

Working with PerfectFit

PerfectFit Help includes help for specific editor dialogs. The editors let you select topics, find topics alphabetically, or search for specific words and phrases in a topic.

In this section, you'll learn about

- [using symbols](#)
- [using the Keyboard Editor](#)
- [using the Menu Editor](#)
- [using the Toolbar Editor](#)
- [using languages](#)
- [working with the language resource file](#)
- [customizing date and time formats](#)

Using symbols

You can 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. Note that not all fonts include all characters. Excluded characters are represented by a hollow box on your screen.

`{button ,AL(` Using symbols; ',0,"Defaultoverview",)}` How to

To insert symbols

- 1 Place the insertion point where you want the character, and click **Insert** ▶ **Symbol**.
- 2 Select a character set, and 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.



Tip

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

{button ,AL(`Using symbols;',0,"Defaultoverview",)} Related topics

Using the Keyboard Editor

You can 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).

You can export keyboard lists to a tab delimited file.

Quattro Pro also lets you print a list of all the keyboard assignments.

{button ,AL(` Using the Keyboard Editor;' ,0,"Defaultoverview",)} How to

To make keyboard assignments

In WordPerfect or Corel Presentations, do the following:

- 1 Click **Tools ▶ Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose the keyboard you want to edit from the **Available keyboard** list, and click one of the following buttons:
 - **Edit**—lets you change an existing keyboard key.
 - **Create**—lets you type a name for the new keyboard to create a new keyboard key.
- 5 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.
- 6 Depending on what you want to assign, click one or all of the following tabs:
 - **Features**, and select a feature category and feature, and click **Assign feature to key**.
 - **Keystrokes**, and type the text you want assigned to the shortcut key, and click **Assign keystrokes to key**.
 - **Programs**, and click **Assign program to key**, specify the application you want to run, and click **Open**.
 - **Macros**, and click **Assign macro to key**, specify a macro to play, and click **Select**, or click **Assign template macro to key**, select a template macro and location, and click **Select**.
- 7 Repeat steps 3-5 as many times as you need to make the keyboard assignments you want.



Tip

- 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."

{button ,AL(` Using the Keyboard Editor;' ,0,"Defaultoverview",)} [Related topics](#)

To assign symbols to a keyboard key

In WordPerfect or Corel Presentations, do the following:

- 1 Click **Tools ▶ Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose the keyboard you want to edit from the **Available keyboard** list, and click one of the following buttons:
 - **Edit**—lets you change an existing keyboard key
 - **Create**—lets you type a name for the new keyboard to create a new keyboard key.
- 5 Click the shortcut key you want to assign a character to, and click the **Keystrokes** tab.
- 6 Press **Ctrl+W** to display the **Symbols** dialog box.
- 7 Select the character set you want, click the character you want to assign, and click **Insert** and **Close**.
- 8 Click **Assign keystrokes to key**, and click **OK**.



Tip

- 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.

{button ,AL(` Using the Keyboard Editor;',0,"Defaultoverview",,)} [Related topics](#)

To export a keyboard list to a tab delimited file

- 1 Click **Tools ▶ Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboard** tab.
- 4 Choose the keyboard you want to edit from the **Available keyboard** list.
- 5 Click **Edit**.
- 6 In the **Keyboard shortcuts** dialog box, click **Export to file**.
- 7 Type a filename in the **Filename** box.
- 8 Choose **Comma separated values (.csv)** from the **Save as type** list box.
- 9 Click **Save**.

{button ,AL(` Using the Keyboard Editor;' ,0,"Defaultoverview",)} [Related topics](#)

To print a list of keyboard assignments for the active keyboard layout

- 1 Click **Tools** ▶ **Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboard** tab.
- 4 Choose the keyboard you want to edit from the **Available keyboard** list.
- 5 Click **Edit**.
- 6 In the **Keyboard shortcut** dialog box, click **Print report**.

{button ,AL(` Using the Keyboard Editor;' ,0,"Defaultoverview",)} [Related topics](#)

Using the Menu Editor

You can 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.

`{button ,AL(` Using the Menu Editor;' ,0,"Defaultoverview",)}` How to

To add items to a menu

- 1 Click **Tools ▶ Settings**.
- 2 Click **Customize**.
- 3 Click the **Menus** tab.
- 4 Select a menu, and click **Edit**.
- 5 Depending on what you want to assign, click one or all of the following tabs:
 - **Features** — select a feature category, select the feature you want, and click **Add menu item**.
 - **Keystrokes** — type the keystrokes you want the menu item to play, and click **Add keystrokes**.
 - **Programs** — click **Add program**, and select the file that runs the program.
 - **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, and click **Select**.



Tip

- You can also add features by double-clicking a feature in the feature list.

`{button ,AL(`Using the Menu Editor;',0,"Defaultoverview",)}` [Related topics](#)

To edit menu text

- 1 Double-click the menu item you want to customize.
- 2 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.
- 3 Type the text you want to use to describe the menu item in the **QuickTips** text box.
- 4 Click **Properties** if you want to change keystroke, program, or macro assignments.

Note

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

Tip

- 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.

{button ,AL(` Using the Menu Editor;' ,0,"Defaultoverview",)} Related topics

To customize button and menu properties

- 1 Double-click the program, macro, or keystroke button or menu item you want to customize.
- 2 Click **Properties**.
- 3 Edit the macro path, application information, or keyboard script.



Note

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



Tip

- You can change information for keystrokes, programs, or macros you have added to either a toolbar or a menu by clicking Properties.

{button ,AL(` Using the Menu Editor;' ,0,"Defaultoverview",)} Related topics

Using the Toolbar Editor

You can add, delete, or separate buttons on the toolbar and property bar. You can also create new bars or to edit existing bars.

You can 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.

{button ,AL(` Using the Toolbar Editor;' ,0,"Defaultoverview",)} How to

To add buttons to a toolbar or property bar

- 1 Right-click the toolbar or property bar, and click **Settings**.
- 2 Click one of the following tabs:
 - **Toolbars**—lets you add a button to a toolbar
 - **Property bars**—lets you add a button to a property bar
- 3 Select the toolbar or property bar from the list.
- 4 Click the **Features** tab, and select a category from the **Features category** list.
- 5 Select a button from the **Features** list.
- 6 Click **Add button**.

{button ,AL(`Using the Toolbar Editor;',0,"Defaultoverview",)} [Related topics](#)

To edit button graphics

- 1 Double-click the button or menu item you want to customize, and click **Edit**.
- 2 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.
- 3 Click the color you want in the color palette, and 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.

{button ,AL(` Using the Toolbar Editor;',0,"Defaultoverview",)} Related topics

Using languages

You can use formatting conventions of another language with features such as Sort, Footnote, and Tables.

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.

{button ,AL(` Using languages;',0,"Defaultoverview",)} How to

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.

If you want to disable the Writing tools (Spell checker, Thesaurus, and Grammatik) for this section of the document, enable the **Disable writing tools** check box.

If you want to use the settings you specify for the Language resource file rather than the Windows system settings, enable the **Use LRS file (default-system)** check box.



Tips

- This feature is available only in 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.

{button ,AL(` Using languages;',0,"Defaultoverview",)} Related topics

Working with the Language Resource File

The Language Resource File (LRS file) for 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 WordPerfect to view and change the information contained in the LRS file. If you want to use the settings you specify for the LRS file rather than the Windows system settings, click **Use LRS file** in the **Language** dialog box.

{button ,AL(` Working with the Language Resource File;'0,"Defaultoverview",)} How to

To select a language code to customize

- 1 Click **Tools** ▶ **Language**
- ▶ **Settings**.
- 2 Click **Edit LRS**.
- 3 On the **Language** tab, click the drop-down list to display the available languages.
- 4 Select the language you want.

Note

- This feature is available only in WordPerfect.

Tips

- You can create a new language code and description by clicking **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.

{button ,AL(`Working with the Language Resource File;',0,"Defaultoverview",)} [Related topics](#)

To edit the Language Resource File

1 Click **Tools** ▶ **Language**
▶ **Settings**.

2 Click **Edit LRS**.

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

 **Tip**

- This feature is available only in WordPerfect.

{button ,AL(`Working with the Language Resource File;',0,"Defaultoverview",)} [Related topics](#)

To change additional LRS information

- 1 Click **Tools** ▶ **Language**
- ▶ **Settings**.
- 2 Click **Edit LRS**.
- 3 On the **Language** tab, make sure the language code you want to make changes to is displayed in the drop-down list.
- 4 Click the **Miscellaneous** tab.
- 5 Make the changes you want.



Note

- This feature is available only in WordPerfect.



Tips

- 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.

{button ,AL(`Working with the Language Resource File;',0,"Defaultoverview",)} Related topics

Customizing date and time formats

You can create your own date and time formats by combining various year, month, day, and time codes.

`{button ,AL(` Customizing date and time formats;',0,"Defaultoverview",)} How to`

To customize date and time formats

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

Tips

- To see an example of a code you don't understand, delete the contents of the **Edit date/time format** box, and 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.

`{button ,AL(` Customizing date and time formats;',0,"Defaultoverview",)}` [Related topics](#)

Working with PerfectExpert project templates

WordPerfect Office applications include project templates for creating projects such as resumes, business plans, business cards, expense reports, time sheets, banners, marketing plan slide shows, and inventory spreadsheets.

In this section, you'll learn about:

- [working with the PerfectExpert Create new tab](#)
- [working with the PerfectExpert Work on tab](#)

Working with the PerfectExpert Create new tab

The **Create new** tab in the **PerfectExpert** dialog box divides project templates into categories which are typically based on WordPerfect Office applications. These categories are displayed in the drop-down list box. Click the down pointer on the drop-down list box for a list of categories. The list box below the category drop-down list box displays project templates corresponding to the selected category.

You can add, remove, and rename both project templates and categories. Project templates created in previous versions of WordPerfect Office can be added to the **PerfectExpert** dialog box.

{button ,AL(`Working with the PerfectExpert Create new tab;',0,"Defaultoverview",)} How to

To open a project template

- 1 Click **File ▶ New from project**.
- 2 From the list box, select the category containing the project template you want to work on.
- 3 Double-click the project template you want to open.



Tip

- If you plan on using a project template often, you can add it to the **Favorites** folder by selecting it and clicking **Copy to favorites**. You can display items in the Favorites folder by selecting Favorites from the list box.

`{button ,AL(`Working with the PerfectExpert Create new tab;' ,0,"Defaultoverview",)}` [Related topics](#)

To add a new project template or file to a category

- 1 Click **File ▶ New from project**.
- 2 From the list box, 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 WordPerfect Office, have an .AST or .ASX extension.
- When you add a document, spreadsheet, database, or slide show to a category, you can open that project to create similar documents, spreadsheets, databases, or slide shows based on the project.

{button ,AL(` Working with the PerfectExpert Create new tab;',0,"Defaultoverview",,)} Related topics

To copy, move, or remove a project template

- 1 Click **File** ▶ **New from project**.
- 2 From the list box, select the category containing the project template you want to copy or move, then select the project template.
- 3 Click **Options** ▶ **Copy project** or **Move project**, and select the category where you want to place it.



Tip

- To remove a project template from a category, select it and click **Options** ▶ **Remove project**. This removes the project template from the category, but it does not delete the project template file from your hard drive.

{button ,AL(`Working with the PerfectExpert Create new tab;',0,"Defaultoverview",,)} Related topics

To create a category

- 1 Click **File ▶ New from project**.
- 2 Click **Options ▶ Create category**.
- 3 Type a name in the **Display name** box.

You can also

Rename a category	Select the category from the list box. Click Options ▶ Rename Category . Type a name in the Display name box.
Remove a category	Select a category from the list box. Click Options ▶ Remove Category .

Tips

- If you want the category to appear near the top of the list, begin the name with a bracket ([).
- 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.

{button ,AL(`Working with the PerfectExpert Create new tab;',0,"Defaultoverview",)} Related topics

Working with the PerfectExpert Work on tab

The **Work on** tab is used to open the most recently saved WordPerfect Office projects. The list box displays projects based on the category selected in the list box. You can open a recently saved project. You can also open the project as a copy.

{button ,AL(` Working with the PerfectExpert Work on tab;','0,"Defaultoverview",)} How to

To open a recently saved project

- 1 Click **File** ▶ **New from project**.
- 2 Click the **Work on** tab.
- 3 Select a category form the list box.
- 4 Select a project from the list.
- 5 Click **Open**.

{button ,AL(` Working with the PerfectExpert Work on tab;',0,"Defaultoverview",)} Related topics

To open a copy of a recently saved project

- 1 Click **File** ▶ **New from project**.
- 2 Click the **Work on** tab.
- 3 Select a category from the list box.
- 4 Select a project from the list.
- 5 Click **Open as copy**.

Note

- A copy is read-only. If you want to make changes and save you have to rename the project.

{button ,AL(` Working with the PerfectExpert Work on tab;',0,"Defaultoverview",)} [Related topics](#)

Close the dialog box and save any changes.

Close the dialog box without saving any changes.

Exit the dialog box and save any changes.

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 every time 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. 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.

Lets you choose from several projects.

Displays the last opened files. 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.

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

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

Use the options in 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.

Provides help about this dialog box. For help about individual dialog box options, click '?' in the title bar, then click on an option.

Initiates a search through the Help for the text you entered.

Provides information about the Ask the PerfectExpert dialog box.

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

Displays the found entries. Double-click on a topic and the appropriate Help topic will display.

Displays the number of found entries.

Initiates search through Corel's Knowledge Base on the Internet at www.corel.com.

Type in keywords to search for in the Corel Knowledge Base. The arrow lets you change to previous queries.

Displays the title of the dialog box. You can drag the title bar to move the dialog.

