

Using QuickFinder

QuickFinder consists of two components: QuickFinder Searcher and QuickFinder Manager. You can use QuickFinder Searcher to find files within a specified search scope. You can use QuickFinder Manager to create standard or custom Fast search files that are required to perform Fast searches

The documentation for QuickFinder is available in ASCII text format in Corel/Shared/Help on the WordPerfect Office CD.

In this section, you'll learn about

- [using QuickFinder Searcher](#)
- [creating Fast search files](#)
- [performing Fast searches](#)
- [managing Fast search files](#)

Using QuickFinder Searcher

QuickFinder Searcher lets you specify search criteria for finding files. You can find files by name or by content.

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

To find a file by name

- 1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11 ▶ Utilities ▶ QuickFinder 11 Searcher**.
- 2 From the **Look in** list box, choose the drive or folder where the file is stored.
- 3 Type a filename in the **Filename** box.
- 4 Click **Find now**.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Using QuickFinder Searcher;' ,0,"Defaultoverview",)} [Related topics](#)

To find a file by content

- 1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11 ▶ Utilities ▶ QuickFinder 11 Searcher**.
- 2 From the **Look in** list box, choose the drive or folder where the file is stored.
- 3 Type a word or phrase in the **Filename** box.
- 4 Click **Find now**.



Note

- QuickFinder ignores special characters, such as an exclamation point (!) or an ampersand (&), when searching for content.



Tips

- You can further narrow your search by choosing a file type from the **File type** list box and by typing the date saved in the **Last modified** list box.
- When specifying a name for which to search you can use wildcards; such as an asterisk (*), which represents one or more characters; or a question mark (?), which represents only one character.
- You can stop the search by clicking **Stop find** at any time during the search.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(^ Using QuickFinder Searcher;',0,"Defaultoverview",)} Related topics

Creating Fast search files

You can use QuickFinder Manager to create a standard or a custom Fast search file.

{button ,AL(` Creating Fast search files;',0,"Defaultoverview",)} How to

To create a standard Fast search file

- 1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11 ▶ Utilities**
- ▶ **QuickFinder 11 Manager.**
- 2 Click the **Standard fast search setup** tab.
- 3 Click **Create**.
- 4 In the **QuickFinder standard fast search** dialog box, type the name of a folder in the **Folder to search** box.
- 5 Enable one of the following options:
 - **Automatic update every**—lets QuickFinder automatically update the Fast search file at the intervals that you type in the boxes
 - **Manual update**—lets you manually update the file
- 6 Click **Options**.
- 7 In the **QuickFinder fast search options** dialog box, click **Browse**, and specify the search preferences and a secondary location for the Fast search information file.



Note

- Subfolders of the folder that you specify are automatically included in the search.



Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Creating Fast search files;','0,"Defaultoverview",)} [Related topics](#)

To create a custom Fast search file

- 1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11 ▶ Utilities**
- ▶ **QuickFinder 11 Manager.**
- 2 Click the **Custom fast search setup** tab.
- 3 Click **Create**.
- 4 In the **QuickFinder custom fast search** dialog box, type a name for the Fast search file in the **Fast search name** box.
- 5 Enable one of the following options:
 - **Automatic update every**—lets QuickFinder automatically update the Fast search file at the intervals that you type in the boxes
 - **Manual update**—lets you manually update the file
- 6 In the **Folder to add** box, type the name of a folder you want to search with the specified path.
- 7 Enable the **Include subfolders** check box.
- 8 Click **Add**, and click **Options**.
- 9 In the **QuickFinder fast search options** dialog box, specify the search preferences and a location for the Fast search file.



Tips

- You can include as many folders as you want in the Fast search file.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Creating Fast search files;',0,"Defaultoverview",)} [Related topics](#)

Performing Fast searches

You can perform a standard Fast search, a custom Fast search or both. You can also change the search properties.

`{button ,AL(` Performing Fast searches;',0,"Defaultoverview",)}` [How to](#)

To perform a standard Fast search

1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11**

▶ Utilities

▶ QuickFinder 11 Searcher.

- 2 From the **Look in** list box, choose the drive and folder where a standard Fast search folder is stored.
- 3 Specify the search criteria.
- 4 Click **Find now**.



Notes

- Be sure to choose a standard Fast search folder. If your search includes some folders that have corresponding Fast search files and some that do not, QuickFinder uses the Fast search files first and then performs a normal search on the remaining folders.
- For information about creating a standard Fast search file, see "[Creating Fast search files.](#)"



Tips

- You can stop the search by clicking **Stop find** at any time during the search.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Performing Fast searches;',0,"Defaultoverview",)} [Related topics](#)

To perform a custom Fast search

- 1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11 ▶ Utilities ▶ QuickFinder 11 Searcher**.
- 2 Click **Advanced**.
- 3 From the **Look in** list box, choose the drive and folder where a standard Fast search folder is stored.
- 4 In the **Find files that match these criteria** list, double-click **Insert a new property**.
- 5 From the list boxes, choose the search tools you want.
- 6 Click **Find now**.

Notes

- You can perform a custom Fast search only if the custom Fast search folder is chosen. If you don't choose the custom Fast search folder, QuickFinder performs a normal search.
- For information about creating a custom Fast search file, see "[Creating Fast search files.](#)"

Tips

- You can stop the search by clicking **Stop find** at any time during the search.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(' Performing Fast searches;',0,"Defaultoverview",)} [Related topics](#)

To change the search properties

1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11**

▶ **Utilities**

▶ **QuickFinder 11 Searcher.**

2 Choose a drive or folder from the **Look in** list box.

3 Type a filename, word, or phrase in the **Filename** box.

4 Click **Advanced**.

5 In the **Find files that match these criteria** list, double-click one of the following options:

- the file or content search criteria that you want to edit
- **Insert a new property**

6 From the list boxes, choose the search tools you want.



Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Performing Fast searches;',0,"Defaultoverview",)} [Related topics](#)

Managing Fast search files

You can edit, manually update, and delete a Fast search file by using QuickFinder Manager. You can use QuickFinder Manager to specify default settings for all standard and custom Fast search files. You can also use QuickFinder Manager to view information about a Fast search file.

{button ,AL(` Managing Fast search files;',0,"Defaultoverview",)} How to

To edit a Fast search file

1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11 ▶ Utilities**

▶ **QuickFinder 11 Manager**.

2 Click one of the following tabs:

- **Standard Fast search setup**—lets you perform searches on a single folder and its subfolders
- **Custom Fast search setup**—lets you perform searches on multiple folders, with or without their subfolders

3 From the **Look in** list box, choose a Fast search file.

4 Click **Edit**.

5 Make any changes.



Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Managing Fast search files;',0,"Defaultoverview",)} [Related topics](#)

To manually update a Fast search file

1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11 ▶ Utilities**

▶ **QuickFinder 11 Manager.**

2 Click one of the following tabs:

- **Standard Fast search setup**—lets you perform searches on a single folder and its subfolders
- **Custom Fast search setup**—lets you perform searches on multiple folders, with or without their subfolders

3 From the **Look in** list box, choose a Fast search file.

4 Click **Update.**



Note

- Updating a Fast search file is necessary only if you enabled the **Manual update** option when you created or edited the file and if you made changes to the folders. For more information about creating a Fast search file see, "[Creating Fast search files.](#)"



Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Managing Fast search files;',0,"Defaultoverview",)} [Related topics](#)

To delete a Fast search file

1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11 ▶ Utilities**

▶ **QuickFinder 11 Manager**.

2 Click one of the following tabs:

- **Standard Fast search setup**—lets you perform searches on a single folder and its subfolders
- **Custom Fast search setup**—lets you perform searches on multiple folders, with or without their subfolders

3 From the **Look in** list box, choose a Fast search file.

4 Click **Delete**.



Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(^ Managing Fast search files;',0,"Defaultoverview",,)} [Related topics](#)

To specify default settings for all standard Fast search files

1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11**

▶ **Utilities**

▶ **QuickFinder 11 Manager.**

2 Click the **Standard Fast search setup** tab.

3 Click **Settings**.

4 In the **QuickFinder settings** dialog box, specify the search settings and a location for all standard Fast search files.



Note

- If you choose not to specify a location for all standard Fast search information files, QuickFinder automatically places each Fast search file in the folder it searches.



Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(`Managing Fast search files;',0,"Defaultoverview",)} [Related topics](#)

To specify default settings for all custom Fast search files

- 1 Click **Start** on the Windows taskbar, and click **Programs ▶ WordPerfect Office 11 ▶ Utilities ▶ QuickFinder 11 Manager**.
- 2 Click the **Custom fast search setup** tab.
- 3 Click **Settings**.
- 4 In the **QuickFinder settings** dialog box, specify the search settings and a location for all custom Fast search files.

Tips

- You can override global custom Fast search settings when you create or edit a single custom Fast search file by clicking **Options** in the **QuickFinder custom fast search** dialog box and specifying new settings in the **QuickFinder fast search settings** dialog box.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Managing Fast search files;',0,"Defaultoverview",)} [Related topics](#)

To view information about a Fast search file

1 Click **Start** on the Windows taskbar, and click **Programs** ▶ **WordPerfect Office 11** ▶ **Utilities**

▶ **QuickFinder 11 Manager**.

2 Click one of the following tabs:

- **Standard fast search setup**—lets you perform searches on a single folder and its subfolders
- **Custom fast search setup**—lets you perform searches on multiple folders, with or without their subfolders

3 From the **Look in** list box, choose a Fast search file.

4 Click **Information**.



Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(^ Managing Fast search files; ,0,"Defaultoverview",)} [Related topics](#)

Closes the dialog box and saves any changes you have made.

Lets you create a Fast Search.

Delete the selected Fast Search.

Lets you edit the currently selected Fast Search.

Update the currently selected Fast Search.

Displays information about the selected Fast Search.

Specify preferences for all Fast Search files.

Displays each Fast Search by name or folder, gives its status, and when it was last updated.

Describes a Fast Search.

Specify a folder to create a Fast Search file for.

Specifies that you, rather than QuickFinder, will update the Fast Search file.

The Fast Search file is updated at the hourly interval specified.

Exit the dialog box and save any changes.

Exit the dialog box without saving changes.

Select from a list of available folders.

Specify Fast Search preferences.

Get help on a dialog box.

Displays the name and location of the password-protected file.

Prompts for the password when you attempt to open a password-protected file.

File management dialog boxes let you see what is on your computer, desktop, and network. You can specify files to open, save, convert, insert, and play. Right-clicking a file or folder displays more options. The options may vary, depending on your application and the feature you are using.

Displays the current folder or resource (such as a network printer or desktop item) and allows you to select a location. Click the folder button to move back one folder level.

Displays file types for you to list, select from, or convert a file to. If appropriate, this option will display the default file extension for the application or feature you are using.

Type a filename to open, save, view, and so on. If appropriate, this option will display the default file extension for the application or feature you are using. Click the arrow to display the most recently specified files which you can then select from.

Displays the hierarchy of folders and resources available to you. Click the minus sign to close a folder; click the plus sign to open a folder.

Performs the command you specify (Open, Save, Insert, Play), then closes the dialog box. The text that appears on this button depends on the type of file management dialog box you currently have open.

Opens the specified file as a read-only copy. If you want to save any changes you make to the file, you must save it with a new name.

Saves the specified file, including any changes made to it, with the original name or a new name you specify.

Specifies whether you want to protect the specified file with a password. If you select this option, then click Save, you will be prompted to type a password.

Selects the folder or subfolder.

Provides options for searching for files by name and/or content.

Specify the name of the file or file pattern to look for. You can use wildcard characters such as ? and *. Click the arrow to list and select from recently specified files.

Type the word or phrase to look for. If you have created a search query in Advanced Find, it will display here. You can also type in search queries yourself. Click the arrow to see a list of recently specified content searches.

Begins searching for files that meet the criteria you specify in the Look in, File name, File type, and Last modified text boxes. QuickFinder searches for and displays the files whose contents contain the search criteria you specified, and the files whose title contains the search criteria you specified.

During a search, click Stop Find if you want to stop the search. When the search is finished (or after you have stopped a search), click Back to return to the previous folder.

Clears all text boxes for you to specify new search criteria.

Opens the Advanced Find dialog box where you can specify more detailed search criteria.

Specify where to look for the search criteria you have specified. Click the arrow to list and select from recently used locations.

Opens the Select Location dialog box where you can select a particular subfolder to search in.

Specifies whether to search in the selected folder and all of its subfolders.

Opens the selected file.

Lists the contents of the resource you are viewing. For example, if you are looking in a folder, this window displays its files and subfolders.

Clears the existing search query so you can create a new one. If you do not want to completely clear the existing query, you can edit it in the Words text box.

Performs a search using the query you have specified.

Click this option to indicate that you want to specify the location to search in. You specify the location in the text box below.

Click this option to indicate that you want to use a custom Fast Search. Once you click this option, you will get a list of the available Fast Searches. This option will be dimmed if you have not created any custom Fast Searches.

Specify the location to search in. Click the arrow to see a list of available locations.

Moves up one level in the hierarchy of locations to search.

Displays the Select Subfolder dialog box for you to select a subfolder of the current drive. QuickFinder will search in the subfolder you select.

Specifies whether to search in all subfolders of the selected location.

Create a search query by typing words or phrases to look for, specifying match options, and using the search tools.

Type the words or phrases to look for and insert search tools to create a search query.

Specify whether to perform a case-sensitive search.

Specify whether to locate all occurrences of the words you are searching for. For example, with this option selected a search for "cat" would also find words like "catapult" and "concatenate."

Specify whether to locate all forms of the words you are searching for.

Select one or more search tools to create a search query. You can select a tool, then double-click it or click Insert to insert it.

Operators provide a way to do such things as groups words together, exclude certain words, and use wildcards.

Closeness of Words lets you specify proximity options for finding words. For example, you can specify to find specific words located in the same paragraph or within five words of each other.

Components let you specify how broad or narrow of a search to perform. For example, you can search the entire document, including any footnotes, endnotes, and so on; or you can search only the first page.

Displays the tools associated with the selected tool category. To insert a tool into the Words text box, either double-click the tool, or click it, then click Insert.

Inserts the selected search tool into the Words text box.

Provides options for creating search queries based on file contents (words, phrases, and so on) and synonyms of words.

Provides options for searching for synonyms of the words you specify.

This dialog box lets you create and maintain Fast Searches and specify where QuickFinder is available on the Windows Desktop and Properties dialog boxes.

Opens QuickFinder to perform a search.

Create and maintain standard Fast Searches.

Create and maintain custom Fast Searches.

Lets you determine where access to QuickFinder appears and enables QuickFinder's automatic index updating feature.

Provides options for displaying or removing access to QuickFinder on certain Desktop items.

Specify whether to display access to QuickFinder on the Windows Start menu. If this option is active, you can access QuickFinder by clicking **Start ▶ Programs**

▶ **WordPerfect Office 2002**

▶ **Utilities**

▶ **Corel QuickFinder 10 Manager.**

Specify whether the QuickFinder Scheduler icon displays on the task bar. Double-clicking the icon opens QuickFinder Scheduler, which lets you specify whether Fast Searches are automatically updated. The QuickFinder Scheduler icon will only be displayed on the task bar if a Fast Search is already defined.

Specify whether to display access to QuickFinder on context menus. You can display context menus by right-clicking on a folder icon or other resource icon (such as a network drive or printer) in any file management dialog box, including Windows Explorer, Network Neighborhood, and so on.

Provides options for displaying or removing access to QuickFinder on the Properties dialog box.

Specify whether to display or remove QuickFinder from the Properties dialog box for drives. You can display Properties by right-clicking a drive, then clicking Properties.

Specify whether to display or remove QuickFinder from the Properties dialog box for folders. You can display Properties by right-clicking a folder, then clicking Properties.

Select an update option. If you select Manual update, you must select a Fast Search in QuickFinder Manager, then click Update when you want to incorporate any changes you have made to the files or folders.

Provides options for creating and editing a standard Fast Search.

Specify an hourly interval (and minutes, if wanted) for updating Fast Searches.

Provides options for creating and editing custom Fast Searches.

Type a name for the custom Fast Search.

Specify a folder to include in the Fast Search and specify whether to include its subfolders. Click Browse if you need to look for a folder. You can add as many folders as you need, but a large Fast Search will take longer.

Specify a folder to add to the Fast Search.

Adds the specified folder to the Fast Search.

Deletes the selected folder, and any included subfolders, from the Fast Search.

Lists the folders contained in the Fast Search and indicates whether the subfolders of each folder are included.

Specify QuickFinder search preferences. You can also specify where to store Fast Search and temporary files.

Select which portion of a document to search.

Searches only the Document Summary of the documents included in the search.

Searches only the body of documents. Does not search other elements of a document such as headers, footers, footnotes, endnotes, and so on.

Search the full document including other elements such as headers, footers, footnotes, endnotes, etc.

Searches the full document and the document summary separately.

Select whether to search only in documents and whether to include numbers.

Specify whether QuickFinder should search only documents. If this option is selected, QuickFinder will ignore files with extensions such as .EXE, .COM, and .DLL.

Specify whether to include numbers in a Fast Search file. If you are not going to search for numbers, disabling this option may speed up your searches.

Select a level at which you will most likely want to find information. The levels include document, page, paragraph, and sentence.

Drag to select a level. You can also click on a marker to move to that level.

Select an option for interpreting extended characters in a Fast Search.

Ignores extended characters and does not include them in the search.

Interprets extended characters as ASCII characters. Use this option if you are searching DOS files.

Interprets extended characters as ANSI characters. Use this option if you are searching Windows files.

Specify where to store the Fast Search file.

Specify where to store temporary files.

Displays information about the Fast Search file, the folders and files included in the search, and search preferences.

Displays the name of the Fast Search. If you are viewing information for a standard Fast Search, the name is the folder you are searching. If you are viewing a custom Fast Search, this option displays the name you specified when you created the Fast Search.

Displays information about the Fast Search file associated with the Fast Search you are viewing. The Fast Search file contains a full-text, alphabetical list of every word in the files and folders.

Displays the name of the Fast Search file associated with this Fast Search.

Displays the size of the Fast Search file associated with this Fast Search.

Displays when the Fast Search file for this Fast Search was last updated.

Displays where the Fast Search file for this Fast Search is located.

Displays information about the files, folders, and search preferences for this Fast Search.

Displays how many bytes of information were indexed by QuickFinder in this Fast Search.

Displays the number of folders indexed by QuickFinder in this Fast Search.

Displays the number of files QuickFinder indexed for this Fast Search.

Displays whether QuickFinder indexed numbers in this Fast Search.

Displays the level at which QuickFinder indexed text for this Fast Search.

Displays how extended characters are interpreted by QuickFinder for this Fast Search.

Displays whether QuickFinder indexes documents only or also indexes other file types such as .exe, .com, and .dll.

Displays the folder or folders included in this Fast Search.

Enables or disables automatic updating for all Fast Search files. Any update options you have specified for individual Fast Searches are still valid, but they will not take effect unless this option is enabled.

Specify whether QuickFinder should perform normal or fast searches in this folder and specify update options. You can create a standard Fast Search for this folder by clicking Fast Search, then clicking Update Now. You can also create either standard or custom Fast Searches by clicking QuickFinder Manager.

Specifies that QuickFinder updates the Fast Search file for this folder at the interval you set.

Specifies that QuickFinder should perform fast searches in this folder. QuickFinder will use a Fast Search file specific to this folder to look for the search criteria you specify. The Fast Search file contains a full-text, alphabetical list of every word in the files contained in this folder.

Specify the hourly interval for updating the Fast Search file for this folder.

Specifies that you want to manually update the Fast Search file for this folder using QuickFinder Manager.

Specify an update interval in minutes.

Specifies that QuickFinder should perform normal searches in this folder. A normal search searches each individual file for the criteria you specify.

Opens QuickFinder Manager where you can create, edit, delete, and update standard and custom Fast Searches.

Updates the Fast Search file for this folder, or creates one if one does not exist.

Displays the update status of the Fast Search file for this folder.

Click this option to password protect a file (if you are in the Save As dialog box), or to link to an image file located in the current folder, CD, or network drive (if you are in the Insert Image dialog box). Linking to image files, rather than retrieving them into your document, keeps your document size to a minimum. However, each time you use the document, the resource containing the image file must be available. For example, if you link to an image file located on a CD, you must insert the CD before you can access the image.

To find out what this button does, hold your mouse pointer over the button until the QuickTip appears.

A list of the contents of the folder specified in the Look in text box. To change how the contents of a folder are displayed, click the View menu, then select the display options you want. You can also sort the items by name, size, date, and type, depending on the view you have selected.

Select or deselect this button to hide or display the menu bar.

Clears the previous search criteria and lets you begin a new QuickFinder search.

Displays files that were last modified on the date you specify. You can type a specific date in the text box, or you can click the arrow to select from a list of general time frames (such as This week, Today, or Last month).

Use this dialog box to print the list of files and folders you currently have displayed in a file management dialog box.

You can choose to print the only list of files (not folders) displayed in the file management dialog box, only the files in the list you have selected, or both files and folders.

Use this group to choose where you want to send the list of files. You can send the list to your printer or to the Windows Clipboard, or you can display the list in Microsoft WordPad.

Sends the file list to your currently selected printer.

Displays the file list in Microsoft WordPad. This option is useful if you want to save the file list to disk, or if you want to make any changes or additions to the list before you print it.

Copies the file list to the Microsoft Clipboard. This option is useful if you want to paste the file list into another application so you can save it to disk or make changes to it.

Prints only the files you have selected in the display list of the file management dialog box.

Prints all the files in the display list of the file management dialog box.

Click this option if you want to include any folders in the file list. If this option is not selected, only the files in the display list of the file management dialog box will be printed.

Reindexes the selected Fast Search folders.

Specifies that you want to search for and match all word forms.

Specifies that you want to search for and match partial words.

Specifies that you want to search for and match upper or lower case words.

Closes this dialog box.

Click [this](#) to display an overview of this dialog box.

Enable to embed fonts while you save a document. When you embed fonts in a document, the fonts used in the document are compressed and saved with the file data. You may want to embed fonts if you are using an unusual font or if you want to ensure that the font you are using displays properly.

Opens the Advanced Find dialog box. You can search for files by name or content, and you can search subfolders and document summaries. You can also open the QuickFinder Manager to specify the criteria for Fast Searches.



The Corel Web site button lets you go to a Corel Web site.



The Toggle Preview button lets you enable or disable the preview window.

Protecting files

You can assign a password to a WordPerfect document; only you and others who know the password can open the document. If you forget a password, you cannot open a password-protected file again in WordPerfect.

You can also remove the password from a file.

{button ,AL(` AProtecting files;' ,0,"Defaultoverview",,)} How to

To open a password-protected file

- 1 Click **File ▶ Open**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose the file format from the **File type** list box.
- 4 Double-click the filename.
- 5 Type the password for the file in the text box.

{button ,AL(` AProtecting files;',0,"Defaultoverview",)} [Related topics](#)

Using WordPerfect Office file management boxes

WordPerfect Office file management dialog boxes let you perform many file management tasks. You can use these boxes to work with files and folders; for example, you can move, copy, and rename files and folders and create shortcuts.

The documentation for WordPerfect Office file management boxes is available in ASCII text format in Corel/Shared/Help on the WordPerfect Office CD.

In this section, you'll learn about

- [working with files and folders](#)
- [previewing files](#)
- [printing and viewing file lists](#)
- [using favorites](#)
- [mapping a network drive](#)
- [opening Internet and intranet pages](#)
- [disabling WordPerfect Office file management dialog boxes](#)

Working with files and folders

WordPerfect Office file management dialog boxes let you work with files and folders. You can create folders for files. You can move, copy, and rename files and folders. You can also create shortcuts to folders and files you use often. You can search for files using WordPerfect Office dialog boxes, and you can change the file management box display.

{button ,AL(`Working with files and folders;','0,"Defaultoverview",,)} How to

To create a folder

- 1 Click **File ▶ Open**.
- 2 Choose the drive or folder where you want to create the folder.
- 3 Click **File ▶ New**
▶ **Folder**.
- 4 Type a name for the folder, and press **ENTER**.

Tips

- You can also create a folder by right-clicking the file list or folder list, and clicking **New**.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(`Working with files and folders;',0,"Defaultoverview",)} [Related topics](#)

To move a file or folder

- 1 Click **File ▶ Open**.
- 2 Choose a file or folder.
- 3 Click **Edit ▶ Move to folder**.
- 4 Choose the folder or drive to which you want to move the file.



Tips

- To move multiple files or folders, press **CTRL** and click each file or folder. To choose a range of files or folders, click the file or folder at one end of the range, press **SHIFT**, and click the file or folder at the other end of the range.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Working with files and folders;',0,"Defaultoverview",)} [Related topics](#)

To copy a file or folder

- 1 Click **File ▶ Open**.
- 2 Choose a file or folder.
- 3 Click **Edit ▶ Copy to folder**.
- 4 Choose the folder or drive to which you want to copy the file.



Note

- If you move or copy a folder, any subfolders or files it contains are also moved or copied.



Tips

- You can also copy a file or folder by opening Windows Explorer and dragging the file or folder to another drive or folder.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(`Working with files and folders;','0,"Defaultoverview",,)} Related topics

To rename a file or folder

- 1 Click **File ▶ Open**.
- 2 Choose a file or folder.
- 3 Click **File ▶ Rename**.
- 4 Type a new name, and press **ENTER**.



Tips

- You can also rename a file or folder by right-clicking it, clicking **Rename**, and typing a new filename.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(`Working with files and folders;`,0,"Defaultoverview",)} Related topics

To create a file or folder shortcut

- 1 Click **File** ▶ **Open**.
- 2 Choose a file or folder.
- 3 Click **File** ▶ **Create shortcut**.



Tips

- You can also create a shortcut by right-clicking a file or folder, and clicking **Create shortcut**.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Working with files and folders;'0,"Defaultoverview",)} Related topics

To change file or folder properties

- 1 Click **File ▶ Open**.
- 2 Choose a file or folder.
- 3 Click **File ▶ Properties**.
- 4 Modify the settings of the properties you want to change.



Tips

- You can also change the properties of a file or folder by right-clicking a file or folder, clicking **Properties**, and modifying the settings.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

`{button ,AL(`Working with files and folders;`,0,"Defaultoverview",)}` [Related topics](#)

To find a file

- 1 Click **File ▶ Open**.
- 2 Choose a drive or folder in which you want to search.
- 3 Type the filename in the **Filename** box.
- 4 Click **Find now**.



Note

- You can use wildcards, such as the question mark (?) and asterisk (*), to search for similar files. For example, searching for **C:\FILES\OCT??*.wpd** results in a list of all **.wpd** filenames in the FILES folder on the **C:** drive that begin with OCT and are followed by any two characters. Searching for **C:\FILES*.wpd** results in a list of all **.wpd** files in the FILES folder on the **C:** drive. You must specify a file extension or use a wildcard for the file extension.



Tips

- You can narrow a file search by choosing a file type and by selecting the date on which the file was last modified.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Working with files and folders;','0,"Defaultoverview",')} [Related topics](#)

To change the file management box display

- 1 Click **File** ➤ **Open**.
- 2 Click **View**, and click one of the following:

- **Large icons**
- **Small icons**
- **List**
- **Details**
- **Thumbnails**



Tips

- You can also change the file management display by clicking the **Views** button on the toolbar and clicking a display setting.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(`Working with files and folders;','0,"Defaultoverview",)} [Related topics](#)

Previewing files

You can preview a file. You can set options for previewing a file. You can separate the Preview window from a file management dialog box so that you can view the file separately. You can also print a file while in the Preview window. You can preview a variety of file types including the following:

- WordPerfect (.w**pd**)
- Quattro Pro (.q**pw** and .w**b3**)
- Corel Presentations (.s**hw**)
- WordPerfect Graphics, version 2 (.w**pg**)
- ASCII text files (.t**xt**)
- Word Documents (.d**oc**)

{**button ,AL(` Previewing files;',0,"Defaultoverview",)}** How to

To preview a file

- 1 Click **File** ➤ **Open**.
- 2 Click the **Preview** button on the toolbar.
- 3 From the **Look in** list box, choose the file you want to preview



Note

- You cannot view password-protected files unless you specify the password.






Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

[AL\(\` Previewing files;',0,"Defaultoverview",\)} Related topics](#)

To set options for previewing a file


- 1 Click **File** ➤ **Open**.
- 2 Click the **Preview** button on the toolbar.
- 3 From the **Look in** list box, choose the file you want to preview.
- 4 Right-click the Preview window, and click **Size**, and click one of the following:
 - **Original size**  displays the file the same size as the original within the Preview window
 - **Window**  displays the entire file in the window within the Preview window
 - **Window width**  displays the file so the entire width is visible within the Preview window

Tip



- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Previewing files;' ,0,"Defaultoverview",)} Related topics

To separate the Preview window from a file management dialog box


- 1 Click **File**  **Open**.
- 2 Right-click the Preview window, and click **Use separate window**.

Tips

- You can also separate the Preview window by clicking **View**  **Preview**
-  **Use separate window**.
- Not all operating systems have the menu options, buttons, and controls described in this documentation.

`{button ,AL(` Previewing files;',0,"Defaultoverview",)}` [Related topics](#)

To print a file in the Preview window

- 1 Click **File**  **Open**.
- 2 From the **Look in** list box, choose the file you want to preview.
- 3 Click **Preview**.
- 4 Right-click the Preview window, and click **Print**.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

[Related topics](#)

Printing and viewing file lists

You can print a list of the files and folders displayed in WordPerfect Office file management dialog boxes. You can also print or view only selected files and folders in a file list.




{button ,AL(` Printing and viewing file lists;',0,"Defaultoverview",)} How to

To print or view a file list

1 Click **File**  **Open**.

2 Click **File**  **Print file list**.

3 Enable one of the following options:

- **Send to printer**  sends the file list to your currently selected printer
- **Display in WordPad**  displays the file list in WordPad
- **Copy to clipboard**  copies the file list to the Clipboard in Rich text format






If you want the folders in the file list printed as well, enable the **Print entire list** option, and enable the **Include folders in list** check box.

 **Tip**

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(^ Printing and viewing file lists;',0,"Defaultoverview",)} [Related topics](#)

To print or view only selected files and folders in a file list

- 1 Click **File**  **Open**.
- 2 Choose the files and folders you want to print or view.
- 3 Click **File**  **Print file list**.
- 4 Enable one of the following options:
 - **Send to printer**  sends the file list to your currently selected printer
 - **Display in WordPad**  displays the file list in WordPad
 - **Copy to clipboard (RTF format)**  copies the file list to the Clipboard
- 5 Enable the **Print list of selected entries** option.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.





{button ,AL(` Printing and viewing file lists;',0,"Defaultoverview",)} [Related topics](#)

Using Favorites

You can add a shortcut to a Favorites folder. You can open a file or folder in a Favorites folder. You can also delete a shortcut from a Favorites folder.

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

To add a shortcut to a Favorites folder



- 1 Click **File**  **Open**.
- 2 Choose a file or folder for which you want to add a shortcut.
- 3 Click **Favorites**  **Add**, and click one of the following:
 - **Add favorite folder**  adds the entire folder to the **Favorites** folder
 - **Add favorite item**  adds the selected file to the **Favorites** folder

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

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

To open a file or folder in a Favorites folder




- 1 Click **File**  **Open**.
- 2 Click **Favorites**  **Go to/from favorites**.
- 3 Double-click a file or folder.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

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

To delete a shortcut from a Favorites folder

- 1 Click **File**  **Open**.
- 2 Click **Favorites**  **Go to/from favorites**.
- 3 Choose a shortcut.
- 4 Click **File**  **Delete**.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.
- You can also delete a shortcut by clicking the **Delete** button on the toolbar.


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

Mapping a network drive

You can map a network drive so that you can access a file server. You can also disconnect a network drive.

{button ,AL(` Mapping a network drive;','0,"Defaultoverview",)} How to

To map a network drive

1 Click **File** {  **Open**.

2 Click **Tools**  **Map network drive**.

3 Choose a drive from the **Drive** list box.


4 Type the network path to the file server.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Mapping a network drive;','0,"Defaultoverview",,)} [Related topics](#)

To disconnect a network drive

- 1 Click **File**  **Open**.
- 2 Click **Tools**  **Disconnect network drive**.
- 3 Choose a network drive.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.


{button ,AL(` Mapping a network drive;' ,0,"Defaultoverview",)} **Related topics**

Opening Internet and intranet pages

You can open Internet and intranet pages. You can also set a home page.

{button ,AL(` Opening Internet and intranet pages;',0,"Defaultoverview",)} How to

To open Internet or intranet pages

- 1 Click **File**  **Open**.
- 2 Click the **Corel Web site** button.
- 3 In the **Filename** box, type the URL for the Internet or intranet page you want to open.
- 4 Click **ENTER**.

Note



- You must have an Internet browser such as Netscape Navigator or Microsoft Internet Explorer installed on your computer to view and open Internet or intranet pages.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(`Opening Internet and intranet pages;',0,"Defaultoverview",)} [Related topics](#)

To set a home page

- 1 Click **File**  **Open**.
- 2 Click the **Corel Web site** button.
- 3 In the **Filename** box, type the URL for the Internet or intranet page you want to open.
- 4 Click **ENTER**.
- 5 Click **Internet**  **Set home page**.

The currently displayed page becomes your home page.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(`Opening Internet and intranet pages;',0,"Defaultoverview",)} [Related topics](#)

Disabling WordPerfect Office file management dialog boxes

WordPerfect, Corel Presentations, and Quattro Pro, by default, use the WordPerfect Office file management dialog boxes. If you are more comfortable with the default Windows file management dialog boxes, you can use them from inside WordPerfect, Corel Presentations, and Quattro Pro instead.

You can disable WordPerfect Office file management dialog boxes in WordPerfect, in Corel Presentations, and in Quattro Pro.

{button ,AL(` Disabling WordPerfect Office file management dialog boxes;' ,0,"Defaultoverview",)}
How to

To disable WordPerfect Office file management dialog boxes in WordPerfect

1 Click **Tools**  **Settings**

 **Files.**

2 Click the **Document** tab.

3 Disable the **Use enhanced file dialogs** check box.

 **Tip**

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

**{button ,AL(` Disabling WordPerfect Office file management dialog boxes;' ,0,"Defaultoverview",,)}
Related topics**

To disable WordPerfect Office file management dialog boxes in Corel Presentations

1 Click **Tools**  **Settings**

 **Environment.**

2 Click the **Options** tab.


3 Disable the **Use enhanced file dialogs** check box.

 **Tip**

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

Related topics `{button ,AL(` Disabling WordPerfect Office file management dialog boxes;' ,0,"Defaultoverview",)}`

To disable WordPerfect Office file management dialog boxes in Quattro Pro

- 1 Click **Tools**  **Settings**.
- 2 Click **File options**.
- 3 Disable the **Use enhanced file dialogs** check box.

Tip

- Not all operating systems have the menu options, buttons, and controls described in this documentation.

{button ,AL(` Disabling WordPerfect Office file management dialog boxes;' ,0,"Defaultoverview",)}
Related topics
