

Tutorial - WordPerfect

Introduction:

WordPerfect is an alternative word-processing program to Microsoft Word and various other similar programs. An advantage that all of these programs have is that they are able to open up documents created in each other without much of a hassle; for example, Microsoft Word can open WordPerfect documents. While Microsoft Word is widely accepted as the best word processing program, if WordPerfect is all that is available to you, by all means, use it.

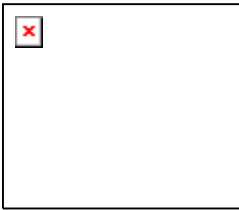
Opening WordPerfect:

Start >> Programs >> WordPerfect Office 2000 >> WordPerfect 9

Making a New Blank Document:

When WordPerfect is opened, a new blank document should automatically open. If not, then you can begin a new blank document in a variety of ways.

First, find the "New Blank Document" icon, which looks like a blank sheet of paper, located underneath the menu bar is the "WordPerfect9" toolbar (which we will refer to as the "standard toolbar," as this is what many programs will call similar toolbars). Click on the icon to bring up a new blank document.



Also, you can go to the menu bar and select File >> New... (shortcut: Ctrl+N).

To begin typing, just click the cursor anywhere within the new blank document.

New from Project:

WordPerfect can create a new document for you with a pre-set format for a variety of special projects, such as the creation of awards, book reports, etc. Select File >> New From Project.



Opening a Document:

To open to view, edit, or print a document, you must first open up that file in WordPerfect.



You can open a file by clicking on the "Open" folder icon located in the standard toolbar. Or, you can use the menu bar and navigate to File >> Open... (shortcut: Ctrl+O).

Saving a Document:

When you are working with any sort of media in any software, you should be sure to save your work often. In WordPerfect, there are numerous options for saving documents in a variety of file types.

To save a new, unsaved document, you can click on the Save icon, shaped like a disk located on the standard toolbar. Or, you can go to the menu bar and select File >> Save... (shortcut: Ctrl+S).



A dialogue box should appear offering you a number of options. To save the document in the desired location on your computer, locate and select the folder on your computer. Give your document a name in the file name text box. While you can give your document a long file name make sure you save it with a name you can remember.

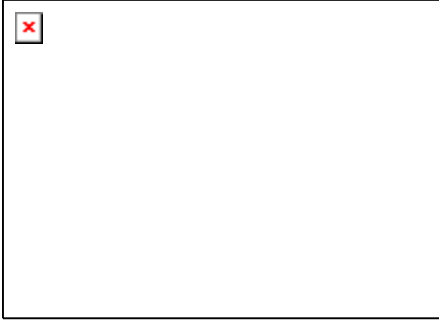
Note that it's good practice not to use spaces or special characters in file names. For example, a long file name may look like this:

expos_sample_paper1.doc

To save a completely new document using previously existing (and opened) text, you use the Save As option.

Open the document that you wish to save as an entirely new file, go to the menu bar, and click on File >> Save as. In the file name text box, give your document a

new name. Using this option allows you to save multiple versions (with different file names) of a document based on one original file.



Formatting Text/Paragraphs Using Toolbars:

In a word processing program such as WordPerfect, there are many options available for presenting your text. This part of the tutorial will guide you through several of the important features in WordPerfect that will allow you to edit, modify, and display text (and non-text) components.

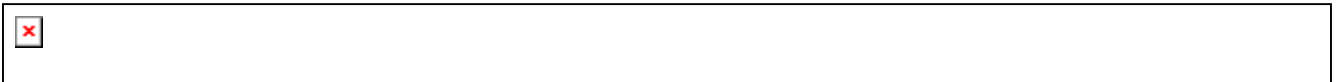
The Standard Toolbar ("WordPerfect9" Toolbar):



1. **New Blank Document:** To begin a new document, click on the New Blank Document icon, shaped like a blank sheet of paper.
2. **Open:** Clicking on this icon opens up a previously saved document on your computer.
3. **Save:** Clicking on the Save icon saves the document you are currently working on. If you are saving a document for the first time, you can click on this button. However, if you want to save a new file from a pre-existing document, then you must go to the menu bar and select File >> Save As, and give the file a new name. When working on any document, you should be sure to save frequently, so that you don't lose any work.
4. **Print:** Clicking on the Print icon automatically prints the document currently active in WordPerfect. If you wish to explore more print options, then go to the menu bar and select File >> Print.
5. **Cut:** When you make a selection of text with your cursor, click on the Cut button to remove the text from the document and add it to the Clipboard. The Clipboard is a temporary area that stores data that the user copies for short term use.
6. **Copy:** When you make a selection of text with your cursor, click on the Copy button to copy the selection from the document to the Clipboard. Using the Copy tool doesn't delete text from your document, but simply stores it in the Clipboard for you to "paste" elsewhere.
7. **Paste:** Clicking on the Paste button inserts the text that has been most recently added to the Clipboard (the text would have been added there by Cutting or Copying). With Paste, you can either insert the copied text into a document or replace selected text.

8. **Undo Typing:** The Undo Typing button goes back and removes the last addition or change made to your document.
9. **Redo Typing:** Clicking on the Redo Typing button repeats the most recent change or addition made to your document.
10. **Quick Format:** Pickup and apply formatting.
11. **Draw Picture:** WordPerfect allows you to draw basic images that you can include in your document.
12. **Clipart:** Browse WordPerfect's scrapbook to choose an image to put into your document.
13. **Draw Combined Shapes:** WordPerfect offers some basic geometric shapes that you can draw into your document.
14. **Text Box:** Create a text box that you can insert text into, and move anywhere around on the page, without losing the formatting of the text inside the box. It is useful for combining text and images together on a single page.
15. **Highlight:** A virtual highlighter that you can use to "highlight" certain areas of text for quick viewing access. Useful for navigating long documents.
16. **Numbering / Bullets:** Create numbered or bulleted lists of items.
17. **Columns:** Text in a document can be formatted and separated into different columns by clicking on the Columns icon. You can choose to have one to four columns. To divide specific text into columns, use the cursor to select the desired text, and then choose the number of columns to be used.
18. **Tables:** When this icon is clicked, a small window will appear in the form of a grid of squares. Use this window as a guide to indicate how many rows and columns you would like your table to contain. Once selected, a table will automatically appear in WordPerfect.
19. **Spell Check:** Clicking the Spell Check icon begins a review of your document in search of spelling and grammatical errors that may need to be corrected.
20. **Zoom:** "Zooming In" on a document gives you an up-close view. This can be helpful if the text in its original state at 100% is hard to read. With Zoom In, you can magnify the text without modifying the document. "Zooming Out" reduces the page view so that you can see more of the page at once.
21. **Change View:** Toggle between viewing your document as a traditional word processing document, or an HTML document (to be edited for the web).
22. **PerfectExpert:** This button brings up a side-menu to the left which acts as a wizard to help set up different formatting aspects of your document.
23. **Corel Web Site:** This is a hotlink directly to the manufacturer's website.
24. **Autoscroll:** This toggles the autoscrolling of WordPerfect. When turned on, the moving of the cursor towards the bottom of the screen will scroll the document down, and vice versa.
25. **Back & Forward:** Moves the insertion point back and forth in the document.

The Properties Bar:



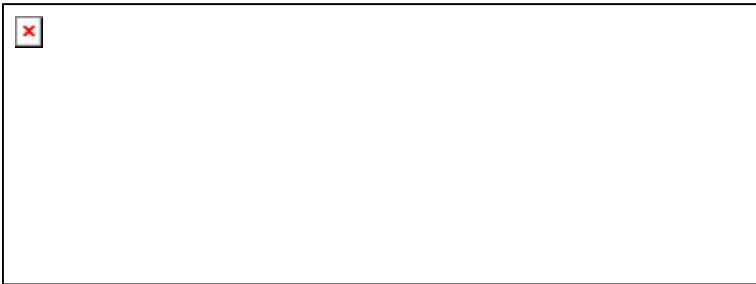
1. **Font:** Font is a simple but important factor in WordPerfect documents. The choice of font (the style of the text itself) can influence the way others view documents, either on the screen or in print. For example, Arial font looks better on screen, while Times New Roman is clearer in print. To apply a font

- to text, select desired text with your cursor and choose a font from the font drop down menu.
2. **Font Size:** You may encounter times in which you need to display some text larger or smaller than other text. Selecting desired text with the cursor and choosing a font size from the drop down menu changes the size of text.
 3. **Bold/Italics/Underline:** Selecting text and then clicking on either the Bold, Italics, or Underline button formats the text.
 4. **Style:** Choose from a pre-formatted list of different font styles (which are designed to be used in formatting headings).
 5. **QuickFind Previous/Next:** After highlighting a word or phrase, click either of these to automatically scroll and select either the previous or next occurrence of a word or phrase in your document.
 6. **QuickFonts:** Choose a selection from the drop-down menu of pre-formatted font styles that are intended to be used in the body text of your document.
 7. **Font Color:** By selecting desired text, the color of specific font can be changed by choosing a color from the Font Color palette. Note, however, that these changes will be lost without a color printer.
 8. **Symbols:** Insert Corel WordPerfect symbols, such as the "Trademark" symbol, etc.

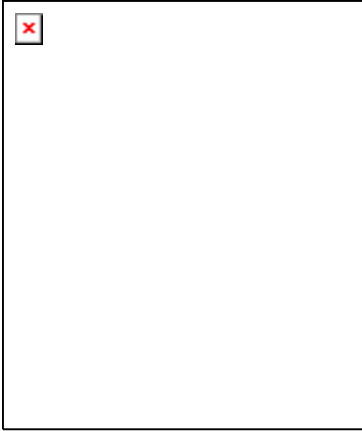
More Formatting:

Paragraph Spacing:

To access the Paragraph formatting options, navigate to the menu bar, and select Format >> Paragraph >> Format. A window will appear with options for modifying spacing and indenting. Here, you can choose to make the text in your document single or double spaced, as well as edit the margins for the document.



You can also format the margins of your document by selecting Format >> Margins from the menu (keyboard shortcut >> Ctrl+F8).

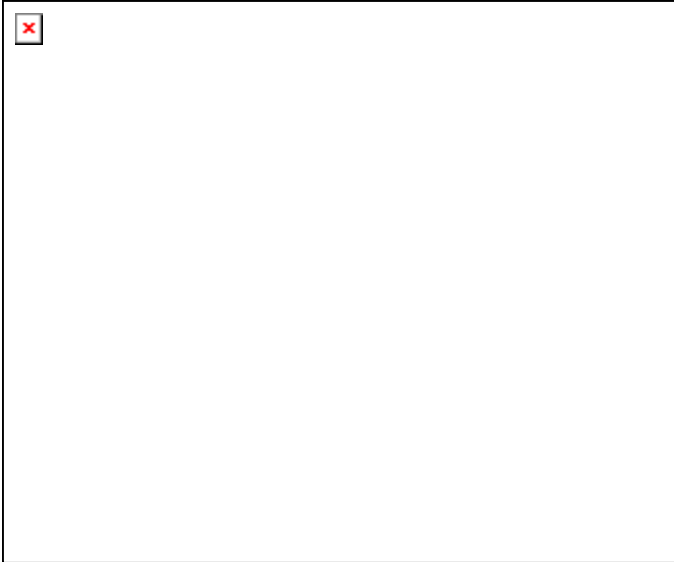


Headers/Footers:

Headers and footers are important aspects of a WordPerfect document if you wish to include information (such as page numbers and name credits) on every page. To access the header and footer options, go to the menu bar and select Insert >> Header/Footer. You can create up to two of either a header or a footer, or both (meaning that you can have two levels of extra space, either at the top or bottom of a page, in which to add this extra information which is outside of the paragraph flow). To add text in the Header or the Footer, simply click the cursor inside either one of the boxes, and type the text you want.

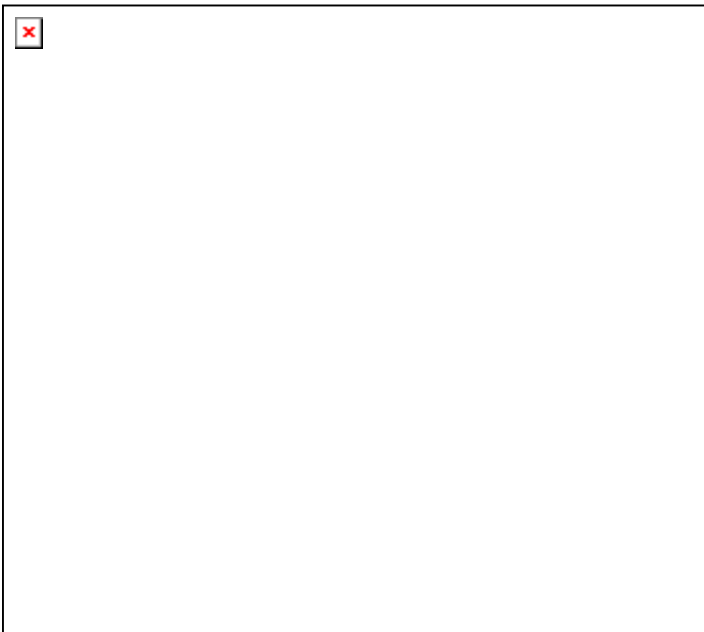


If you wish to insert the page number into your header, select Format >> Page >> Insert Page Number. WordPerfect will automatically keep track of which page you are on, and will update the page number accordingly.



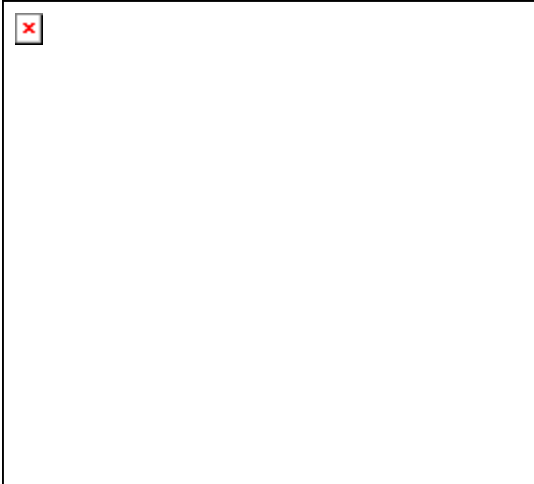
Inserting an Image:

In WordPerfect, it's possible to add clipart or other images to a document. Click the cursor in your document where you wish to place an image. Then, go to the menu bar and select Insert >> Graphics. You can choose either "Clipart" or "From File" for pre-created images from WordPerfect's "Clipart" files, or even insert an image that you may have on your computer. "Draw Picture" will bring up a new window in which you can "draw" your own picture as you would using simple programs like Microsoft Paint.



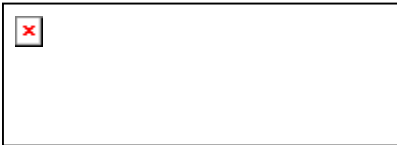
Justification:

WordPerfect does not automatically show a menu with quick-buttons to justify your paragraphs in a certain way. To choose from the available justifications (left, center, right, full), select Format >> Justification.



Spell Check:

WordPerfect has a built-in spelling checker that you can run on individual words (simply highlight them) or your entire document. Select Tools >> Spell Checker (or press the keyboard shortcut of Ctrl+F1). It's always a good idea to pay careful attention to the spell checker, and not to fully rely on it; it's very possible that the spell checker may overlook a word that's spelled correctly, but is not the correct word to be used!



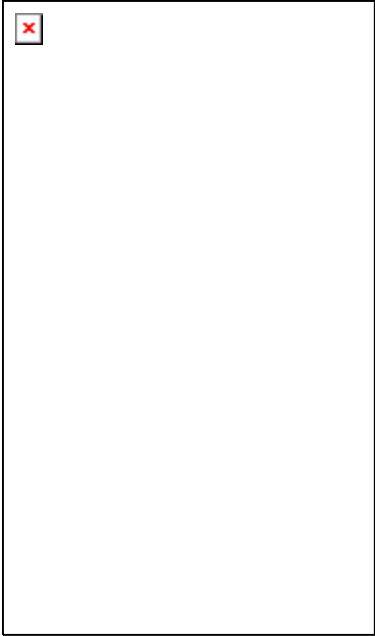
QuickCorrect:

WordPerfect's "QuickCorrect" is a tool that will automatically correct minor spelling mistakes you may make in the process of typing your document. Spellings such as "teh" will automatically be changed to "the." You can view the entire list of "QuickCorrect" words (as well as add/delete your own) by selecting Tools >> QuickCorrect.



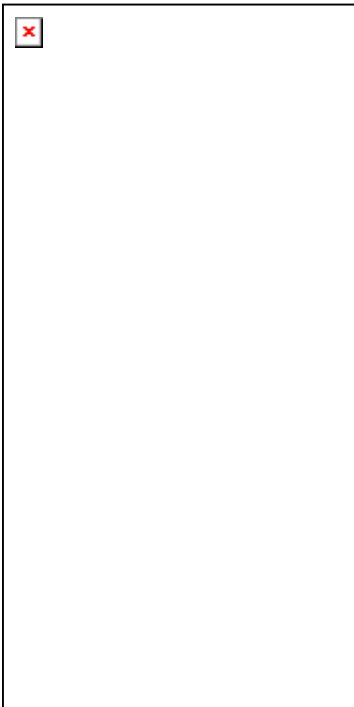
Show Paragraph Marks:

Select View >> Show Paragraphs to have WordPerfect show the hidden coding behind your text. Paragraph marks will be noted by the appropriate symbol.



Zoom:

To get either a closer or further view of your document, select View >> Zoom, and make the selection of your choice.



Lines:

If for some reason you want to insert a line into your document (for example, to separate two sections) select Insert >> Line. You can choose either a horizontal or vertical line.



Saving:

WordPerfect serves several functions. You can use it as you would a traditional word processing program, or you can use it as a type of "WYSIWYG" (What You See Is What You Get) web page editing program. By "saving as HTML" (File >> Save, HTML) what you are essentially doing is telling WordPerfect what the page should look like (your design of the document), which WordPerfect then takes and saves in the appropriate coding for (HTML). This may be an option for simple web pages, but if you are serious about making a page, or want to do one on a large scale, you may be interested in learning Macromedia Dreamweaver.

