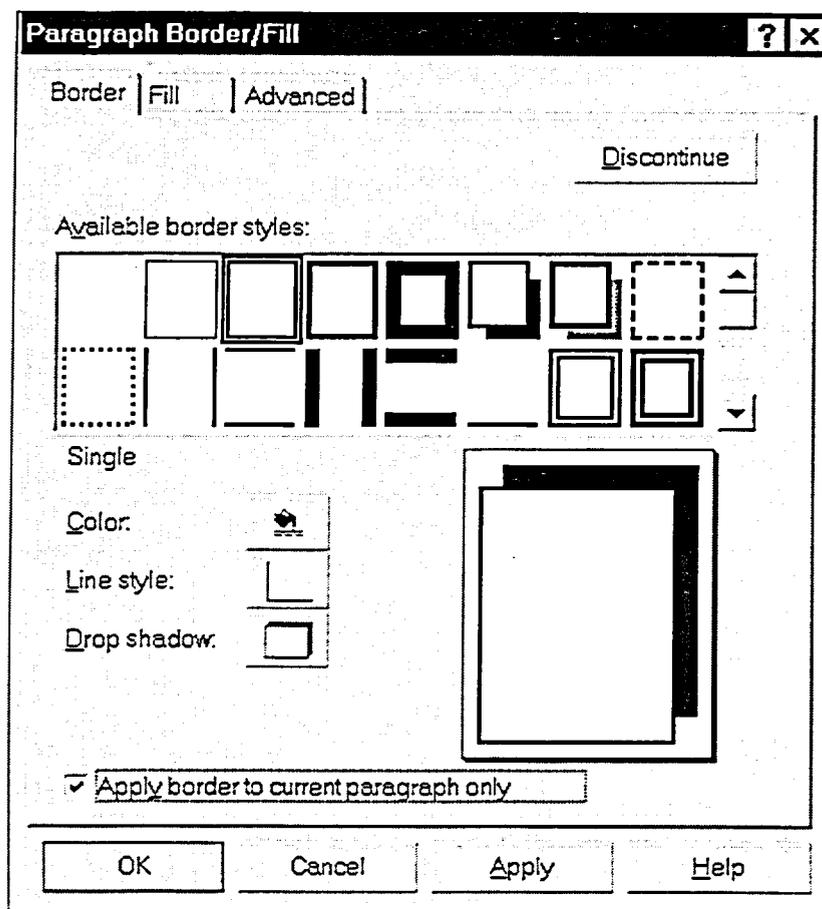
Figure 13-4: *The Border Page of the Paragraph Border/Fill Dialog Box*

METHOD

To create a paragraph border:

1. Place the insertion point in the desired paragraph.
   or
1. Select the desired paragraphs.
2. From the Format menu, choose Paragraph.
3. From the Paragraph submenu, choose Border/Fill.
4. As necessary, in the Paragraph Border/Fill dialog box, on the Border page, select the desired options.
5. If appropriate, make sure the *Apply border to current paragraph only* check box is selected.
6. Choose OK.

EXERCISE

In the following exercise, you will create a paragraph border.

1.	Make sure **H:\Doc\Visitor info 1.wpd** appears in Page Width view	
2.	At the bottom of the last logical page, place the insertion point in the *Sunny Day Travel Company* paragraph	
3.	From the Format menu, choose Paragraph	*The Paragraph submenu appears.*
4.	Choose Border/Fill	*The Border page of the Paragraph Border/Fill dialog box appears.*
5.	In the Available border styles palette, select Single (first row, third column)	*The preview area shows a single border.*
6.	Click the Drop shadow button	*The Drop shadow palette appears.*
7.	Select the raised right shadow (bottom option)	*The palette closes, and the preview area shows a single border with a raised right shadow.*

8. Make sure the *Apply border to current paragraph only* check box is selected

    The border will only be applied to the current paragraph.

9. Choose OK

    The dialog box closes, and the border appears around the paragraph.

10. Switch to Full Page view

┌─ **END** ─┐
└─────────┘

Creating a Page Border

You can use *page borders* for several purposes. You might use them to embellish notices or to highlight response forms or other specific pages in a newsletter or brochure. You might also use one particular border to give a uniform appearance to corporate reports, vacancy announcements, and other official publications. **Figure 13-5** shows a logical page with a border.
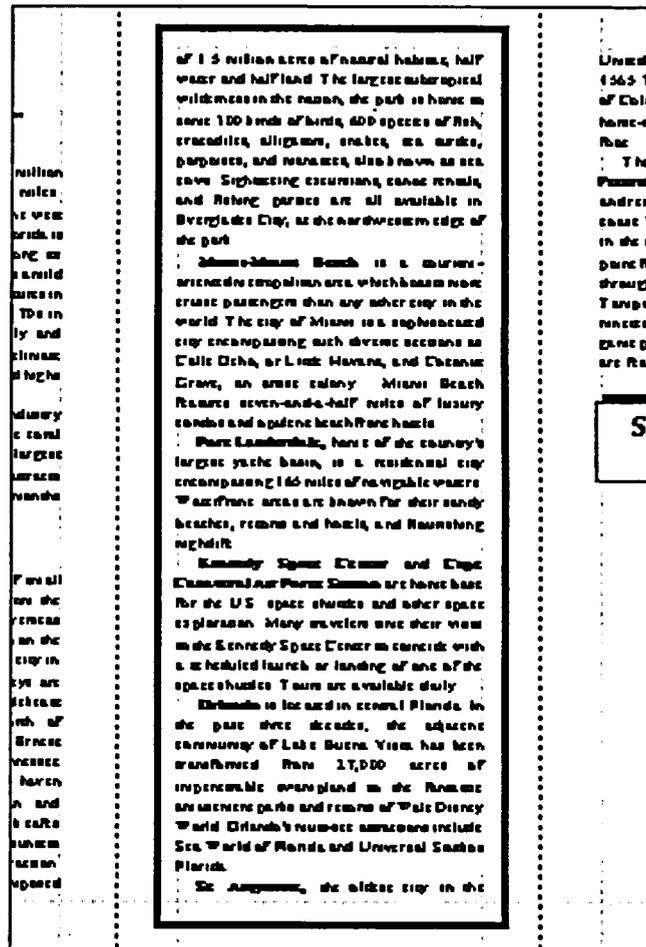
Figure 13-5: *A Logical Page with a Border*

Unlike paragraph borders, two types of page borders are available to you— fancy and line. *Fancy borders* are decorative predefined page borders, and *line borders* are the same as paragraph borders. Other options that are available to you depend on the type of border you select.

METHOD

To create a page border:

1. If necessary, place the insertion point on the page where you want the border to begin.
   or
1. If necessary, place the insertion point on the page you want to border.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Border/Fill.
4. If necessary, in the Page Border/Fill dialog box, on the Border page, from the Border type drop-down list, select the desired border type.
5. As necessary, on the Border page, select the desired options.
6. If appropriate, make sure the *Apply border to current page only* check box is selected.
7. Choose OK.

EXERCISE

In the following exercise, you will create a page border.

1.	Make sure **H:\Doc\Visitor info 1.wpd** appears in Full Page view	
2.	Place the insertion point on the second logical page	
3.	From the Format menu, choose Page	*The Page submenu appears.*
4.	Choose Border/Fill	*The Border page of the Page Border/Fill dialog box appears.*
5.	From the Border type drop-down list, choose Line	*The line border options appear.*
6.	In the Available border styles palette, select Thick (first row, fifth column)	*The preview area shows a thick border.*

7. Make sure the *Apply border to current page only* check box is selected

    The border will only be applied to the current logical page.

8. Choose OK

    The dialog box closes, and the border appears around the logical page.

┌─ *END* ─┐

Filling Bordered Paragraphs or Line Bordered Pages

To further distinguish a bordered paragraph or a line bordered page, you might want to *fill* it. Filling places a shade or a pattern inside the bordered area. **Figure 13-6** shows a bordered paragraph filled with a pattern.

Figure 13-6: *A Bordered Paragraph Filled with a Pattern*

As appropriate, you use the Fill page of the Paragraph Border/Fill dialog box or the Page Border/Fill dialog box to define a fill for the desired area. In the Page Border/Fill dialog box, the Fill page is only available when you are working with a line bordered page.

METHOD

To fill bordered paragraphs:

1. Place the insertion point in the desired bordered paragraph.
   or
1. Select the desired bordered paragraphs.
2. From the Format menu, choose Paragraph.
3. From the Paragraph submenu, choose Border/Fill.
4. In the Paragraph Border/Fill dialog box, select the Fill tab.
5. As necessary, on the Fill page, select the desired fill style and other options.
6. Choose OK.

To fill line bordered pages:

1. Place the insertion point on the desired line bordered page.
   or
1. Select the desired line bordered pages.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Border/Fill.
4. In the Page Border/Fill dialog box, select the Fill tab.

5. As necessary, on the Fill page, select the desired fill style and other options.

6. Choose OK.

EXERCISE

In the following exercise, you will fill a bordered paragraph and a line bordered page.

1.	Make sure **H:\Doc\Visitor info 1.wpd** appears in Full Page view	
2.	At the bottom of the last logical page, place the insertion point in the *Sunny Day Travel Company* paragraph	*The insertion point is placed in the bordered paragraph.*
3.	From the Format menu, choose Paragraph	*The Paragraph submenu appears.*
4.	Choose Border/Fill	*The Border page of the Paragraph Border/Fill dialog box appears.*
5.	Select the Fill tab	*The Fill page appears.*
6.	In the Available fill styles palette, select Diagonal Lines 1 (second row, eighth column)	
7.	Choose OK	*The dialog box closes, and the fill is applied to the paragraph.*
8.	Place the insertion point on the second logical page	*The insertion point is placed on the line bordered page.*
9.	From the Format menu, choose Page	*The Page submenu appears.*
10.	Choose Border/Fill	*The Border page of the Page Border/Fill dialog box appears.*
11.	Select the Fill tab	*The Fill page appears.*

12. In the Available fill styles palette, select 5% Fill (first row, second column)

13. Choose OK

The dialog box closes, and the fill is applied to the page.

```
┌ END ┐
```

Modifying or Deleting Borders and Fills

When you are designing a document, you might apply several types of borders and fills to different paragraphs or pages. Then, you might find that you do not want to use a particular border or fill after all. You can easily modify or delete a defined paragraph or page border or fill by changing or turning off the desired option(s) in the appropriate Border/Fill dialog box.

METHOD

To modify a border and/or a fill:

1. If necessary, place the insertion point in the desired bordered/filled paragraph.
   or
1. If necessary, select the desired bordered/filled paragraphs.
   or
1. If necessary, place the insertion point on the desired bordered/filled page.
   or
1. If necessary, select the desired bordered/filled pages.
2. If necessary, open the appropriate Border/Fill dialog box.
3. As appropriate, in the Border/Fill dialog box, on the Border page, select or deselect the desired option(s).
4. As appropriate, select the Fill tab, and then, on the Fill page, select or deselect the desired options.
5. Choose OK.

To delete a fill only:

1. If necessary, place the insertion point in the desired bordered/filled paragraph.
   or
1. If necessary, select the desired bordered/filled paragraphs.
   or
1. If necessary, place the insertion point on the desired bordered/filled page.
   or
1. If necessary, select the desired bordered/filled pages.
2. If necessary, open the appropriate Border/Fill dialog box.
3. In the Border/Fill dialog box, select the Fill tab.
4. On the Fill page, in the Available fill styles palette, select <None> (first row, first column).
5. Choose OK.

To delete a border or a border and a fill:

1. If necessary, place the insertion point in the desired bordered/filled paragraph.
   or
1. If necessary, select the desired bordered/filled paragraphs.
   or
1. If necessary, place the insertion point on the desired bordered/filled page.
   or
1. If necessary, select the desired bordered/filled pages.
2. If necessary, open the appropriate Border/Fill dialog box.
3. In the Border/Fill dialog box, on the Border page, choose Discontinue.

EXERCISE

In the following exercise, you will modify a border, delete a fill, and delete a border and a fill.

1.	Make sure **H:\Doc\Visitor info 1.wpd** appears in Full Page view	
2.	At the bottom of the last logical page, place the insertion point in the *Sunny Day Travel Company* paragraph	
3.	Open the Paragraph Border/Fill dialog box	*The Border page of the dialog box appears.*
4.	In the Available border styles palette, select Dashed (first row, eighth column)	*The border in the preview area changes to dashed.*
5.	Select the Fill tab	*The Fill page appears.*
6.	In the Available fill styles palette, select <None> (first row, first column)	*The fill is removed from the preview area.*
7.	Choose OK	*The dialog box closes, and the paragraph's border is modified and its fill is deleted.*
8.	Place the insertion point on the second logical page	

9.	Open the Page Border/Fill dialog box	*The Border page of the dialog box appears.*
10.	Choose Discontinue	*The dialog box closes, and the border and fill are deleted from the logical page.*
11.	Save and close the file	

END

To subdivide pages:

1. If necessary, place the insertion point on the page where you want subdividing to begin.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Page Setup.
4. If necessary, in the Page Setup dialog box, select the Divide Page tab.
5. As necessary, on the Divide Page page, in the appropriate spin box(es), type or select the desired number of columns and/or rows.
6. Choose OK.

To insert a horizontal or vertical line:

1. Place the insertion point at the vertical position where you want to insert the horizontal line.
   or
1. Place the insertion point at the horizontal position where you want to insert the vertical line.
2. From the Insert menu, choose Shape.
3. From the Shape submenu, choose Horizontal Line.
   or
3. From the Shape submenu, choose Vertical Line.

To select a graphics line:

1. Point to the line.
2. Click the mouse.

To deselect a graphics line:

1. Point anywhere else in the document.
2. Click the mouse.

To move a graphics line by dragging:

1. Select the line.
2. Using the four-way arrow pointer, drag the line to the desired location.
3. Deselect the line.

To move a graphics line by using the Cut and Paste commands:

1. Select the line.
2. On the toolbar, click the Cut button.
   or
2. From the Edit menu, choose Cut.
3. Place the insertion point where you want to move the line.
4. On the toolbar, click the Paste button.
   or
4. From the Edit menu, choose Paste.

To edit a graphics line:

1. Select the line.
2. From the Edit menu, choose Edit Graphic Line.
   or
1. Point to the line.
2. Right-click the mouse, and then, from the QuickMenu, select the appropriate Edit Line option.
3. As necessary, in the Edit Graphics Line dialog box, select and/or define the desired options.
4. Choose OK.

To delete a graphics line:

1. Select the line.
2. Press **DELETE**
   or

1. If necessary, open the Reveal Codes window.
2. In the Reveal Codes window, place the insertion point immediately to the left of the line's [Graph Line] code, and then press **DELETE**

To create a paragraph border:

1. Place the insertion point in the desired paragraph.
   or
1. Select the desired paragraphs.
2. From the Format menu, choose Paragraph.
3. From the Paragraph submenu, choose Border/Fill.
4. As necessary, in the Paragraph Border/Fill dialog box, on the Border page, select the desired options.
5. If appropriate, make sure the *Apply border to current paragraph only* check box is selected.
6. Choose OK.

To create a page border:

1. If necessary, place the insertion point on the page where you want the border to begin.
   or
1. If necessary, place the insertion point on the page you want to border.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Border/Fill.
4. If necessary, in the Page Border/Fill dialog box, on the Border page, from the Border type drop-down list, select the desired border type.
5. As necessary, on the Border page, select the desired options.
6. If appropriate, make sure the *Apply border to current page only* check box is selected.
7. Choose OK.

To fill bordered paragraphs:

1. Place the insertion point in the desired bordered paragraph.
   or
1. Select the desired bordered paragraphs.
2. From the Format menu, choose Paragraph.
3. From the Paragraph submenu, choose Border/Fill.
4. In the Paragraph Border/Fill dialog box, select the Fill tab.
5. As necessary, on the Fill page, select the desired fill style and other options.
6. Choose OK.

To fill line bordered pages:

1. Place the insertion point on the desired line bordered page.
   or
1. Select the desired line bordered pages.
2. From the Format menu, choose Page.
3. From the Page submenu, choose Border/Fill.
4. In the Page Border/Fill dialog box, select the Fill tab.
5. As necessary, on the Fill page, select the desired fill style and other options.
6. Choose OK.

To modify a border and/or a fill:

1. If necessary, place the insertion point in the desired bordered/filled paragraph.
   or
1. If necessary, select the desired bordered/filled paragraphs.
   or
1. If necessary, place the insertion point on the desired bordered/filled page.
   or
1. If necessary, select the desired bordered/filled pages.
2. If necessary, open the appropriate Border/Fill dialog box.

3. As appropriate, in the Border/Fill
   dialog box, on the Border page,
   select or deselect the desired
   option(s).
4. As appropriate, select the Fill tab,
   and then, on the Fill page, select
   or deselect the desired options.
5. Choose OK.

To delete a fill only:

1. If necessary, place the insertion
   point in the desired
   bordered/filled paragraph.
   or
1. If necessary, select the desired
   bordered/filled paragraphs.
   or
1. If necessary, place the insertion
   point on the desired
   bordered/filled page.
   or
1. If necessary, select the desired
   bordered/filled pages.
2. If necessary, open the appropriate
   Border/Fill dialog box.
3. In the Border/Fill dialog box,
   select the Fill tab.
4. On the Fill page, in the Available
   fill styles palette, select <None>
   (first row, first column).
5. Choose OK.

**To delete a border or a border and a
fill:**

1. If necessary, place the insertion
   point in the desired
   bordered/filled paragraph.
   or
1. If necessary, select the desired
   bordered/filled paragraphs.
   or
1. If necessary, place the insertion
   point on the desired
   bordered/filled page.
   or
1. If necessary, select the desired
   bordered/filled pages.

2. If necessary, open the appropriate
   Border/Fill dialog box.
3. In the Border/Fill dialog box, on
   the Border page, choose
   Discontinue.

13 *Self-Check Exercise*

1. Open **A:\Convention planning.wpd.**

2. Subdivide the physical page into two columnar logical pages.

3. Insert a vertical graphics line at the left margin of page 2.

4. Using the Cut and Paste commands, move the vertical line to the left margin of page 1.

5. Create a horizontal graphics line at the end of page 2.

6. By dragging, move the horizontal line below the title at the top of page 1.

7. Change the horizontal line's style to Heavy (third row, first column) and its length to two inches. Center the line horizontally.

8. Delete the vertical line.

9. Place a Hairline paragraph border (first row, second column) around the paragraph immediately below the last subheading in the document, **Orlando Dining**.

10. Add the Button Fill (second row, fifth column) to the bordered paragraph.

11. Delete the fill from the bordered paragraph and change its border type to Thick (first row, fifth column).

12. Create a Dotted line border (second row, first column) around page 1.

13. Add the 10% Fill (first row, third column) to the line bordered page.

14. Delete the border and the fill from the line bordered page.

15. Compare your document to **Figure 13-7,** and then save the document as **H:\Doc\Convention planning 1.wpd** and close the file.

Figure 13-7: *The Final Document--Self-Check Exercise*

Section

14

Automating Document Creation

- Using Styles
- Using Macros

Section Skills and Their Importance

In the following section you will learn to:

- **Use styles**

  You can use styles to easily apply consistent formatting to text throughout a document. WordPerfect lets you create customized document, paragraph, and character styles. Once you apply a style to document text, you can reformat all affected text in a single step by modifying the style. In addition, you can delete obsolete styles from your documents and store styles in a separate file so that you can access them from any document.

- **Use macros**

  In WordPerfect, macros let you automate the execution of specific tasks. You can create a macro by recording the necessary actions as you perform them. Once you record a macro, you can play it to have WordPerfect perform the tasks. If necessary, you can edit a macro in the document window, and you can also delete unnecessary macros.

Using Styles

Styles enable you to apply consistent formatting to text in your documents. For example, in a newsletter, you might apply a heading style to all headings, a featured text style to all featured text, and a body text style to all body text.

Besides using WordPerfect's predefined *system styles*, you can define your own styles. WordPerfect lets you create five types of styles: *document*, *paragraph*, *automatic paragraph*, *character*, and *automatic character*. Table 14-1 describes WordPerfect style types.

Type	Description
Document	Used at the beginning of a document or section to control formatting from that point forward.
Paragraph	Used to format complete paragraphs, titles, or headings.
Automatic paragraph	Used to format paragraphs that you want WordPerfect to update automatically whenever you change the formatting of a paragraph to which the style is applied.
Character	Used to format text within a paragraph.
Automatic character	Used to format text that you want WordPerfect to update automatically whenever you change the formatting of text to which the style is applied.

Table 14-1: *Descriptions of WordPerfect Style Types*

When you apply styles, WordPerfect places the appropriate control codes in the document. Document styles are *open*, with a single beginning control code at the point at which the style is applied. Because document styles have no ending control codes, they affect the remainder of the document unless WordPerfect encounters an overriding document style control code later in the document. Other types of styles are *paired*, with beginning and ending control codes.

Creating and Applying a Document Style

By using document styles, you can easily produce documents of uniform appearance. For example, you might use a distinct document style to format all corporate letters or reports. You might also use a document style to ensure that all chapters of a book or issues of a newsletter are formatted in the same way.

You can create a document style by using the Styles Editor dialog box. In this dialog box, you name and describe the style, select the style's type, and then

define the style's formatting by selecting the desired option(s) from the appropriate menu(s). If you select the Reveal codes check box, WordPerfect displays the defined formatting codes in the Contents box. You can also type text or enter keystrokes into the Contents box for inclusion in the style. Figure 14-1 shows the Styles Editor dialog box.
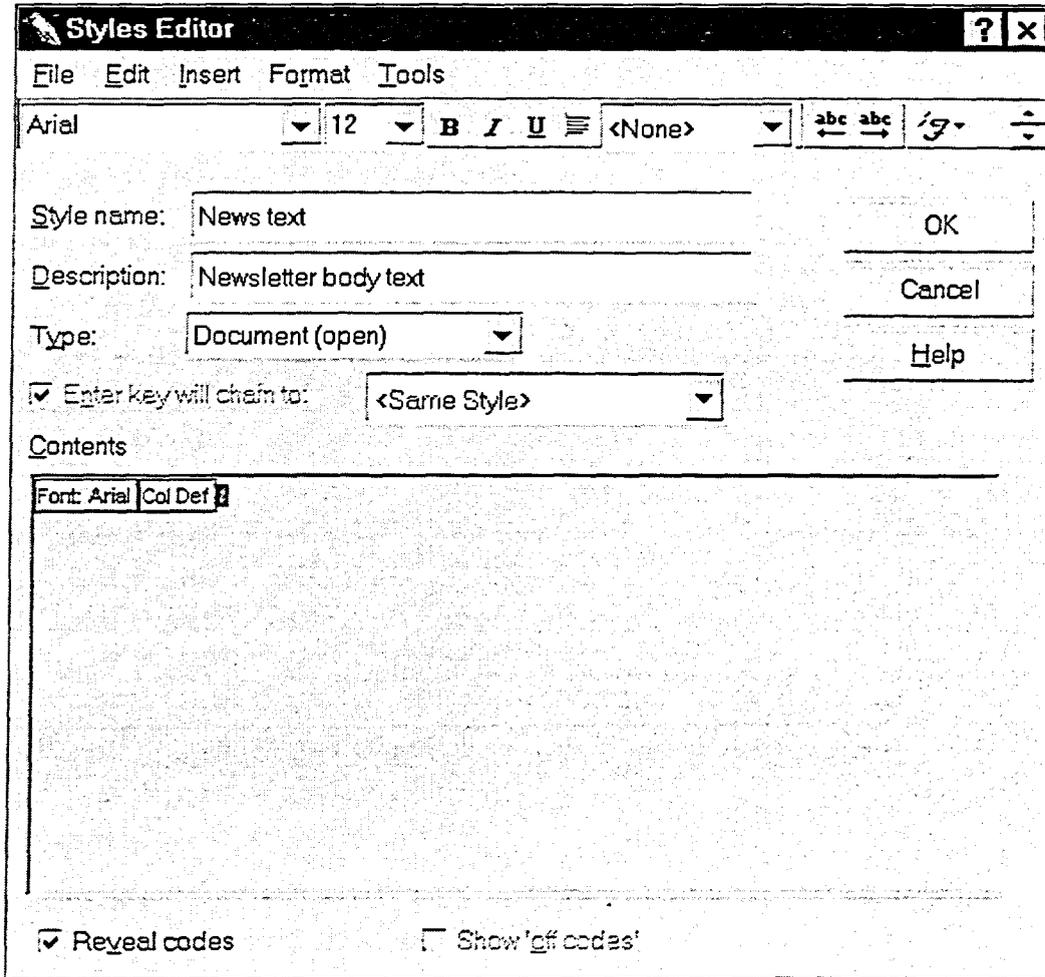
Figure 14-1: *The Styles Editor Dialog Box*

METHOD

To create and apply a document style:

1. Place the insertion point where you want the style to begin.
2. From the Format menu, choose Styles.
   or
2. Press **ALT+F8**
3. In the Style List dialog box, choose Create.

4. In the Styles Editor dialog box, in the Style name text box, type a name for the style.

5. If desired, in the Description text box, type a description for the style.

6. From the Type drop-down list, select Document (open).

7. Make sure the Reveal codes check box is selected.

8. As desired, from the appropriate menu(s), select and define options to include in the style.

9. As desired, place the insertion point in the Contents box, and then type text and/or press keystrokes to include in the style.

10. Choose OK.

11. In the Style List dialog box, choose Apply.

EXERCISE

In the following exercise, you will create and apply a document style.

1. Open **A:\Fitness bulletin.wpd**

2. Place the insertion point on the second blank line below the document title

3. From the Format menu, choose Styles

   The Style List dialog box appears.

4. Choose Create

   The Styles Editor dialog box appears.

5. In the Style name text box, type **News text**

6. In the Description text box, type **Newsletter body text**

7. From the Type drop-down list, select Document (open)

   Document (open) appears in the Type list box.

8. Make sure the Reveal codes check box is selected

   WordPerfect will display defined codes in the Contents box.

9. From the Format menu, choose Font

   The Font dialog box appears.

10. In the Font face list, scroll up and select Arial

11.	Choose OK	*The Font dialog box closes, and the [Font: Arial] code is inserted into the Contents box of the Styles Editor dialog box.*
12.	From the Format menu, choose Columns	*The Columns dialog box appears.*
13.	In the Number of columns spin box, make sure **2** appears	
14.	In the Type of columns area, select the Balanced newspaper option button	
15.	Choose OK	*The Columns dialog box closes, and the [Col Def] code is inserted into the Contents box of the Styles Editor dialog box.*
16.	Choose OK	*The Styles Editor dialog box closes, and the Style List dialog box reappears. **News text** is selected in the Available styles list.*
17.	Choose Apply	*The dialog box closes, and the style is applied from the insertion point to the end of the document.*

┌ **END** ┐

Creating and Applying a Paragraph Style

You can use paragraph styles to format or emphasize text that is followed by a hard return, such as a paragraph, a heading, or a title. In a newsletter, you might use a paragraph style to format each article heading; in a business letter, you might use styles of this type to format the salutation and the closing.

WordPerfect lets you choose between two paragraph style types, paragraph and automatic paragraph. If you choose paragraph style, WordPerfect updates all paragraphs to which the style is applied whenever you make any changes to the style. If you choose automatic paragraph style, however, WordPerfect updates the style and all other relevant paragraphs whenever you make changes to the style or reformat a paragraph to which the style is applied.

Like document styles, you create paragraph styles in the Styles Editor dialog box. When you choose a paragraph style type, the *Enter key will chain to* check box, which applies only to paired styles, becomes available. This lets you specify how you want WordPerfect to format subsequent text once you press the ENTER key when you are typing new text into the document. If you deselect this check box, WordPerfect automatically reverts to the standard document style when you press the ENTER key. Alternatively, you can have WordPerfect apply one of the style options described in Table 14-2.

Option	Function
Same Style	Turns the style off and then on again.
None	Turns the style off, reverting to the standard document style.
Any listed style	Turns the style off and then turns on the indicated style.

Table 14-2: *The "Enter key will chain to" Options*

WordPerfect also lets you insert codes into a paired style that will take effect when the style is turned off. To do this, select the *Show 'off codes'* check box, and then define the desired codes to the right of the ON/OFF code in the Contents box.

Once you create a paragraph style, you can immediately apply it to the selected paragraph(s). You can apply the style to any other existing paragraph, heading, or title in the document by selecting the paragraph(s) you want to format and then selecting the style from the Property Bar's Select Style drop-down list. You can apply a style to new text you are typing into the document by turning on the style at the insertion point.

METHOD

To create and apply a paragraph style:

1. Place the insertion point anywhere in the desired paragraph.
   or
1. Select the desired paragraphs.
2. From the Format menu, choose Styles.
   or
2. Press **ALT+F8**
3. In the Style List dialog box, choose Create.
4. In the Styles Editor dialog box, in the Style name text box, type a name for the style.
5. If desired, in the Description text box, type a description for the style.
6. From the Type drop-down list, select Paragraph (paired).
   or
6. From the Type drop-down list, select Paragraph (paired-auto).
7. If desired, make sure the *Enter key will chain to* check box is selected, and then select an option from the drop-down list.
8. Make sure the Reveal codes check box is selected.
9. If desired, select the *Show 'off codes'* check box.
10. As desired, from the appropriate menu(s), select and define options to include in the style.
11. As desired, place the insertion point in the Contents box, and then type text and/or press keystrokes to include in the style.
12. Choose OK.
13. In the Style List dialog box, choose Apply.

To apply a paragraph style to existing text:

1. Place the insertion point anywhere in the desired paragraph.
   or
1. Select the desired paragraphs.
2. On the Property Bar, from the Select Style drop-down list, select the desired paragraph style.

To apply a paragraph style to new text:

1. Place the insertion point where you want to type the new paragraph.
2. On the Property Bar, from the Select Style drop-down list, select the desired paragraph style.
3. Type the paragraph text and then press **ENTER**

┌── *EXERCISE* ──┐

In the following exercise, you will create and apply a paragraph style.

1. Make sure **A:\Fitness bulletin.wpd** appears in the active window

2. At the top of the document, place the insertion point anywhere in the heading *Working toward Health*

3. Press **ALT+F8**   *The Style List dialog box appears.*

4. Choose Create   *The Styles Editor dialog box appears.*

5. In the Style name text box, type **Article hdg**

6. In the Description text box, type **Newsletter article heading**

7. In the Type list box, make sure Paragraph (paired) appears

8. Make sure the *Enter key will chain to* check box is selected

9. From the *Enter key will chain to* drop-down list, select <None>   *If you apply the style to a new heading, WordPerfect will revert to the standard document style after you press ENTER.*

10. Make sure the Reveal codes check box is selected

11. From the Format menu, choose Font   *The Font dialog box appears.*

12. Set the Font face to Times New Roman, the Font style to Bold, and the Font size to 14

13. Choose OK   *The Font dialog box closes, and the [Font: Times New Roman Bold] [Font Size: 14pt] codes are inserted into the Contents box of the Styles Editor dialog box.*

14.	Choose OK	*The Styles Editor dialog box closes, and the Style List dialog box reappears.* **Article hdg** *is selected in the Available styles list.*
15.	Choose Apply	*The dialog box closes, and the style is applied to the heading.*
16.	Scroll down in the document and place the insertion point anywhere in the heading *Eyestrain*	
17.	On the Property Bar, from the Select Style drop-down list, select Article hdg	*The style is applied to the heading.*
18.	Continue scrolling through the document, and apply the Article hdg style to the headings *Body Alignment* and *Burn Calories*	
19.	At the end of the document, place the insertion point on the second blank line below the *Jumping down someone's throat—175* activity	
20.	On the Property Bar, from the Select Style drop-down list, select Article hdg	*WordPerfect will apply the style to a new heading.*
21.	Type **We want to hear from you!** and then press **ENTER**	*WordPerfect applies the Article hdg style to the new heading and then turns off the style, reverting to the standard document style.*
22.	Type **Share your feedback and ideas with our editorial staff at (703) 555-6930.** and then press **ENTER** twice	*WordPerfect formats the new text in the standard document style.*
23.	Save the document as **H:\Doc\Fitness bulletin 1.wpd**	

⌐**END**¬

Creating and Applying a Character Style

Like paragraph styles, character styles are paired styles, affecting only selected portions of text in a document. You can use character styles to format one or more characters of text within any paragraph. In a newsletter, you might use a character style to format the titles of books from which you are excerpting material.

WordPerfect lets you apply two types of character styles, character and automatic character. You can update a character style and all affected text by editing the style itself. Additionally, you can update an automatic character style and all affected text by reformatting text to which the style is applied.

You can define *Enter key will chain to* options for character styles as well as paragraph styles. Choosing the <None> option lets you turn off a character style by pressing **ENTER** when you are applying the style to new document text. If necessary, to insert a hard return, press **ENTER** again.

METHOD

To create a character style:

1. Open the Style List dialog box.
2. In the Style List dialog box, choose Create.
3. In the Styles Editor dialog box, in the Style name text box, type a name for the style.
4. If desired, in the Description text box, type a description for the style.
5. From the Type drop-down list, select Character (paired).
   or
5. From the Type drop-down list, select Character (paired-auto).
6. Make sure the *Enter key will chain to* check box is selected, and then select <None> from the drop-down list.
7. Make sure the Reveal codes check box is selected.
8. If desired, select the Show 'off codes' check box.
9. As desired, from the appropriate menu(s), select and define options to include in the style.
10. As desired, place the insertion point in the Contents box, and then type text and/or press keystrokes to include in the style.
11. Choose OK.
12. In the Style List dialog box, choose Close.

To apply a character style to existing text:

1. Select the desired text.
2. On the Property Bar, from the Select Style drop-down list, select the desired character style.

To apply a character style to new text:

1. If necessary, in the Styles Editor dialog box, make sure the style's *Enter key will chain to* option is set to <None>.
2. Place the insertion point where you want to type the new text.
3. On the Property Bar, from the Select Style drop-down list, select the desired character style.
4. Type the text.
5. Press ENTER to turn off the style.

EXERCISE

In the following exercise, you will create and apply a character style.

1.	Make sure **H:\Doc\Fitness bulletin 1.wpd** appears in the active window	
2.	Open the Style List dialog box	
3.	Choose Create	*The Styles Editor dialog box appears.*
4.	In the Style name text box, type **Book title**	
5.	In the Description text box, type **Newsletter book title**	
6.	From the Type drop-down list, select Character (paired)	*Character (paired) appears in the Type list box.*
7.	Make sure the *Enter key will chain to* check box is selected	
8.	From the *Enter key will chain to* drop-down list, select <None>	*If you apply the style as you type a new book title, WordPerfect will turn off the style when you press ENTER.*
9.	Make sure the Reveal codes check box is selected	

10.	From the Format menu, choose Font	*The Font dialog box appears.*
11.	Set the Font style to Italic and then choose OK	*The Font dialog box closes, and the [Font: Arial Italic] code is inserted into the Contents box of the Styles Editor dialog box.*
12.	Choose OK	*The Styles Editor dialog box closes, and the Style List dialog box reappears.*
13.	Choose Close	*The dialog box closes.*
14.	Near the top of the document, at the end of the second paragraph, select the title *Don't Just Survive—Thrive!*	
15.	On the Property Bar, from the Select Style drop-down list, select Book title	*The style is applied to the title.*
16.	In the paragraph below the *Body Alignment* heading, apply the Book title style to the title *Mother Always Told You to Sit Up Straight*	
17.	At the end of the document, place the insertion point on the second blank line below the text **at (703) 555-6930.**	
18.	Type **Reviewed next issue:** and then press **SPACEBAR**	
19.	On the Property Bar, from the Select Style drop-down list, select Book title	*WordPerfect will apply the style to a new title.*
20.	Type **Zen for Type A Personalities** and then press **ENTER**	*WordPerfect applies the Book title style to the new title and then turns off the style.*
21.	Press **SPACEBAR** and type **by Eugene Charles**	*WordPerfect formats the new text in the standard document style.*

⌐ *END* ⌐

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Creating and Applying a QuickStyle

WordPerfect's *QuickStyle* feature lets you create a named automatic paragraph or automatic character style based on text you have already formatted in a document. To create a QuickStyle, place the insertion point in the text whose formatting you want to copy, and then name the style and select the style type in the QuickStyle dialog box, shown in Figure 14-2. Once you create the style and apply it to the formatted text, you can apply the style to other document text as you do any named paragraph or character style.
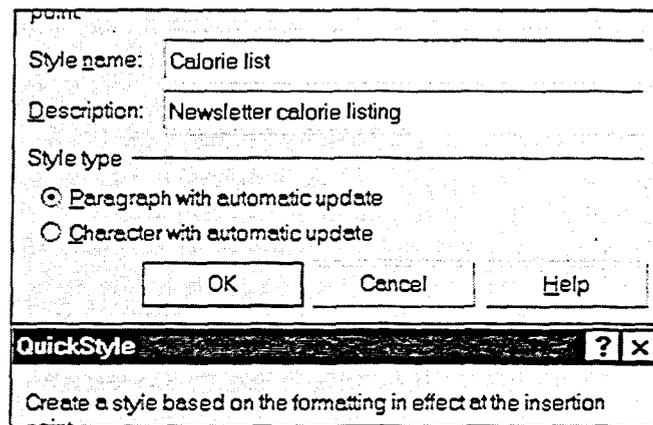
Figure 14-2: *The QuickStyle Dialog Box*

METHOD

To create and apply a QuickStyle:

1. Place the insertion point anywhere in the paragraph whose formatting you want to copy.
   or
1. Place the insertion point anywhere in the characters whose formatting you want to copy.
2. Open the Style List dialog box.
3. In the Style List dialog box, choose QuickStyle.
4. In the QuickStyle dialog box, in the Style name text box, type a name for the style.
5. If desired, in the Description text box, type a description for the style.
6. If necessary, in the Style type area, select the desired option button.
7. Choose OK.
8. In the Style List dialog box, choose Apply.

┌─ **EXERCISE** ──┐
│   │

In the following exercise, you will create and apply a QuickStyle.

1. Make sure **H:\Doc\Fitness bulletin 1.wpd** appears in the active window

2. Near the end of the document, under the *Burn Calories* heading, place the insertion point anywhere in the *HANGING IN THERE—140* activity

3. Open the Style List dialog box

4. Choose QuickStyle

   The QuickStyle dialog box appears.

5. In the Style name text box, type **Calorie list**

6. In the Description text box, type **Newsletter calorie listing**

7. In the Style type area, make sure the *Paragraph with automatic update* option button is selected

8. Choose OK

   The QuickStyle dialog box closes, and the Style List dialog box reappears.

9. Choose Apply

   The dialog box closes, and the style is applied to the HANGING IN THERE—140 paragraph.

10. Using the Property Bar's Select Style drop-down list, apply the Calorie list style to the five activities that follow the *HANGING IN THERE—140* activity

    The style is applied to the entire list of activities.

11. Save the changes to the document

┌ **END** ┐
└────────┘

Editing a Style

If you have used styles in a document, editing the appearance of the affected components is easy. Instead of searching through the document and manually reformatting each instance of heading, title, or other text, all you need to do is make the desired changes to the style. Once you do this, WordPerfect automatically reformats all relevant text for you.

You can edit any style through the Styles Editor dialog box. Alternatively, you can edit an automatic paragraph or automatic character style by reformatting any paragraph or text, respectively, to which the style is applied.

METHOD

To edit any style:

1. Open the Style List dialog box.
2. In the Style List dialog box, in the Available styles list, select the style you want to edit.
3. Choose Edit.
4. In the Styles Editor dialog box, make the desired changes.
5. Choose OK.
6. Close the Style List dialog box.

To edit an automatic style:

1. In the document, select any paragraph formatted with the appropriate automatic paragraph style.
2. Reformat the paragraph as desired.
   or
1. In the document, select any text formatted with the appropriate automatic character style.
2. Reformat the text as desired.

EXERCISE

In the following exercise, you will edit styles.

1. Make sure **H:\Doc\Fitness bulletin 1.wpd** appears in the active window

2. Move the insertion point to the top of the document

3. Open the Style List dialog box

4. In the Available styles list,
    select Article hdg

5. Choose Edit

    *The Article hdg style opens in
    the Styles Editor dialog box.*

6. From the Format menu,
    choose Paragraph

    *The Paragraph submenu
    appears.*

7. Choose Drop Cap

    *The [Dropcap Definition] code
    is inserted into the Contents
    box of the Styles Editor dialog
    box.*

8. Choose OK

    *The Styles Editor dialog box
    closes, and the Style List
    dialog box reappears.*

9. Close the Style List dialog box

10. Scroll through the
    document and examine
    the article headings

    *Each heading contains a drop
    cap at the beginning.*

11. Near the end of the
    document, under the *Burn
    Calories* heading,
    quadruple-click the
    *TURNING OVER A NEW
    LEAF—75* activity

    *The TURNING OVER A NEW
    LEAF—75 paragraph is
    selected.*

12. On the Property Bar, click
    the Bold button

    *Boldface is applied to the
    selected paragraph, the
    Calorie list automatic
    paragraph style is edited, and
    boldface is applied to all
    activities in the list.*

⌐ *END* ⌐

Saving and Retrieving a Style File

Once you create styles in a document, you might want to use the styles in other documents. WordPerfect lets you save a document's styles in a separate file so that you can retrieve them into any open document.

Figure 14-3 shows the Save Styles To... dialog box, which you use to save a style file. In this dialog box, you specify whether you want to save user styles, system styles, or both. You also enter a filename and, if desired, a path for the style file. Because you are creating a file that contains only styles, it's a good idea to give the filename a distinctive extension such as .sty. If you do not enter a path, WordPerfect stores the style file with other default formatting files.
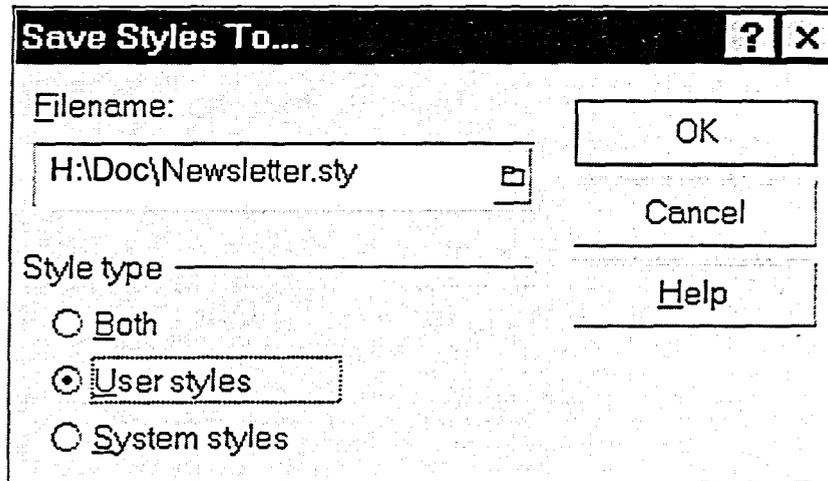
Figure 14-3: *The Save Styles To... Dialog Box*

To retrieve a style file into an open document, you use the Retrieve Styles From... dialog box. In this dialog box, which offers exactly the same options as the Save Styles To... dialog box, you identify the desired style file and specify which type(s) of styles you want to retrieve.

METHOD

To save a style file:

1. Make sure the document containing the desired styles is open.
2. Open the Style List dialog box.
3. Choose Options.
4. From the Options menu, choose Save As.

5. If necessary, in the Save Styles To... dialog box, in the Filename text box, type a filename and path for the file.
6. If necessary, in the Style type area, select the desired option button.
7. Choose OK.
8. Close the Style List dialog box.

To retrieve a style file:

1. If necessary, open the document into which you want to retrieve the file.
2. Open the Style List dialog box.
3. In the Style List dialog box, choose Options.
4. From the Options menu, choose Retrieve.
5. If necessary, in the Retrieve Styles From... dialog box, in the Filename text box, type the filename and path for the style file.
6. If necessary, in the Style type area, select the desired option button.
7. Choose OK.
8. If desired, close the Style List dialog box.

EXERCISE

In the following exercise, you will save and then retrieve a style file.

1.	Make sure **H:\Doc\Fitness bulletin 1.wpd** appears in the active window	
2.	Open the Style List dialog box	
3.	Choose Options	*The Options menu appears.*
4.	Choose Save As	*The Save Styles To... dialog box appears.*
5.	In the Filename text box, type **H:\Doc\Newsletter.sty**	
6.	In the Style type area, select the User styles option button	*The user-defined styles will be saved in the style file.*
7.	Choose OK	*The Save Styles To... dialog box closes, and WordPerfect saves the style file. The Style List dialog box reappears.*
8.	Close the Style List dialog box	
9.	Save and close the document	

10.	In a new blank document, open the Style List dialog box, and then examine the styles in the Available styles list	*Only WordPerfect's default system styles are listed.*
11.	Choose Options	*The Options menu appears.*
12.	Choose Retrieve	*The Retrieve Styles From... dialog box appears.*
13.	In the Filename text box, type **H:\Doc\Newsletter.sty**	
14.	In the Style type area, select the User styles option button	*The user-defined styles will be retrieved from the style file.*
15.	Choose OK	*The Retrieve Styles From... dialog box closes, and WordPerfect retrieves the styles. The Style List dialog box reappears.*
16.	Examine the styles in the Available styles list	*The user-defined styles from **H:\Doc\Fitness bulletin 1.wpd** are listed along with WordPerfect's default styles.*

```
┌─ END ─┐
└───────┘
```

Deleting a Style

As you modify the formatting of a document over time, you might find that you are no longer using a particular style. You can delete unwanted user styles from a document through the Delete Styles dialog box, shown in Figure 14-4. If necessary, you can select one of two delete options: you can either delete the style along with any formatting codes it has placed in the document, or you can delete just the style, leaving its formatting codes in the document.

```
┌─────────────────────────────────────────────┐
│ Delete Styles                        [?][X]  │
├─────────────────────────────────────────────┤
│  Delete style from document ──────────────    │
│                                              │
│   ⊙ ╎Including formatting codes    ╎         │
│   ○ Leave formatting codes in document       │
│   ┌──────────┐  ┌──────────┐  ┌──────────┐  │
│   │    OK    │  │  Cancel  │  │   Help   │  │
│   └──────────┘  └──────────┘  └──────────┘  │
└─────────────────────────────────────────────┘
```
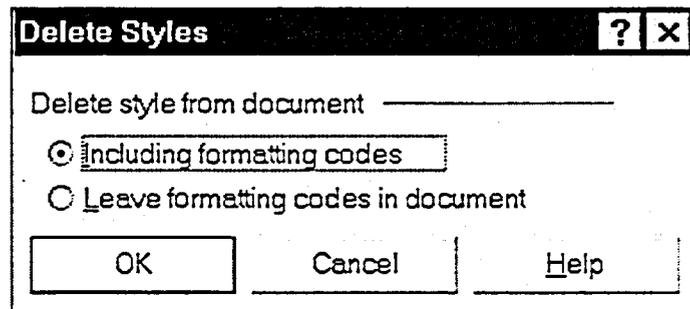
Figure 14-4: *The Delete Styles Dialog Box*

─── **METHOD** ───

To delete a style:

1. If necessary, open the Style List dialog box.
2. In the Style List dialog box, in the Available styles list, select the name of the style you want to delete.
3. Choose Options.
4. From the Options menu, choose Delete.
5. If necessary, in the Delete Styles dialog box, select the desired option button.
6. Choose OK.
7. Close the Style List dialog box.

┌── **EXERCISE** ───────────────────────────────────────┐

In the following exercise, you will delete a style.

1. Make sure the new blank document into which you retrieved the **H:\Doc\Newsletter.sty** styles appears in the active window and the Style List dialog box is open

2. In the Available styles list, select Calorie list

3. Choose Options | *The Options menu appears.*

4. Choose Delete | *The Delete Styles dialog box appears.*

5. Choose OK | *The Delete Styles dialog box closes, and the style is deleted. The Style List dialog box reappears.*

6. Examine the styles in the Available styles list | *The Calorie list style is no longer listed.*

7. Close the Style List dialog box

8. Close the document without saving it

┌ **END** ┐

Using Macros

When you work with a word processing program, you must often repeat tasks. For example, you might need to enter the same closing information in each letter you type, or you might routinely change to a certain printer to print a particular document.

WordPerfect's *macro* feature can help you automate repetitive processes. In WordPerfect, a macro is a program file that you *play*, or run, to perform specific tasks. You can store text, keystrokes, mouse selections, and commands in macros.

Recording a Macro

Recording is the easiest way to create a macro. This stores the information WordPerfect needs to recreate the process in a macro file as you perform the tasks.

Before you begin recording a macro, it's a good idea to save and close any open documents that are unrelated to the macro. You might also want to save a backup copy of any document that the macro will modify, because macros can cause unanticipated effects. If the macro is complex, or if it must perform several steps in a specific order, you might want to walk through the process first and jot down a script to follow as you record the macro.

When you record a macro, WordPerfect stores keyboard commands, typed text, and mouse selections. WordPerfect, however, is unable to store mouse repositioning of the insertion point—you must use the keyboard if you need to move the insertion point in the document window.

Figure 14-5 shows the Macro Toolbar. WordPerfect displays this Toolbar when you begin recording a macro. You can use the commands available on the bar to record, play, and edit macros. As you work with macros, WordPerfect makes different combinations of commands available to you, disabling those that are inappropriate for the current operation.
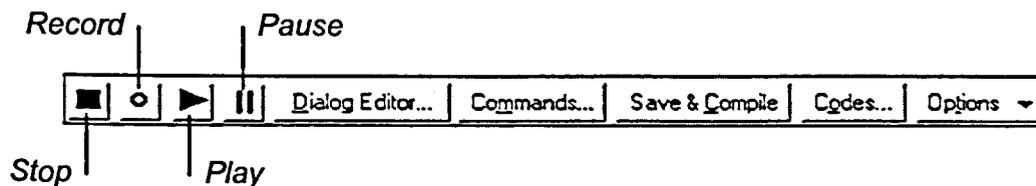
Figure 14-5: *The Macro Toolbar*

Macros, like other files, have unique filenames. You give a new macro a filename in the Record Macro window, shown in Figure 14-6. By default, WordPerfect identifies macro filenames by the extension .wcm.
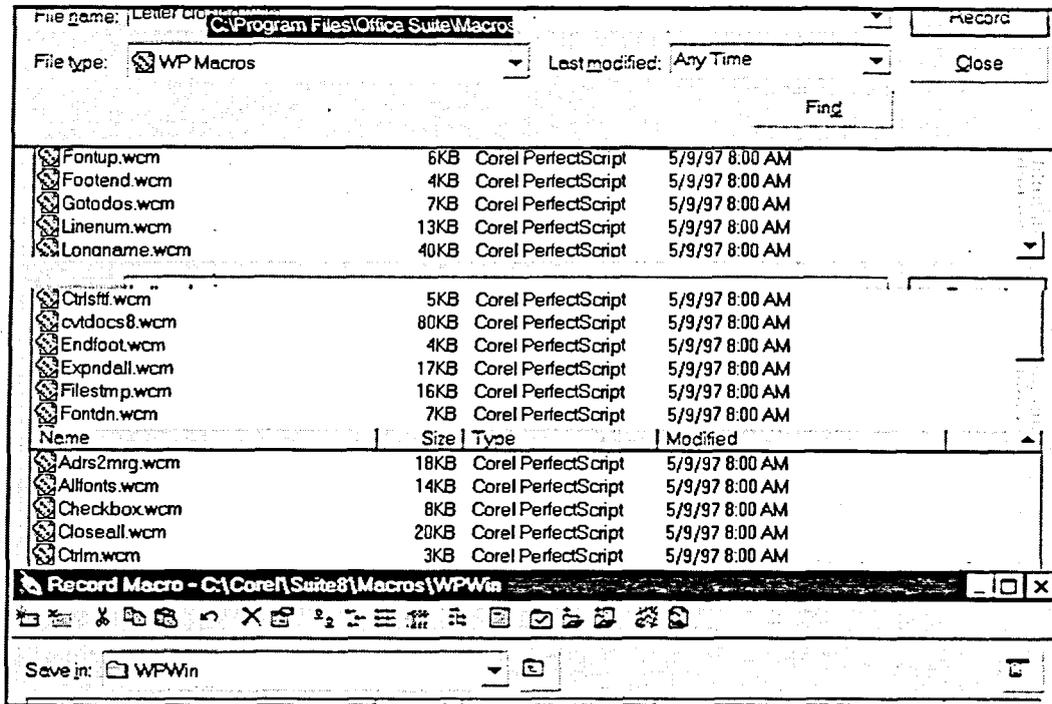
Figure 14-6: *The Record Macro Window*

METHOD

To record a macro:

1. Press **CTRL+F10**
   or
1. From the Tools menu, choose Macro; then, from the Macro submenu, choose Record.
2. If necessary, in the Record Macro window, locate and select the desired Save in folder.
3. In the File name combo box, type a filename for the macro.
4. Choose Record.
5. Perform the steps necessary to complete the desired tasks.
6. Press **CTRL+F10**
   or
6. On the Macro Toolbar, click the Stop button.
7. If desired, close the document without saving it.

┌─── **EXERCISE** ───┐

In the following exercise, you will record a macro.

As necessary, refer to Figure 14-7 for assistance as you record the macro.

1.	Make sure you are working in a new blank document	
2.	Press **CTRL+F10**	*The Record Macro window appears.*
3.	Make sure the **C:\Program Files\Office Suite\Macros\WPWin** folder appears in the Save in list box	**.wcm is selected in the File name combo box.*
4.	In the File name combo box, type the filename **Letter closing.wcm**	
5.	Choose Record	*The Record Macro window closes, the Macro Toolbar appears, and WordPerfect displays the message **Macro Record** on the Application Bar. The pointer changes to a slashed circle when it is in the document window.*
6.	Press **ENTER**	*The insertion point moves to the second line of the document.*
7.	Type **Please call me at (410) 555-1234 if I can be of any further assistance.** and then press **ENTER** twice	*The insertion point moves down two lines below the text.*
8.	Press **TAB** six times	*The insertion point moves to the middle of the line.*
9.	Type **Sincerely yours,** and then press **ENTER** four times	*The insertion point moves down four lines below the text.*
10.	Press **TAB** six times, type **[**your name**]**, and then press **ENTER**	*The insertion point moves to the next line.*
11.	Press **TAB** six times, type **Manager, Customer Service,** and then press **ENTER**	*The insertion point moves to the next line.*

12.	On the Macro Toolbar, click the Stop button	*The macro stops recording. WordPerfect saves the macro, removes the Macro Record message from the Application Bar, and closes the Macro Toolbar.*
13.	Close the document without saving it	

⌐ *END* ¬

Please call me at (410) 555-1234 if I can be of any further assistance.

Sincerely yours,

Margaret Dale
Manager, Customer Service
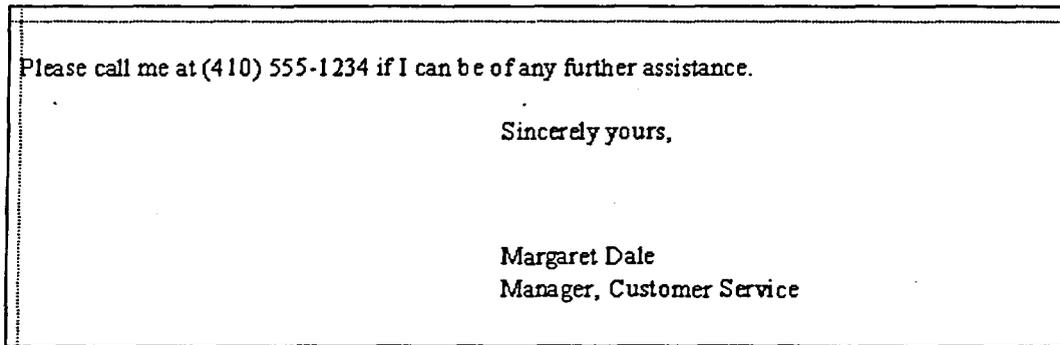
Figure 14-7: *Letter Closing Macro—Recording a Macro Exercise*

Playing a Macro

After you create a macro, you can play it. If you are playing the macro within an open document, make sure you place the insertion point where you want the macro to begin before you play it. You might want to test a newly created macro before you use it to make changes to an important document. WordPerfect lets you play macros through the Play Macro window, shown in Figure 14-8.
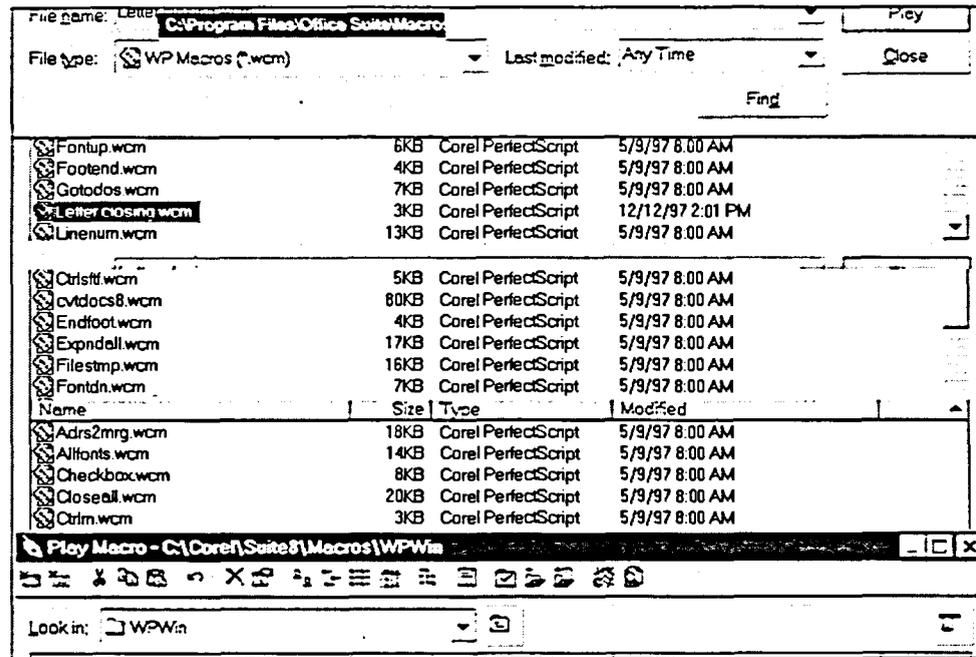
Figure 14-8: *The Play Macro Window*

```
┌── METHOD ──┐
```

To play a macro:

1. Press **ALT+F10**
   or
1. From the Tools menu, choose Macro; then, from the Macro submenu, choose Play.
2. If necessary, in the Play Macro window, locate and select the desired Look in folder.
3. In the filename list, select the desired macro.
4. Choose Play.

┌─── *EXERCISE* ──┐

In the following exercise, you will play a macro.

1.   Open **A:\Letter to Elliott Mills.wpd**

2.   Scroll down in the document and place the insertion point on the blank line below the second paragraph (ending with *...for the missed days.*)

3.   Press **ALT+F10**   *The Play Macro window appears.*

4.   Make sure the **C:\Program Files\Office Suite\Macros\WPWin** folder appears in the Look in list box, or follow your instructor's directions to display the desired folder

5.   In the filename list, select   ***Letter closing.wcm*** *appears*
     Letter closing.wcm   *in the File name combo box.*

6.   Choose Play   *The Play Macro window closes, and WordPerfect plays the macro, adding the closing information to the letter.*

7.   Close the document without saving it

┌─ *END* ─┐
└─────────┘

Editing a Macro

If you need to revise a macro, you don't have to completely recreate it. WordPerfect lets you open a macro file in a document window so that you can edit the macro. Once the file is open, you can revise its contents or insert additional text, commands, or codes.

Figure 14-9 shows a portion of an open macro file. In this macro, the top line gives program and document formatting information. Each subsequent line tells WordPerfect to perform a specific action. For example, HardReturn () tells WordPerfect to insert a hard return, and Type (Text: " ") tells WordPerfect to type any text that appears in the quotation marks inside the parentheses.

```
Tab ()
Type (Text: "Sincerely yours,")
HardReturn ()
HardReturn ()
HardReturn ()
HardReturn ()
Tab ()
Tab ()
Tab ()
Tab ()
Tab ()
Application (WordPerfect; "WordPerfect"; Default!; "EN")
HardReturn ()
Type (Text: "Please call me at (410) 555-1234 if I can be of any furthe")
Type (Text: "r assistance.")
HardReturn ()
HardReturn ()
```

Figure 14-9: *A Portion of an Open Macro File*

Modifying text in a macro is similar to revising text in a standard document. First, you locate the desired text. Then, you make the changes, being careful not to delete or rearrange the surrounding quotation marks or the macro commands. If necessary, you can add text that fills more than a single line to a macro. WordPerfect automatically wraps the text in the macro and in the receiving document when the macro is run.

Once you edit a macro, you save it by clicking the Save & Compile button on the Macro Toolbar. This tells WordPerfect to save the file and to update the commands and other information that enable the macro to play.

METHOD

To edit a macro:

1. From the Tools menu, choose Macro.
2. From the Macro submenu, choose Edit.
3. If necessary, in the Edit Macro window, locate and select the desired Look in folder.
4. In the filename list, select the desired macro.
5. Choose Edit.
6. As desired, in the document window, place the insertion point at the appropriate location inside the quotation marks of a Type command.
7. As desired, add or delete text, making sure you do not disturb the surrounding quotation marks or programming codes.
   or
6. As desired, in the document window, place the insertion point at the appropriate location outside any other command, code, or text, and then, if necessary, press ENTER to insert a blank line.
7. On the Macro Toolbar, click the Commands or Codes button; then, in the dialog box, define the desired command or code, choose Insert, and choose Close.
8. As necessary, repeat steps 6 and 7.
9. On the Macro Toolbar, click the Save & Compile button.
10. In the document window, click the Close button.

EXERCISE

In the following exercise, you will edit a macro, and then you will play the edited macro.

1. Make sure you are working in a new blank document

2. From the Tools menu, choose Macro   *The Macro submenu appears.*

3. Choose Edit   *The Edit Macro window appears.*

4. Make sure the **C:\Program Files\Office Suite\Macros\WPWin** folder appears in the Look in list box, or follow your instructor's directions to display the desired folder

5. In the filename list, select **Letter closing.wcm**

    Letter closing.wcm appears in the File name combo box.

6. Choose Edit

    The Edit Macro window closes, the macro opens in the document window, and the Macro Toolbar appears.

7. In the third line of the macro, place the insertion point between the left quotation mark and the *P* in *Please*

8. Type **I hope you find this resolution satisfactory.** and then press **SPACEBAR**

    Text is added to the macro.

9. On the Macro Toolbar, click the Save & Compile button

    WordPerfect saves and updates the edited macro.

10. In the document window, click the Close button

    The macro and the Macro Toolbar close.

11. Open **A:\Letter to Elliott Mills.wpd**

12. Scroll down in the document and place the insertion point on the blank line below the second paragraph (ending with ...*for the missed days.*)

13. Play the macro **Letter closing.wcm**

    The additional text appears in the letter closing.

14. Save the document as **H:\Doc\Letter to Elliott Mills 1.wpd,** and then close the file

┌ *END* ┐
└   ┘

Deleting a Macro

It's a good idea to delete extraneous system files, including user-created macros, once you no longer need them. You can easily delete a macro from WordPerfect's default macro folder through the Record Macro, Play Macro, or Edit Macro window.

When you are deleting macros, you need to make sure that you only delete those that are user-created. Deleting WordPerfect's system macros can adversely affect the program's performance.

METHOD

To delete a macro:

1. Using the appropriate keystroke combination, open the desired Macro window.
   or
1. Using the Tools menu and the Macro submenu, open the desired Macro window.
2. In the Macro window, locate and point to the desired macro.
3. Right-click the mouse.
4. From the QuickMenu, choose Delete.
5. In the Are you sure... message box, choose Yes.
6. Close the Macro window.

EXERCISE

In the following exercise, you will delete a macro.

1.	Press **ALT+F10**	*The Play Macro window appears.*
2.	Make sure the files in the **C:\Program Files\Office Suite\Macros\WPWin** folder are displayed	
3.	In the filename list, point to **Letter closing.wcm**	
4.	Right-click the mouse	*The QuickMenu appears.*
5.	Choose Delete	*The Are you sure... message box appears.*

6. Choose Yes   *The message box closes, and the macro is deleted.*

7. Examine the macros in the   ***Letter closing.wcm*** *is no*
   filename list   *longer listed.*

8. Close the Play Macro window

```
┌─ END ─┐
└       ┘
```

To create and apply a document style:

1. Place the insertion point where you want the style to begin.
2. From the Format menu, choose Styles.
   or
2. Press **ALT+F8**
3. In the Style List dialog box, choose Create.
4. In the Styles Editor dialog box, in the Style name text box, type a name for the style.
5. If desired, in the Description text box, type a description for the style.
6. From the Type drop-down list, select Document (open).
7. Make sure the Reveal codes check box is selected.
8. As desired, from the appropriate menu(s), select and define options to include in the style.
9. As desired, place the insertion point in the Contents box, and then type text and/or press keystrokes to include in the style.
10. Choose OK.
11. In the Style List dialog box, choose Apply.

To create and apply a paragraph style:

1. Place the insertion point anywhere in the desired paragraph.
   or
1. Select the desired paragraphs.
2. From the Format menu, choose Styles.
   or
2. Press **ALT+F8**
3. In the Style List dialog box, choose Create.

4. In the Styles Editor dialog box, in the Style name text box, type a name for the style.
5. If desired, in the Description text box, type a description for the style.
6. From the Type drop-down list, select Paragraph (paired).
   or
6. From the Type drop-down list, select Paragraph (paired-auto).
7. If desired, make sure the *Enter key will chain to* check box is selected, and then select an option from the drop-down list.
8. Make sure the Reveal codes check box is selected.
9. If desired, select *the Show 'off codes'* check box.
10. As desired, from the appropriate menu(s), select and define options to include in the style.
11. As desired, place the insertion point in the Contents box, and then type text and/or press keystrokes to include in the style.
12. Choose OK.
13. In the Style List dialog box, choose Apply.

To apply a paragraph style to existing text:

1. Place the insertion point anywhere in the desired paragraph.
   or
1. Select the desired paragraphs.
2. On the Property Bar, from the Select Style drop-down list, select the desired paragraph style.

To apply a paragraph style to new text:

1. Place the insertion point where you want to type the new paragraph.
2. On the Property Bar, from the Select Style drop-down list, select the desired paragraph style.
3. Type the paragraph text and then press ENTER

To create a character style:

1. Open the Style List dialog box.
2. In the Style List dialog box, choose Create.
3. In the Styles Editor dialog box, in the Style name text box, type a name for the style.
4. If desired, in the Description text box, type a description for the style.
5. From the Type drop-down list, select Character (paired).
   or
5. From the Type drop-down list, select Character (paired-auto).
6. Make sure the *Enter key will chain to* check box is selected, and then select <None> from the drop-down list.
7. Make sure the Reveal codes check box is selected.
8. If desired, select the *Show 'off codes'* check box.
9. As desired, from the appropriate menu(s), select and define options to include in the style.
10. As desired, place the insertion point in the Contents box, and then type text and/or press keystrokes to include in the style.
11. Choose OK.
12. In the Style List dialog box, choose Close.

To apply a character style to existing text:

1. Select the desired text.
2. On the Property Bar, from the Select Style drop-down list, select the desired character style.

To apply a character style to new text:

1. If necessary, in the Styles Editor dialog box, make sure the style's *Enter key will chain to* option is set to <None>.
2. Place the insertion point where you want to type the new text.
3. On the Property Bar, from the Select Style drop-down list, select the desired character style.
4. Type the text.
5. Press ENTER to turn off the style.

To create and apply a QuickStyle:

1. Place the insertion point anywhere in the paragraph whose formatting you want to copy.
   or
1. Place the insertion point anywhere in the characters whose formatting you want to copy.
2. Open the Style List dialog box.
3. In the Style List dialog box, choose QuickStyle.
4. In the QuickStyle dialog box, in the Style name text box, type a name for the style.
5. If desired, in the Description text box, type a description for the style.
6. If necessary, in the Style type area, select the desired option button.
7. Choose OK.
8. In the Style List dialog box, choose Apply.

To edit any style:

1. Open the Style List dialog box.
2. In the Style List dialog box, in the Available styles list, select the style you want to edit.

3. Choose Edit.
4. In the Styles Editor dialog box, make the desired changes.
5. Choose OK.
6. Close the Style List dialog box.

To edit an automatic style:

1. In the document, select any paragraph formatted with the appropriate automatic paragraph style.
2. Reformat the paragraph as desired.

or

1. In the document, select any text formatted with the appropriate automatic character style.
2. Reformat the text as desired.

To save a style file:

1. Make sure the document containing the desired styles is open.
2. Open the Style List dialog box.
3. Choose Options.
4. From the Options menu, choose Save As.
5. If desired, in the Save Styles To... dialog box, in the Filename text box, type a filename and path for the file.
6. If necessary, in the Style type area, select the desired option button.
7. Choose OK.
8. Close the Style List dialog box.

To retrieve a style file:

1. If necessary, open the document into which you want to retrieve the file.
2. Open the Style List dialog box.
3. In the Style List dialog box, choose Options.
4. From the Options menu, choose Retrieve.

5. If necessary, in the Retrieve Styles From... dialog box, in the Filename text box, type the filename and path for the style file.
6. If necessary, in the Style type area, select the desired option button.
7. Choose OK.
8. If desired, close the Style List dialog box.

To delete a style:

1. If necessary, open the Style List dialog box.
2. In the Style List dialog box, in the Available styles list, select the name of the style you want to delete.
3. Choose Options.
4. From the Options menu, choose Delete.
5. If necessary, in the Delete Styles dialog box, select the desired option button.
6. Choose OK.
7. Close the Style List dialog box.

To record a macro:

1. Press **CTRL+F10**

or

1. From the Tools menu, choose Macro; then, from the Macro submenu, choose Record.
2. If necessary, in the Record Macro window, locate and select the desired Save in folder.
3. In the File name combo box, type a filename for the macro.
4. Choose Record.
5. Perform the steps necessary to complete the desired tasks.
6. Press **CTRL+F10**

or

6. On the Macro Toolbar, click the Stop button.
7. If desired, close the document without saving it.

To play a macro:

1. Press **ALT+F10**
   or
1. From the Tools menu, choose Macro; then, from the Macro submenu, choose Play.
2. If necessary, in the Play Macro window, locate and select the desired Look in folder.
3. In the filename list, select the desired macro.
4. Choose Play.

To edit a macro:

1. From the Tools menu, choose Macro.
2. From the Macro submenu, choose Edit.
3. If necessary, in the Edit Macro window, locate and select the desired Look in folder.
4. In the filename list, select the desired macro.
5. Choose Edit.
6. As desired, in the document window, place the insertion point at the appropriate location inside the quotation marks of a Type command.
7. As desired, add or delete text, making sure you do not disturb the surrounding quotation marks or programming codes.
   or
6. As desired, in the document window, place the insertion point at the appropriate location outside any other command, code, or text, and then, if necessary, press **ENTER** to insert a blank line.
7. On the Macro Toolbar, click the Commands or Codes button; then, in the dialog box, define the desired command or code, choose Insert, and choose Close.
8. As necessary, repeat steps 6 and 7.
9. On the Macro Toolbar, click the Save & Compile button.
10. In the document window, click the Close button.

To delete a macro:

1. Using the appropriate keystroke combination, open the desired Macro window.
   or
1. Using the Tools menu and the Macro submenu, open the desired Macro window.
2. In the Macro window, locate and point to the desired macro.
3. Right-click the mouse.
4. From the QuickMenu, choose Delete.
5. In the Are you sure... message box, choose Yes.
6. Close the Macro window.

14 *Self-Check Exercise*

1. Open **A:\Toolin' Around.wpd**.

2. At the top of the document, place the insertion point on the second blank line below the title. Create and apply a document style, **Moho travel**, that formats the document in the Arial 12 point font.

3. Place the insertion point anywhere in the paragraph heading *Travel Florida by Motor Home*. Create and apply a paragraph (paired) style, **Info heading**, that formats the paragraph in the Arial 14 point boldfaced, underlined font. Make sure the style chains to <None>.

4. Scroll down through the document and apply the Info heading style to the headings *One-way Rentals* and *Motor Home Rental Rates*. At the bottom of the document, place the insertion point on the second blank line below the *Daily Rate per Vehicle* table, and then apply the Info heading style to the new text **New Model Available Soon.**

5. Create a character (paired) style, **Moho name**, that formats characters in the Arial 12 point boldfaced, italic font. Make sure the style chains to <None>. In the *Daily Rate per Vehicle* table near the bottom of the document, apply the style to each of the motor home names: *Cruiser, Clipper, Camper, Micro,* and *Poptop*.

6. At the bottom of the document, place the insertion point on the blank line below the *New Model Available Soon* heading. Type **Early next year, MotorCruisers, Inc. will release the long-anticipated premier motor home, the** and then press SPACEBAR. Then, apply the Moho name style to the new text **WildStar**. Turn off the style and type **.** (a period).

7. Create a QuickStyle to copy the formatting of the *March through June* heading in the *Daily Rate per Vehicle* table to a new automatic paragraph style, **Season**. Select the table's *March through June* and *July through February* headings and then apply the Season style.

8. Edit the Info heading style so that it centers the paragraph headings on their lines. Then, edit the Season style to format characters in the Arial 10 point italic font by reformatting the March through June heading.

9. Save the user-defined styles to a style file in the **H:\Doc** folder, **H:\Doc\My styles.sty**. Save the document as **H:\Doc\Toolin' Around 1.wpd**, and then close the file.

10. Retrieve the saved user styles in the file **H:\Doc\My styles.sty** into a new blank document. Delete the Season style from the document, and then close the document without saving it.

11. Record a macro named **Orientation paragraph.wcm** that inserts a hard return and then types the following text:

    Please take a few moments to review the enclosed orientation materials. If you have any questions, your supervisor will be happy to answer them.

    Close the document without saving it.

12. Edit the **Orientation paragraph.wcm** macro so that the second sentence reads **If you have any questions, our personnel staff will be happy to answer them.**

13. Open the file **A:\New employee letter.wpd**. Place the insertion point on the first blank line below the first paragraph and then play the **Orientation paragraph.wcm** macro to insert the second paragraph into the letter. Save the revised letter as **H:\Doc\New employee letter 1.wpd**, and then close the file.

14. Delete the **Orientation paragraph.wcm** macro.

Section

15

Creating Complex Documents

- Using Templates
- Creating Web Pages

Section Skills and Their Importance

In the following section you will learn to:

- **Use templates**

  Each WordPerfect document is based on a template, which determines how WordPerfect formats the document. You can use WordPerfect's predefined templates to create many types of complex documents, including newsletters, certificates, and reports. If you need to create a customized template, you can modify an existing template, or you can create a new template from scratch. WordPerfect lets you delete a template if you decide you no longer need it.

- **Create web pages**

  Web pages are documents saved in a special format that are accessible by others through the World Wide Web or through your corporate intranet. When you add links to specific locations in the current web page or to other web pages or documents, readers can follow the links to display related information.

Using Templates

All WordPerfect documents are based on *templates*. A template is a customized file that is preformatted to create a specific type of document, such as an award certificate, a letter, or a resume. Along with file formatting specifications, templates can include menus, macros, Toolbars, and other program objects.

In addition to using WordPerfect's predefined templates, you can create your own customized templates. You can also delete templates once you are no longer using them.

Creating a Document by Using a Template

When you create a new blank document, WordPerfect automatically attaches the standard template. This template, by default, displays the WordPerfect 8 Toolbar and sets the page margins at one inch and the tabs at half inch intervals.

Besides the standard template, WordPerfect includes other predefined templates for creating complex documents. You can access one of these templates by selecting the desired category and then selecting the appropriate *project* template on the Create New page of the New dialog box, shown in Figure 15-1. Once you select a project template, it appears at the top of the list the next time you open the dialog box.
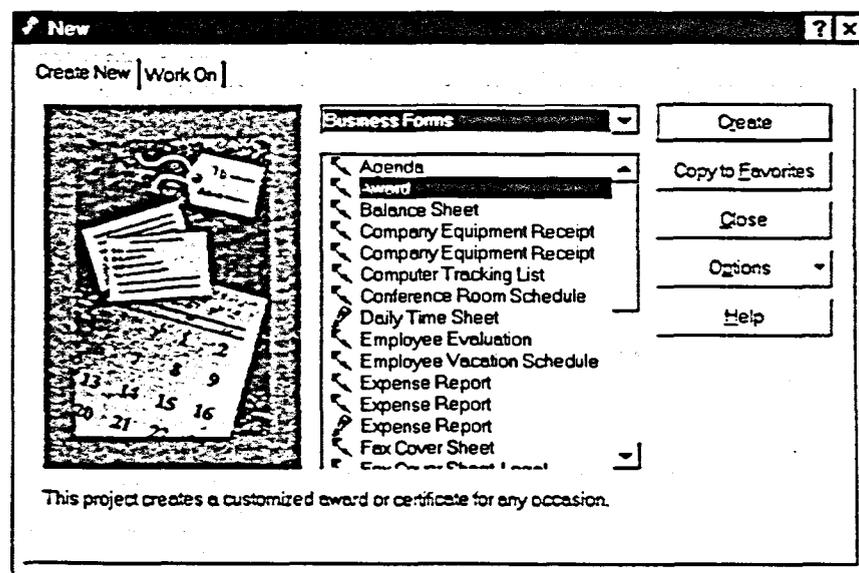
Figure 15-1: *The Create New Page of the New Dialog Box*

After you select the desired project template, choosing Create opens a new document based on the selected template. Depending on the template you select, you might be given the opportunity to enter specific document information into a dialog box. In addition, PerfectExpert might open to offer you assistance with customizing the document's appearance and to provide help with performing other appropriate tasks, such as saving and printing.

Many predefined templates contain preformatted text that you can replace with appropriate information. For example, the Award template contains the formatted text Name of recipient and Description of achievements. After you replace the text, you can enter any other information you want to include.

Some project templates require personal information, such as your name, company name, and address. The first time you use a template of this type, WordPerfect gives you the opportunity to define and save the information for automatic use in other templates. Depending on your system setup, you might also be able to insert information about yourself, another sender, or the recipient from the Address Book.

METHOD

To create a document by using a template:

1. From the File menu, choose New.
2. If necessary, in the New dialog box, select the Create New tab.
3. If necessary, on the Create New page, from the category drop-down list, select the desired project category.
4. From the project list, select the desired project.
5. Choose Create.
6. As necessary, enter or select the appropriate personal or other information.
7. As necessary, following PerfectExpert's guidance if appropriate, create and save the document.
8. If desired, close PerfectExpert and/or the document.

EXERCISE

In the following exercise, you will create a document by using a template.

1. From the File menu, choose New

   The New dialog box appears.

2. If necessary, select the Create New tab

   The Create New page appears.

3. If necessary, from the category drop-down list, select Business Forms

   The project list displays the projects in the Business Forms category.

4. From the project list, select Award

5. Choose Create

   The dialog box closes, PerfectExpert opens, and a document based on the Award template opens in the document window.

6. From the PerfectExpert menu, choose Choose Sample Titles

   A list of sample titles appears.

7. Select Achievement Award

   Achievement Award replaces Certificate of Achievement in the document.

8. From the PerfectExpert menu, choose Change Font

   The Font dialog box appears.

9. Change the font face to Arial and the font size to 20, and then choose OK

   The dialog box closes, and WordPerfect reformats the document to fit the selected font.

10. In the document, replace the text *Name of recipient* with **Jean McCoy**

11. In the document, replace the text *Description of achievements* with **Monthly Sales Leader**

12. In the document, to the right of
the word *Date*, press
SPACEBAR and then insert
today's date in the format of
your choosing

13. From the PerfectExpert menu,   *The Save As window appears.*
choose Save

14. Save the document as
**H:\Doc\Jean McCoy's
award.wpd**

15. Close PerfectExpert, and then
close the document

┌─ **END** ─┐

Creating a Template Based on an Existing Template

To easily format a customized template that you can use to create new documents, you can edit an existing template and then save it under a new filename. To do this, select the template project you want to edit in the list on the Create New page of the New dialog box, and then choose Edit WP Template from the page's Options menu. Alternatively, you can choose Edit WP Template from the selected project's QuickMenu.

Once you choose to edit a template, the selected template opens in an editing window, enabling you to make any desired formatting or other changes. When you are editing or creating a template, the Property Bar displays template editing option buttons. Table 15-1 describes the functions of these buttons.

Button	Function
Build Prompts	Lets you insert, modify, or delete instructional information for template users.
Copy/Remove Object	Lets you copy or remove a Toolbar, a macro, or another program object in the template.
Associate	Lets you associate a Toolbar, a macro, or another program object with a specific feature.
Description	Lets you create or modify a description of the template.
Close	Lets you close the template.

Table 15-1: *Property Bar Template Editing Button Functions*

You can save an edited template under a new filename by choosing Save As from the File menu. When you do this, WordPerfect opens the Save Template dialog box, in which you designate a description, a filename, and a category group for the template. By default, WordPerfect uses the extension .wpt for template filenames. When you look for a saved template in its category group in the New dialog box, you will find that the template is listed by its description.

METHOD

To create a template based on an existing template:

1. Open the New dialog box.
2. If necessary, in the New dialog box, select the Create New tab.
3. If necessary, on the Create New page, from the category drop-down list, select the desired project category.
4. From the project list, select the desired project.
5. From the Options menu, choose Edit WP Template.
   or
5. Open the project's QuickMenu, and then choose Edit WP Template.
6. If necessary, switch to the desired view.
7. Modify the template as desired.
8. From the File menu, choose Save As.
9. If necessary, in the Save Template dialog box, in the Description text box, delete the current text and type a description for the template.
10. In the Template name text box, type a name for the template.
11. If necessary, from the Template group list, select the category group to which you want to assign the template.
12. Choose OK.
13. If desired, on the Property Bar, click the Close button.

EXERCISE

In the following exercise, you will create a template based on an existing template, and then you will use the template to create a document.

First, you will create the template.

1.	Open the New dialog box	
2.	If necessary, select the Create New tab	*The Create New page appears.*
3.	If necessary, from the category drop-down list, select Business Forms	*The project list displays the projects in the Business Forms category.*
4.	From the project list, select Award	

5. From the Options menu, choose Edit WP Template

    The template opens in an editing window, and the Property Bar displays template editing option buttons.

6. Switch to Full Page view

7. Replace the text *Description of achievements* with **Travel Consultant of the Month**

8. From the File menu, choose Save As

    The Save Template dialog box appears.

9. In the Description text box, delete the current text and type **Sunny Day Travel certificate of achievement**

10. In the Template name text box, type **Sunny Day certificate.wpt**

11. From the Template group list, select Business Forms

12. Choose OK

    The dialog box closes, and WordPerfect saves the template file.

13. On the Property Bar, click the Close button

    WordPerfect closes the template file.

Now, you will use the template to create a document.

14. Open the New dialog box

15. On the Create New page, from the templates listed in the Business Forms category, select Sunny Day Travel certificate of achievement

16. Choose Create

    The dialog box closes, PerfectExpert opens, and a document based on the Sunny Day Travel certificate of achievement template opens in the document window.

17. In the document, replace the text *Name of recipient* with **Wade Everson**

18. Using the PerfectExpert menu, save the certificate as **H:\Doc\Wade Everson's certificate.wpd**

19. Close PerfectExpert, and then close the document

END

Creating a Template from Scratch

If you want to create a template that is completely different from any of WordPerfect's predefined templates, you might want to design a new template from scratch. This enables you to define the template exactly as you like without having to remove extraneous text and formatting.

To save time when you create a template from scratch, you might want to insert a file you have already created. You might also want to add *prompts*. Prompts cue template users to enter variable information when they are creating new documents based on the template. You can add a prompt to a template by defining the prompt in the Add Template Prompt dialog box, shown in Figure 15-2.
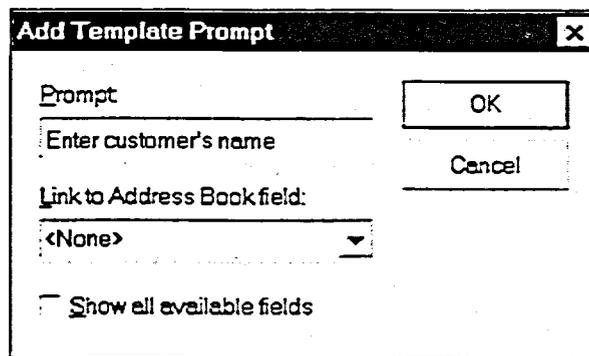
Figure 15-2: *The Add Template Prompt Dialog Box*

Once you paste defined prompts into a template, the prompts appear in the Template Information dialog box whenever a user creates a new document based on that template. When prompted, the user enters the requested information into the associated text box(es), and WordPerfect automatically incorporates the information into the document. Figure 15-3 shows template prompts in the Template Information dialog box.
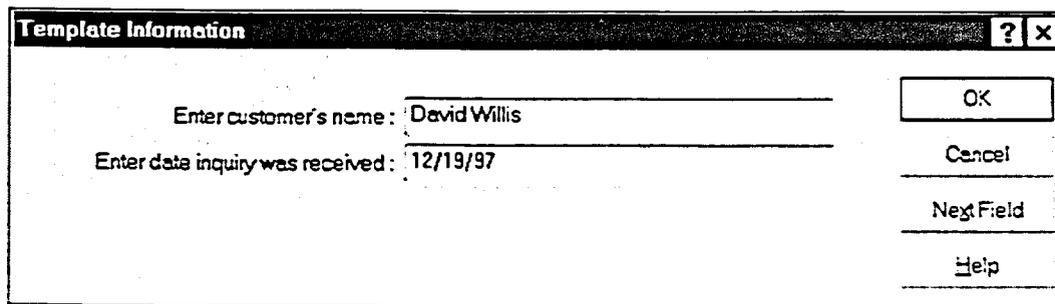
Figure 15-3: *Template Prompts in the Template Information Dialog Box*

METHOD

To create a template from scratch:

1. Open the New dialog box.
2. If necessary, in the New dialog box, select the Create New tab.
3. On the Create New page, choose Options.
4. From the Options menu, choose Create WP Template.
5. Define the template as desired.
6. From the File menu, choose Save.
7. In the Save Template dialog box, in the Description text box, type a description for the template.
8. In the Template name text box, type a name for the template.
9. If necessary, from the Template group list, select the category group to which you want to assign the template.
10. Choose OK.
11. If desired, on the Property Bar, click the Close button.

To insert a file into a template:

1. From the Insert menu, choose File.
2. In the Insert File window, locate and select the desired file.
3. Choose Insert.
4. In the Overwrite current styles? message box, choose Yes.

To add prompts to a template:

1. On the template, place the insertion point at the location where you want to add a prompt.
2. On the Property Bar, click the Build Prompts button.
3. In the Prompt Builder dialog box, choose Add.
4. In the Add Template Prompt dialog box, in the Prompt text box, type the prompt.
5. Choose OK.
6. If necessary, in the Prompt Builder dialog box, in the Template prompts list, select the desired prompt.
7. Choose Paste.
8. As desired, repeat step 1 and steps 3 through 7 to add additional prompts.
9. Choose OK.

┌─── *EXERCISE* ───┐
│   │

In the following exercise, you will create a template from scratch, and then you will use the template to create a document.
First, you will create the template.

1.   Open the New dialog box

2.   If necessary, select the Create   *The Create New page*
     New tab   *appears.*

3.   Choose Options   *The Options menu appears.*

4.   Choose Create WP Template   *The Property Bar displays*
                                            template editing buttons in an
                                            empty document window.

5.   From the Insert menu, choose   *The Insert File window opens.*
     File

6.   In the filename list, select
     `A:\Travel packages.wpd`

7.   Choose Insert   *The window closes, and the*
                                            Overwrite current styles?
                                            message box appears.

8.   Choose Yes   *The message box closes, and*
                                            the file and its attached styles
                                            are inserted into the template.

9.   On the first line of text, place   *The insertion point is placed at*
     the insertion point to the right   *the end of the first line of text.*
     of the tab that follows the :
     (colon)

10. On the Property Bar, click the   *The Prompt Builder dialog box*
     Build Prompts button   *appears.*

11. Choose Add   *The Add Template Prompt*
                                            dialog box appears.

12. In the Prompt text box, type   *A prompt is defined.*
     Enter customer's name

13.	Choose OK	*The dialog box closes, and the Prompt Builder dialog box reappears. The new prompt is selected in the Template prompts list.*
14.	Choose Paste	*The **Enter customer's name** prompt is pasted into the template at the insertion point.*
15.	On the template, on the second line of text, place the insertion point to the right of the tab that follows the : (colon)	*The insertion point is placed at the end of the second line of text.*
16.	In the Prompt Builder dialog box, choose Add	*The Add Template Prompt dialog box appears.*
17.	Define the prompt **Enter date inquiry was received** and then choose OK	*The dialog box closes, and the Prompt Builder dialog box reappears.*
18.	In the Template prompts list, select the *Enter date inquiry was received* prompt	
19.	Choose Paste	*The **Enter date inquiry was received** prompt is pasted into the template at the insertion point.*
20.	Choose OK	*The dialog box closes, and WordPerfect incorporates the changes into the template.*
21.	From the File menu, choose Save	*The Save Template dialog box appears.*
22.	In the Description text box, type **FlyNDrive response letter**	
23.	In the Template name text box, type **FlyNDrive.wpt**	
24.	From the Template group list, select Business Forms	

25.	Choose OK	*The dialog box closes, and WordPerfect saves the template file.*
26.	On the Property Bar, click the Close button	*WordPerfect closes the template file.*

Now, you will use the template to create a document.

27.	Open the New dialog box	
28.	On the Create New page, from the templates in the Business Forms category, select FlyNDrive response letter	
29.	Choose Create	*The dialog box closes, and the Template Information dialog box appears, prompting you for the customer's name and the inquiry receipt date.*
30.	In the Enter customer's name text box, type **David Willis**	
31.	In the Enter date inquiry was received text box, type the current date, and then choose OK	*The dialog box closes, and the letter opens in the document window. The customer's name and the current date appear in the letter.*
32.	Save the letter as **H:\Doc\Response to David Willis.wpd** and then close the file	

⌐ *END* ⌐

Deleting a Template

If you are no longer using a template you created, you might want to delete it from your system and remove it from WordPerfect's project category listing. You can do this by performing a two step process. First, use the QuickMenu to delete the template's filename from the appropriate folder in WordPerfect's Open File window. (By default, WordPerfect places user-created templates in customized group folders under the appropriate drive's Corel\Suite8\Template\Custom WP Templates folder.) Then, on the Create New page of the New dialog box, select the template project in its category listing, and choose Remove Project from the Options menu or the QuickMenu.

METHOD

To delete a template:

1. Open the Open File window.
2. In the Open File window, locate the appropriate template folder.
3. In the filename list, point to the template.
4. Right-click the mouse.
5. From the QuickMenu, choose Delete.
6. In the Are you sure... message box, choose Yes.
7. As required, repeat steps 2 through 6 to delete additional templates.
8. Close the Open File window.
9. Open the New dialog box.
10. If necessary, in the New dialog box, select the Create New tab.
11. If necessary, on the Create New page, from the category drop-down list, select the desired project category.
12. From the project list, select the desired template project.
13. From the Options menu, choose Remove Project.
    or
13. Open the template project's QuickMenu, and then choose Remove Project.
14. In the Remove this Project... dialog box, choose OK.
15. As required, repeat steps 11 through 14 to delete additional template projects.
16. Close the New dialog box.

EXERCISE

In the following exercise, you will delete templates.

1. Open the Open File window

2. In the Look in drop-down box, display **C:\Program Files\ Office Suite\Templates\ Custom WP Templates\ Business Forms**

3. In the filename list, point to **FlyNDrive.wpt**

4. Right-click the mouse

    The file is selected, and the QuickMenu appears.

5. Choose Delete

    The Are you sure... message box appears.

6. Choose Yes

    The message box closes, and the template is deleted from the list.

7. Following the process described above, delete **Sunny Day certificate.wpt** from the filename list

    Both templates are deleted from the list.

8. Close the Open File window

9. Open the New dialog box

10. If necessary, in the New dialog box, select the Create New tab

    The Create New page appears.

11. If necessary, from the category drop-down list, select Business Forms

    The project list displays the project templates in the Business Forms category.

12. From the project list, select FlyNDrive response letter

13. From the Options menu, choose Remove Project

The Remove this Project... dialog box appears.

14. Choose OK

The dialog box closes, and the project is removed from the list.

15. Following the process described above, remove Sunny Day Travel certificate of achievement from the project list

Both user-created project templates are removed from the list.

16. Close the New dialog box

⌐ *END* ⌐

Creating Web Pages

The *Internet* is a global electronic network that gives users access to more information in minutes than they could previously access in months. The *World Wide Web* (Web) is the Internet service that lets users see full-color graphics, hear sounds and music, chat with other users, and download files. *Web browsers* are software programs that let users view and retrieve information on the Web, and *web servers* are host computers that make Web information available.

If you have access to a Web server, you might want to publish your own *web pages*. (Your network administrator or Internet service provider can tell you if this option is available to you.) Web pages are documents saved in a special format to be placed on the Web or on an organization's *intranet*, an internal network that uses Internet features. Even if you don't have Web server access, you can still publish a web page containing *hyperlinks* that let readers jump to specific locations within your page or to other accessible documents or web pages.

Formatting an Existing Document as a Web Page

You can easily create a web page by letting WordPerfect format an existing document in the standard Internet file format, *HyperText Markup Language* (HTML). To perform the HTML formatting process, open the appropriate document and then click the Change View button on the Toolbar.

When WordPerfect formats an existing document in HTML, any formatting codes that are incompatible with HTML are revised or removed, and the newly formatted web page is displayed in *Web Page view*. This viewing mode shows the web page as it will appear when it is viewed through a web browser. Figure 15-4 shows a formatted web page in Web Page view.
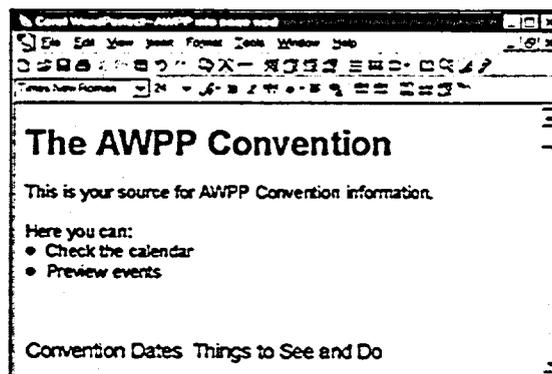
Figure 15-4: *A Formatted Web Page in Web Page View*

METHOD

To format an existing document as a web page:

1. Open the document.
2. On the Toolbar, click the Change View button.
3. If necessary, in the Web View dialog box, choose OK.

EXERCISE

In the following exercise, you will format an existing document as a web page.

1. Open **A:\AWPP info page.wpd**

2. On the Toolbar, click the Change View button

3. If necessary, in the Web View dialog box, choose OK

   The dialog box closes, and the document is formatted as a web page and appears in Web Page view.

END

Saving an HTML Copy of a Formatted Web Page

When Web Page view is activated, the Internet Publisher Toolbar appears. Figure 15-5 shows the web page editing buttons you will use on this toolbar, and Table 15-2 describes the functions of these buttons.

Publish to   Hyperlink
HTML
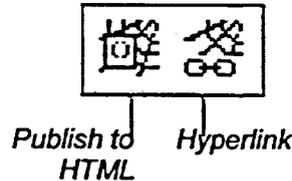
Figure 15-5: *Internet Publisher Toolbar Web Page Editing Buttons*

Button	Function
Publish to HTML	Lets you save an HTML copy of the document.
Hyperlink	Lets you define hyperlinks.

Table 15-2: *Web Page Editing Button Functions*

Once you format a document as a web page in HTML, you need to save an HTML copy of the document. You can do so by clicking the Publish to HTML button on the Internet Publisher Toolbar. When you click this button, the Publish to HTML dialog box appears, enabling you to define a filename and path for the web page. By default, WordPerfect assigns the .htm filename extension to HTML files. Figure shows the Publish to HTML dialog box.

Publish to HTML

Publish to:
H:\Doc \AWPP info page.htm

Save new images and sound clips in:
H:\Doc

Location of graphics on Web Server (optional):

OK
Cancel
Help
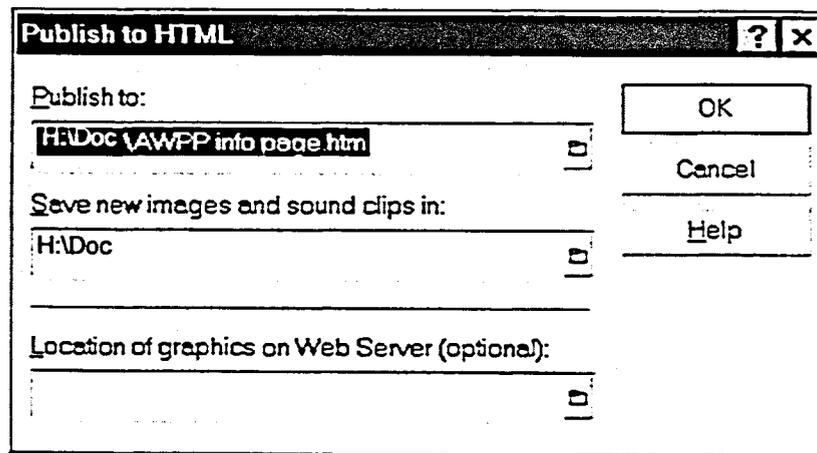
Figure 15-6: *The Publish to HTML Dialog Box*

After you save an HTML copy of a web page, the original .wpd document that is formatted as a web page remains open in the active document window. If you edit the document after you save it, you can use the Publish to HTML dialog box to save an HTML copy of the web page again.

METHOD

To save an HTML copy of a formatted web page:

1. On the Internet Publisher Toolbar, click the Publish to HTML button.
2. If necessary, in the Publish to HTML dialog box, in the Publish to combo box, type the path and filename for the web page.
   or
2. If necessary, in the Publish to HTML dialog box, click the file button to the right of the Publish to combo box; then, in the Publish to HTML window, define the desired location and filename for the web page and choose Select.
3. Choose OK.

EXERCISE

In the following exercise, you will save an HTML copy of a formatted web page.

1. On the Internet Publisher Toolbar, click the Publish to HTML button

   The Publish to HTML dialog box appears.

2. If necessary, in the Publish to combo box, type **H:\Doc\AWPP info page.htm**

3. Choose OK

   The dialog box closes, and a copy of the formatted web page is saved in HTML format. The original .wpd document that is formatted as a web page remains open in the active document window.

   ┌ *END* ┐

Using Hyperlinks in a Web Page

Inserting hyperlinks into your web page lets readers jump directly to related information by clicking the link. Hyperlinks help you organize your web page and give readers easy access to the information in which they are interested. Depending on your Web capabilities, hyperlink destinations might be specific locations in the active web page, other WordPerfect documents, or other web pages.

If your Web accessibility is limited, or if you are creating a reference page, you might want to create hyperlinks to specific locations in the active web page. To do this, you need to define *bookmarks* at the desired destinations. A bookmark serves as a reference point that lets you or other readers quickly navigate to a particular area of a web page. You can define a bookmark at the location of selected text or the insertion point in a web page by using the Create Bookmark dialog box, shown in Figure 15-7.
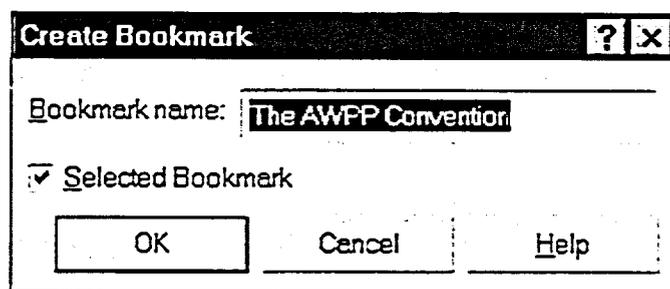
Figure 15-7: *The Create Bookmark Dialog Box*

Once you define any necessary bookmarks, you can create hyperlinks. To create a hyperlink, insert and/or select the hyperlink text in the web page. Then, identify the destination that is to be linked to the selected text through the Hyperlink Properties dialog box, shown in Figure **15-8** By default, hyperlinks appear in the web page as underlined text, usually of a different color than the standard text.
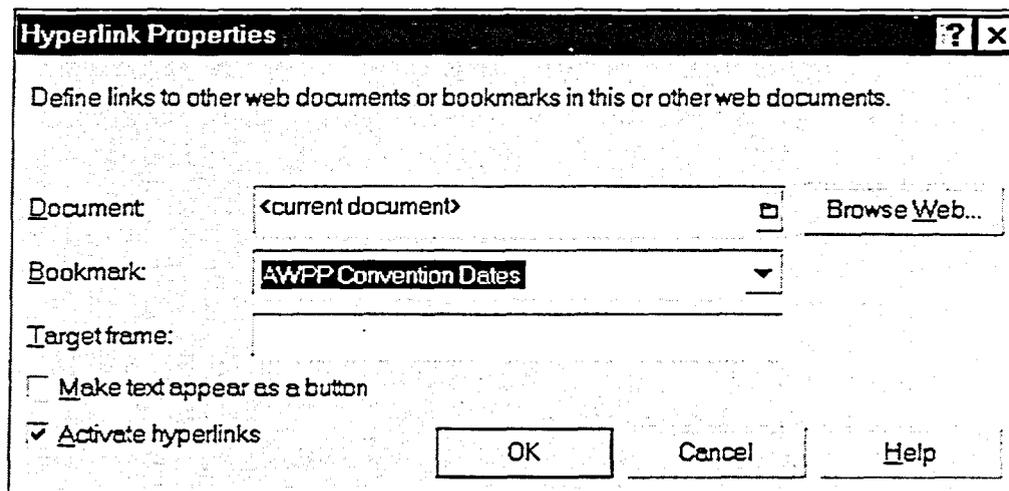
Figure 15-8: *The Hyperlink Properties Dialog Box*

After you create hyperlinks, it's a good idea to save an HTML copy of the web page in case you experience system problems. Then, you'll be ready to follow the hyperlinks. To follow a hyperlink to its destination location, web page, or document, point to the hyperlink and then click the mouse.

```
METHOD
```

To define a bookmark in a web page:

1. In the web page, select the text you want to bookmark.
   or
1. In the web page, place the insertion point where you want to insert a bookmark.
2. On the Internet Publisher Toolbar, click the Hyperlink button.
3. From the Hyperlink menu, choose Insert Bookmark.
4. If necessary, in the Create Bookmark dialog box, in the Bookmark name text box, type a name for the bookmark.
5. If appropriate, make sure the Selected Bookmark check box is selected.
6. Choose OK.

To create a hyperlink in a web page:

1. If necessary, at the desired location on the web page, type the hyperlink text.
2. Select the hyperlink text.
3. On the Internet Publisher Toolbar, click the Hyperlink button.

4. From the Hyperlink menu, choose Create Link.

5. If necessary, in the Hyperlink Properties dialog box, in the Document combo box, type the path and filename for the desired destination.

   or

5. If necessary, in the Hyperlink Properties dialog box, click the file button to the right of the Document combo box; then, in the Select File window, define the desired location and filename for the desired destination and choose Select.

   or

5. If necessary, in the Hyperlink Properties dialog box, click the Browse Web button, and then browse to the desired destination.

6. If necessary, from the Bookmark drop-down list, select a bookmark in the destination document.

7. If desired, select or deselect the *Make text appear as a button* check box.

8. If desired, select or deselect the *Activate hyperlinks* check box.

9. Choose OK.

To follow a hyperlink in a web page:

1. In the web page, point to the hyperlink.

2. When a pointing hand and the link information appear, click the mouse.

EXERCISE

In the following exercise, you will use hyperlinks in a web page.

1.	At the top of the web page, select the heading *The AWPP Convention*	
2.	On the Internet Publisher Toolbar, click the Hyperlink button	*The Hyperlink menu appears.*
3.	Choose Insert Bookmark	*The Create Bookmark dialog box appears.*
4.	If necessary, in the Bookmark name text box, type **The AWPP Convention**	

5.	Make sure the Selected Bookmark check box is selected	*The selected text will be defined as the bookmark.*
6.	Choose OK	*The dialog box closes, and the bookmark is defined.*
7.	Scroll down in the web page and select the italicized heading *AWPP Convention Dates*	
8.	Following the process described above, define the selected text as the bookmark **AWPP Convention Dates**	*A second bookmark is defined.*
9.	Scroll down in the web page and select the italicized heading *Attraction Highlights*	
10.	Following the process described above, define the selected text as the bookmark **Attraction Highlights**	*A third bookmark is defined.*
11.	Near the top of the web page, below the bulleted list, select the text *Convention Dates*	
12.	On the Internet Publisher Toolbar, click the Hyperlink button	*The Hyperlink menu appears.*
13.	Choose Create Link	*The Hyperlink Properties dialog box appears.*
14.	If necessary, in the Document combo box, type **<current document>**	*The destination will be in the current document.*
15.	From the Bookmark drop-down list, select *AWPP Convention Dates*	*The destination will be a bookmark in the current document.*
16.	If necessary, deselect the *Make text appear as a button* check box	*The hyperlink will appear as text.*
17.	If necessary, select the *Activate hyperlinks* check box	*The hyperlink will be activated.*

18.	Choose OK	*The dialog box closes, and the hyperlink is created.*
19.	To the right of the hyperlink *Convention Dates*, select the text *Things to See and Do*	
20.	Following the process described above, define the selected text as a hyperlink to the bookmark *Attraction Highlights* in the current document	*A second hyperlink is defined.*
21.	Scroll down in the document and select the text *Home* below the paragraph under the *AWPP Convention Dates* heading	
22.	Following the process described above, define the selected text as a hyperlink to the bookmark *The AWPP Convention* in the current document	*A third hyperlink is defined.*
23.	At the end of the document, select the text *Home*	
24.	Following the process described above, define the selected text as a hyperlink to the bookmark *The AWPP Convention* in the current document	*A fourth hyperlink is defined.*
25.	Using the Publish to HTML button on the Internet Publisher Toolbar, save an HTML copy of the web page	
26.	Near the top of the web page, point to the hyperlink *Convention Dates*	*A pointing hand and the link information appear.*
27.	Click the mouse	*The hyperlink jumps to the bookmark **AWPP Convention Dates**.*

28.	Below the *AWPP Convention Dates* bookmark, follow the hyperlink *Home*	*The hyperlink jumps to the bookmark **The AWPP Convention**.*
29.	To the right of the hyperlink *Convention Dates*, follow the hyperlink *Things to See and Do*	*The hyperlink jumps to the bookmark **Attraction Highlights**.*
30.	At the bottom of the web page, follow the hyperlink *Home*	*The hyperlink jumps to the bookmark **The AWPP Convention**.*
31.	Close the document without saving it	

END

To create a document by using a template:

1. From the File menu, choose New.
2. If necessary, in the New dialog box, select the Create New tab.
3. If necessary, on the Create New page, from the category drop-down list, select the desired project category.
4. From the project list, select the desired project.
5. Choose Create.
6. As necessary, enter or select the appropriate personal or other information.
7. As necessary, following PerfectExpert's guidance if appropriate, create and save the document.
8. If desired, close PerfectExpert and/or the document.

To create a template from scratch:

1. Open the New dialog box.
2. If necessary, in the New dialog box, select the Create New tab.
3. On the Create New page, choose Options.
4. From the Options menu, choose Create WP Template.
5. Define the template as desired.
6. From the File menu, choose Save.
7. In the Save Template dialog box, in the Description text box, type a description for the template.
8. In the Template name text box, type a name for the template.
9. If necessary, from the Template group list, select the category group to which you want to assign the template.

10. Choose OK.
11. If desired, on the Property Bar, click the Close button.

To create a template based on an existing template:

1. Open the New dialog box.
2. If necessary, in the New dialog box, select the Create New tab.
3. If necessary, on the Create New page, from the category drop-down list, select the desired project category.
4. From the project list, select the desired project.
5. From the Options menu, choose Edit WP Template.
   or
5. Open the project's QuickMenu, and then choose Edit WP Template.
6. If necessary, switch to the desired view.
7. Modify the template as desired.
8. From the File menu, choose Save As.
9. If necessary, in the Save Template dialog box, in the Description text box, delete the current text and type a description for the template.
10. In the Template name text box, type a name for the template.
11. If necessary, from the Template group list, select the category group to which you want to assign the template.
12. Choose OK.
13. If desired, on the Property Bar, click the Close button.

To insert a file into a template:

1. From the Insert menu, choose File.
2. In the Insert File window, locate and select the desired file.
3. Choose Insert.
4. In the Overwrite current styles? message box, choose Yes.

To add prompts to a template:

1. On the template, place the insertion point at the location where you want to add a prompt.
2. On the Property Bar, click the Build Prompts button.
3. In the Prompt Builder dialog box, choose Add.
4. In the Add Template Prompt dialog box, in the Prompt text box, type the prompt.
5. Choose OK.
6. If necessary, in the Prompt Builder dialog box, in the Template prompts list, select the desired prompt.
7. Choose Paste.
8. As desired, repeat step 1 and steps 3 through 7 to add additional prompts.
9. Choose OK.

To delete a template:

1. Open the Open File window.
2. In the Open File window, locate the appropriate template folder.
3. In the filename list, point to the template.
4. Right-click the mouse.
5. From the QuickMenu, choose Delete.
6. In the Are you sure... message box, choose Yes.
7. As required, repeat steps 2 through 6 to delete additional templates.
8. Close the Open File window.
9. Open the New dialog box.

10. If necessary, in the New dialog box, select the Create New tab.
11. If necessary, on the Create New page, from the category drop-down list, select the desired project category.
12. From the project list, select the desired template project.
13. From the Options menu, choose Remove Project.
    or
13. Open the template project's QuickMenu, and then choose Remove Project.
14. In the Remove this Project... dialog box, choose OK.
15. As required, repeat steps 11 through 14 to delete additional template projects.
16. Close the New dialog box.

To format an existing document as a web page:

1. Open the document.
2. On the Toolbar, click the Change View button.
3. If necessary, in the Web View dialog box, choose OK.

To save an HTML copy of a formatted web page:

1. On the Internet Publisher Toolbar, click the Publish to HTML button.
2. If necessary, in the Publish to HTML dialog box, in the Publish to combo box, type the path and filename for the web page.
    or
2. If necessary, in the Publish to HTML dialog box, click the file button to the right of the Publish to combo box; then, in the Publish to HTML window, define the desired location and filename for the web page and choose Select.
3. Choose OK.

To define a bookmark in a web page:

1. In the web page, select the text you want to bookmark.
   or
1. In the web page, place the insertion point where you want to insert a bookmark.
2. On the Internet Publisher Toolbar, click the Hyperlink button.
3. From the Hyperlink menu, choose Insert Bookmark.
4. If necessary, in the Create Bookmark dialog box, in the Bookmark name text box, type a name for the bookmark.
5. If appropriate, make sure the Selected Bookmark check box is selected.
6. Choose OK.

To create a hyperlink in a web page:

1. If necessary, at the desired location on the web page, type the hyperlink text.
2. Select the hyperlink text.
3. On the Internet Publisher Toolbar, click the Hyperlink button.
4. From the Hyperlink menu, choose Create Link.
5. If necessary, in the Hyperlink Properties dialog box, in the Document combo box, type the path and filename for the desired destination.
   or
5. If necessary, in the Hyperlink Properties dialog box, click the file button to the right of the Document combo box; then, in the Select File window, define the desired location and filename for the desired destination and choose Select.
   or

5. If necessary, in the Hyperlink Properties dialog box, click the Browse Web button, and then browse to the desired destination.
6. If necessary, from the Bookmark drop-down list, select a bookmark in the destination document.
7. If desired, select or deselect the *Make text appear as a button* check box.
8. If desired, select or deselect the *Activate hyperlinks* check box.
9. Choose OK.

To follow a hyperlink in a web page:

1. In the web page, point to the hyperlink.
2. When a pointing hand and the link information appear, click the mouse.

15 *Self-Check Exercise*

1. Create a template based on the Employee Evaluation template in the Business Forms category. Change the line that reads *Employee Evaluation* to **Sunny Day Travel Employee Evaluation**. Add five prompts—**Enter employee's name, Enter employee's department, Enter reviewer's name, Enter current date,** and **Enter date of last review**—and paste them at the locations shown in Figure 15-9. In the Business Forms category group, save the new template as **Sunny Day evaluation.wpt** with the description **Sunny Day employee evaluation**, and then close the template.

Sunny Day Travel Employee Evaluation

Employee: [Enter employee's name]
Department: [Enter employee's department]
Reviewer: [Enter reviewer's name]
Date: [Enter current date]
Date of last review: [Enter date of last review]

Figure 15-9: *Pasted Prompts 1—Self-Check Exercise*

2. Create a form using the **Sunny Day employee evaluation** template, typing the information shown in Figure 15-10 at the prompts. In the **H:\Doc** folder, save the form as **Paula Elliott.wpd**, and then close the file and PerfectExpert.

Template Information

Enter employee's name:	Paula Elliott
Enter employee's department:	Corporate Travel
Enter reviewer's name:	Addison Peters
Enter current date:	12/22/97
Enter date of last review:	12/23/96

OK Cancel Next Field Help

Figure 15-10: *Form Information—Self-Check Exercise*

3. Create a template from scratch. In the template, insert the file
    A:\Response to applicant.wpd, overwriting the current styles. Add
    three prompts— **Prospect's title & name, Prospect's street address,**
    and **Prospect's city, state, & zip**—and paste them at the locations
    shown in Figure 15-11. In the Business Forms category group, save the
    new template as **Employment application response.wpt** with the
    description **Response to employment application**, and then close the
    template.

To:
[Prospect's title & name]
[Prospect's street address]
[Prospect's city, state, & zip]

January 8, 1998

Sunny Day Travel has received your application for employment. If your

---

Figure 15-11: *Pasted Prompts 2—Self-Check Exercise*

4. Create a letter using the **Response to employment application**
    template, typing the information shown in Figure 15-12 at the prompts.
    In the **H:\Doc** folder, save the letter as **Response to Kevin
    Flanders.wpd**, and then close the file.

Template Information   ? ×

Prospect's title & name:	Mr. Kevin Flanders	OK
Prospect's street address:	3452 Everglades Terrace	Cancel
Prospect's city, state, & zip:	Orlando, FL 32806	Next Field
		Help

Figure 15-12: *Letter Information—Self-Check Exercise*

5. Delete the templates **Sunny Day evaluation.wpt** and **Employment
    application response.wpt** from **C:\Program Files\Office
    Suite\Template\Custom WP Templates\Business Forms**. Make sure
    you remove the descriptions **Sunny Day employee evaluation** and
    Response to employment application from WordPerfect's Business
    Forms category.

6. Open **A:\Regina's web page. wpd,** and then format the document as a web page.

7. Save an HTML copy of the formatted web page, **H:\Doc\Regina's web page.htm**.

8. Starting at the top of the web page, scroll down as necessary and define the following three headings as self-named bookmarks: *Regina Imhoff's Web Page, Upcoming lectures:,* and *Word Processing As*.

9. Return to the top of the web page, and then scroll down as necessary and create four activated text hyperlinks from existing text to bookmarks in the current document:

Hyperlink Text:	Link to bookmark:
Check latest schedule	*Upcoming lectures:*
Review a lecture selection	*Word Processing As*
Home (below the lecture date list)	*Regina Imhoff's Web Page*
Home (at the bottom of the page)	*Regina Imhoff's Web Page*

10. Save an HTML copy of the web page **(H:\Doc\Regina's web page.htm)**, and then follow each of the hyperlinks.

11. Close the document without saving it.

Using Graphics Boxes

- Creating Graphics Boxes
- Modifying Graphics Boxes

Section Skills and Their Importance

In the following section you will learn to:

- **Create graphics boxes**

  Including graphic images and featured text in your documents can help make them interesting and can also increase their usability. WordPerfect's graphics boxes let you add images, text, and other objects to your documents.

- **Modify graphics boxes**

  Once you insert a graphics box into a document, you can move the box and change its size, border, fill, and other characteristics. WordPerfect even lets you format a box so that document text wraps around the shape of its graphic image. Using image tools, you can adjust the appearance of an image in its box.

Creating Graphics Boxes

In WordPerfect, you can add images and featured text to your documents in *graphics boxes*. Graphics boxes can also hold charts, drawings, sound and video clips, spreadsheets, database tables, and equations. WordPerfect lets you add objects from a variety of sources and by using multiple techniques. Besides creating graphic or text objects yourself, you can insert objects that exist in other WordPerfect files or in files created through other software programs.

Identifying Anchoring Methods and Graphics Box Styles

Graphics boxes hold many types of graphic images and other objects. Usually, you define a graphics box manually and then insert its contents. In some cases, however, you can add an object directly to a document and have WordPerfect automatically create its graphics box for you.

The position of a graphics box on a page is determined by the box's *anchoring*, or attachment, method. A box can be anchored to a character, a paragraph, or a page. Table 16-1 describes box anchoring methods.

Anchoring Method	Description
Character	Anchored within a line of text. Moves as a single text character during editing.
Paragraph	Anchored to a paragraph. Moves with the paragraph during editing.
Page	Anchored to a page. Moves in relation to position changes of designated areas on the page.

Table 16-1: *Box Anchoring Methods*

Fourteen styles of graphics boxes are predefined in WordPerfect. Each style has its own default anchoring method and formatting options. When you manually create a graphics box, the box style you select determines the position and appearance of the box and of its contents.

Table 16-2 describes characteristics of WordPerfect's graphics box styles.

Style	Anchoring Method	Use for
Button	Character	Hyperlinks, images, or text
Draw Object	Page	Images behind text
Draw Object Text	Page	Text behind text
Equation	Paragraph	Mathematical, business, or scientific equations
Figure	Paragraph	Images, logos, drawings, and charts
Image	Page	Images, logos, drawings, and charts
Inline Equation	Character	Equations within lines of text
Inline Text	Character	Boxed text within lines of text
OLE 2.0 Box	Page	OLE (Object Linking and Embedding) objects
Sticky Note Text	Page	Text in front of text and/or images
Table	Page	Spreadsheets, tables, text, or statistics
Text Box	Paragraph	Call-outs, announcements, response forms, and quotes
User	Paragraph	Images, drawings, charts, equations, text, or tables
Watermark	Page	Images or text screened in the background of a page

Table 16-2: *Characteristics of WordPerfect's Graphics Box Styles*

You can create text boxes, one of the most common styles of graphics boxes, directly from the Insert menu. WordPerfect lets you create other styles of graphics boxes through the Custom Box dialog box, which is accessible through the Insert menu's Graphics submenu.

Using a Text Box

Text boxes let you separate text items from other text within your documents. In a report or a newsletter, you might use a text box to draw your readers' attention to key information, such as an announcement of new operating hours or a request for feedback. You might also use a text box to highlight a featured quotation.

Figure 16-1 shows text in a text box. Once you insert a text box into a document, WordPerfect immediately places the insertion point inside the text box so that you can type text into the box. You can format box text by using standard text formatting methods. As necessary, WordPerfect automatically wraps lines of text within the box and sizes the box to hold its text.

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

Florida: The Sunshine State

</div>

Figure 16-1: *Text in a Text Box*

After you finish entering and formatting text, you can deselect the text box by pointing to the document outside the box and then clicking the mouse. Once you deselect a text box, you can select the box by pointing to one of its borders and then clicking the mouse. If you need to edit or reformat the text inside a deselected text box, you can move the insertion point inside the text box by pointing to the center of the box and then clicking the mouse.

METHOD

To create a text box:

1. Place the insertion point in the paragraph where you want the text box to appear.
2. From the Insert menu, choose Text Box.
3. As desired, type and format the box text.
4. Deselect the text box.

To deselect a graphics box:

1. Point anywhere in the document outside the graphics box.
2. Click the mouse.

To select a graphics box:

1. Point to any border of the graphics box.
2. When the pointer becomes a right-pointing diagonal arrow, click the mouse.

To move the insertion point inside a graphics box:

1. Point to the center of the graphics box.
2. When the pointer becomes a left-pointing diagonal arrow, click the mouse.

EXERCISE

In the following exercise, you will use a text box.

1.	Open **A:\Florida sunshine.wpd**	
2.	Make sure the insertion point is placed at the top of the document	
3.	From the Insert menu, choose Text Box	*A text box appears at the insertion point, and the insertion point moves inside the box.*
4.	On the Property Bar, click the Bold button	
5.	Type **Florida: The Sunshine State**	*Florida: The Sunshine State appears in boldface inside the text box.*
6.	Select the text in the box	
7.	Using the Property Bar, change the justification to Center	
8.	Point to the document outside the text box	
9.	Click the mouse	*The text box is deselected.*

10.	Point to the bottom border of the text box	*The pointer becomes a right-pointing diagonal arrow.*
11.	Click the mouse	*The text box is selected.*
12.	Deselect the text box	
13.	Point to the center of the text box	*The pointer becomes a left-pointing diagonal arrow.*
14.	Click the mouse	*The insertion point moves inside the text box.*
15.	Select the text in the box	
16.	Using the Property Bar, change the font size to 18 points	
17.	Deselect the text box	

⌐ END ⌐

Aligning a Graphics Box

By default, WordPerfect aligns graphics boxes at specific positions according to their box types. For example, a text box, which is anchored to its paragraph, is automatically horizontally aligned at the paragraph's right margin and vertically aligned one thousandth of an inch from the top of the paragraph.

Depending on the type of document you are creating, the alignment of a graphics box can adversely affect the positioning of surrounding document text. For this reason, or to improve the overall appearance of your document, you might prefer to display a graphics box at different alignments from those that WordPerfect assigns. You can define horizontal and vertical alignments for a page-anchored or paragraph-anchored graphics box, or you can define a vertical alignment for a character-anchored graphics box, by using the box's Box Position dialog box. Figure 1616-2 shows a text box's Box Position dialog box.
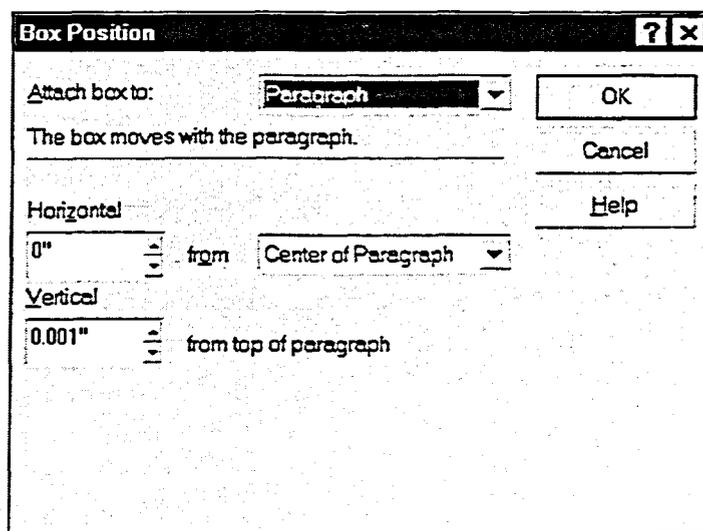
Figure 16-2: *A Text Box's Box Position Dialog Box*

METHOD

To align a graphics box:

1. If necessary, deselect the graphics box.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Position.
5. As desired, in the Box Position dialog box, define the alignment(s).

6. Choose OK.
7. Deselect the graphics box.

EXERCISE

In the following exercise, you will align a graphics box.

1. Make sure **A:\Florida sunshine.wpd** appears in the active window and the text box is deselected

2. Point to the center of the text box

3. Right-click the mouse   *The QuickMenu appears.*

4. Choose Position   *The Box Position dialog box appears.*

5. From the Horizontal drop-down list, select Center of Paragraph

6. Choose OK   *The dialog box closes, and WordPerfect horizontally centers the text box in its paragraph.*

7. Deselect the text box

8. Move the insertion point to the bottom of the document

END

Using an Image Box

You can use *image boxes* to insert files containing graphic images, such as clip art, drawings, or logos, into your documents. WordPerfect lets you insert images that are created and saved in a variety of file formats. Depending on your program installation, you might find a selection of image files in subfolders of the Corel\Suite8\Graphics folder, and you can also insert image files from other sources. Figure 16-3 shows an image in a selected image box.

Figure 16-3: *An Image in a Selected Image Box*

When you insert an image box into a document, you need to tell WordPerfect where to find the file whose image you want to display inside the box. You can do this by using the image box's Box Content dialog box, shown in Figure 16-4.
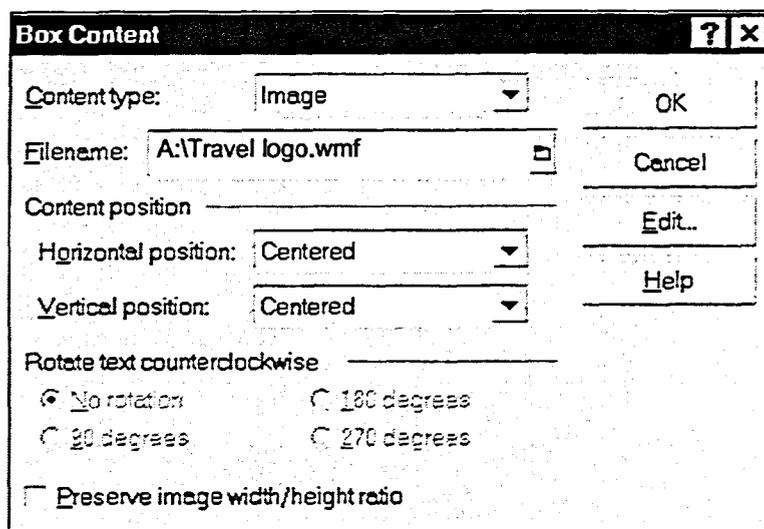
Figure 16-4: *The Box Content Dialog Box*

WordPerfect, by default, horizontally aligns a new image box at the right margin of the page to which it is anchored. If you prefer to move the image box to a different position, you can change the box's alignment in its Box Position dialog box.

METHOD

To use an image box:

1. Place the insertion point where you want the image box's contents to appear.
2. From the Insert menu, choose Graphics.
3. From the Graphics submenu, choose Custom Box.
4. If necessary, in the Custom Box dialog box, in the Style name list, select Image.
5. Choose OK.
6. Point to the center of the image box.
7. Right-click the mouse.
8. From the QuickMenu, choose Content.
9. In the Box Content dialog box, to the right of the Filename combo box, click the file button.
10. As necessary, in the Insert Image window, locate and select the desired image.
11. Choose Select.
12. In the Box Content dialog box, choose OK.
13. If desired, align the image.
14. Deselect the image box.

EXERCISE

In the following exercise, you will use an image box.

1. Make sure **A:\Florida sunshine.wpd** appears in the active window and the bottom of the document is displayed

2. If necessary, scroll down and to the right to display the *Sunny Day Travel Company* line along with several inches of the unaccessed area below and to the right of the insertion point

3. Place the insertion point on the blank line directly below the *Sunny Day Travel Company* line

4. From the Insert menu, choose Graphics

   The Graphics submenu appears.

5. Choose Custom Box

   The Custom Box dialog box appears.

6. If necessary, in the Style name list, select Image

7. Choose OK

   The dialog box closes, and an image box is inserted and selected at the insertion point.

8. Point to the center of the image box

9. Right-click the mouse

   The QuickMenu appears.

10. Choose Content

    The Box Content dialog box appears.

11. To the right of the Filename combo box, click the file button

    The Insert Image window appears.

12. Locate and select **A:\Travel logo.wmf**

13.	Choose Select	*The window closes, and the Box Content dialog box reappears. The selected file's path and filename appear in the Filename combo box.*
14.	Choose OK	*The dialog box closes, and the image appears in the image box.*
15.	Using the QuickMenu, open the image box's Box Position dialog box	
16.	From the Horizontal drop-down list, select Center of Margins	
17.	Choose OK	*The dialog box closes, and WordPerfect horizontally centers the image box between the left and right column margins.*
18.	Deselect the image box	

⌐ *END* ⌐

Using the Shadow Cursor to Create a Graphics Box

If you are creating a new graphics box in an area of your document that has not yet been accessed, you can use the shadow cursor to create the box. To do so, make sure the shadow cursor is activated, and then drag to outline an appropriately sized box in the desired area. When you release the mouse button, WordPerfect displays the QuickMenu, which lets you choose the type of graphics box you want to create at the outlined location.

METHOD

To use the shadow cursor to create a graphics box:

1. If necessary, from the View menu, choose Shadow Cursor to activate the cursor.
2. Point to an unaccessed area of the document where you want to place a corner of the graphics box.
3. As necessary, when the shadow cursor appears, drag to outline the graphics box.
4. From the QuickMenu, choose Text Box.
   or
4. From the QuickMenu, choose Custom Box; then, in the Custom Box dialog box, from the Style name list, select the desired style name and choose OK.
5. As desired, enter and format the contents of the box.
6. Deselect the graphics box.
7. If desired, from the View Menu, choose Shadow Cursor to deactivate the cursor.

┌──── *EXERCISE* ──────────────────────────────────────┐

In the following exercise, you will use the shadow cursor to create a text box.

1. Make sure **A:\Florida sunshine.wpd** appears in the active window and the bottom of the document is displayed

2. If necessary, scroll down and to the right to display the image box containing the logo along with several inches of the area below and to the right of it

3. From the View menu, choose Shadow Cursor

    The shadow cursor is activated.

4. Below the logo, point immediately to the right of the left column margin guideline

    The shadow cursor appears.

5. Drag horizontally down and to the right to outline a box approximately one half inch tall that spans the area between the left and right column margin guidelines

    The QuickMenu appears.

6. Choose Text Box

    The outlined rectangle becomes a text box, and the insertion point moves inside the box.

7. On the Property Bar, click the Bold button

8. Type **1-800-555-SUNS**

    1-800-555-SUNS appears in boldface inside the text box.

9. Select the text in the box

10. Using the Property Bar, change the text alignment to Center and the font size to 20 points

11. Deselect the text box

12. From the View Menu, choose   *The shadow cursor is*
    Shadow Cursor   *deactivated.*

13. Move the insertion point to the
    top of the document

┌─ **END** ┐

Dragging an Image from Windows Explorer

Because WordPerfect supports *Object Linking and Embedding* (OLE), a standard data exchange format, you can insert any image file that is an *OLE object* by dragging the image file directly from Windows Explorer into the active document. An OLE object is a data file created in one application that you can store and modify within another application or within another file in the same application.

When you insert an image file by dragging it from Windows Explorer, you can choose whether you want to *link* or *embed* the image in your document. If you link the image, any content changes you make to the original file or to its link in the document can appear in both places. If you embed the image, changes you make to the embedded image in the document do not affect the original file. WordPerfect automatically creates an *OLE 2.0 box* to hold the linked or embedded image in the receiving document. Figure 16-5 shows a selected image embedded in an OLE 2.0 box.
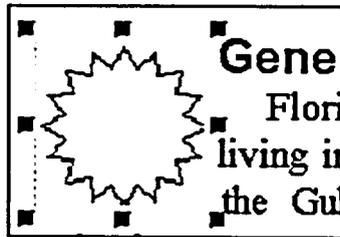
Figure 16-5: *A Selected Image Embedded in an OLE 2.0 Box*

METHOD

To drag an image from Windows Explorer:

1. If necessary, in WordPerfect, open the document into which you want to drag the image.
2. In the document, display the area into which you want to drag the image.
3. Start Windows Explorer.
4. Tile the WordPerfect and Windows Explorer windows.
5. In Windows Explorer, locate and select the desired image file.
6. To embed the file, drag the file from Windows Explorer to the desired location in the WordPerfect document.
   or

6. To link the file, hold **CTRL+SHIFT** while you drag the file from Windows Explorer to the desired location in the WordPerfect document.

7. If desired, align the image.

8. If necessary, deselect the graphic image.

9. If desired, close Windows Explorer and maximize the WordPerfect window.

⌐ EXERCISE

In the following exercise, you will drag an image from Windows Explorer.

1. Make sure **A:\Florida sunshine.wpd** appears in the active window and the top of the document is displayed

2. From the Windows 95 Start menu's Programs submenu, start Windows Explorer

3. Using the Windows 95 taskbar's shortcut menu, vertically tile the WordPerfect and Windows Explorer windows

4. Locate and select **A:\It's sunny.bmp**

   An image file is selected.

5. Drag the selected file from Windows Explorer to the left margin guideline beside the *General Information* heading at the top of the WordPerfect document

   WordPerfect embeds the image into the document, creating an OLE 2.0 box.

6. Close Windows Explorer

7. Maximize the WordPerfect window

8. Save the document as **H:\Doc\Florida sunshine 1.wpd** and then close the file

⌐ **END** ¬

Modifying Graphics Boxes

Once you create a graphics box, you might want to modify its characteristics. WordPerfect lets you use a variety of methods to modify all types of graphics boxes. When you are making multiple changes to a document that contains graphics boxes, save your file frequently so that you'll have an updated copy in case you experience system problems.

Setting the Size of a Graphics Box

You can enter an exact size setting for a graphics box in the Box Size dialog box, shown in Figure 16-6. In this dialog box, you can also choose to make the box fit the full width or height of the page or to maintain the original proportions of the box.
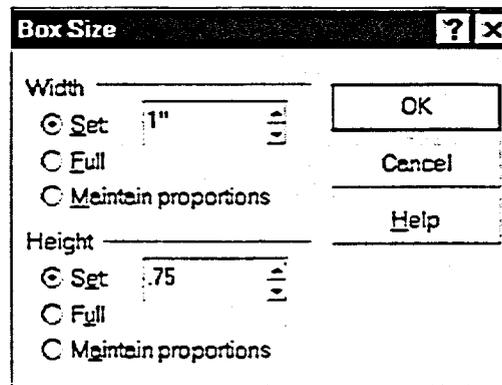
Figure 16-6: *The Box Size Dialog Box*

METHOD

To set the size of a graphics box:

1. If necessary, deselect the graphics box.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Size.
5. As desired, in the Box Size dialog box, define the box width and height.
6. Choose OK.
7. If desired, deselect the graphics box.

┌─ **EXERCISE** ───┐

In the following exercise, you will set the size of a graphics box.

1. Open **A:\Florida flyer.wpd**

2. Switch to Full Page view

3. Near the top of the document, point to the center of the image box containing the sun image

4. Right-click the mouse   *The QuickMenu appears.*

5. Choose Size   *The Box Size dialog box appears.*

6. In the Width area, in the Set spin box, delete the current value and type 1

7. In the Height area, in the Set spin box, delete the current value and type **.75**

8. Choose OK   *The dialog box closes, and the image box increases in size.*

9. Deselect the image box

10. Save the document as **H:\Doc\Florida flyer 1.wpd**

                                                        ┌─ **END** ─┐

Sizing and Moving a Graphics Box by Dragging

Instead of using a dialog box to set the size of a graphics box, you can size the box by dragging. When you select a graphics box, small black *sizing handles* appear around the box. Pointing to a sizing handle changes the pointer into a double-headed sizing arrow. Dragging a corner sizing handle increases or decreases the box's height and width, retaining the original height/width ratio of the box. Dragging an inside handle increases or decreases the box's height or width.

When you point to the center of a selected graphics box, the pointer becomes a quadruple-headed moving arrow. You can then drag the box to a new location in the document. If you are moving a graphics box that is anchored to a paragraph, WordPerfect displays a pushpin with a guideline to indicate the paragraph to which the box will anchor after the move.

METHOD

To size a graphics box by dragging:

1. Select the graphics box.
2. Point to the desired sizing handle.
3. When the pointer becomes a double-headed sizing arrow, drag the box to the desired size.
4. If desired, deselect the graphics box.

To move a graphics box by dragging:

1. Select the graphics box.
2. Point to the center of the box.
3. When the pointer becomes a quadruple-headed moving arrow, drag the box to the desired location.
4. If desired, deselect the graphics box.

EXERCISE

In the following exercise, you will size and move a graphics box by dragging.

1. Make sure **H:\Doc\Florida flyer 1.wpd** appears in Full Page view

2. In the middle of the document, select the image box containing the state of Florida graphic
   Sizing handles appear around the box.

3. Point to the sizing handle at the lower right corner of the image box
   The pointer becomes a diagonal double-headed sizing arrow.

4. Drag the box down and to the right until its right border is even with the document's right margin guideline
   The box is enlarged and remains selected.

5. Point to the center of the box
   The pointer becomes a quadruple-headed moving arrow.

6. Drag the box to the left until its left border is even with the document's left margin guideline
   The box is moved and remains selected.

7. Deselect the image box

8. Compare your document with Figure 16-7

9. Save the document

END

Figure 16-7: *The Modified Document—Sizing and Moving Exercise*

Defining a Graphics Box Border or Fill

Many types of graphics boxes have predefined borders. If you prefer to display a different border for a box, or to add a border to a box that has none, you can select a border in the Box Border/Fill dialog box, shown in Figure 16-16-8. You can also define a fill in this dialog box.
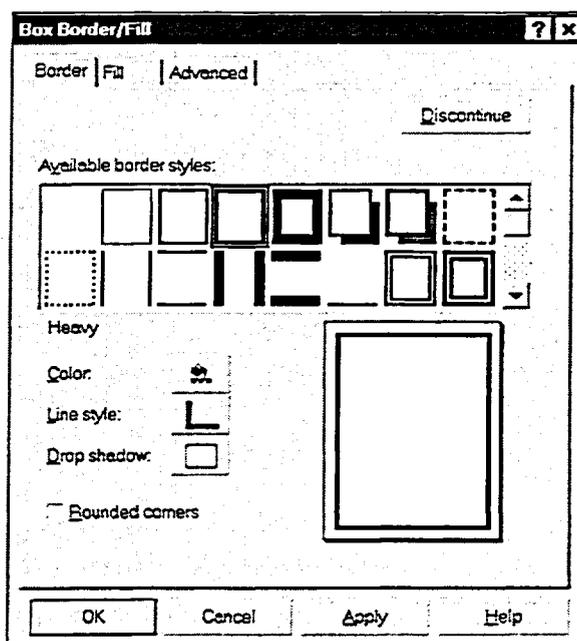
Figure 16-8: *The Box Border/Fill Dialog Box*

METHOD

To define a graphics box border or fill:

1. If necessary, deselect the graphics box.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Border/Fill.
5. As desired, in the Box Border/Fill dialog box, make sure the Border tab is selected, and then, on the Border page, define a border.
6. As desired, select the Fill tab, and then, on the Fill page, define a fill.
7. Choose OK.
8. If desired, deselect the graphics box.

┌── **EXERCISE** ──────────────────────────────────┐
│   │

In the following exercise, you will define a graphics box border and fill.

1. Make sure **H:\Doc\Florida flyer 1.wpd** appears in Full Page view

2. At the top of the document, point to the center of the text box that contains the company phone number and name

3. Right-click the mouse   *The QuickMenu appears.*

4. Choose Border/Fill   *The Box Border/Fill dialog box appears.*

5. Make sure the Border tab is selected   *The Border page appears.*

6. In the Available border styles palette, select Heavy (first row, fourth column)

7. Select the Fill tab   *The Fill page appears.*

8. In the Available fill styles palette, select 5% Fill (first row, second column)

9. Choose OK   *The dialog box closes, and the selected border and fill are applied to the text box.*

10. Deselect the text box

11. Save the document

12. Switch to 75% view

13. Move the insertion point to the bottom of the document

┌─ *END* ─┐
└──────────┘

Specifying Text Wrap for a Graphics Box

The Wrap Text dialog box, shown in Figure 16-9, lets you specify how document text should flow around a graphics box. In this dialog box, you can select one of the wrapping type options described in Table 16-3. Depending on the wrapping type option you select, you might also need to select a side or sides around which to wrap the text.
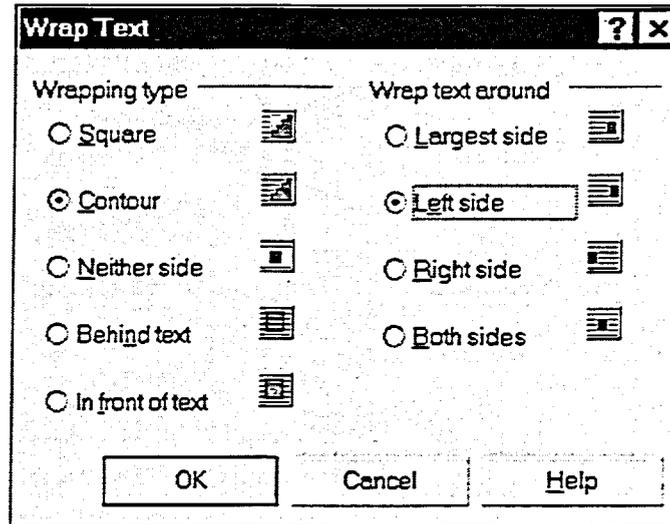
Figure 16-9: *The Wrap Text Dialog Box*

Option	Description
Square	Aligns text against the selected side(s) of the box.
Contour	Aligns text to the selected side(s) of an image inside the box.
Neither side	Moves text below the box, leaving empty space beside the box.
Behind text	Lets text flow through the box.
In front of text	Places the box on top of text.

Table 16-3: *Text Wrapping Type Options*

METHOD

To specify text wrap for a graphics box:

1. If necessary, deselect the graphics box.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Wrap.
5. As necessary, in the Wrap Text dialog box, select the desired wrapping type and side(s) around which to wrap.
6. Choose OK.
7. If desired, deselect the graphics box.

EXERCISE

In the following exercise, you will specify text wrap for a graphics box.

1.	Make sure **H:\Doc\Florida flyer 1.wpd** appears in 75% view and the bottom of the document is displayed	
2.	Examine the text beside the image box that contains the tourism bureau image	*The text appears in full justification.*
3.	Point to the center of the tourism bureau image box	
4.	Right-click the mouse	*The QuickMenu appears.*
5.	Choose Wrap	*The Wrap Text dialog box appears.*
6.	In the Wrapping type area, select Contour	
7.	In the Wrap text around area, select Left side	
8.	Choose OK	*The dialog box closes, and the text is aligned to the shape of the left side of the image in the box.*
9.	Deselect the image box	

END

Adjusting the Appearance of an Image

Using WordPerfect's image tools, you can adjust the appearance of an image inside its graphics box. You might use image tools to rotate an image or to move or enlarge an image within its box. Figure 16-10 shows the Image Tools dialog box, which gives you access to all image tools. Through its Edit Contents button, this dialog box also lets you open the application you need to edit the image itself.
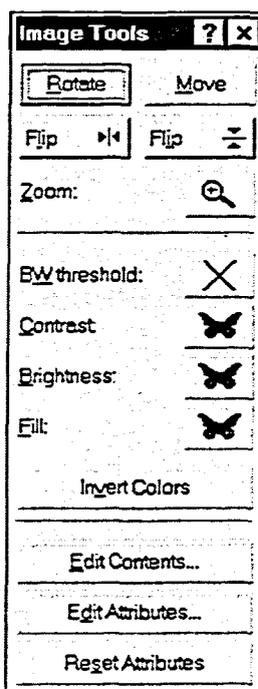
Figure 16-10: *The Image Tools Dialog Box*

Table 16-4 describes the image tools.

Tool(s)	Description
Rotate	Lets you rotate the image within its box.
Move	Lets you move the image within its box.
Flip	Lets you horizontally or vertically reverse the image within its box.
Zoom	Lets you enlarge or reduce the image within its box.
BW threshold, Contrast, Brightness, Fill, Invert Colors	Let you control the shading and clarity of the image's appearance within its box.
Edit Attributes	Opens the Image Settings dialog box.
Reset Attributes	Restores the image's original appearance in its box.

Table 16-4: *The Image Tools*

METHOD

To adjust the appearance of an image:

1. If necessary, deselect the graphics box containing the image.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Image Tools.
5. As desired, using the appropriate tool(s), adjust the image's appearance.
6. In the Image Tools dialog box, click the Close button.
7. If desired, deselect the graphics box.

┌─ **EXERCISE** ───┐

In the following exercise, you will adjust the appearance of an image.

1. Make sure **H:\Doc\Florida flyer 1.wpd** appears in 75% view and the tourism bureau image box at the bottom of the document is deselected

2. Point to the center of the tourism bureau image box

3. Right-click the mouse — *The QuickMenu appears.*

4. Choose Image Tools — *The Image Tools dialog box appears.*

5. Choose Move — *The pointer becomes a quadruple-headed image moving arrow when placed over the image in its box.*

6. Using Figure 16-11 as a guide, drag the image in its box so that its top and left edges touch the top and left borders of the box

7. In the Image Tools dialog box, click the Close button — *The dialog box closes, and the image appears closer to the adjacent text.*

8. Deselect the image box

9. Save the document

10. Switch to Full Page view

┌ **END** ┐
└────────┘

Figure 16-11: *The Moved Image—Adjusting an Image's Appearance Exercise*

Deleting a Graphics Box

You can delete a graphics box from its document by selecting the box and then pressing the **DELETE** key or by deleting the box's code in the Reveal Codes window. Deleting a box might cause other, unforeseen changes to the document's layout. If you change your mind immediately after you delete a box, you can restore the box by clicking the Undo button on the Toolbar.

METHOD

To delete a graphics box:

Selection method
1. Select the graphics box.
2. Press **DELETE**

Reveal Codes method
1. If necessary, open the Reveal Codes window.
2. In the Reveal Codes window, place the insertion point immediately to the left of the box's code.
3. Press **DELETE**
4. If desired, close the Reveal Codes window.

EXERCISE

In the following exercise, you will delete a graphics box.

1. Make sure **H:\Doc\Florida flyer 1.wpd** appears in Full Page view

2. Near the top of the document, select the image box containing the sun image

3. Press **DELETE**   *The image is deleted from the document.*

4. Save and close the document

END

To create a text box:

1. Place the insertion point in the paragraph where you want the text box to appear.
2. From the Insert menu, choose Text Box.
3. As desired, type and format the box text.
4. Deselect the text box.

To deselect a graphics box:

1. Point anywhere in the document outside the graphics box.
2. Click the mouse.

To select a graphics box:

1. Point to any border of the graphics box.
2. When the pointer becomes a right-pointing diagonal arrow, click the mouse.

To move the insertion point inside a graphics box:

1. Point to the center of the graphics box.
2. When the pointer becomes a left-pointing diagonal arrow, click the mouse.

To align a graphics box:

1. If necessary, deselect the graphics box.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Position.
5. As desired, in the Box Position dialog box, define the alignment(s).

6. Choose OK.
7. Deselect the graphics box.

To use an image box:

1. Place the insertion point where you want the image box's contents to appear.
2. From the Insert menu, choose Graphics.
3. From the Graphics submenu, choose Custom Box.
4. If necessary, in the Custom Box dialog box, in the Style name list, select Image.
5. Choose OK.
6. Point to the center of the image box.
7. Right-click the mouse.
8. From the QuickMenu, choose Content.
9. In the Box Content dialog box, to the right of the Filename combo box, click the file button.
10. As necessary, in the Insert Image window, locate and select the desired image.
11. Choose Select.
12. In the Box Content dialog box, choose OK.
13. If desired, align the image.
14. Deselect the image box.

To use the shadow cursor to create a graphics box:

1. If necessary, from the View menu, choose Shadow Cursor to activate the cursor.
2. Point to an unaccessed area of the document where you want to place a corner of the graphics box.

3. As necessary, when the shadow cursor appears, drag to outline the graphics box.
4. From the QuickMenu, choose Text Box.

   or

4. From the QuickMenu, choose Custom Box; then, in the Custom Box dialog box, from the Style name list, select the desired style name and choose OK.
5. As desired, enter and format the contents of the box.
6. Deselect the graphics box.
7. If desired, from the View Menu, choose Shadow Cursor to deactivate the cursor.

To drag an image from Windows Explorer:

1. If necessary, in WordPerfect, open the document into which you want to drag the image.
2. In the document, display the area into which you want to drag the image.
3. Start Windows Explorer.
4. Tile the WordPerfect and Windows Explorer windows.
5. In Windows Explorer, locate and select the desired image file.
6. To embed the file, drag the file from Windows Explorer to the desired location in the WordPerfect document.

   or

6. To link the file, hold CTRL+SHIFT while you drag the file from Windows Explorer to the desired location in the WordPerfect document.
7. If desired, align the image.
8. If necessary, deselect the graphic image.
9. If desired, close Windows Explorer and maximize the WordPerfect window.

To set the size of a graphics box:

1. If necessary, deselect the graphics box.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Size.
5. As desired, in the Box Size dialog box, define the box width and height.
6. Choose OK.
7. If desired, deselect the graphics box.

To size a graphics box by dragging:

1. Select the graphics box.
2. Point to the desired sizing handle.
3. When the pointer becomes a double-headed sizing arrow, drag the box to the desired size.
4. If desired, deselect the graphics box.

To move a graphics box by dragging:

1. Select the graphics box.
2. Point to the center of the box.
3. When the pointer becomes a quadruple-headed moving arrow, drag the box to the desired location.
4. If desired, deselect the graphics box.

To define a graphics box border or fill:

1. If necessary, deselect the graphics box.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Border/Fill.
5. As desired, in the Box Border/Fill dialog box, make sure the Border tab is selected, and then, on the Border page, define a border.

6. As desired, select the Fill tab, and then, on the Fill page, define a fill.
7. Choose OK.
8. If desired, deselect the graphics box.

To specify text wrap for a graphics box:

1. If necessary, deselect the graphics box.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Wrap.
5. As necessary, in the Wrap Text dialog box, select the desired wrapping type and side(s) around which to wrap.
6. Choose OK.
7. If desired, deselect the graphics box.

To adjust the appearance of an image:

1. If necessary, deselect the graphics box containing the image.
2. Point to the center of the graphics box.
3. Right-click the mouse.
4. From the QuickMenu, choose Image Tools.
5. As desired, using the appropriate tool(s), adjust the image's appearance.
6. In the Image Tools dialog box, click the Close button.
7. If desired, deselect the graphics box.

To delete a graphics box:

Selection method
1. Select the graphics box.
2. Press DELETE

Reveal Codes method
1. If necessary, open the Reveal Codes window.
2. In the Reveal Codes window, place the insertion point immediately to the left of the box's code.
3. Press DELETE
4. If desired, close the Reveal Codes window.

16 *Self-Check Exercise*

1. Open **A:\Area attractions.wpd**.

2. At the top of the first paragraph (*Your convention registration...*), create an image box containing the image **A:\Star struck.bmp**. Set the box's width to 1" and its height to 2.5". Horizontally align the image box with the left column, and then change its wrap so that text contours on its largest side. Save the document as **H:\Doc\Area attractions 1.wpd**.

3. Near the middle of the first column, drag to proportionally increase the size of the knife and fork image box until the box's right border is even with the column's right margin guideline. Drag to move the image box directly below the *Disney-MGM Dining* heading, aligning the box's left border with the column's left margin guideline. Using the appropriate image tool, move the image so that it touches the top and right borders of its box.

4. In the second column, change the border of the *Orlando Dining* text box to Double (second row, seventh column) and add 10% Fill (first row, third column). Save the document.

5. On the third blank line below the *Orlando Dining* text box, create a text box containing the following boldfaced text:

    Next month's bulletin: Packing Tips

6. In the new text box, reformat the text to appear in 14 point centered type.

7. Below the new text box, use the shadow cursor to create another text box. Place the box between the right column's margin guidelines, and make the box approximately 1" in height. Inside the new text box, type **Send your registration NOW!!!**, and then format the text to appear in 18 point centered, boldfaced type. Save the document.

8. Deactivate the shadow cursor.

9. From Windows Explorer, drag the image **A:\Starz.bmp** to the right of the *Special Programs* heading at the top of the second column. Close Explorer and maximize WordPerfect. Set the width and the height of the new OLE 2.0 box to 1", and then save the document.

10. Delete the *Send your registration* text box at the bottom of the document, and then save and close the file.

Section

17

Creating Graphics in WordPerfect

- Working with Shapes
- Using TextArt
- Producing Charts

Section Skills and Their Importance

In the following section you will learn to:

- **Work with shapes**

  WordPerfect lets you add graphics shapes to your documents. Once you add shapes, you can modify and reformat them individually or in groups. You can save individual shapes and other types of images as separate graphics files so that you can use the images in other WordPerfect documents.

- **Use TextArt**

  A TextArt image can add impact to the appearance of a document. You can turn selected or new text into a TextArt image, and you can customize the appearance and characteristics of the image.

- **Produce charts**

  If you have Corel Presentations 8 installed, you can use its charting capabilities to present WordPerfect information graphically. You can type new information into a chart, or you can chart information that already exists in a table.

Working with Shapes

When you are working in WordPerfect, you can insert basic graphics shapes, such as rectangles, circles, and arrows, into your documents. This lets you quickly enhance the appearance of a document without having to work in a separate graphics program. If an inserted shape does not appear exactly as you prefer, you can modify its size, position, or appearance.

In WordPerfect, shapes are either *open* or *closed*. Open shapes, such as lines, have discrete beginning and ending points. Closed shapes, such as rectangles and circles, appear unbroken and, by default, contain a fill.

Inserting Shapes into a Document

To add a basic shape to a document, choose the desired option from the Insert menu's Shape submenu. Then, point to where you want the shape to begin and drag until the shape is the desired size. If you are creating a *polyline* or a *polygon*, each of which is a complex shape for which you can customize the number of angles and/or sides, you might need to click and then change the direction in which you are dragging several times while you are defining the shape. Table 17-1 describes WordPerfect's shape options.

Option	Description
Draw Line	Lets you draw an open straight line in any direction.
Polyline	Lets you draw an open line containing multiple angles.
Polygon	Lets you draw a closed shape containing multiple angles and sides.
Rectangle	Lets you draw a closed rectangle.
Rounded Rectangle	Lets you draw a closed rectangle with rounded angles.
Circle	Lets you draw a closed circle.
Ellipse	Lets you draw a closed ellipse.
Arrow	Lets you draw a closed arrow.

Table 17-1: *WordPerfect's Shape Options*

Depending on the type of shape you are drawing, you might want to use the SHIFT key to help you control its precision. To create an intermediate diagonal, a vertical, or a horizontal line, hold SHIFT as you draw the line. To create a square, hold Shift as you draw a rectangle.

METHOD

To insert a shape into a document:

1. From the Insert menu, choose Shape.
2. From the Shape submenu, choose the desired shape option.
3. Point to where you want the shape to begin.
4. As necessary, holding SHIFT if appropriate, drag until the shape is the desired size.
   or
4. As necessary, holding SHIFT if appropriate, drag to define the shape's first angle or side; then, click to change direction and drag to define the shape's next angle or side; then, as necessary, repeat clicking and dragging until the appropriate number of angles or sides are defined; and then, double-click to complete the shape.
5. If desired, deselect the shape.

EXERCISE

In the following exercise, you will insert shapes into a document.

1. Make sure you are working in a new blank document

2. Make sure the Ruler is displayed

3. From the Insert menu, choose Shape   *The Shape submenu appears.*

4. Choose Ellipse   *The pointer becomes a crosshair in the document window.*

5. On the document's top margin guideline, point to the position even with the 2" mark on the Ruler

6. Drag diagonally down about two inches to a position even with the 5" mark on the Ruler   *An ellipse is inserted into the document, and the ellipse is selected.*

7. Deselect the ellipse

8.	From the Insert menu, choose Shape	*The Shape submenu appears.*
9.	Choose Rectangle	*The pointer becomes a crosshair in the document window.*
10.	On the document's top margin guideline, point to the position even with the 3" mark on the Ruler	
11.	Drag diagonally down about four inches to a position even with the 5.5" mark on the Ruler	*A rectangle is inserted into the document, and the rectangle is selected.*
12.	Switch to Full Page view and examine the document	*The rectangle appears on top of the ellipse, and the rectangle remains selected.*

⌐ **END** ⌐

Modifying the Characteristics of a Shape

When you insert a shape into a document, WordPerfect places the shape in a graphics box. You can use many of the standard graphics box modification techniques to change the characteristics of the shape. WordPerfect lets you move or size a shape's graphics box by selecting the box and then dragging it to a new location or size. Alternatively, you can redefine the box's position, size, or text wrap by using the box's QuickMenu. In addition, through the QuickMenu's Order submenu, you can choose to move a shape so that it appears to sit on top of or beneath other shapes in the document. Table 17-2 describes WordPerfect's Order options.

Option	Description
To Front	Moves the selected shape so that it appears to sit on top of other shapes in the document.
To Back	Moves the selected shape so that it appears to sit beneath other shapes in the document.
Forward one	Moves the selected shape so that it appears to sit on top of the next lowest shape.
Back one	Moves the selected shape so that it appears to sit beneath the next highest shape.

Table 17-2: *WordPerfect's Order Options*

METHOD

To modify the characteristics of a shape:

Mouse method
1. If necessary, select the shape.
2. Point to the center of the shape, and then, when the pointer becomes a quadruple-headed moving arrow, drag the shape to the desired location.
   or
2. Point to the desired sizing handle and then, when the pointer becomes a double-headed sizing arrow, drag the shape to the desired size.
3. If desired, deselect the shape.

QuickMenu method
1. Point to the center of the shape.
2. Right-click the mouse.
3. From the QuickMenu, choose Position, Size, or Wrap, and then, in the option dialog box, define the desired setting(s) and choose OK.
   or
3. From the QuickMenu, choose Order, and then, from the Order submenu, choose the desired option.
4. If desired, deselect the shape.

EXERCISE

In the following exercise, you will modify the characteristics of shapes.

1.	Make sure the new document appears in Full Page view and the rectangle is selected	*The shapes appear near the top of the page.*
2.	Point to the center of the rectangle	*The pointer becomes a quadruple-headed moving arrow.*
3.	Drag the rectangle down so that it appears centered between the left and right margin guidelines and its bottom border is even with the bottom margin guideline	*The rectangle moves to a new position and remains selected.*
4.	Deselect the rectangle	
5.	Point to the center of the ellipse	
6.	Right-click the mouse	*The QuickMenu appears.*
7.	Choose Position	*The Box Position dialog box appears.*
8.	From the Vertical drop-down list, select Center of Margins	
9.	Choose OK	*The dialog box closes, and the ellipse moves down to the vertical center of the page. The ellipse remains selected.*

10.	Point to the sizing handle at the upper right corner of the ellipse's graphics box	*The pointer becomes a diagonal double-headed sizing arrow.*
11.	Drag diagonally up about an inch to a position even with the 6.5" mark on the Ruler	*The ellipse increases in size and remains selected.*
12.	Deselect the ellipse	
13.	Point to the center of the rectangle	
14.	Right-click the mouse	*The QuickMenu appears.*
15.	Choose Order	*The Order submenu appears.*
16.	Choose To Back	*The rectangle appears to move beneath the ellipse, and the rectangle remains selected.*
17.	Compare your document to Figure 17-1	

┌ **END** ┐
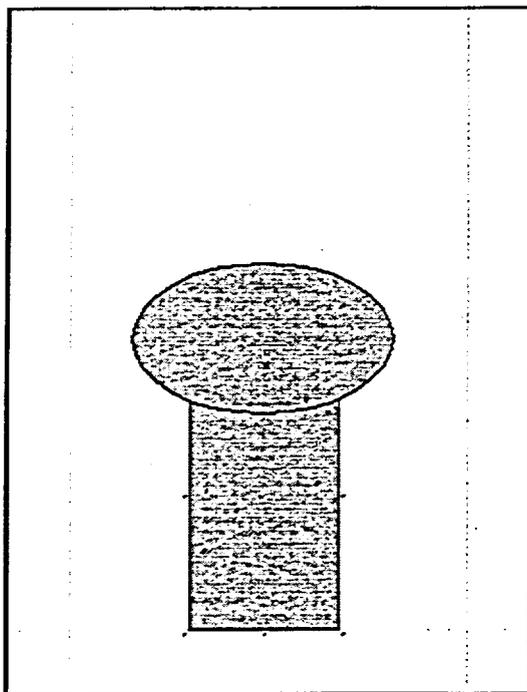
Figure 17-1: *Revised Document—Modifying the Characteristics of Shapes Exercise*

Changing the Appearance of a Shape

After you create a shape, you might want to change components of its appearance, such as its fill color(s) and pattern. You can modify the appearance of a selected shape by applying the appropriate Property Bar options. Figure 17-2 shows the Drawing Solid Shape Property Bar, which appears when you are working with a closed shape such as an ellipse or a rectangle, and Table 17-3 describes the bar's appearance options.
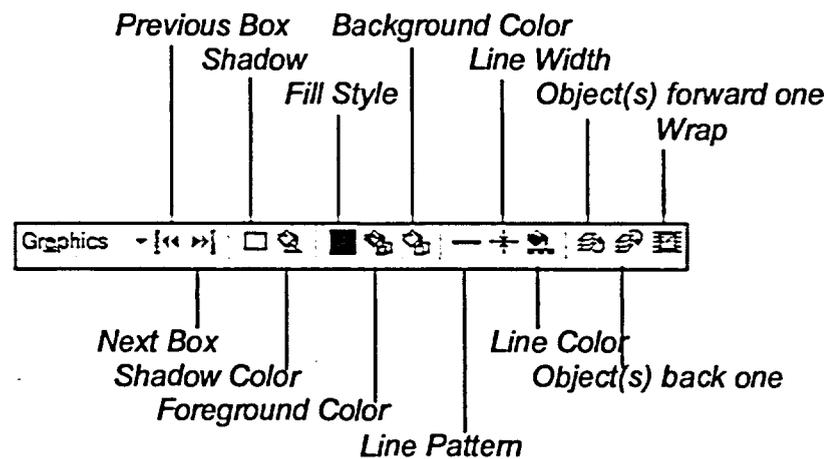
Figure 17-2: *The Drawing Solid Shape Property Bar*

Option(s)	Description
Graphics	Lets you access the Graphics menu, which offers graphics positioning options.
Previous Box, Next Box	Let you edit the previous or next graphics box.
Shadow, Shadow Color	Let you define a shadow for the shape.
Fill Style, Foreground Color, Background Color	Let you change the shape's fill style and its foreground and background fill colors.
Line Pattern, Line Width, Line Color	Let you change the shape's outline appearance.

Table 17-3: *Drawing Solid Shape Property Bar Appearance Options*

METHOD

To change the appearance of a shape:

1. If necessary, select the shape.
2. On the Property Bar, click the desired button.
3. As necessary, in the appropriate menu, palette, or dialog box, choose, select, and/or define the desired options.
4. If desired, deselect the shape.

EXERCISE

In the following exercise, you will change the appearance of shapes.

1.	Make sure the new document appears in Full Page view and the rectangle is selected	
2.	On the Property Bar, click the Line Width button	*The Line Width palette appears.*
3.	Select thick (first row, second column)	*The palette closes, and the rectangle's outline becomes thick.*
4.	Select the ellipse	*The rectangle is deselected.*
5.	On the Property Bar, click the Foreground Color button	*The Foreground Color palette appears.*
6.	Select blue (second row, third column)	*The palette closes, and the ellipse's fill becomes blue.*
7.	On the Property Bar, click the Fill Style button	*The Fill Style palette appears.*
8.	Select the wave design (fourth row, first column)	*The palette closes, and the ellipse's fill becomes wavy in appearance.*
9.	On the Property Bar, click the Background Color button	*The Background Color palette appears.*
10.	Select light blue (third row, fourth column)	*The palette closes, and the background of the ellipse's fill becomes light blue.*

END

Grouping and Separating Shapes

Once you create and format multiple shapes in a document, you might want to *group* them. Grouping combines selected multiple shapes into a single set that you can select only in its entirety. This helps ensure that shapes retain their relative positions when you resize or move the group and also lets you make quick formatting changes to all shapes that are included in the group.

If you decide you need to work with an individual shape that is contained in a group, you can *separate* the shapes. Separating reestablishes each grouped shape as an individual entity.

METHOD

To select multiple shapes:

1. If necessary, select the first shape.
2. Hold **SHIFT** while you select the next shape.
3. As required, repeat step 2 until all desired shapes are selected.

To group shapes:

1. If necessary, select the desired shapes.
2. On the Property Bar, click the Graphics button.
3. From the Graphics menu, choose Group.
4. If desired, deselect the group.

To deselect a group:

1. In the document, point anywhere outside the group.
2. Click the mouse.

To select a group:

1. Point to any shape in the group.
2. Click the mouse.

To separate grouped shapes:

1. If necessary, select the group.
2. On the Property Bar, click the Graphics button.
3. From the Graphics menu, choose Separate.
4. If desired, deselect the selected shapes.

EXERCISE

In the following exercise, you will group and separate shapes.

1.	Make sure the new document appears in Full Page view and the ellipse is selected	
2.	Hold **SHIFT** while you select the rectangle	*The ellipse and the rectangle are both selected.*
3.	On the Property Bar, click the Graphics button	*The Graphics menu appears.*
4.	Choose Group	*The shapes are grouped, and the group is selected.*
5.	In the document, point anywhere outside the group	
6.	Click the mouse	*The group is deselected.*
7.	Point to the ellipse	
8.	Click the mouse	*The group is selected.*
9.	Drag the group up so that its top border is even with the top margin guideline	*The shapes in the group retain their positions relative to each other, and the group remains selected.*
10.	On the Property Bar, click the Graphics button	*The Graphics menu appears.*
11.	Choose Separate	*The shapes are separated into separate entities, and the shapes are selected.*
12.	Deselect the shapes	
13.	Select the ellipse	*The rectangle remains unselected.*

END

Saving an Image as a Graphics File

Instead of or in addition to saving a shape or another type of image as part of its WordPerfect document, you can save the image as a separate graphics file. Depending on the type of image with which you are working, you can save a single component or an entire complex image as a graphic. For example, WordPerfect lets you save an individual shape as a separate graphics file but does not let you save a group of shapes that way.

Once you save an image as a graphics file, you can use standard techniques to insert the image into graphics boxes in other WordPerfect documents. By default, WordPerfect assigns a .wpg file extension to a new graphics file and stores the file in the Corel\Suite8\Graphics\ClipArt folder.

METHOD

To save an image as a graphics file:

1. If necessary, select the image.
2. From the File menu, choose Save As.
3. If necessary, in the Save dialog box, select the Selected Image option button.
4. Choose OK.
5. If necessary, in the Save Image As window, in the Save in list box, display the desired folder.
6. As necessary, in the File name combo box, delete the current text and type the desired filename with a .wpg extension.
7. Choose Save.

EXERCISE

In the following exercise, you will save an image as a graphics file.

1. Make sure the new document appears in Full Page view and the ellipse is selected

2. From the File menu, choose Save As   *The Save dialog box appears.*

3. If necessary, select the Selected Image option button

4. Choose OK

The dialog box closes, and the Save Image As window appears.

5. In the Save in list box, display the **H:\Doc** folder

6. In the File name combo box, delete the current text and type **Wavy ellipse.wpg**

7. Choose Save

The window closes, and the ellipse is saved as a graphics file.

8. Deselect the ellipse, and then save the document as **H:\Doc\My shapes.wpd** and close the file

┌ *END* ┐

Using TextArt

Corel's *TextArt* feature lets you create a graphic image by adding special effects to WordPerfect text. You might use a TextArt image to draw attention to a brochure or a flyer or to create a corporate logo. Once you create a TextArt image, you can edit the appearance of its text, and you can save the image as a graphics file.

Creating a TextArt Image

To create a TextArt image in a WordPerfect document, position the insertion point at the appropriate location or select the desired text, as necessary, and then choose TextArt from the Insert menu's Graphics submenu. This opens the Corel TextArt 8.0 dialog box, shown in Figure 17-3.
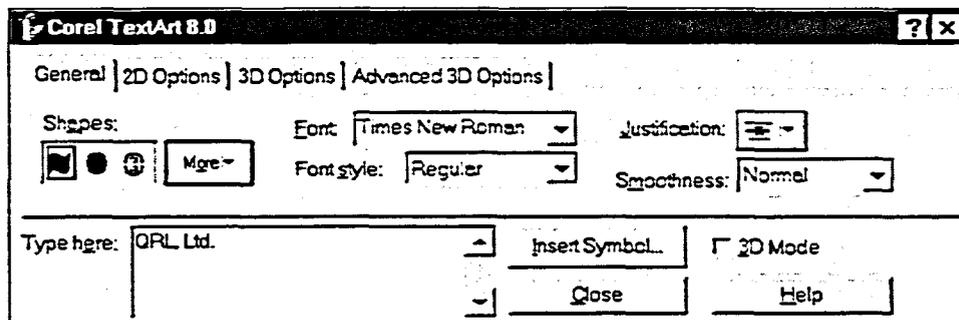
Figure 17-3: *The Corel TextArt 8.0 Dialog Box*

If you want to insert new text as a TextArt image, you can type the text into the Type here box on the General page of the Corel TextArt 8.0 dialog box. You can also define multiple TextArt characteristics, such as the font you want to use for the image, the shape in which you want the image's text to appear, and two and three dimensional image appearance options, on the appropriate pages in the dialog box. Figure 17-4 shows a selected TextArt image in a document.
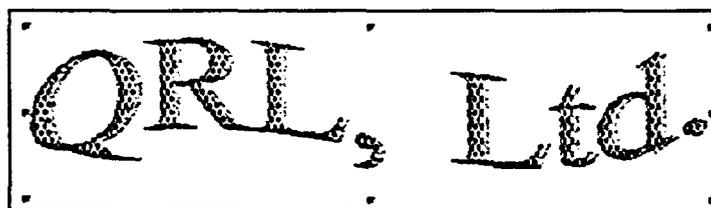
Figure 17-4: *A Selected TextArt Image in a Document*

METHOD

To create a TextArt image:

1. If necessary, in the document, position the insertion point where you want the image to appear.
   or
1. If necessary, in the document, select the image text.
2. From the Insert menu, choose Graphics.
3. From the Graphics submenu, choose TextArt.
4. As necessary, in the Corel TextArt 8.0 dialog box, on the appropriate page(s), type, define, and/or select the desired text and/or options.
5. Choose Close.
6. If desired, deselect the image.

EXERCISE

In the following exercise, you will create a TextArt image.

1.	Make sure you are working in a new blank document	
2.	From the Insert menu, choose Graphics	*The Graphics submenu appears.*
3.	Choose TextArt	*The General page of the Corel TextArt 8.0 dialog box appears.*
4.	In the Type here box, delete the current text and type **QRL, Ltd.**	*The TextArt text appears in the document.*
5.	If necessary, from the Font drop-down list, select Times New Roman	*The TextArt text appears in the Times New Roman font.*
6.	In the Shapes area, click the More button	*The More palette appears.*
7.	Select the wavy shape at the far right of the first row	*The palette closes, and the TextArt text appears in the selected shape.*
8.	Choose Close	*The dialog box closes, and the TextArt image is selected.*

Editing the Appearance of TextArt Image Text

When a TextArt image is inserted into a WordPerfect document, the image is placed in an OLE 2.0 box. You can modify the box's characteristics by using standard graphics box modification techniques. If you want to edit the appearance of the image's text, however, you can do so by choosing Edit from the QuickMenu's Corel TextArt 8 Document Object submenu. This reopens the Corel TextArt 8.0 dialog box, in which you can redefine any desired options. Once a TextArt image appears as you prefer, you can save the image as a separate graphics file by applying standard image saving techniques.

☐ METHOD ☐

To edit the appearance of TextArt image text:

1. Point to the center of the image.
2. Right-click the mouse.
3. From the QuickMenu, choose Corel TextArt 8 Document Object.
4. From the Corel TextArt 8 Document Object submenu, choose Edit.
5. As necessary, in the Corel TextArt 8.0 dialog box, on the appropriate page(s), redefine the desired text and/or options.
6. Choose Close.
7. If desired, deselect the image.

┌── EXERCISE ─────────────────────────────────┐

In the following exercise, you will edit the appearance of TextArt image text, and then you will save the TextArt image as a graphics file.

1.	In the new document, point to the center of the TextArt image	
2.	Right-click the mouse	*The QuickMenu appears.*
3.	Choose Corel TextArt 8 Document Object	*The Corel TextArt 8 Document Object submenu appears.*
4.	Choose Edit	*The General page of the Corel TextArt 8.0 dialog box appears.*

5.	In the Shapes area, click the More button	*The More palette appears.*
6.	Select the first shape in the third row	*The palette closes, and the TextArt appears in the selected shape.*
7.	Choose Close	*The dialog box closes, and the TextArt image is selected.*
8.	From the File menu, choose Save As	*The Save dialog box appears.*
9.	If necessary, select the Selected Image option button	
10.	Choose OK	*The dialog box closes, and the Save Image As window appears.*
11.	If necessary, in the Save in list box, display the **H:\Doc** folder	
12.	In the File name combo box, delete the current text and type **My TextArt.wpg**	
13.	Choose Save	*The window closes, and the TextArt image is saved as a graphics file.*
14.	Close the document without saving it	

```
┌ END ┐
```

Producing Charts

By using Corel Presentations 8's charting capabilities while you are working in WordPerfect, you can produce *charts* that graphically display new or existing numeric information in a WordPerfect document. Presentations gives you the ability to chart numeric data in a customizable format of your choosing, allowing you to enhance the value of reports and other documents.

Identifying Chart Types and Components

By default, Presentations lets you create nine types of data charts while you are working in WordPerfect. You can further customize the appearance of a chart by applying formatting options that are appropriate for the chart type you select. Table 17-4 shows examples and descriptions of the data chart types.

Type	Description
Area	Used for plotting information about items over a time period. Lets data analysts identify broad trends and changes.
Bar	Used for displaying information about items as sets of bars. Lets data analysts compare data and identify trends.
Bubble	Used for displaying three dimensional data on two axes. Lets data analysts compare sets of values.
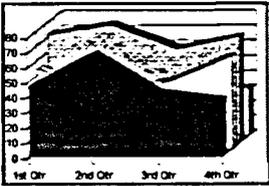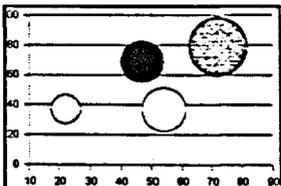
Type	Description
High/Low	Used for identifying high and low values during a time period. Lets data analysts compare values over time.
Line	Used for plotting information about items over a time period. Lets data analysts identify broad trends and changes.
Pie	Used for showing portions or percentages of a whole. Lets data analysts compare relationships among items.
Radar	Used for showing relationships among multiple data series over a time period. Lets data analysts identify variations and trends.
Surface	Used for displaying data in a geographical landscape format. Lets data analysts identify variations and trends.
XY (Scatter)	Used to show the intersections of data value pairs. Lets data analysts identify trends over uneven time or measurement intervals.
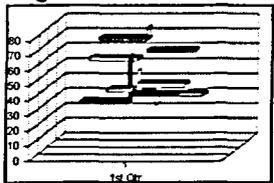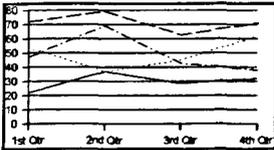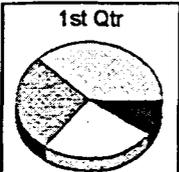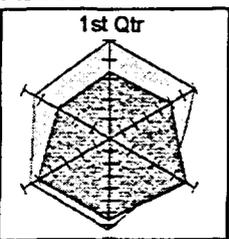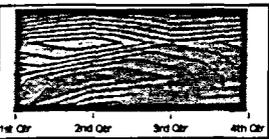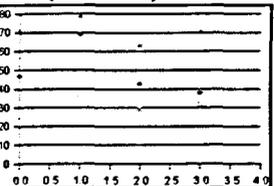
Table 17-4: *Examples and Descriptions of Data Chart Types*

The best chart type to use for any particular data depends on the type of information you are charting and the needs of your audience. For example, to chart quarterly sales figures for several different branch offices of a business, a bar chart might be the best choice. Since you can set up bar charts to track the performance of multiple items (such as branch offices) during specific time periods (such as quarters), this type of chart allows you to easily compare individual performances and identify trends.
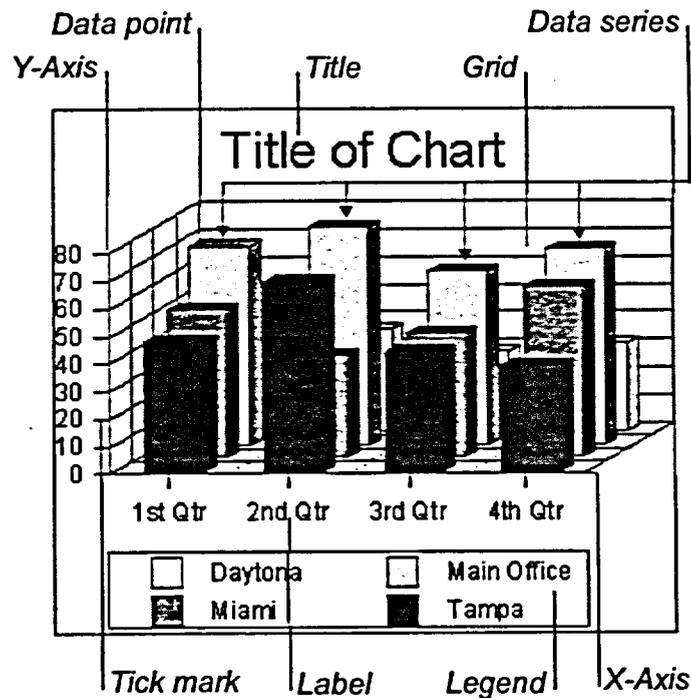
Figure 17-5: *Chart Components in a Vertical Bar Chart*

To add and label chart data and to customize chart formatting, you must be able to identify the components of a chart. Figure 17-5 shows chart components in a vertical bar chart. You will work with the same components when you create other types of charts.

Creating a Chart Containing New Data

To create a chart containing new data, place the insertion point at the desired position in your document, if necessary, and then choose Chart from the Insert menu's Graphics submenu. This starts Presentations, which opens the *Data Chart Editor* containing a chart with sample data and a *Datasheet* in your WordPerfect document.

Figure 17-6 shows the Data Chart Editor and the Datasheet as they appear when you open them in a WordPerfect document. Depending on your display, the Datasheet might overlap the Data Chart Editor when you open them. If this occurs, you can drag the Datasheet to a less obtrusive position in your document window.
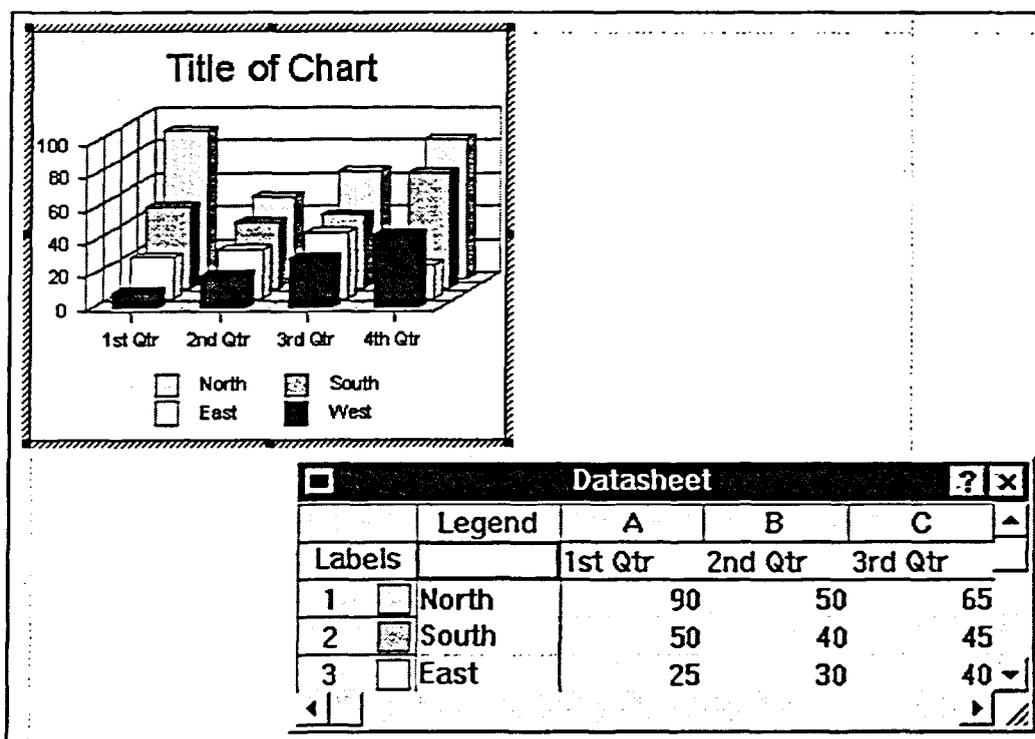
Figure 17-6: *The Data Chart Editor and the Datasheet*

The Datasheet resembles a WordPerfect table—it is laid out in a row/column format, with a letter and number address identifying each data cell. The legend and label cells, however, are identified by a name (Legend or Labels) and number address. You chart new information by deleting extraneous sample data from the Datasheet and then entering your own legends, labels, and values. By default, Presentations automatically updates the chart to reflect changes you make in the Datasheet.

When Presentations opens the Data Chart Editor and the Datasheet, it displays the OLE Data Chart Toolbar and appropriate Property Bar buttons and menu options. As you perform different charting functions, the available options change as necessary to accommodate the current operation.

Once you create a chart, you can close the Presentations Data Chart Editor, Datasheet, and program options by clicking anywhere in the document outside the Data Chart Editor and the Datasheet. Doing this returns you to your WordPerfect document and reactivates the standard WordPerfect program options. The new chart appears in your document in an OLE 2.0 box, which you can modify by using standard graphics box modification techniques.

METHOD

To create a chart containing new data:

1. If necessary, in the document, place the insertion point where you want the chart to appear.
2. From the Insert menu, choose Graphics.
3. From the Graphics submenu, choose Chart.
4. If the Range Highlighter dialog box appears, close it.
5. As necessary, in the Datasheet, drag to select the desired cells, and then press **DELETE** to delete specific sample legends, labels, and/or data.
   or
5. As necessary, in the Datasheet, click the blank button at the top left intersection to select all cells, and then press **DELETE** to delete all sample legends, labels, and data.
6. If necessary, in the Clear dialog box, select the Data option button.
7. Choose OK.
8. As necessary, in the appropriate adjoining cells in the Datasheet, type the new legends, labels, and data.
9. If desired, return to the WordPerfect document.

To type information into a Datasheet cell:

1. As desired, point to a cell, and then click the mouse to select the cell.
   or
1. As desired, press **TAB** to select the cell to the right of the current cell.
2. Type the information.

To return to the WordPerfect document from Presentations:

1. In the document, point anywhere outside the Data Chart Editor and the Datasheet.
2. Click the mouse.

EXERCISE

In the following exercise, you will create a chart containing new data.

1.	Make sure you are working in a new blank document	
2.	From the Insert menu, choose Graphics	*The Graphics submenu appears.*
3.	Choose Chart	*The Data Chart Editor and the Datasheet open, displaying sample information, and Presentations program options appear.*
4.	If the Range Highlighter dialog box appears, close it	
5.	In the Datasheet, drag to select cells Legend1 through D4	
6.	Press **DELETE**	*The Clear dialog box appears.*
7.	If necessary, select the Data option button	
8.	Choose OK	*The dialog box closes, and the selected information is deleted from the Datasheet and from the chart.*
9.	If necessary, scroll to the left and up in the Datasheet, and then point to cell Legend1	
10.	Click the mouse	*Cell Legend1 is selected.*
11.	Type **Daytona**	*Daytona is entered into cell Legend1.*
12.	Press **TAB**	*Cell A1 is selected.*

---

13. Using Figure 17-7 as a guide, type the remaining legend information and data into the Datasheet	*The chart is updated as you move from cell to cell.*
14. In the document, point anywhere outside the Data Chart Editor and the Datasheet	
15. Click the mouse	*The Data Chart Editor and the Datasheet close, and WordPerfect program options reappear. The chart's OLE 2.0 box is selected in the document.*

┌ *END* ┐
└───┘

	Legend	A	B	C	D	
Labels		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Daytona	22	37	29	32	
2	Main Office	72	79	63	71	
3	Miami	54	37	45	62	
4	Tampa	47	69	43	38	

Figure 17-7: *Datasheet Information—Creating a Chart Containing New Data Exercise*

Editing a Chart

You can edit the contents or formatting of virtually any component of a chart. For example, you can replace WordPerfect's generic chart title with one of your own, or you can change the formatting of label or legend text.

To edit a chart, reopen the Data Chart Editor by double-clicking the OLE 2.0 box containing the chart. Then, if necessary, select the appropriate chart component, and define the desired option(s) through the OLE Data Chart Toolbar, the Property Bar, or the appropriate Presentations menu. Specific options that are available and the effect of available options depend on the chart component you are editing. If you select and reformat a single line of legend text, for example, WordPerfect automatically applies the formatting changes to all text in the legend.

Once you finish editing a chart, you can save it as a separate graphics file or as a part of its document. You save a chart as a graphics file by following the same process you use to save other types of graphic images as a separate file. When you save a chart as a graphics file, the chart in the graphics file becomes disassociated from its Datasheet.

METHOD

To reopen a chart in the Data Chart Editor:

1. Point to the center of the OLE 2.0 box containing the chart.
2. Double-click the mouse.

To edit a chart:

1. If necessary, open the chart in the Data Chart Editor.
2. If necessary, in the chart, select the component you want to edit, and from the appropriate menu, choose the desired option; then, define the desired changes, and if necessary, close the dialog box.

   or

2. If necessary, in the chart, select the component you want to edit, and on the OLE Data Chart Toolbar or the Property Bar, click the appropriate button; then, define the desired changes, and if necessary, close the dialog box.

To select a component of a chart:

1. If necessary, open the chart in the Data Chart Editor.
2. Point to the desired component.
3. Click the mouse.

EXERCISE

In the following exercise, you will edit a chart, and then you will save the chart as a graphics file.

1.	Point to the center of the OLE 2.0 box containing the chart	
2.	Double-click the mouse	*The chart reopens in the Data Chart Editor, the chart's Datasheet reopens, and Presentations program options appear.*
3.	From the Chart menu, select Title	*The Title Properties dialog box appears.*
4.	In the Display chart title text box, type **New Customers**	
5.	Choose OK	*The dialog box closes, and the new title appears in the chart.*
6.	In the chart, point to the legend text **Miami**	
7.	Click the mouse	*The legend text Miami is selected.*
8.	On the Property Bar, click the Bold button	*All text in the legend appears in boldface.*
9.	In the document, point anywhere outside the Data Chart Editor and the Datasheet	
10.	Click the mouse	*The Data Chart Editor and the Datasheet close, and WordPerfect program options reappear. The chart is selected in the document.*

11.	From the File menu, choose Save As	*The Save dialog box appears.*
12.	If necessary, select the Selected Image option button	
13.	Choose OK	*The dialog box closes, and the Save Image As window appears.*
14.	If necessary, in the Save in list box, display the **H:\Doc** folder	
15.	In the File name combo box, delete the current text and type **New customers.wpg**	
16.	Choose Save	*The window closes, and the chart is saved as a graphics file.*
17.	Close the document without saving it	

┌─ *END* ─┐
└─────────┘

Charting Existing Table Data

In addition to charting new data, you can chart data that already exists in a
WordPerfect table. To do this, if necessary, open the document containing the
table. Then, place the insertion point in the table and activate the Presentations
data charting feature. Instead of opening a Datasheet, Presentations
automatically inserts a bar chart based on the table data below the table in the
document.

Once the chart is created, you might want to change the chart type if you feel a
different type of chart would present your data more effectively. Figure 17-8
shows an overlap style three-dimensional line chart illustrating the
information contained in the WordPerfect table above it.

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Daytona	929,052	1,293,472	1,154,052	1,427,039
Main Office	3,036,067	5,072,918	4,232,516	6,377,219
Miami	1,395,729	1,632,305	2,345,003	2,443,029
Tampa	1,205,323	1,218,571	1,462,942	1,468,018
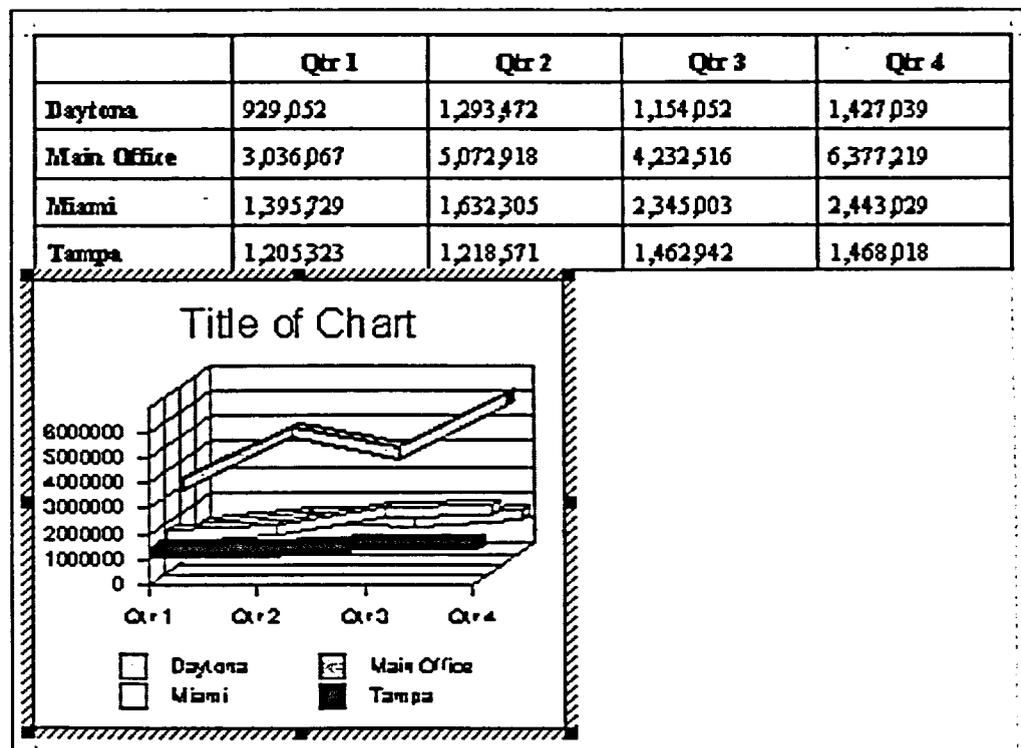
Figure 17-8: *A Three-Dimensional Line Chart Illustrating Table Information*

When you are setting up a table that you plan to chart, keep in mind the
structure that Presentations uses for a Datasheet. Design your table in a similar
manner, placing labels across the top row of cells and legend information
down the leftmost column. Setting up your table in this way helps ensure that
you will be able to successfully chart its data.

METHOD

To chart existing table data:

1. If necessary, open the document containing the table.
2. If necessary, place the insertion point in the table.
3. From the Insert menu, choose Graphics.
4. From the Graphics submenu, choose Chart.
5. If desired, in the Data Chart Editor, change the chart type.
6. As desired, edit the chart.

To change the chart type:

1. If necessary, open the chart in the Data Chart Editor.
2. From the Chart menu, choose Layout/Type.
   or
2. On the OLE Data Chart Toolbar, click the Layout button.
3. In the Layout/Type Properties dialog box, from the Chart type drop-down list, select the desired chart type.
4. As desired, select or define any preferred style and/or appearance options.
5. Choose OK.

EXERCISE

In the following exercise, you will chart existing table data.

1.	Open **A:\Previous year's sales.wpd**	*The document contains a table, and the insertion point is placed in cell A1.*
2.	From the Insert menu, choose Graphics	*The Graphics submenu appears.*
3.	Choose Chart	*The Data Chart Editor opens, displaying a bar chart based on information in the table, and Presentations program options appear.*
4.	From the Chart menu, choose Layout/Type	*The Layout/Type Properties dialog box appears.*

5.	From the Chart type drop-down list, select Line	*Sample three-dimensional line charts appear in the Style area.*
6.	Choose OK	*The dialog box closes, and WordPerfect changes the chart to an overlap style three-dimensional line chart.*
7.	Using the Title Properties dialog box, change the chart's title to **Last Year's Sales**, and then close the dialog box	
8.	In the document, point anywhere outside the Data Chart Editor	
9.	Click the mouse	*The Data Chart Editor closes, and WordPerfect program options reappear. The chart is selected in the document.*
10.	Deselect the chart	
11.	Save the document as **H:\Doc\Previous year's sales 1.wpd** and then close the file	

┌─ **END** ─┐
└──────────┘

To insert a shape into a document:

1. From the Insert menu, choose Shape.
2. From the Shape submenu, choose the desired shape option.
3. Point to where you want the shape to begin.
4. As necessary, holding SHIFT if appropriate, drag until the shape is the desired size.

   or

4. As necessary, holding SHIFT if appropriate, drag to define the shape's first angle or side; then, click to change direction and drag to define the shape's next angle or side; then, as necessary, repeat clicking and dragging until the appropriate number of angles or sides are defined; and then, double-click to complete the shape.
5. If desired, deselect the shape.

To modify the characteristics of a shape:

Mouse method
1. If necessary, select the shape.
2. Point to the center of the shape, and then, when the pointer becomes a quadruple-headed moving arrow, drag the shape to the desired location.

   or

2. Point to the desired sizing handle and then, when the pointer becomes a double-headed sizing arrow, drag the shape to the desired size.
3. If desired, deselect the shape.

QuickMenu method
1. Point to the center of the shape.
2. Right-click the mouse.
3. From the QuickMenu, choose Position, Size, or Wrap, and then, in the option dialog box, define the desired setting(s) and choose OK.

   or

3. From the QuickMenu, choose Order, and then, from the Order submenu, choose the desired option.
4. If desired, deselect the shape.

To change the appearance of a shape:

1. If necessary, select the shape.
2. On the Property Bar, click the desired button.
3. As necessary, in the appropriate menu, palette, or dialog box, choose, select, and/or define the desired options.
4. If desired, deselect the shape.

To select multiple shapes:

1. If necessary, select the first shape.
2. Hold SHIFT while you select the next shape.
3. As required, repeat step 2 until all desired shapes are selected.

To group shapes:

1. If necessary, select the desired shapes.
2. On the Property Bar, click the Graphics button.
3. From the Graphics menu, choose Group.
4. If desired, deselect the group.

To deselect a group:

1. In the document, point anywhere outside the group.
2. Click the mouse.

To select a group:

1. Point to any shape in the group.
2. Click the mouse.

To separate grouped shapes:

1. If necessary, select the group.
2. On the Property Bar, click the Graphics button.
3. From the Graphics menu, choose Separate.
4. If desired, deselect the selected shapes.

To save an image as a graphics file:

1. If necessary, select the image.
2. From the File menu, choose Save As.
3. If necessary, in the Save dialog box, select the Selected Image option button.
4. Choose OK.
5. If necessary, in the Save Image As window, in the Save in list box, display the desired folder.
6. As necessary, in the File name combo box, delete the current text and type the desired filename with a .wpg extension.
7. Choose Save.

To create a TextArt image:

1. If necessary, in the document, position the insertion point where you want the image to appear.
   or
1. If necessary, in the document, select the image text.
2. From the Insert menu, choose Graphics.
3. From the Graphics submenu, choose TextArt.

4. As necessary, in the Corel TextArt 8.0 dialog box, on the appropriate page(s), type, define, and/or select the desired text and/or options.
5. Choose Close.
6. If desired, deselect the image.

To edit the appearance of TextArt image text:

1. Point to the center of the image.
2. Right-click the mouse.
3. From the QuickMenu, choose Corel TextArt 8 Document Object.
4. From the Corel TextArt 8 Document Object submenu, choose Edit.
5. As necessary, in the Corel TextArt 8.0 dialog box, on the appropriate page(s), redefine the desired text and/or options.
6. Choose Close.
7. If desired, deselect the image.

To create a chart containing new data:

1. If necessary, in the document, place the insertion point where you want the chart to appear.
2. From the Insert menu, choose Graphics.
3. From the Graphics submenu, choose Chart.
4. If the Range Highlighter dialog box appears, close it.
5. As necessary, in the Datasheet, drag to select the desired cells, and then press DELETE to delete specific sample legends, labels, and/or data.
   or
5. As necessary, in the Datasheet, click the blank button at the top left intersection to select all cells, and then press DELETE to delete all sample legends, labels, and data.

6. If necessary, in the Clear dialog box, select the Data option button.
7. Choose OK.
8. As necessary, in the appropriate adjoining cells in the Datasheet, type the new legends, labels, and data.
9. If desired, return to the WordPerfect document.

To type information into a Datasheet cell:

1. As desired, point to a cell, and then click the mouse to select the cell.
   or
1. As desired, press TAB to select the cell to the right of the current cell.
2. Type the information.

To return to the WordPerfect document from Presentations:

1. In the document, point anywhere outside the Data Chart Editor and the Datasheet.
2. Click the mouse.

To reopen a chart in the Data Chart Editor:

1. Point to the center of the OLE 2.0 box containing the chart.
2. Double-click the mouse.

To edit a chart:

1. If necessary, open the chart in the Data Chart Editor.
2. If necessary, in the chart, select the component you want to edit, and from the appropriate menu, choose the desired option; then, define the desired changes, and if necessary, close the dialog box.
   or
2. If necessary, in the chart, select the component you want to edit, and on the OLE Data Chart Toolbar or the Property Bar, click the appropriate button; then, define the desired changes, and if necessary, close the dialog box.

To select a component of a chart:

1. If necessary, open the chart in the Data Chart Editor.
2. Point to the desired component.
3. Click the mouse.

To chart existing table data:

1. If necessary, open the document containing the table.
2. If necessary, place the insertion point in the table.
3. From the Insert menu, choose Graphics.
4. From the Graphics submenu, choose Chart.
5. If desired, in the Data Chart Editor, change the chart type.
6. As desired, edit the chart.

To change the chart type:

1. If necessary, open the chart in the Data Chart Editor.
2. From the Chart menu, choose Layout/Type.
   or
2. On the OLE Data Chart Toolbar, click the Layout button.

3. In the Layout/Type Properties dialog box, from the Chart type drop-down list, select the desired chart type.

4. As desired, select or define any preferred style and/or appearance options.
5. Choose OK.

17 *Self-Check Exercise*

1. In a new blank document, insert a two inch wide by one inch high rectangle. Position the upper left corner of the rectangle about two inches below the top margin guideline even with the 1.5" mark on the Ruler. Then, add an identical rectangle about an inch below the first.

2. Using the QuickMenu, decrease the size of the original rectangle so that it measures one inch wide by one half inch high. Then, using the mouse method, move the smaller rectangle to the top left of the larger as shown in Figure 17-9.

Figure 17-9: *Rectangle Alignment—Self-Check Exercise*

3. Change the foreground fill color of both rectangles to olive green (fourth row, first column). Then, change the smaller rectangle's fill style to small triangles (third row, first column) and the larger rectangle's fill style to left/right diagonal lines (third row, fifth column).

4. Group the rectangles, and then enlarge the grouped shapes by dragging the group's center right sizing handle an inch to the right.

5. Separate the grouped shapes.

6. In the **H:\Doc** folder, save the larger rectangle as the separate graphics file **My rectangle.wpg**. Then, save the document as **Two rectangles.wpd** and close it.

7. In a new blank document, insert a TextArt image of your name, formatting the text as you desire.

8. Edit the appearance of the TextArt image text so that it appears in a different font, font style, and shape.

9. In the **H:\Doc** folder, save the TextArt image as the graphics file **My name.wpg**, and then close the document without saving it.

10. In a new blank document, create a vertical bar chart displaying the new legends, labels, and data shown in Figure 17-10.

□		Datasheet				?	×
	Legend	A	B	C	D	▲	
Labels		Spring	Summer	Fall	Winter		
1	□ Level 1	427	219	693	481		
2	⊠ Level 2	285	172	554	411		
3	□ Level 3	102	98	291	205	▼	
◄						►	

Figure 17-10: *Chart Information—Self-Check Exercise*

11. Return to the WordPerfect document from Presentations.

12. Reopen the chart in the Data Chart Editor. Then, change the chart's title to **Number of Students**, and change the legend text to italicized type.

13. In the **H:\Doc** folder, save the chart as the separate graphics file **Number of students.wpg**. Then, close the document without saving it.

14. Open the document **A:\Head counts.wpd**, and then chart the data in the table contained in the document.

15. Add the title **Students per Instructor** to the chart. Then, change the chart to an overlap style three-dimensional line chart.

16. Return to the WordPerfect document. Then, in the **H:\Doc** folder, save the document as **Head counts 1.wpd**, and close the file.

17. Exit from WordPerfect.
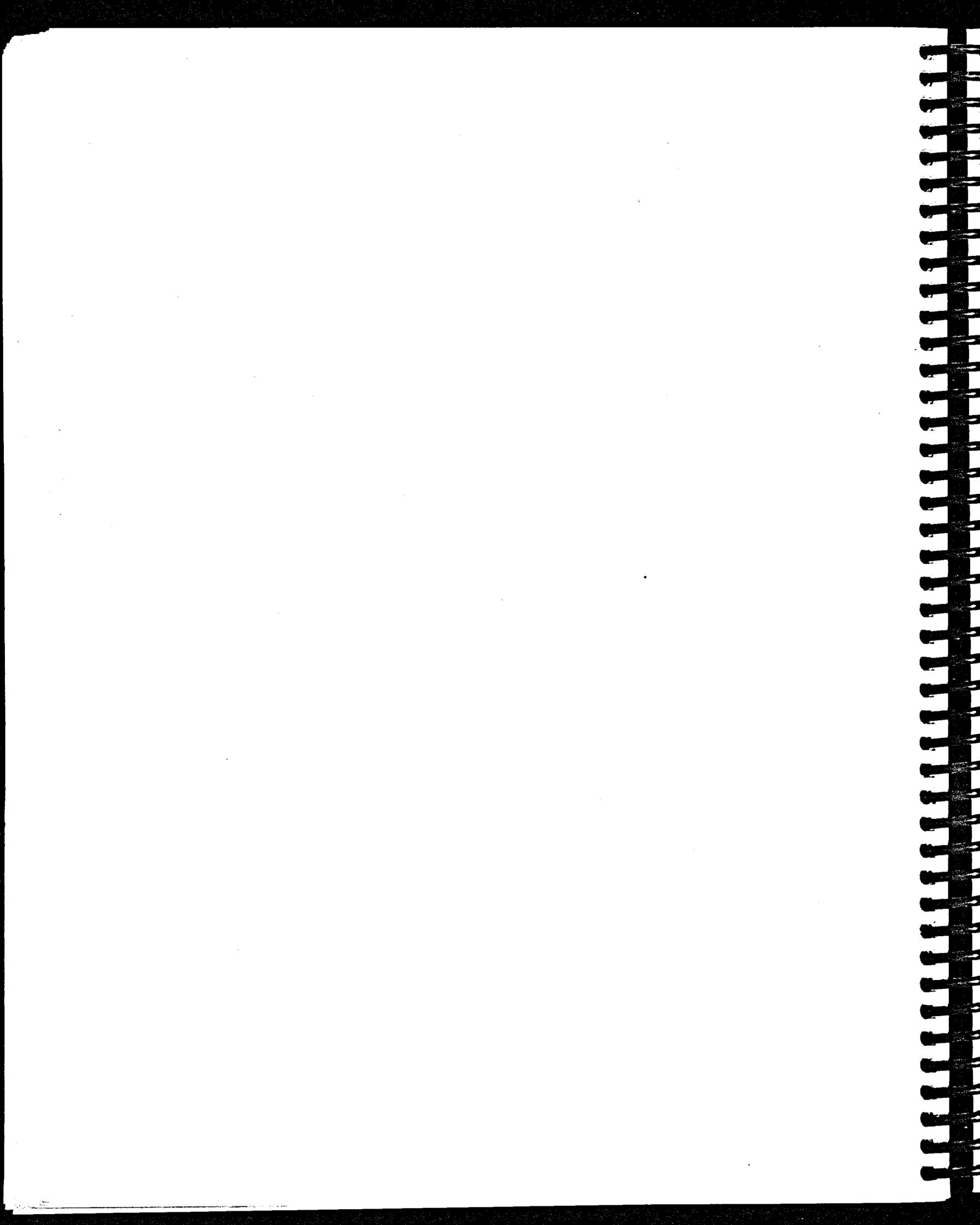
Glossary

address The Organizer section that helps you list and sort the addresses and phone numbers of your business and personal contacts.

anchoring The attachment of a graphics box to a character, a paragraph, or a page.

Application Bar The bar at the bottom of the document window that displays program, printer, and document status information and provides quick assess to features relating to its display.

archive In CorelVersions, to save different versions of a file under the same name.

ascending order Numerical, alphabetical, or chronological order.

associate In a merge, to link a data file with a form document.

automatic character style A paired style that is used to format text characters within a paragraph. WordPerfect automatically updates the style whenever a formatting change is made to affected text.

automatic paragraph style A paired style that is used to format titles, headings, or paragraphs. WordPerfect automatically updates the style whenever a formatting change is made to any affected text.

balanced newspaper columns Newspaper columns in which the text in each column appears equal in length on every page.

block protect To keep selected text or other data together on a single page.

bold The font attribute that makes text appear darker than normal.

bookmark A reference point that lets users quickly navigate to a specific location in a document or a web page.

borders In a table, the lines around a cell or a group of cells.

button On the Toolbar or Property Bar, an icon that activates a command or displays a drop-down list or palette when clicked.

cascade To display open document windows on the screen so that the windows overlap, showing the title bar and left edge of each window.

cell In a table, the box at the intersection of a row and a column into which text or data can be entered.

cell address The letter and number that identify a cell's location within a table.

center tab A tab that causes text to align at the center.

character style A paired style that is used to format text characters within a paragraph.

chart A graphical representation of quantitative data.

Clipboard A Windows 95 storage area for holding text or other data that is being copied or moved.

close To remove a document from its WordPerfect document window.

closed shape A figure, such as a circle or rectangle, that appears unbroken and can contain a fill.

column In a table, a vertical group of cells.

column guidelines Dotted lines in the document window that outline the locations of columns.

control codes Hidden symbols that control how the text will appear on the screen and when printed.

copy To place a copy of selected text or data on the Clipboard, leaving the original intact.

CorelVersions The application that lets a user save different versions of a file under the same name.

cut To place selected text or other data on the Clipboard, removing the original from the document.

Data Chart Editor The Presentations window in which a user can edit a chart in WordPerfect.

data file In a merge, the file that contains the variable field information.

Datasheet The table into which legends, labels, and values are typed when a chart containing new data is created.

date code In a form document, a code that indicates where WordPerfect will insert the date text.

defaults WordPerfect's standard settings for document and program components.

delete To remove text or other data from a document.

descending order Reverse numerical, alphabetical, or chronological order.

display buttons In the Open File window, the buttons that let a user display the file name listing in a variety of formats.

document In word processing, a text file that can contain multiple related pages.

document style An open style that is used to format an entire document or a section of a document.

document window The window in which documents are created or edited.

dot leader tab A tab that displays a row of dots when the tab in inserted.

double indent A condition in which both the left and right margins of a paragraph are indented.

Draft The view mode that displays a "stripped down" version of the document.

drop cap A formatting feature used to enlarge the first character, letters, word, or words of a paragraph.

edit To make corrections and modifications to a document.

embed To insert an OLE object into another file so that changes to the inserted object do not affect the original file.

ENDFIELD In a data file, the code that indicates the end of a field.

endnote Reference information that appears at the end of a document and relates to an annotated item in the text.

ENDRECORD In a data file, the code that indicates the end of a record.

Envoy 7 A publishing application that enables users to electronically distribute documents to other Windows 95 users regardless of whether they have WordPerfect loaded on their systems.

Envoy runtime viewer A distributable tool that lets Windows 95 users view, annotate, and print a document.

fancy border A predefined decorative page border.

field In a data file, a named category of data.

field code In a form document, a code that indicates where WordPerfect will insert the information from the appropriate data field.

file A collection of related data, such as a document, that is saved with a unique name to a disk or to another electronic storage medium.

file name The name given to a document when it is saved.

fill To place a color, shade, or pattern inside a border or shape. Also, the color, shade, or pattern inside a border or shape.

folder A location on a disk drive or other storage medium in which files can be organized. In some operating systems or environments, folders are referred to as directories.

font The appearance of text, as determined by its typeface and point size.

footer Text and/or other data that appears at the bottom of pages in a document.

footer guidelines Dotted lines in the document window that outline the footer area of a page.

footnote Reference information that appears at the bottom of a page and relates to an annotated item in the page's text.

form document In a merge, the file that contains the static information plus codes that tell WordPerfect where to insert variable data.

formula A mathematical expression that returns a single value.

function A predefined formula.

Go To Command that enables you to move the insertion point to a specific page in a document.

Grammar-As-You-Go The WordPerfect writing tool that marks possible grammatical and spelling errors as the user types text into a document.

Grammatik The WordPerfect writing tool that verifies grammar, usage, and spelling in a document.

graphic line A line in a document.

graphics boxes In WordPerfect, boxes that can hold images, text, charts, drawings, sound and video clips, database tables, equations, or other graphical or textual information.

group When working with shapes, to combine multiple selected shapes into a single set that can be selected only in its entirety.

hanging indent To set all lines except the first line of a paragraph in from the left margin.

hard page break A page break inserted by the user to override WordPerfect's automatic pagination.

header Text and/or other data that appears at the top of pages in a document.

header guidelines Dotted guidelines in the document window that outline the header area of a page.

heading In an index, a top level entry.

Help The feature that displays information about WordPerfect topics.

hyperlink On a web page, the connection that lets a reader jump to related information by clicking.

HyperText Markup Language (HTML) The standard Internet file format.

image box A type of graphics box that is often used to display clip art images, charts, drawings, or logos.

indent To set text in from the left and right margins; also, the default indent type, which sets the first line of a paragraph in from the left margin.

insert To place additional text into a document.

insert mode The typing mode in which newly typed text is added to existing text.

insertion point The vertical, blinking bar in a document that indicates where text will be placed as it is typed or where a feature will begin when it is activated.

Internet A global electronic computer network.

intranet An internal network that uses Internet features.

italic The font attribute that makes text appear curved and slanted to the right.

join In a table, to combine multiple cells into one.

justification The manner in which text is aligned between the left and right margins.

keyboard command code In a form document, a code that indicates where text is to be entered from the keyboard.

landscape The page orientation in which the long edge of the page is aligned horizontally.

left tab A tab that aligns the leftmost character of the text when the tab is inserted.

line border A standard border.

line spacing The amount of space between lines of text in a document.

link To insert an OLE object into another file so that changes made to either the original file or the inserted object can appear in both places.

logical page A subdivision of a physical page that WordPerfect treats as a separate page, such as an individual label on a sheet of labels.

macro A series of keystrokes and/or other commands saved in a file that a user can play to perform the included action(s).

Make it Fit The WordPerfect feature that automatically stretches or shrinks a document to fit on a desired number of pages.

margin guidelines The dotted lines in the document window that indicate the current margin settings.

margins The areas between the edges of the page and the text.

maximize To enlarge an open document window so that it fills the screen.

memory A temporary but quickly accessible storage area in the computer.

merge In its basic form, to combine static information from one file with variable information from another file.

merge code In a form document, a code that indicates where data from a source other than the data file will be inserted.

newspaper columns Page columns in which text flows down to the bottom of a column and then to the top of the next column to the right.

Object Linking and Embedding (OLE) A standard data exchange format.

OLE 2.0 box A type of graphics box used to hold linked or embedded OLE objects.

OLE object A data file created in one application that can be stored and modified within another application or within another file in the same application.

open To place a document stored on disk into a document window.

open shape A figure, such as a line, that has discrete beginning and ending points.

open style A style that is defined by a single code and remains in effect throughout the remainder of a document usless WordPerfect encounters an overriding control code later in the document.

operator A mathematical symbol that tells WordPerfect the type of calculation to perform.

orphan The first line of a paragraph that appears as the last line on a page.

Page The default view mode, which displays the document as it will appear when printed.

page border A border around a page in a document.

pagination The process of breaking a long document into separate pages.

paired style A style that is defined by a pair of codes that turn the style on and off.

palette (Toolbar) A Toolbar that floats over the document window instead of remaining in a stationary position against one of its borders.

paragraph border A border around a selected paragraph or multiple selected paragraphs of text.

paragraph style A paired style that is used to format paragraphs, titles, or headings.

parallel columns Page columns in which text is grouped across the page in rows, as in a table.

parallel columns with block protect Parallel columns in which WordPerfect keeps each row together on a page.

paste To insert the contents of the Clipboard into the current document.

PerfectExpert The Help feature that, among other options, can provide the user with a series of menus and dialog boxes to assist with the process of performing a particular task.

physical page A complete sheet of paper or labels.

play To run a macro.

point size The measurement of a font.

polygon A complex shape for which a user can customize the number of right angles or sides.

polyline A complex line for which a user can customize the number of angles.

portrait The page orientation in which the short edge of the page is aligned horizontally.

project A specific type of document.

prompt A cue for the user to type variable information during the creation of a document based on a template.

Prompt-As-You-Go The WordPerfect writing tool that automatically makes spelling, grammatical, and replacement suggestions for words and phrases in a document.

Property Bar The command bar that provides quick access to appropriate tools and options, depending on the functions that are currently being performed.

QuickCorrect The WordPerfect writing tool that automatically replaces common spelling errors and abbreviations as the user types.

QuickFinder The WordPerfect feature that lets a user search for files that meet specific search criteria.

QuickFormat The WordPerfect feature that lets a user copy character, paragraph, or heading formatting to other text in a document.

QuickJoin The WordPerfect feature that lets a user drag to select cells to join in a table.

QuickMenu A context-sensitive menu displayed by right-clicking the desired area of a screen.

QuickStyle A WordPerfect feature that enables creation of an automatic paragraph or character style based on formatting that already exists in a document.

QuickSum A predefined function that lets a user total a group of cells in a table.

QuickTip A pop-up box that displays the name and/or function of a WordPerfect screen component.

record A collection of field information that applies to one individual or entity.

recording The process of creating a macro by having WordPerfect store the required keystrokes and commands as the desired actions are performed.

redo The feature that reverses the most recent undo action.

replace To delete existing text and insert new text in a single step.

Reveal Codes window The window in which WordPerfect's control codes are displayed.

right tab A tab that aligns the rightmost character of the text with the tab when the tab is inserted.

row In a table, a horizontal group of cells.

Ruler A bar that appears along the top of the document window, displaying markers indicating the positions of tab and margin settings.

save To store a document on a disk or on another electronic storage medium.

search criteria The information for which QuickFinder searches during a file search.

select To highlight text by dragging the mouse or by using a keyboard method.

separate When working with grouped shapes, to reestablish each shape in the group as an individual entity.

shadow cursor The mouse pointer display option that allows placement of the insertion point anywhere in a document, even in those areas that have not yet been accessed.

sizing arrow A double-headed arrow pointer that lets a user resize an object by dragging.

sizing handle A small black square that appears on the perimeter of a selected graphics box or other object.

soft page break A page break automatically inserted by WordPerfect.

sort The WordPerfect feature that lets a user arrange text and data in alphabetical, numerical, or chronological order.

spell checker The WordPerfect feature that enables you to check the spelling of text in a document.

Spell-As-You-Go The WordPerfect writing tool that marks possible spelling errors as the user types text into a document.

style A WordPerfect feature that lets a user apply consistent formatting to text.

subdivide To split a physical page into logical pages.

subheading In an index, an entry beneath a specified top level entry.

system styles WordPerfect's predefined styles.

tab A setting used to align text at a standard horizontal position.

table A text or data structure composed of columns and rows of individual cells.

Table SpeedFormat The WordPerfect feature that lets a user select a predefined table style.

template A customized file that is formatted to create a specific type of document.

text box A type of graphics box that can be used to separate text items from other document text.

TextArt The Corel feature that lets users create graphic images by adding special effects to WordPerfect text.

Thesaurus The WordPerfect writing tool that lets the user find an appropriate replacement for a selected word in the document.

tile To display open document windows above or next to each other, with no overlap.

Toolbar The command bar that provides quick access to frequently used features.

Two Pages The view mode that displays two pages side by side as they will appear when printed.

typeover mode The typing mode in which newly typed text replaces existing text.

underline The font attribute that makes text appear to have a line underneath it.

undo The feature that reverses the most recent modification made to the document.

web browser A software program that lets users view and retrieve information on the World Wide Web.

Web Page view The WordPerfect viewing mode in which a web page is displayed as it will appear when viewed through a web browser.

web pages Documents that you see on your screen as you browse through the World Wide Web.

web server A host computer that makes information on the World Wide Web available to users.

widow The last line of a paragraph that appears as the first line on a page.

wildcard A character, such as an asterik or a question mark, that is used to specify an unidentified character or characters in a QuickFinder search.

word processing program A computer program that enables the creation, modification, and electronic storage of documents.

word-wrap The word processing feature that automatically starts a new line when text reaches the right margin of a page.

World Wide Web (Web) The Internet service that enables users to see full-color graphics, hear sounds and music, chat with other users, and download files.

zoom The feature that enables the user to display a full page, the desired portion of a page, or the desired magnification of a page.

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Exercise Files

Training Guide

Corel Word Perfect 8.

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