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Corel WordPerfect Document File

A document icon is a graphical representation of a saved document. You can use Corel WordPerfect document icons from the shell to open Corel WordPerfect documents; or you can print, delete, and view Corel WordPerfect documents without opening Corel WordPerfect. You can also view or edit document summary information directly from the shell.

- ◆ To **view or edit document summary information** from the shell, right-click the document icon, click Properties, then click the Summary tab.
- ◆ To **open** a Corel WordPerfect document from the shell, double-click the document icon, or drag and drop the document icon to the Corel WordPerfect 8 for Windows icon. You can also right-click the document icon, then click Open.
- ◆ To **print** a Corel WordPerfect document from the shell, drag the document icon to a printer icon, or right-click the document icon, then click Print.
- ◆ To **delete** a Corel WordPerfect document from the shell, drag the document object to the Recycle Bin icon, or right-click the document icon, then click Delete.
- ◆ To **view** a Corel WordPerfect document from the shell, right-click the document icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel WordPerfect Template File

A template icon is a graphical representation of a saved Corel WordPerfect template file (a document file with customized format, content, and features). You can use template icons from the shell to open templates in the Corel WordPerfect document window; or you can print, delete, and view templates without opening Corel WordPerfect.

- ◆ To **open** a template file from the shell, double-click the icon, or drag and drop the icon to the Corel WordPerfect for Windows icon. You can also right-click the template icon, then click Open.
- ◆ To **print** a template file from the shell, drag the icon to a printer icon, or right-click the template icon, then click Print.
- ◆ To **delete** a template icon from the shell, drag the icon to the Recycle Bin icon, or right-click the template icon, then click Delete.
- ◆ To **view** a template file from the shell, right-click the template icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel PerfectScript Macro File

A macro icon is a graphical representation of a Corel PerfectScript file. You can use macro icons from the shell to play, compile, and edit Corel PerfectScript macros. If the macro needs a particular application in order to work, it will start the application, then run the macro.

- ◆ To **play** a Corel PerfectScript macro from the shell, double-click the macro icon.
- ◆ To **edit** a Corel PerfectScript macro file from the shell right-click the macro icon, then click Edit.
- ◆ To **compile** a Corel PerfectScript macro from the shell, right-click the macro icon, then click Compile.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel WordPerfect Merge Form Document

A form document icon is a graphical representation of a Corel WordPerfect merge form document. A form document controls the merge output when merging with a data file, an address book, the keyboard, or files in other formats. You can use form document icons from the shell to open form documents in the Corel WordPerfect document window, or you can print, delete, and view form documents without opening Corel WordPerfect.

- ◆ To **open** a form document from the shell, double-click the icon, or drag and drop the icon to the Corel WordPerfect icon. You can also right-click the form document icon, then click Open.
- ◆ To **print** a form document from the shell, drag the icon to a printer icon, or right-click the form document icon, then click Print.
- ◆ To **delete** a form document from the shell, drag the form document icon to the Recycle Bin icon, or right-click the form document icon, then click Delete.
- ◆ To **view** a form document from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel WordPerfect Merge Data File

A data file icon is a graphical representation of a Corel WordPerfect merge data text file. A data file provides data to a form document during a merge, and can exist in either text or table format. You can use data file icons from the shell to open a data file, or you can print, delete, and view data files without opening Corel WordPerfect.

◆ To **open** a data file from the shell, double-click the icon, or drag and drop the icon to the Corel WordPerfect icon. You can also right-click the data file icon, then click Open.

◆ To **print** a data file from the shell, drag the icon to a printer icon, or right-click the data file icon, then click Print.

◆ To **delete** a data file from the shell, drag the data file icon to the Recycle Bin icon, or right-click the data file icon, then click Delete.

◆ To **view** a data file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel WordPerfect Graphics File

A .wpg icon is a graphical representation of a saved Corel WordPerfect graphics file. This file could be a drawing, chart, or TextArt image. You can use graphics icons from the shell to retrieve images into graphics boxes in programs like Corel WordPerfect or Corel Presentations. You can also print, delete, and view graphics without opening them in a specific program.

◆ To **open** a Corel WordPerfect graphics file from the shell, double-click the icon, or drag and drop the icon to the Corel WordPerfect icon or the Corel Presentations icon. You can also right-click the icon, then click Open.

◆ To **print** a Corel WordPerfect graphics file from the shell, drag the icon to a printer icon, or right-click the graphics icon, then click Print.

◆ To **delete** a Corel WordPerfect graphics file from the shell, drag the graphics file icon to the Recycle Bin icon, or right-click the graphics icon, then click Delete.

◆ To **view** a Corel WordPerfect graphics file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Envoy File

A .evy icon is a graphical representation of a saved Envoy document. Envoy is an electronic publishing program that lets you create, annotate, and distribute files quickly and easily. Envoy Viewer files can be exchanged easily between Windows and Macintosh platforms. You can use Envoy document icons from the shell to open Envoy documents in the Envoy Viewer; or you can print, delete, and view Envoy files without opening the Envoy Viewer.

- ◆ To **open** an Envoy document file from the shell, double-click the icon, or drag and drop the icon to the Envoy Viewer icon. You can also right-click the Envoy document icon, then click Open.
- ◆ To **print** an Envoy document file from the shell, drag the icon to a printer icon, or right-click the document icon, then click Print.
- ◆ To **delete** an Envoy document file from the shell, drag the icon to the Recycle Bin icon, or right-click the document icon, then click Delete.
- ◆ To **view** an Envoy document file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Novell GroupWise View File

A .view file is a saved custom Novell GroupWise file which may have one of the following view types: Folder, Mail item, Scheduled item, To Do item, Note, Phone Message, Browser, or Wastebasket. You can use view file icons from the shell to open files in Novell GroupWise; or you can print, delete, and view files without opening Novell GroupWise.

- ◆ To **open** a view file from the shell, double-click the icon, or drag and drop the icon to the Novell GroupWise icon. You can also right-click the view file icon, then click Open.
- ◆ To **print** a view file from the shell, drag the icon to a printer icon, or right-click the view file icon, then click Print.
- ◆ To **delete** a view file from the shell, drag the icon to the Recycle Bin icon, or right-click the view file icon, then click Delete.
- ◆ To **view** a view file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Novell GroupWise Mail Message

A .mlm file icon is a graphical representation of a saved Novell GroupWise mail message. You can use mail message icons from the shell to open mail messages in Novell GroupWise; or you can print, delete, and view mail messages without opening Novell GroupWise.

- ◆ To **open** a mail message from the shell, double-click the icon, or drag and drop the mail message icon to the Novell GroupWise icon. You can also right-click the mail message icon, then click Open.
- ◆ To **print** a mail message from the shell, drag the icon to a printer icon, or right-click the mail message icon, then click Print.
- ◆ To **delete** a mail message icon from the shell, drag the icon to the Recycle Bin icon, or right-click the mail message icon, then click Delete.
- ◆ To **view** a mail message from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel Presentations Slide Show File

A slide show is series of drawing windows containing communication tools such as data charts, organization charts, bitmaps, text, and drawings presented in a slide format. You can use slide show file icons from the shell to open a slide show in Corel Presentations; or you can print, delete, and view slide show files without opening Corel Presentations.

- ◆ To **open** a slide show file from the shell, double-click the icon, or drag and drop the icon to the Corel Presentations icon. You can also right-click the slide show file icon, then click Open.
- ◆ To **print** a slide show file from the shell, drag the icon to a printer icon, or right-click the slide show file icon, then click Print.
- ◆ To **delete** a slide show file from the shell, drag the icon to the Recycle Bin icon, or right-click the slide show file icon, then click Delete.
- ◆ To **view** a slide show file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Slide Show Master File

Slide show master files are templates that include sets of page colors, chart styles, and page arrangements which let you display or retrieve a pre-designed slide show master for your Corel Presentations slide show. You can use master file icons from the shell to open master files in Corel Presentations; or you can print, delete, and view master files without opening Corel Presentations.

- ◆ To **open** a master file from the shell, double-click the icon, or drag and drop the icon to the Corel Presentations icon. You can also right-click the master file icon, then click Open.
- ◆ To **print** a master file from the shell, drag the icon to a printer icon, or right-click the master file icon, then click Print.
- ◆ To **delete** a master file from the shell, drag the icon to the Recycle Bin icon, or right-click the master file icon, then click Delete.
- ◆ To **view** a master file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Chart Style File

A chart style file contains all the visual attributes such as layout, labels, or perspective options you apply to a Corel Presentations data chart. You can use chart style file icons from the shell to open chart style files in Corel Presentations; or you can print, delete, and view chart style files without opening Corel Presentations.

- ◆ To **open** a chart style file from the shell, double-click the icon, or drag and drop the icon to the Corel Presentations icon. You can also right-click the chart style file icon, then click Open.
- ◆ To **print** a chart style file from the shell, drag the icon to a printer icon, or right-click the chart style file icon, then click Print.
- ◆ To **delete** a chart style file from the shell, drag the icon to the Recycle Bin icon, or right-click the chart style file icon, then click Delete.
- ◆ To **view** a chart style file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel Presentations Color File

A color file icon is a graphical representation of a color palette created and saved in Corel Presentations. You can use color file icons from the shell to open Corel Presentations; or you can print, delete, and view color files without opening Corel Presentations.

- ◆ To **open** a color file from the shell, double-click the icon, or drag and drop the icon to the Corel Presentations icon. You can also right-click the color file icon, then click Open.
- ◆ To **print** a color file from the shell, drag the icon to a printer icon, or right-click the color file icon, then click Print.
- ◆ To **delete** a color file from the shell, drag the icon to the Recycle Bin icon, or right-click the color file icon, then click Delete.
- ◆ To **view** a color file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel Quattro Pro Notebook File

A notebook is a collection of 256 spreadsheet pages and the Object page, which is the last page. Each spreadsheet page is a grid made up of columns and rows. The Objects page contains icons, each representing a graph, slide show, or dialog box you have created. A notebook icon is a graphical representation of a saved Corel Quattro Pro notebook file. You can use notebook file icons from the shell to open notebook files in Corel Quattro Pro; or you can print, delete, and view notebook files without opening Corel Quattro Pro.

- ◆ To **open** a notebook file from the shell, double-click the icon, or drag and drop the icon to the Corel Quattro Pro icon. You can also right-click the notebook file icon, then click Open.
- ◆ To **print** a notebook file from the shell, drag the icon to a printer icon, or right-click the notebook file icon, then click Print.
- ◆ To **delete** a notebook file from the shell, drag the icon to the Recycle Bin icon, or right-click the notebook file icon, then click Delete.
- ◆ To **view** a notebook file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel Quattro Pro for DOS Notebook File

A notebook is a collection of spreadsheet pages and the icons, graphs, slide shows, and dialog boxes associated with a spreadsheet. A .wq1 or .wq2 file icon is a graphical representation of a saved Corel Quattro Pro for DOS notebook file. You can use these file icons from the shell to open Quattro Pro for DOS notebook files in Corel Quattro Pro 8 for Windows; or you can print, delete, and view Corel Quattro Pro for DOS notebook files without opening Corel Quattro Pro 8 for Windows.

- ◆ To **open** a notebook file from the shell, double-click the icon, or drag and drop the icon to the Corel Quattro Pro icon. You can also right-click the notebook file icon, then click Open.
- ◆ To **print** a notebook file from the shell, drag the icon to a printer icon, or right-click the notebook file icon, then click Print.
- ◆ To **delete** a notebook file from the shell, drag the icon to the Recycle Bin icon, or right-click the notebook file icon, then click Delete.
- ◆ To **view** a notebook file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Corel Quattro Pro Workspace File

A workspace file icon is a graphical representation of a saved Corel Quattro Pro workspace file. A workspace consists of the image of the position and size of all notebook windows and the names of the files contained in each window. The position of graph and dialog windows are not saved as part of a workspace. You can use workspace file icons from the shell to open workspace files in Corel Quattro Pro; or you can print, delete, and view workspace file without opening Corel Quattro Pro.

- ◆ To **open** a workspace file from the shell, double-click the icon, or drag and drop the icon to the Corel Quattro Pro icon. You can also right-click the workspace file icon, then click Open.
- ◆ To **print** a workspace file from the shell, drag the icon to a printer icon, or right-click the workspace file icon, then click Print.
- ◆ To **delete** a workspace file from the shell, drag the icon to the Recycle Bin icon, or right-click the workspace file icon, then click Delete.
- ◆ To **view** a workspace file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Excel File

A .xls icon is a graphical representation of a saved Excel spreadsheet file. You can use these icons from the shell to open Excel spreadsheet files in Excel or in Corel Quattro Pro if Excel is not installed on your machine. You can also use the icons to print, delete, and view Excel files without having to open a spreadsheet program.

◆ To **open** an Excel spreadsheet file from the shell, double-click the icon, or drag and drop the icon to the icon of the spreadsheet program you are using (either Excel or Corel Quattro Pro). You can also right-click the Excel spreadsheet icon, then click Open.

◆ To **print** an Excel spreadsheet from the shell, drag the icon to a printer icon, or right-click the Excel spreadsheet file icon, then click Print.

◆ To **delete** an Excel spreadsheet file from the shell, drag the icon to the Recycle Bin icon, or right-click the Excel spreadsheet file icon, then click Delete.

◆ To **view** an Excel spreadsheet file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

Lotus 1-2-3 File

A .wk4 icon is a graphical representation of a saved Lotus 1-2-3 spreadsheet file. You can use these icons from the shell to open Lotus 1-2-3 spreadsheet files in Lotus 1-2-3 or in Corel Quattro Pro if Lotus 1-2-3 is not installed on your machine. You can also use the icons to print, delete, and view Lotus 1-2-3 files without having to open a spreadsheet program.

- ◆ To **open** a Lotus 1-2-3 spreadsheet file from the shell, double-click the icon or drag and drop the icon to the icon of the spreadsheet program you are using (either Lotus 1-2-3 or Corel Quattro Pro). You can also right-click the Lotus 1-2-3 spreadsheet icon, then click Open.
- ◆ To **print** a Lotus 1-2-3 spreadsheet from the shell, drag the icon to a printer icon, or right-click the Lotus 1-2-3 spreadsheet file icon, then click Print.
- ◆ To **delete** a Lotus 1-2-3 spreadsheet file from the shell, drag the icon to the Recycle Bin icon, or right-click the Lotus 1-2-3 spreadsheet file icon, then click Delete.
- ◆ To **view** a Lotus 1-2-3 spreadsheet file from the shell, right-click the icon, then click QuickView.

To change which program starts when you open this file, open Explorer, click Options, then click File Types. In the list of file types, click the one you want to change, then click Edit. In the Actions box, click Open, then click Edit. Specify the program you want to use to open the files that have this extension.

QuickGallery File

A QuickGallery file reduces the time it takes Corel Presentations to redraw a slide show gallery. This file is created the first time you display a gallery or run a slide show and is used to accelerate the redraw process. You cannot open, view, or run a QuickGallery file.

