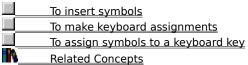Click the Help Topics button to return to the list of topics.
Press F1 for help about using Help.

About Symbols

Use Symbols to access characters that are not on your keyboard, such as iconic symbols, phonetic characters, and characters in other alphabets. You can insert these characters at your insertion point in a document or in some dialog box text boxes. You can also assign frequently used characters to keys on the keyboard.

Not all fonts include all characters. Excluded characters are represented by a hollow box on your screen.

To insert symbols

To make keyboard assignments

To assign symbols to a keyboard key

Related Concepts

To insert symbols,

1 Place the insertion point where you want the character, then click Insert ▶ Symbol.

      2   Select a character set, then select a character.

      3   Click Insert to insert the character and leave the dialog box open, or click Insert and Close to insert the character and close the dialog box.

Tips

      ♦   You can also press Ctrl+W to open the Symbols dialog box.

Related Topics

About Symbols

About the Keyboard Editor

Use the Keyboard Editor to create or edit a custom keyboard by assigning features, keystrokes, applications, or macros to keys on your keyboard.

Keyboard keys usually have predefined actions. Some actions, such as those assigned to Caps Lock and Num Lock, are common among most applications. Other key actions are specific to applications. For example, in some applications F1 displays Help while in other applications F3 displays Help. Applications in this suite offer predefined keyboards that you can select, or you can create custom keyboards with the Keyboard Editor.

You can assign features and actions to alphanumeric keys, number pad keys, positioning keys, and function keys. You can also assign keystrokes that include modifier keys such as Alt or Ctrl.

When you press a key or key combination, you activate the feature or action assigned to the key(s).

To make keyboard assignments

To assign symbols to a keyboard key

Related Concepts

To assign symbols to a keyboard key,

1 Click Tools ▶ Settings
▶ Customize
▶ Keyboards.

2 Click the keyboard you want to edit, then click Edit, or click Create, type a name for the new keyboard, then click OK.

3 Click the shortcut key you want to assign a character to, then click the Keystrokes tab.

4 Press Ctrl+W to display the Symbols dialog box.

5 Select the character set you want, click the character you want to assign, then click Insert and Close.

6 Click Assign Keystrokes to Key, then click OK.

Tips

◆ You can assign more than one character to a key. To leave the Symbols dialog box open so you can continue selecting characters, click Insert instead of Insert and Close. You can also double-click a character to insert it.

◆ To get information on an option in the dialog box, click
 , then click the option.

 Related Topics

 About the Keyboard Editor

To make keyboard assignments,

1 Click Tools ▶ Settings ▶ Customize ▶ Keyboards.

2 Click the keyboard you want to edit, then click Edit, or click Create, type the name of a new keyboard, then click OK.

3 Click the shortcut key you want to make an assignment to. If it already has an assignment, be sure you want to replace the current assignment with something else. Follow step 4, 5, 6, or 7 depending on what you want to assign.

4 Click Features, select a feature category and feature, then click Assign Feature to Key.

5 Click Keystrokes, type the text you want assigned to the shortcut key, then click Assign Keystrokes to Key.

6 Click Programs, click Assign Program to Key, specify the application you want to run, then click OK.

7 Click Macros, click Assign Macro to Key, specify a macro to play, then click Select, or click Assign Template Macro to Key, select a template macro and location, then click Select.

8 Repeat steps 2-7 as many times as you need to make the keyboard assignments you want.

Tips

◆ To get information on any option in this dialog box, click ![?], then click the option.

◆ Click Allow assignment of character keys if you want to make an assignment to an alphanumeric character such as the letter b or the number 5. Remember that if you make an assignment to a character, it will no longer function as a number or letter. For example, if you assign the Bold feature to the letter b, pressing that key will turn on Bold rather than typing "b."

◆ To return to the default keyboard and menu for this application, press Ctrl+Alt+Shift+Backspace from a document window.

 Related Topics

 About the Keyboard Editor

About the Menu Editor

Use the Menu Editor to move, delete, add features to, and create new menus on the menu bar.   The Menu Editor lets you add product features, keystrokes, programs, and macros to a menu.

To add items to a menu

To customize button and menu properties

To edit menu text

Related Concepts

To change language preferences,

1 Place the insertion point where you want to specify the formatting conventions for another language, or select the text you want to specify conventions for.

2 Click Tools ▸ Language
▸ Settings.

      3   Select a language from the language list box.

      4   If you want to disable the Writing Tools (Spell Checker, Thesaurus, and Grammatik) for this section of the document, click Disable writing tools.

      5   If you want to use the settings you specify for the Language Resource File rather than the Windows system settings, click Use LRS file (default-system).

Tips

◆   This feature is available only in Corel WordPerfect.

◆   To select a language you may have that is not on the list, type the two-letter language code in the Language text box.

◆   To get more information on any option in this dialog box, click
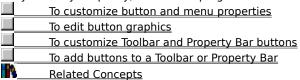[?] , then click the option.

Related Topics

About Language

About the Toolbar Editor

Use the Toolbar Editor to add, delete, or separate buttons on the Toolbar and Property Bar. You can also use the Toolbar Editor to create new bars or to edit existing bars.

The Toolbar Editor lets you add product features to a Property Bar or Toolbar button; add a button that types the keystrokes you specify; and launch programs and macros from a button on a Toolbar or Property Bar.

To customize button and menu properties

To edit button graphics

To customize Toolbar and Property Bar buttons

To add buttons to a Toolbar or Property Bar

Related Concepts

About Language

Use Language when you want to use the formatting conventions of another language with features such as Sort, Footnote, and Tables (where no language module is needed).

If you purchased an additional language module, you can also use Language to specify the language conventions for text in your documents and to specify a language to use with Grammatik, Hyphenation, Document Information, Spell Check, and Thesaurus. If you purchase a copy of this product in another language, you can change languages for dialog boxes, menus, file lists, and prompts.

You can choose to change the language in the current document only, in the initial codes style for features such as Grammatik and Sort, or in the default initial codes style if you want to use the formatting conventions of another language in all new documents.

To edit the Language Resource File

To change language preferences

Related Concepts

To customize Toolbar and Property Bar buttons,

1 Click Tools ▸ Settings ▸ Customize.

         2   Click Toolbars or Property Bars.

         3   Select a bar, then click Edit.

         4   Double-click the button you want to customize.

         5   Edit the button text, QuickTip, or click Edit to edit the image.

         6   Click Properties if you want to change keystroke, program, or macro assignments.

Tips

♦   The Properties button does not display if the button you are customizing executes a program feature.

Related Topics

About the Toolbar Editor

To add items to a menu,

1 Click Tools ▸ Settings
▸ Customize
▸ Menus.

2　　　Select a menu, then click Edit.　Follow step 3, 4, 5, or 6 depending on what you want to assign to your menu.

3　　　Click Features, select a feature category, select the feature you want, then click Add Menu Item.

4　　　Click Keystrokes, type the keystrokes you want the menu item to play, then click Add Keystrokes.

5　　　Click Programs, click Add Program, then select the file that runs the program.

6 Click Macros, click Add Template Macro or Add Macro, type the name of the macro or select the macro you want the menu item to play, then click Select.

Tips

◆　　　To add features (step 3), you can also double-click a feature in the feature list or drag it to the menu.

◆　　　You can move a feature from one menu to another by dragging it. You can delete an item from a menu by dragging it off the menu.

◆　　　You can add a cascading menu by dragging the Menu icon to the menu. You can add a dividing line on a cascading menu by dragging the Separator icon to the menu.

　　　Related Topics

　　　About the Toolbar Editor

To edit menu text,

1 Click Tools ▶ Settings
▶ Customize
▶ Menus.

       2   Select the menu you want, then click Edit.

       3   Double-click the menu item you want to customize.

       4   Type the text you want to display on the menu in the Menu Item text box. Type an ampersand (&) in front of the character you want as the mnemonic.

       5   Type the text you want to use to describe the menu item in the QuickTips text box.

       6   Click Properties if you want to change keystroke, program, or macro assignments.   The Properties button does not display if the button you are customizing executes a program feature.

Tips

✦   Mnemonics on menu items provide a way to access items from the keyboard. Pressing Alt and the mnemonic character accesses the item. For example, in many applications, pressing Alt+F accesses the File pull-down menu.

❓   Related Topics

❓   About the Menu Editor

To add buttons to a Toolbar or Property Bar,

1 Click Tools [?] Settings
[?] Customize.
      2   Click Toolbars or Property Bars.
      3   Click the bar you want to edit, then click Edit, or click Create, type a name for the new bar, then click OK.
      4   Follow step 4, 5, 6, or 7 depending on what you want to assign.
      5   Click Features, select a feature category and feature, then click Assign Feature to Key.
      6   Click Keystrokes, type the text you want assigned to the shortcut key, then click Assign Keystrokes to Key.

7 Click Programs, click Assign Program to Key, specify the application you want to run, then click OK.

8 Click Macros, click Assign Macro to Key, specify a macro to play, then click Select, or click Assign Template Macro to Key, select a template macro and location, then click Select.

9 Repeat steps 4-7 as many times as you need to make the Toolbar or Property Bar assignments you want.

Tips

[?]   If the toolbar or Property Bar you want to add buttons to is already displayed, you can right-click anywhere on the bar, then click Edit.

[?]   Buttons you add to a toolbar or Property Bar are placed at the end of the bar.   To move the button to a different location on the bar, simply drag the button to the location you want.

[?]   Related Topics

[?]   About the Toolbar Editor

To edit button graphics,

1 Click Tools [?] Settings [?] Customize.

2 Click the tab you want.

3 Select the bar you want, then click Edit.

4 Double-click the button or menu item you want to customize, then click Edit.

5 Click the Single pixel radio button in the Drawing mode group box to change the graphic one square at a time, or click Fill whole area to change areas of one color to another color.

6 Click the color you want in the color palette, then click squares in the zoomed image area to change the colors.

Tips

[?] You can click Undo to reverse your last change or Clear to erase the entire graphic.

[?] Click Copy if you want to copy the current image to the Clipboard.   Click Paste to insert the current Clipboard contents into the Image Editor.

[?] To get more information on options in this dialog box, click [?], then click the option.

[?]   Related Topics

To customize button and menu properties,

1 Click Tools ⍰ Settings
⍰ Customize.
      2   Click Toolbars, Property Bars, or Menus.
      3   Select the bar you want, then click Edit.
      4   Double-click the program, macro, or keystroke button or menu item you want to customize, then
click Properties.
      5   Edit the macro path, application information, or keyboard script.

Tips
⍰   Use Properties to change information for keystrokes, programs, or macros you have added to either a
toolbar or a menu.
⍰   The Properties button does not display if the button you are customizing executes a program feature.
⍰   Related Topics

About Editing the Language Resource File

The Language Resource File (.LRS file) for Corel WordPerfect contains language formatting conventions for use when listing files and using features such as Sort, Footnote, and Tables. Formatting conventions determine the way this application displays certain kind of information, such as dates, time, and currency symbols.

You can use the Language Resource Database Properties dialog box in Corel WordPerfect to view and change the information contained in the Language Resource File. If you want to use the settings you specify for the Language Resource File rather than the Windows system settings, click Use LRS file in the Language dialog box.

❓   To select the language code you want to customize

❓   To edit the Language Resource File

❓   To change additional .LRS information

❓   Related Concepts

To select the language code you want to customize,

1 Click Tools [?] Language
[?] Settings
[?] Edit LRS.

      2   On the Language tab, click the drop-down list to display the   available languages.

      3   Select the language you want.

Tips

[?]   This feature is available only in Corel WordPerfect.

[?]   To create a new language code and description, click Create.   Click Change if you want to edit the description of the currently selected language code.   You cannot make changes to the default language code.

[?]   Click Convert if you want to convert a .LRS file from a previous version to the new format.

[?]   Related Topics

[?]   About Editing the Language Resource File

To change additional .LRS information,

1 Click Tools [?] Language [?] Settings [?] Edit LRS.

2 On the Language tab, make sure the language code you want to make changes to is displayed in the drop-down list.

3 Click the Miscellaneous tab.

4 Make the changes you want.

Tips

[?] This feature is available only in Corel WordPerfect.

[?] You can make changes to caption text in figures and tables, change the text used to represent annual quarters, change (continued...) messages in footnotes, change the file size separator, the unit of measure, and the default paper size.

[?] Click Apply if you want to make changes on another tab before closing the dialog box. The changes you've just made will be saved and the dialog box will remain open for you to continue making changes.

[?] To get information on an option in the dialog box, click [?] , then click the option.

[?]   Related Topics

[?]   About Editing the Language Resource File

To create a custom date/time format,

1 Click Insert Date/Time
 New Format.
      2   Double-click a code to insert it. You can also type new text, punctuation, or characters to edit the code itself.
      3   Continue adding codes to create a new format.

Tips

      Use Custom Date/Time Format to create your own date and time formats by combining various year, month, day, and time codes.

      To see an example of a code you don't understand, delete the contents of the Edit date/time format box, then double-click the code you want to see. An example of the code will display in the Date/time sample box.

      As you add codes to the Edit date/time format box, the new format displays in the Date/time sample box.

      Related Topics

To edit the Language Resource File,

1 Click Tools [?] Language
[?] Settings
[?] Edit LRS.
  2 On the Language tab, make sure the language code you want to make changes to is displayed in the drop-down list.
  3 Click the Miscellaneous tab if you want to make changes to things such as caption text in figures and tables, the text used to represent annual quarters, and (continued...) messages in footnotes.

 Tips
[?] This feature is available only in Corel WordPerfect.
[?] Related Topics
[?] About Editing the Language Resource File

About PerfectExpert Projects

In addition to letting you search using "natural language," the PerfectExpert has combined QuickTasks, templates, and Coaches into one place. From any of the core Corel Suite applications (except Corel Paradox), you can choose File [?] New to get a list of <u>projects</u>.   Projects are divided into categories displayed in a drop-down list. You can customize the categories and add your own projects, including documents, templates, macros, and applications.

All of the available PerfectExpert projects will appear in the New dialog box, even if you did not install them to your hard or network drive.   The projects you did not install locally will run from the Corel WordPerfect Suite program CD.   If you want to run a project locally (so it runs faster), you will need to install it using the Corel WordPerfect Suite Setup program.

Once you open a project, a panel appears on the left side of the document window. You can use the options on the PerfectExpert panel to finish creating the document, spreadsheet, or slide show you are working on.

PerfectExpert and Templates

If you created templates in any previous version of Corel WordPerfect or Corel Quattro Pro, you can copy the templates into the Custom Template folder in the \Suite8\template folder. Then the templates will appear in File| New. You can also create Corel WordPerfect templates the same way you did in previous versions.

[?]   <u>To open a project</u>
[?]   <u>To add a new project to a category</u>
[?]   <u>To copy or move a project</u>
[?]   <u>To create a category</u>
[?]   <u>To create a template</u>

Finding PerfectExpert Files

If a file cannot be found, the PerfectExpert will look through a series of folders to try to find it. You can browse to find the file. If you click Remove, the PerfectExpert will skip this folder the next time it looks for a file.

projects

Any document, spreadsheet, template, macro, or application that can be opened when you click File New.

To open a project,

1 Click File ❓ New.
      2   From the drop-down list, select the category containing the project you want to work on.
      3   Double-click the project you want to open.
      4   Use the options in the PerfectExpert panel to complete the project.

Tips

❓   If you plan on using a project often, you can add it to the Favorites list by clicking it and selecting Copy to Favorites. You can display items in the Favorites folder by clicking File

❓ New, then selecting the [Favorites] category from the drop-down list.

❓   To display a list of projects that you have previously used, click the Work On tab, then double-click the project.

❓   To close the PerfectExpert panel, click the X in the upper-right corner.

❓   About PerfectExpert Projects

To add a new project to a category,

1 Click File [?] New.

    2   From the drop-down list, select the category where you want the new project to appear.

    3   Click Options [?] Add Project.

    4   Select whether you want to add a predefined project or a document or executable file.

    5   If you are adding a document or executable file, specify the name and description of the project.

    6   Type the location of the file you want to add, or click Browse and select the file.

  Tips

[?]   Predefined project files, such as the memo, agenda, and budget projects included with the Corel Suite, have an .AST or .ASX extension. They are stored in the \Corel\Suite8\Template folder. To obtain additional predefined projects, check the Corel WordPerfect Web page.

[?]   When you add a document, spreadsheet, or slide show to a category, you can open that project to create similar documents, spreadsheets, or slide shows based on the project.

[?]   About PerfectExpert Projects

To copy or move a project,

1 Click File [?] New.

2 From the drop-down list, select the category containing the project you want to copy or move, then select the project.

3 Click Options [?] Copy Project or Move Project [?] select the category where you want to place it.

Tips

[?] To remove a project from a category, select it and click Options [?] Remove Project. This removes the project from the category, but it does not delete the project file from your hard drive.

[?] About PerfectExpert Projects

To create a category,

1 Click File [?] New.

    2   Click Options [?] Create Category.

    3   Type a display name, then click OK.

    4   Add, copy, or move any projects into the new category.

  Tips

[?]   If you want the category to appear near the top of the list, begin the name with a bracket ([) or asterisk (*).

[?]   To rename a category, select it from the drop-down list and click Options

[?] Rename Category. Type a different name.

[?]   To remove a category, select it from the drop-down list and click Options

[?] Remove Category. Removing a category does not delete projects from your hard drive. If you remove a category containing projects not stored in another category, a new category, "[Deleted Projects]," is created containing those projects.

[?]   About PerfectExpert Projects

Close the dialog box and save any changes.

Close the dialog box without saving any changes.

Exit the dialog box and save any changes.

Select a character set, then select a character to insert into your document.

Inserts the selected character at the insertion point and leaves the dialog box open for you to select another character.

Inserts the selected character at the insertion point and closes the dialog box.

Displays the characters contained in the selected character set.

Displays the current character set.

Select a character set.

Displays the character set number of the selected character. You can also type the character set number of the character you want to insert.

Lets you customize a Toolbar button by editing the button text, QuickTip, and the button image.

Opens the Image Editor where you can make changes to the button graphic.

Displays the current button graphic.

Change button text, image, or QuickTip.

Type the text (if any) you want the button to display. The text can be a brief description of which feature, keystrokes, program, or macro the button activates.

Type the QuickTip you want the button to display. The QuickTip displays when you place the mouse pointer over the button.

Display help for the dialog box.

Displays the button graphic in an editing area where you can make changes.

Copies the image to the Clipboard.

Reverses the last change you made to the image.

Pastes the Clipboard contents to the Image Editor.

Removes the entire image from the editing area.

Select an editing tool.

Changes colors one square at a time.

Changes colors of connected squares.

Lets you change the keystrokes assigned to a Toolbar button or menu item.

Type new keystrokes or edit existing keystrokes.

Specify whether the program should run minimized when invoked by the Toolbar button or menu item.

Lets you change the command line and working directory of the program assigned to a toolbar button or menu item.

Specify the name of the program to run, including any startup options.

Specify the working directory for the program you are running.

Lets you customize the text, mnemonic, and Help prompt of a menu item.

Type a new name for the menu item. Type the ampersand character (&) directly in front of the letter you want as the mnemonic.

Type a new Help prompt. The Help prompt will display when you point to the menu item with the mouse pointer.

Use the Keyboard Editor to assign features, keystrokes or characters, programs, and macros to a shortcut key. The keystroke assignments you make are saved in a keyboard name you specify, thereby allowing you to create custom keyboards.

Click the shortcut key you want to assign something to, or remove an assignment from. This list displays the current key assignments for the selected keyboard.

Removes the assignment from the selected shortcut key. You do not have to remove the existing assignment before you can make a new assignment; use this option if you don't want anything assigned to the key.

Specify whether you want the shortcut key to display next to the menu item on the pull-down menu.

Specify whether you want to make assignments to alphanumeric characters such as the letter B, or the number 5. The assignment you make will replace the original function of the character (for example, pressing 5 will no longer type the number 5).

Lets you assign a feature to a shortcut key. Select a feature category, then select a feature.

Select a feature category to get a list of corresponding features. The categories are organized by the current menus (File, Edit, etc.), submenus, and actions (Navigation, Selection).

Select the feature you want to assign to the shortcut key.

Assigns the selected feature to a shortcut key.

Lets you assign text, including Corel WordPerfect characters, to a shortcut key.

Type the text, or insert the Corel WordPerfect character(s), you want assigned to the shortcut key.

Assigns text to the shortcut key.

Lets you assign a program to a shortcut key. When the key combination is pressed, the assigned program is launched.

Displays a dialog where you can locate and specify the program to assign to the shortcut key.

Lets you assign a macro to a shortcut key. You can assign either a template macro, or macro saved on disk. Click the corresponding button to assign the type of macro you want.

Displays a dialog where you can locate and specify the disk macro you want to assign.

Displays a dialog where you can specify the template macro you want to assign.

Use the Menu Editor to create custom menus. You can add features, keystrokes, programs, and macros to a menu.

Lets you add a feature to a menu, or to a toolbar or Property Bar button. Select a feature category, then select a feature.

Select the feature you want to add.

Adds the selected feature.

Click and drag to the menu to add a pull-down menu item.

Click and drag to the menu to add a separator between menu items.

Lets you add a menu item or a Property Bar or toolbar button that types the keystrokes you specify.

Type the text you want to add.

Adds the text you have specified.

Lets you add a program to a menu or to a Property Bar or toolbar button.

Opens the Select File dialog box where you can specify the program file to add.

Lets you add a macro to a menu or a Property Bar or toolbar button. Click either Add Macro or Add Template Macro to add the type of macro you want.

Displays the Select Macro dialog box where you can specify the macro to add.

Displays the Select Template Macro dialog box where you can specify the template macro to add.

Lets you change the path for the macro assigned to the toolbar button or menu item.

Edit the path for the macro. You can specify where the macro is located, or click the folder button to browse for the location.

Select a language and enable or disable the writing tools.

Displays the language this program is currently using.

Lists the available languages for you to select from.

Displays the abbreviation of the highlighted language. If you know the abbreviation of the language you want, you can also type the abbreviation here to move to the language.

Enables or disables writing tools.

Select Language Resource File options.

Select this option if you want to use the settings you specify in the .LRS file rather than the Windows system settings.

Opens the Language Resource Database Properties dialog box where you can make changes to the .LRS file.

This dialog box provides options for making changes to the Language Resource File.

Select a new language. You can also create a new language name and description, change the description of an existing language, delete a language, or convert the .LRS file from a previous version to the current version.

Select a language.

Create a new language code and description.

Change the description of an existing language.

Delete the selected language.

Opens the Select Conversion File dialog for you to specify the .LRS file to convert.

Displays the locale of the selected language.

Specify a new full and abbreviated name for each month of the year.

Type a new full name for this month.

Type a new abbreviated name for this month.

Specify a full name and an abbreviated name for each day of the week.

Type a full name for this day of the week.

Type an abbreviated name for this day of the week.

Specify how currency information displays.

Select a currency display option.

Type a Credit abbreviation.

Type a Debit abbreviation.

Type a character to use as the decimal separator.

Type a character to use as the thousands separator.

Select the number of digits to display after the decimal.

Specify date and time display options and edit, create, or delete date/time formats.

Select one of two options for displaying the year, month, and day.

Select a primary date separator.

Select a secondary date separator.

Type additional date separators.

Type an AM symbol.

Type an AM abbreviation.

Type a PM symbol.

Type a PM abbreviation.

Select a symbol for separating hours and minutes.

Type additional characters for separating hours and minutes.

Select either a 12- or a 24-hour clock.

This box displays the available date/time formats, including any custom formats you have created. Select a format to edit or delete.

Opens the Custom Date/Time Format dialog box where you can create a predefined format.

Opens the Custom Date/Time Format dialog box where you can create up to five custom formats.

Opens the Custom Date/Time Format dialog box where you can edit the selected format.

Deletes the selected date/time format.

Make miscellaneous changes to the .LRS file such as the text for figure and table captions.

Type text to use as the default caption for figures.

Type text to use as the default caption for tables.

Type text to represent the first annual quarter.

Type text to represent the second annual quarter.

Type text to represent the third annual quarter.

Type text to represent the fourth annual quarter.

Specify how you want "continued" messages to display in footnotes.

Type a character to use as the thousands separator for indicating file size.

Select a default system of measurement.

Select a default paper size.

Create personalized date and time formats by combining year, month, date, and time codes. You can also type additional text, punctuation, and other characters.

Select a year, month, day, or time code to insert into the Edit date/time format box.

Inserts the currently selected code into the Edit date/time format box. You can also double-click the code to insert it.

Displays the codes you have inserted. You can also type additional text in this box to further customize the format.

Displays the format created by the codes in the Edit date/time format box. This sample updates as you insert codes and type text.

Create custom toolbars and Property Bars. You can add features, keystrokes, programs, and macros.

Adds a separator between buttons so you can group similar buttons together. Drag to the toolbar or Property Bar you are editing and drop where you want to add a separator.

Applies the current selections without closing the dialog box.

Displays the current button graphic.   Click Edit to make changes to the graphic.

Searches through Help indexes from all the main applications.

Type in words, phrases, or full sentences. The arrow lets you change to previous queries.

Searches through all the main application's Help indexes.

Double-click on the topic and the appropriate Help topic will display.

To turn the PerfectExpert on and off, click Help PerfectExpert.

Opens the highlighted file into the appropriate application.

Opens the highlighted file, but you will need to save it with a different name.

Change whether you want this dialog to appear everytime you shut down or open the application. You can also change the personal information, like name and phone number.

Displays the Open dialog so you can choose another file to open.

Displays the last opened files in Corel Suite 8. The files that are marked will remain at the top of the list.

Mark the box next to the file that you want to appear at the top of the list.

Choose whether you want to view the file automatically.

Shows the last files opened in Corel Suite 8.

Lets you choose from several projects representing the applications in Corel Suite 8.

Displays the last opened files in Corel Suite 8. The files that are marked will remain at the top of the list.

Opens the project in the appropriate application.

Copies the highlighted project into the Favorites category.

Lets you change categories, projects, and create templates.

Provides projects that you can use to create documents, slide show, and spreadsheets.

Describes the project. If you can't see all of the text, click in the text, then use the arrow keys to move up and down.

Displays all the projects associated with this category. The projects that are above the line are the last projects used.

Displays all the categories. Use the drop-down arrow to change the category and the projects will also change.

If the Preview document checkbox is checked, then the file will view in this window.

Use the options on this dialog box to make changes to the graphics that appear on toolbar and Property Bar buttons.

Type in your own words to find a project.