WordPerfect® OFFICE 11

USER GUIDE

WordPerfect® Office 11 User Guide

002043

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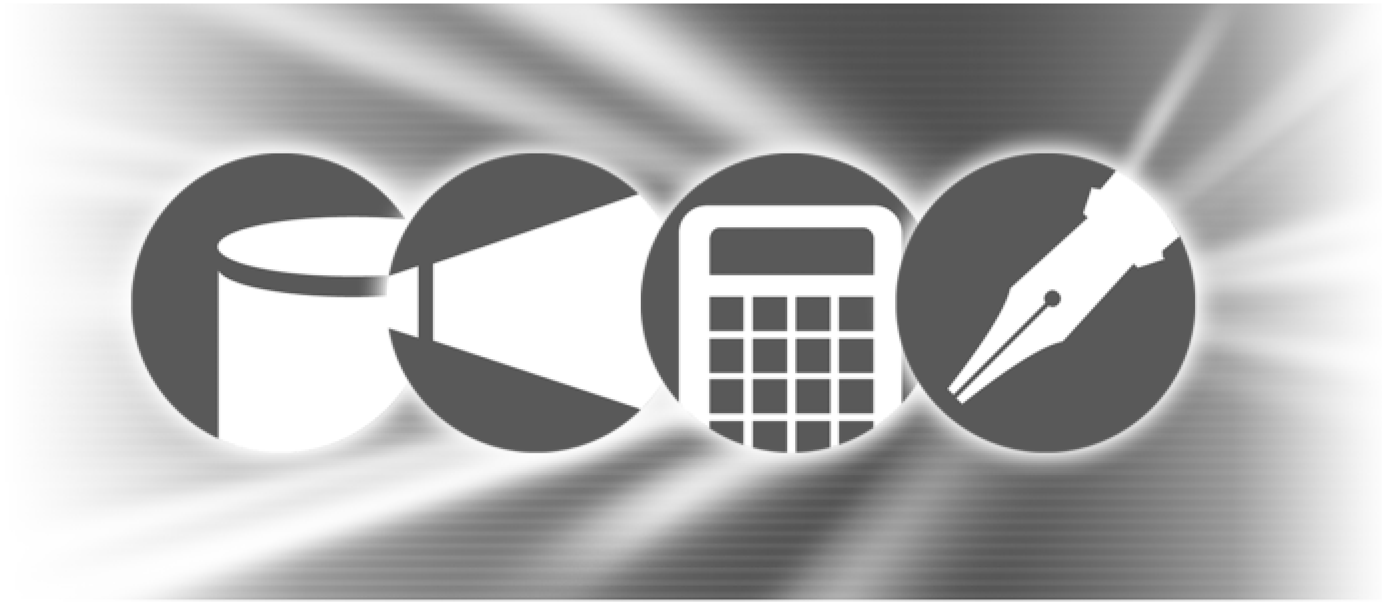

Introduction to WordPerfect Office 11

Welcome to WordPerfect Office 11

WordPerfect® Office 11, from Corel Corporation, is an integrated set of business-productivity applications that you can use at work and at home. With WordPerfect Office 11, you can create memos, brochures, resumes, a home budget, mailing lists from databases, business presentations, and more.

In this section, you'll learn about

- what's in this user guide
- WordPerfect Office 11 applications
- what's new
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What’s the purpose of this user guide

The *WordPerfect Office 11 User Guide* explains many of the features found in the WordPerfect Office 11 suite of applications. In addition, it provides step-by-step instructions for performing the most common tasks.

Because a single book cannot be an exhaustive reference for every application in WordPerfect Office 11, this user guide is designed to be a companion to the WordPerfect Office 11 Help system. The *WordPerfect Office 11 User Guide* is designed to get new and experienced business application users up and running with WordPerfect Office 11.

If you're new to business applications, you can use this guide as a foundation. If you're familiar with business applications, but new to WordPerfect Office 11 applications, you can use this guide to learn about the available tools and how to use them. If you are an experienced WordPerfect Office user, you can use this guide as a memory aid or refresher.

What’s in this user guide

This user guide is divided into five sections. This first section introduces you to WordPerfect Office 11. It also includes information about system requirements, installation, learning WordPerfect Office, and support options. The other four sections document the major WordPerfect Office 11 applications — WordPerfect®, Quattro Pro®, Corel® Presentations™, and Paradox®. The content provided in the user guide for each of the applications describes basic information about performing the most common tasks. It also describes each of the application’s tools and functions.

What you need to know

It's assumed that you know how to perform basic operations in Windows® 95, Windows 98, Windows 2000, Windows XP, or Windows NT® 4.0. If you haven't used these operating systems, you may want to read the corresponding Windows manual before installing and using WordPerfect Office 11.

You can find more information about using the documentation and Help in "Learning how to use WordPerfect Office 11" on page 19.

Documentation conventions

Before you start using this guide or the Help, it's important to understand the documentation conventions.

The following conventions are related to using the mouse.

When you see this	Do the following
Click **File** ▸ **New**	Click the **File** menu with the mouse, and click the word **New** in the menu.
Click **Edit** ▸ **Select** ▸ **Sentence**	Click the **Edit** menu, click **Select**, and click **Sentence** in the submenu that appears.

When you see this	Do the following
Enable a check box	Click the check box to place a check mark or an "X" in the box.
Disable a check box	Click the check box to remove the check mark or "X."
Select text	Drag to highlight text.
Click a paragraph	Click to place the cursor in the paragraph.
Click a frame	Click anywhere in a frame or click the border of the frame.
Right-click, and click **Paste**	Click the right mouse button, and click the **Paste** command in the submenu that appears.

The following conventions are related to keyboard actions.

When you see this	Do the following
Press **Enter**	Press the **Enter** key on your keyboard.
Press **Ctrl** + **Shift**	Press the **Control** key and the **Shift** key at the same time.

The following conventions are used in this user guide.

When you see this	This is
	A note — presents information such as conditions for performing a procedure

When you see this	This is
	A tip — presents information such as procedure shortcuts, variations, or benefits

WordPerfect Office 11 applications

This section describes the major applications included in WordPerfect Office 11. Not all WordPerfect Office 11 editions include all the applications described in this section. You can find more information about each of these applications in other sections of this user guide and in the Help.

WordPerfect

WordPerfect is a word processing application that lets you produce professional-looking documents, such as newsletters, articles, reports, books, proposals, and brochures. WordPerfect makes it easy to add graphics, charts, columns, and tables to any document. In addition, WordPerfect continues to support Reveal Codes, which let you control every element of a document. WordPerfect also has enhanced publishing features, which let you create a document and publish it to paper, electronic media, and the World Wide Web.

Using WordPerfect, you can create, edit, retrieve, validate, and save documents created with the Standard Generalized Markup Language (SGML) or Extensible Markup Language (XML). Although the user interface is XML oriented, all the SGML functionality that was available in Corel® WordPerfect® 8, WordPerfect 9, and WordPerfect 10 is available in this version of WordPerfect.

For more information about new features included in WordPerfect, refer to the “What’s new” section of the Help.

Quattro Pro

Quattro Pro is a spreadsheet application that lets you manage, analyze, report, and share data. Quattro Pro provides the tools you need to produce tables, financial forms, lists, databases, charts, and reports. With Quattro Pro, you can perform simple tasks, such as creating personal budgets, to more complex tasks, such as preparing year-end financial statements, performing complex data analysis, and creating reports from external databases. In addition, Quattro Pro lets you create a single file and then publish it to paper, electronic media, and the World Wide Web.

Corel Presentations

Corel Presentations lets you create high-quality slide shows and drawings. You can produce project proposals, interactive reports and demonstrations, multimedia presentations, flyers, signs, and banners. You can also create slide show presentations for large monitors, portable presentations, and the Internet. Moreover, Corel Presentations is also a drawing application that lets you create drawings, edit and create bitmap images, and convert vector images to bitmaps.

Paradox

Paradox is a powerful and easy-to-use relational database program. It helps you organize, track, and retrieve data. You can also create sophisticated forms, charts, and reports to display data. You can run Paradox as a standalone system on a single computer, or as a multiuser system on a network.

Paradox contains Experts that guide you through the process of creating tables, forms, reports, charts, mailing lists, and queries. If you prefer, you can create these objects on your own.

Paradox also features ObjectPAL®, an object-based, event-driven development language that you can use to create customized database applications.

What's new

WordPerfect Office 11 provides enhancements in compatibility, workflow efficiency, and choice. The following section outlines what's new overall in the suite. Not all WordPerfect Office 11 editions include all the applications, tools, and features described in this section.

What's new in WordPerfect

Feature	Description
Publish to XML	Publishes new and existing WordPerfect documents to XML in just a few mouse clicks
WordPerfect® Classic Mode	Changes your keyboard or environment to the Corel WordPerfect 5.1 color and keystroke scheme
Document tracking	Allows you to automatically route documents to other users using native Microsoft® Outlook® integration
Document map	Allows you to navigate complex documents using markers, such as table of contents or index markers
Reveal Codes printing	Allows you to print documents, including codes, to ease the process of troubleshooting
Conversion Utility	Converts one or many documents to the WordPerfect format

What's new in Quattro Pro

Feature	Description
QuickSubtotals	Allows you to automatically summarize data by calculating subtotal and grand total values in a list
QuickPaste	Combines insert/paste in one command, which allows you to paste data from the Clipboard and have the appropriate number of cells automatically inserted
Import XML	Allows you to import XML content in to Quattro Pro

What's different in Quattro Pro

Feature	Description
CrossTab	Allows you to change sorting order and filter reports
Increase/Decrease decimal	Allows you to increase or decrease decimals by clicking a button on the toolbar
QuickColumns™	Lets you split imported text files into columns

What's new in Corel Presentations

Feature	Description
Global spelling check	Allows you to check the spelling of text in one slide or an entire slide show
Publish to XML	Allows you to publish slide show text to XML

What's different in Corel Presentations

Feature	Description
Microsoft® PowerPoint® import	Improvements to the Microsoft PowerPoint import filter

Included applications and utilities

In addition to the major applications already discussed in this chapter, WordPerfect Office 11 includes other applications and utilities. This section describes some of these applications. Not all editions of WordPerfect Office 11 include the following items.

Adobe Acrobat Reader

Adobe Acrobat Reader is included with WordPerfect Office 11. This application lets you view, navigate, and print PDF (Portable Document Format) files across multiple platforms. You can save WordPerfect and Corel Presentations documents as PDF files.

To install Adobe Acrobat Reader

1 Insert WordPerfect Office 11 CD 2 into the CD drive.

  If the WordPerfect Office 11 installation wizard does not appear, click the **Start** button on the Windows taskbar, and click **Run**. Click **Browse,** and choose the drive and folder where the WordPerfect Office 11 CD is located.

2 Click Adobe Acrobat Reader setup.

3 Follow the instructions in the Adobe Acrobat Reader setup application.

Corel Application Recovery Manger

The Corel® Application Recovery Manager (CARM) monitors and traps errors to prevent information loss if a Corel application crashes. CARM lets you save your work and quit the application. You also have the option of reporting the problem to Corel. The information you provide in the reports helps the Corel developers improve the application.

Corel ClipBook

Corel® ClipBook is a utility that works with any Windows application to store multiple clips and manage an unlimited number of clipboards. Clips can be anything from text and graphics to sounds. The clips can also be shared with other users over a network.

CorelMEMO

CorelMEMO™ is an electronic notepad that allows you to add comments to documents that you have created with any program that supports Object Linking and Embedding (OLE). Use CorelMEMO when you want to leave a reminder, note a change in a document, or make a remark about a document.

Desktop Application Director

The Desktop Application Director™ (DAD™) lets you access the major applications in WordPerfect Office 11 from the Windows taskbar, which eliminates the need to create shortcuts. You can customize DAD to include any application or executable file. Therefore, you can save time by starting applications from the DAD instead of the Windows **Start** menu.

Equation Editor

The Equation Editor lets you insert and format mathematical and scientific equations in a WordPerfect document.

Fonts, clipart, and photos

WordPerfect Office includes an extensive collection of fonts, clipart, and photos that you can add to documents. WordPerfect Office provides

- more than 1,000 TrueType® fonts
- 12,000 clipart images and symbols
- a full-color libraries catalog, in PDF format, to help you find the clipart image or symbol you need
- the Scrapbook™ to search for clipart images or symbols by keyword or filename
- more than 200 photos

Instead of installing clipart and photos on individual systems, installing them on a network makes them accessible to multiple users.

Macros and PerfectScript

Macros are time-saving programming scripts that automate routine tasks. They let you reproduce the behavior of keyboard commands, some mouse actions, and menu commands. For example, you can create a macro that retrieves a file, gives it a new name, and saves it in another format. Then, at any time, you can play the macro to repeat the action.

PerfectScript™ is the macro language for WordPerfect, Quattro Pro, and Corel Presentations. It is a command-based language that lets you record the results of keystrokes or mouse selections, instead of recording the keystrokes themselves. For example, instead of recording each keystroke involved in changing the top margin of a document to two inches, you can use PerfectScript to record the command `MarginTop (MarginWidth: 2.0”).`

PerfectScript includes programming commands that direct the function of a macro. These commands let you create macros that can prompt user input and access system variables. By using programming commands with product commands, you can automate long or complex tasks.

WordPerfect Office 11 provides detailed Help files for WordPerfect, Quattro Pro, Corel Presentations, and PerfectScript macro commands. These files contain information about macro commands, their syntax, examples, and additional instructions.

Microsoft Internet Explorer 6

WordPerfect Office 11 includes the Microsoft® Internet Explorer 6 Web browser. Microsoft Internet Explorer makes it easier for you to get the most from the Web, whether you are searching for new information or browsing your favorite Web sites.

To install Microsoft Internet Explorer

1 Insert WordPerfect Office 11 CD 2 into the CD drive.

  If the WordPerfect Office 11 installation wizard does not appear, click the **Start** button on the Windows taskbar, and click **Run**. Click **Browse,** and choose the drive and folder where the WordPerfect Office 11 CD is located.

2 Click the **Microsoft Internet Explorer** setup icon.

3 Follow the instructions in the **Microsoft Internet Explorer** setup application.

Microsoft Visual Basic for Applications 6.3

Microsoft® Visual Basic® for Applications (VBA) is integrated in WordPerfect, Quattro Pro, and Corel Presentations. It can be used by developers to build custom solutions.

VBA integrates its development capabilities with host applications. When you use VBA to extend WordPerfect Office 11 applications, you can benefit from the Visual Basic programming language, an integrated Rapid Application Development (RAD) environment, and fast runtime performance. You can also benefit from the Microsoft Forms Package and support for ActiveX® controls to create custom user interfaces, provide access to the Windows API and the underlying file system, add connectivity to corporate data, and integrate applications with other Component Object Model–based applications.

To install Microsoft Visual Basic for Applications

1 Insert WordPerfect Office 11 CD 2 into the CD drive.

  If the WordPerfect Office 11 installation wizard does not appear, click the **Start** button on the Windows taskbar, and click **Run**. Click **Browse**, and choose the drive and folder where the WordPerfect Office 11 CD is located.

2 Click the **Microsoft Visual Basic for Applications** setup icon.

3 Follow the instructions in the **Microsoft Visual Basic for Applications** setup application.

PerfectExpert

PerfectExpert™ includes the best features from QuickTask™, templates, Coaches, and Help. PerfectExpert lets you create complex documents quickly, using professionally designed templates that you can customize. For example, PerfectExpert can guide you through a detailed project, such as creating a resume, or it can guide you through a smaller task, such as inserting a clipart image. WordPerfect Office includes a number of templates, and new templates can be downloaded from the Web to give you more selection.

Pleading Expert

The Pleading Expert is comprised of the Pleading Expert Designer and the Pleading Expert Filler. The Pleading Expert Designer guides you through the process of creating templates and the Pleading Expert Filler allows you to capture case data in the templates.

TextArt

TextArt® lets you transform words into designs. You can use multiple visual effects, such as font, color, and rotation options, to create professional-looking 2-D or 3-D images. You can create a TextArt image, or insert preset 2-D and 3-D images into documents. Saving an image as a separate file lets you use the image in a variety of projects. You can also change the font of a TextArt image by specifying the font type and style. In addition, you can insert iconic symbols and characters from any available fonts and alphabets.

WordPerfect Classic mode

The WordPerfect Classic mode environment emulates Corel WordPerfect 5.1 by modifying the WordPerfect environment. It also lets you map the Corel WordPerfect 5.1 keyboard to WordPerfect 11.

WordPerfect conversion utility

The WordPerfect conversion utility is a tool that allows you to convert a document without having to open or format the document in WordPerfect.

WordPerfect Office 11 file filters

WordPerfect Office 11 applications include file filters that let you open and edit documents created using Microsoft® Office and Lotus® SmartSuite® applications. For example, you can open a Microsoft® Word document in WordPerfect, or you can use Quattro Pro to open a Lotus® 1-2-3® spreadsheet. You can also save WordPerfect Office 11 documents in Microsoft Office and Lotus SmartSuite formats. For example, you can save a Corel Presentations slide show as a MicrosoftPowerPoint presentation, or a WordPerfect document as a Microsoft Word document.

To maintain backward file compatibility, the file format for WordPerfect 11 remains the same as for Corel WordPerfect 6.1, 7, 8, 9, and 10.

WordPerfect Office 11 SDK and Corel Solution Partners

The WordPerfect Office 11 Corel® Software Developer Kit (SDK) is a set of tools that allow software developers to customize WordPerfect Office 11 applications for commercial or business use. The SDK includes the following components:

- Help for the SDK
- OLE automation samples
- PerfectScript tools
- tools and utilities, including code generation wizards for third-party add-ons to WordPerfect, Quattro Pro, and Corel Presentations; utilities to monitor events in WordPerfect and Corel Presentations; and a file format parsing tool

The SDK can be downloaded from **www.corel.com**.

The Corel® Solution Partner program supports developers of complimentary products and add-ons for selected Corel products, including WordPerfect Office 11. The program is designed to help accelerate the development of third-party products and promote these products. For more information about Corel Solution Partners, see our Web site at **www.corel.com/partners_developers/csp**.

ZIM SMS Office

ZIM™ SMS Office is a wireless office extension tool designed to extend key Quattro Pro and Microsoft Outlook functionality to cellular phones via SMS text messaging. Send questions by SMS and e-mail to Outlook contacts – responses populate a QuattroPro spreadsheet. Automatically send Microsoft Outlook e-mail, agenda items and reminders to your cellular phone via SMS.

To install ZIM SMS Office

1 Insert WordPerfect Office 11 CD 1 into the CD drive.

If the WordPerfect Office 11 installation wizard does not appear, click the **Start** button on the Windows taskbar, and click **Run**. Click **Browse**, and choose the drive and folder where the WordPerfect Office 11 CD 1 is located.

2 Click the **ZIM SMS Office** setup icon.

3 Follow the instructions in the **ZIM SMS Office** setup application.

About Corel Corporation

Founded in 1985, Corel Corporation (www.corel.com) is a leading technology company specializing in content development (both text and graphics), business process management and XML-enabled enterprise solutions. The company's goal is to give consumers and enterprise customers the ability to create, exchange and instantly interact with content that is always relevant, accurate and available. With its headquarters in Ottawa, Canada, Corel's common stock trades on the Nasdaq Stock Market under the symbol CORL and on the Toronto Stock Exchange under the symbol COR.

Installing WordPerfect Office 11

The WordPerfect Office 11 installation wizard makes it easy to install the applications. The installation wizard lets you add, delete, and repair WordPerfect Office 11 components.

In this section, you'll learn about

- WordPerfect Office 11 system requirements
- installing WordPerfect Office 11
- registering WordPerfect Office 11
- adding, deleting, and repairing WordPerfect Office 11 components
- upgrading from earlier versions
- questions and answers about installing
- starting and closing WordPerfect Office 11 applications

WordPerfect Office 11 system requirements

The following are the minimum system requirements for WordPerfect Office 11:

- Windows 98 Second Edition, Windows ME, Windows 2000 with SP3, Windows XP with SP1 (Home or Professional), or Windows NT 4.0 with SP6a
- Pentium® 166 MHz processor
- 64 MB RAM (128 MB RAM recommended)
- minimum 330 MB hard disk space for the Standard Edition and minimum 370 MB for the Professional Edition (Please note that the space requirement will vary by configuration)
- CD-ROM drive
- Super VGA, 16-bit color monitor supporting 800x600 or higher resolution
- mouse or tablet

- Microsoft Outlook and Internet Explorer 5.5 (or higher) are required for some functionality

Installing WordPerfect Office 11

The installation wizard lets you install all the components in WordPerfect Office 11.

Before installing, you should do the following:

- close any open applications
- close any virus-detection application
- make sure your computer meets the WordPerfect Office 11 system requirements

To install WordPerfect Office 11 applications

1 Insert the WordPerfect Office 11 CD into the CD-ROM drive.

   If the WordPerfect Office 11 installation wizard does not appear, click **Start** on the Windows taskbar, and click Run. Click **Browse,** and choose the drive and folder where the WordPerfect Office 11 CD is located.

2 Choose **setup.exe** and click **Open**.

3 In the **InstallShield®** wizard, click **Next**.

4 Read the WordPerfect Office 11 license agreement, and click **Accept**.

5 Type your full name in the **User name** box.

   If you have a company name, type it in the **Company name** box.

6 Type the WordPerfect Office 11 serial number, and click **Next**.

   The serial number is on the WordPerfect Office 11 registration card.

7 In the **Select features** list, enable the check boxes next to the applications you want to install, and click **Next**.

   If you want to install WordPerfect Office 11 to a different location, click **Browse**, and choose a drive and folder.

8 Click **Next**.

   If you want to change the program folder name, type it in the **Program folders** box.

9 Click **Next,** and click **Install**.

   When the installation is completed, you will be prompted to register WordPerfect Office electronically using the Internet. For more information about registering, see “Registering WordPerfect Office 11” on page 14.

The disk space required for the installation of the selected components and the disk space available on the hard drive you selected are displayed at the bottom of the installation wizard.

To change selections in the InstallShield wizard, click the **Back** button.

Registering WordPerfect Office 11

Registering WordPerfect Office 11 provides you with timely access to the latest product updates and to high-quality technical support.

The serial number on the registration card is proof that you own a legal copy of WordPerfect Office 11. You will need the serial number when you call Corel Technical Support, upgrade to a new version of WordPerfect Office, or order replacement discs.

You can register using any of the following methods:

- While the setup application is running, fill out the WordPerfect Office 11 registration card and return it to Corel.
- Fill out the electronic form that displays when the WordPerfect Office 11 installation is completed. You will need access to the Internet to use this method.
- Visit Corel on the World Wide Web, and complete the registration form at **www.corel.com**

Adding, deleting, and repairing WordPerfect Office 11 components

After installing WordPerfect Office 11, you can add components to the installation. For example, if you did not install Corel Presentations when you installed WordPerfect Office 11, you can do so now.

You can also delete WordPerfect Office components to free up disk space. In addition, you can repair an installation. Repairing an installation reinstalls all program features installed by the previous setup attempt.

To add or delete components in a WordPerfect Office 11 installation

1. Close any open applications.
2. On the Windows taskbar, click **Start** ▸ **Settings** ▸ **Control panel**.
3. Double-click the **Add/Remove programs** icon.
4. Choose **WordPerfect Office 11** from the **Currently installed programs** list.
5. Click **Change/Remove**.
6. In the **InstallShield** wizard, enable the **Modify** option.
7. Click **Next**, and follow the installation instructions in the **InstallShield** wizard.

To delete all installed WordPerfect Office 11 components

1. Close any open WordPerfect Office 11 applications.
2. On the Windows taskbar, click **Start** ▸ **Settings** ▸ **Control panel**.
3. Double-click the **Add/Remove programs** icon.
4. Choose **WordPerfect Office 11** from the **Currently installed programs** list.
5. Click **Change/Remove**.
6. In the **InstallShield** wizard, enable the **Remove all** option.
7. Click **Next**, and follow the installation instructions in the **InstallShield** wizard.

To repair a WordPerfect Office 11 installation

1. Close any open applications.
2. On the Windows taskbar, click **Start** ▸ **Settings** ▸ **Control panel**.
3. Double-click the **Add/Remove programs** icon.
4. Choose **WordPerfect Office 11** from the **Currently installed programs** list.
5. Click **Change/Remove**.
6. In the **InstallShield** wizard, enable the **Repair** option.
7. Click **Next**, and follow the installation instructions in the **InstallShield** wizard.

Upgrading from earlier versions

WordPerfect Office 11 can co-exist with earlier versions of WordPerfect Office applications (for example, WordPerfect Office 2002 or CorelWordPerfect Suite 8), providing you have enough disk space. The WordPerfect Office 11 installation wizard does not replace earlier versions of these applications.

If you don’t plan to use earlier versions of the applications, you can remove them from your hard disk to free up disk space.

To delete WordPerfect Office 2002

1. Close any open applications.
2. On the Windows taskbar, click **Start** ▸ **Programs** ▸ **WordPerfect Office 2002** ▸ **Setup and notes** ▸ **Corel Uninstaller**.
3. Follow the instructions in the Corel uninstaller.

Questions and answers about installing

The following list answers some common questions about installing WordPerfect Office 11.

What should I do if I get a prompt telling me that I do not have enough room to install all the files?

Exit the installation wizard and delete unnecessary files from your hard disk to make more disk space available. You can also choose not to install all the files enabled by the installation wizard.

Every time you disable a component in the installation wizard, the space required is displayed at the bottom of the installation wizard. The space available on the hard disk you select is also displayed.

How can I conserve disk space during installation?

If you want to conserve disk space, do not install all the files enabled in the installation wizard. Instead, disable the files you don't need to install.

Starting and closing WordPerfect Office 11 applications

After installing WordPerfect Office 11, you’re ready to start using the applications and utilities. You can also close applications and utilities.

To start a WordPerfect Office 11 application

- On the Windows taskbar, click **Start** ▸ **Programs** ▸ **WordPerfect Office 11**, and click an application.

To start a WordPerfect Office 11 utility

- On the Windows taskbar, click **Start** ▸ **Programs** ▸ **WordPerfect Office 11** ▸ **Utilities**, and click a utility.

To close a WordPerfect Office 11 application or utility

- Click **File** ▸ **Exit**.

Network installations

WordPerfect Office 11 includes the Network Administrator setup wizard. Using this wizard, Information Technology (IT) managers and system administrators can deploy WordPerfect Office 11 to multiple workstations or set up WordPerfect Office 11 so that it can run from a server.

The *WordPerfect Office 11 Network Administrator Guide* can provide more information about network installations. For more information about the *WordPerfect Office 11 Network Administrator Guide*, please contact Technical Support.

To use the Network Administrator Setup wizard

1. Insert the WordPerfect Office 11 CD into the CD drive.

   If the WordPerfect Office 11 installation wizard displays, click **Exit**.

2. On the Windows taskbar, click **Start** ▸ **Run**. Type **D:\setup.exe /a** (where D is the letter that corresponds to the CD drive) in the **Open** box.

   If you want to read the WordPerfect Office 11 release notes, click the **Release Notes** button.

   The release notes may contain installation tips that were not available at press time.

3. Click **Next**, and follow the instructions in the Network administrator setup wizard.

Learning how to use WordPerfect Office 11

In addition to this user guide, WordPerfect Office 11 offers electronic documentation to help you learn and use the applications efficiently. In addition, WordPerfect Office 11 includes the PerfectExpert, a user assistance tool, to help you work more quickly while you become more familiar with the applications.

Using Help

The Help is the most comprehensive source of information for the WordPerfect Office 11 applications.

The Help topics dialog box provides three ways to find information. You can choose a topic from the contents page, use the index page to search for a specific topic, or use the find page to search for specific words and phrases. You can also print topics from the Help.

To access Help topics

1. From a WordPerfect Office 11 application, click **Help ▸ Help topics**.
2. Click one of the following tabs:
   - **Contents** — to browse through topics by category
   - **Index** — to see a list of index entries
   - **Find** — to search for a particular word or phrase in the online Help

To print an entire section in the online Help

1. On the **Contents** page, choose a section.
2. Click **Print**.

To print a selected topic in the online Help

- Right-click the help topic window, and click **Print Topic**.

Context-sensitive Help

WordPerfect Office 11 includes several forms of context-sensitive Help — help that provides you with information about the application while you work. You can access context-sensitive Help from the menus, dialog boxes, and toolbars. The most common ways to access context-sensitive Help are as follows.

To get help on	Do the following
Menu commands	Point to a command. A brief description appears, called a ToolTip.
Toolbar buttons	Point to a button. A brief description appears, called a ToolTip.
Dialog boxes	Click the **Help** button in the dialog box, or press **F1**.
Dialog controls	Click the **What's This Help** button in a dialog box, and click the dialog control for which you want help.

PerfectExpert

WordPerfect Office 11 provides an Expert to help you with many common tasks. The PerfectExpert includes the best features of QuickTasks, templates, and Coaches, which were included in earlier versions of WordPerfect Office.

The PerfectExpert can guide you through a detailed project, such as creating a resume, or it can guide you through a smaller task, such as inserting a clipart image. The PerfectExpert even provides you with galleries of professionally designed documents to choose from, whose layout and content you can change to match your needs.

To enable the PerfectExpert

- From a WordPerfect Office 11 application, click **Help** ▸ **PerfectExpert**.

We want your feedback

If you have comments or suggestions about WordPerfect Office 11 documentation, you can mail them to the address below. Unfortunately, we may not be able to respond to your messages individually.

WordPerfect Office 11 Documentation Manager
Corel Corporation
1600 Carling Avenue
Ottawa, Ontario
Canada
K1Z 8R7

All comments or suggestions communicated to Corel shall be deemed non-confidential and Corel shall be free to reproduce, use, disclose, publish, and transmit such information in any matter whatsoever without limitation.

Other sources for learning WordPerfect Office 11

Other sources for learning about using WordPerfect Office 11 applications include the following.

World Wide Web

Corel's site on the World Wide Web provides resources to help answer your questions about WordPerfect Office 11.

Corel Store

If you want to learn about getting more out of WordPerfect Office 11, visit the Corel®Store on the Web at buy.corel.com. This online shopping forum provides a listing of books, tutorials, and training videos.

The Corel Classroom

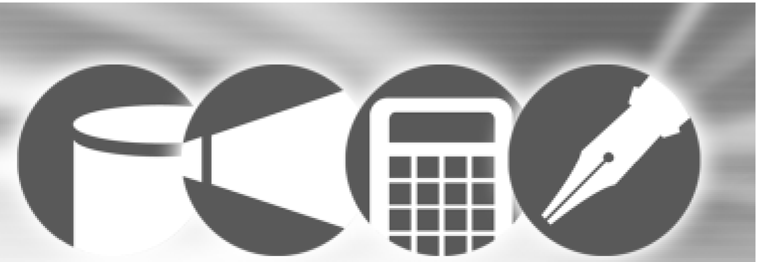
The Corel® Classroom offers dynamic libraries on a variety of topics. With several training options, you can choose the course and method that suit your needs and learning style. If you want to find out more about the Corel Classroom, visit our Web site at **www.corel.elementk.com**. For a detailed list of the courses and their descriptions, visit **www.corel.elementk.com/educate/corel/home/courseCatalog.jsp**.

Corel Training Partners

Corel® Training Partners provide courses to teach you how to get the most out of WordPerfect Office 11. Corel Approved Curriculum Vendors are independent organizations that carry training curricula for WordPerfect Office 11 products. Corel Training Partners are required to use courseware from Corel Approved Curriculum Vendors, which ensures that course participants receive quality training and learning materials. If you are looking for the closest Corel Training Partner in your city, want to become Corel Certified for WordPerfect Office 11, or want your organization to be approved as a Corel Training Partner, visit our Web site at **www.corel.com/learning/training/index.htm**.

Third-party manuals and magazines

Third-party manuals for WordPerfect Office 11 applications are available at your local computer store or bookstore. You can also find examples of specific tasks for WordPerfect Office applications in computer magazines.



Corel Customer Support Services

Corel® Custom Support Services can provide you with prompt and accurate information about product features, specifications, pricing, availability, services, and technical support.

Online Support Services

For more information about Corel Support Services, visit **www.corel.com**. Please note, some of the services at this address are available in English only.

Web service	Description
Corel® Knowledge Base	Lets you read, print, and download documents that contain answers to many technical questions
Newsgroups (Peer-to-Peer forums)	Let you exchange information, tips, and techniques with other users of Corel products
Downloads	Let you download patches, updates, or other files to increase functionality of your Corel products

Telephone Support Services

For detailed information about the levels of telephone support provided for Corel products, visit **www.corel.com**.

Live telephone support is available for all Corel products from Warranty Support (30 days) to fee based priority and premium support. OEM, "white box," jewel case (CD only), trial, and Academic versions of Corel products are eligible for fee based support only.

North America

For pricing, purchasing, or general inquiries about Corel products, you can call Customer Support Services toll-free at 1-800-772-6735.

To speak directly to a technician, you can call 1-613-274-0500. The hours of operation are 8:30 a.m. to 7:30 p.m., Monday to Friday, eastern standard time (EST).

Outside North America

For pricing, purchasing, or general inquiries about Corel products, you can call Customer Support Services toll-free at 1-800-267-35127. However, if the country you are calling from is listed below, call the corresponding number.

Please note that these numbers are likely to change as we adapt our services to fit user needs. Please check the international support numbers page at www.corel.com for the most up to date contact details.

Contact **customer service** if you need price information, have general questions about Corel products, or require replacement CDs for your Corel software. Phone **technical support** if you need technical assistance with operating your Corel software.

Country	Customer service	Technical support
Argentina (Spanish)	0800 777 3203	57 1 523 1240
Australia	1 800 658 850	8844 4101
Austria	0192 89600	0192 89600
Belgium (Dutch)	0240 06733	0240 06733
Belgium (French)	0240 06777	0240 06777
Brazil (Spanish)	0800 14 1212	55 11 5696 5797
Chile (Spanish)	54 0800 777 3203	57 1 523 1240
China (Mandarin, Cantonese)	10 800 610 2323	10 800 610 2673
Columbia (Spanish)	01 800 091-9370	57 1 523 1240
Czech Republic	0224 239645	0224 239645
Denmark	352 58008	352 58008
Finland	922 906040	922 906040
France	0170 706090	0170 706090
Germany	06922 2220288	06922 2220288
Hong Kong (Mandarin, Cantonese)	800 964 514	800 964 515
Hungary	204 117089	204 117089
Indonesia (Mandarin, Cantonese, English)	1 803 61 539	1 803 61 544
Ireland	0124 77724	0124 77724
Israel (English)	44 1628 581601	44 1628 581601
Italy	0236 003600	0236 003600
Japan	81 3554 53274	81 3531 93013
Luxembourg (German)	44 1628 581603	44 1628 581603
Malaysia (Mandarin, Cantonese, English)	1 800 807 895	1 800 807 899
Mexico (Spanish)	01 800 1234-854	57 1 523 1240

Country	Customer service	Technical support
Netherlands	0207 132700	0207 132700
New Zealand	0508-267 351	0800 908 592
Norway	229 71908	229 71908
Poland	071 3477279	071 3477279
Portugal (English)	44 1628 581601	44 1628 581601
Singapore (Mandarin, Cantonese, English)	800 6161853	800 6161854
South Africa	0800 23 4211	0860 223388
South Korea (Korean)	82 2 3444 5166	82 2 3444 5166
Spain	0914 141500	0914 141500
Sweden	0856 610555	0856 610555
Switzerland (German)	0158 03280	0158 03280
Switzerland (French)	0158 03300	0158 03300
Taiwan	00801 61 1411	00801 61 1412
UK	0870 774 0202	0870 774 0202

Mail and Fax Support Services

You can send inquiries to Corel Support Services representatives by mail or fax.

Corel Support Services

1600 Carling Avenue

Ottawa, Ontario

K1Z 8R7

Canada

Fax: 1-613-761-9176

WordPerfect

Getting started

This chapter tells you how to perform basic operations in WordPerfect. You can explore the work area and gain a better understanding of the basic tools and features available for creating powerful word processing documents.

In this section, you'll learn about

- exploring the work area
- understanding the components of a document
- creating and opening documents
- entering or inserting text
- selecting and deselecting text
- inserting graphics
- saving documents
- using the Corel Application Recovery Manager
- closing documents and quitting WordPerfect

Exploring the work area

The work area in WordPerfect includes everything you see on your screen when you start the application. The large open area is the document window.

The menu bar, located at the top of the work area just below the title bar, provides access to most of the WordPerfect commands.

Toolbars

Many menu commands can be accessed through toolbars, located below the menu bar.

The property bar is a context-sensitive toolbar that displays buttons and options related to the task you are performing. For example, when text is selected, the property bar contains only text-related commands.

By default, the property bar is located above the document window.

The application bar

The application bar displays information about the status of the active WordPerfect document. By default, the application bar is located below the document window.

When you open a file, a document button with the name of the file displays on the application bar. You can use document buttons to quickly move between the documents. For more information about moving between documents, see “Navigating documents” on page 42.

Understanding the components of a document

A WordPerfect document consists of one or more of the following components.

Text

Text can be typed directly into WordPerfect or imported from text editors or other word-processing applications. For more information about adding text to a document, see “Entering or inserting text” on page 31.

Graphics

Graphics include shapes, drawings, pictures, and clipart. A shape is any object created using WordPerfect drawing tools. A drawing is created using Corel Presentations menus and tools.

A picture is a bitmap or graphic image that has been imported into a WordPerfect document. Pictures can be imported using a scanner, from a CD, or from photo-editing programs, such as Corel PHOTO-PAINT®. Clipart images are images that can be brought into Corel applications and used as they are or edited. For more information about adding graphics to a document, see “Inserting graphics” on page 33.

Styles

A style is a collection of formatting attributes applied to characters, paragraphs, or documents. By formatting items with styles, you ensure consistent formatting throughout a document. Whenever you change the formatting in a style, you change the appearance of all items that use that style.

Templates

A template is a preformatted document that can be used as a guide for creating a new document. Every document created in WordPerfect is based on a template or a project template. When you open WordPerfect, the blank document you see is based on the default template. Project templates include fax cover sheets, memos, newsletters, and brochures. For more information about templates, see “Creating documents using project templates” on page 43.

Macros

Macros are used to automate application tasks. For example, you can use WordPerfect macros to set margins, select a font, or create a merge file.

Creating and opening documents

You can create a document in WordPerfect using the default template, a blank document that includes formatting elements such as margin settings, tab settings, and toolbars. WordPerfect also includes ready-made project templates that you can open and use to create a wide range of documents, including letters, fax cover sheets, calendars, and business cards.

You can open word-processing documents that were created in WordPerfect or in another application. The advantage of opening (rather than importing) a document created in another application is that many of the formatting attributes in the original document, such as page size, margins, font properties, bullets, and underlining, are preserved. Some of the features not supported include embedded pictures, hidden text, interline spacing, kerning, macros, multiple page layouts (the first one in the document is used throughout), and OLE objects. For more information about importing files, see “Import and export file formats for WordPerfect” in the reference information section of the online Help.

To create a document using a default template

- Click **File** ▸ **New**.

You can also create a document using the default template by clicking the **New blank document** button on the toolbar.

To create a document using the project template

1 Click **File** ▸ **New from project**.

2 From the list box, choose the type of project you want to create.

3 Choose a project from the list.

4 Click **Create**.

You can use the PerfectExpert panel to modify the project. To display the PerfectExpert panel click **Help** ▸ **PerfectExpert**.

To open a document

1 Click **File** ▸ **Open**.

2 Choose the drive and folder where the document is stored.

3 Choose a file.

4 Click **Open**.

You can also open a document by clicking the **Open** button on the toolbar.

If you know where a file is located, you can type the full path and filename in the **File name** list box.

Entering or inserting text

You can enter text in the document window. You can use the shadow cursor to show where the text will be positioned.

You can also enter text in a text box so that it displays in a separate frame.

You can insert text from another file. If you have more than one document opened, you can insert text from one document to another document using the application bar.

To enter text in a document window

1 Click in the document window.

2 Type text.

To enter text using the shadow cursor

1 Click **View ▸ Shadow cursor**.

A check mark next to the menu command indicates that the shadow cursor is enabled.

2 Click anywhere on the page.

3 Type text.

The shadow cursor changes appearance to show how text will be aligned when you start typing. Small arrows beside the shadow cursor point in different directions when text is left-justified, centered, or right-justified.

To enter text in a text box

1 Click **Insert ▸ Text box**.

2 Type text.

To insert text from another document

1 Click where you want to insert the text.

2 Click **Insert ▸ File**.

3 Choose the drive and folder where the document is stored.

4 Choose a file.

5 Click **Insert**.

To insert text from another document using the application bar

1 Select the text you want to insert.

2 Drag the selected text to the button on the application bar that displays the name of the document into which you want to insert the text, but don't release the mouse button.

This document opens in the document window.

3 Point to where you want to insert the text, and release the mouse button.

The text you select is removed from the document. You can copy the text by holding down **Ctrl** while dragging.

Selecting and deleting text

You can select text, a tabular column, a rectangular block of text, or a range of text. You can also deselect text, delete text, and set selection options.

To select text

To select	Do the following
A character or word	Drag across a character or word.
A sentence	Click in a sentence. Click **Edit ▸ Select ▸ Sentence**.
A paragraph	Click in a paragraph. Click **Edit ▸ Select ▸ Paragraph**.

To select	Do the following
A page	Click on a page. Click **Edit** ▸ **Select** ▸ **Page**.
A document	Click **Edit** ▸ **Select** ▸ **All**.

To select a tabular column

1 Select the text from the first character in the tabular column to the last character in the tabular column.

2 Click **Edit** ▸ **Select** ▸ **Tabular column**.

To select a rectangular block of text

1 Select the text from the upper left corner to the lower left corner of the block.

2 Click **Edit** ▸ **Select** ▸ **Rectangle**.

To select a range of text in a document

1 Click **Edit** ▸ **Select** ▸ **Section**.

2 From the **Select** list, choose one of the following options:

- **Page** — lets you select certain pages
- **Secondary page** — lets you select certain secondary pages
- **Chapter** — lets you select certain chapters
- **Volume** — lets you select certain volumes

3 Type a value in the **Range** box.

To deselect text

- Click anywhere outside the selected text.

To delete text

1 Select the text you want to delete.

2 Press **Delete**.

You can also delete text by clicking after the text you want to delete, and pressing **Backspace**.

To set the selection options for a document

1 Click **Tools** ▸ **Settings**.

2 Click **Environment**.

3 In the **Environment settings** dialog box, click the **General** tab.

4 Enable the **Automatically select whole words when dragging to select text** check box.

Inserting graphics

You can create basic shapes, such as circles, rectangles, lines, polygons, and polylines, in a document.

You can also create more complex drawings. When you create a drawing in WordPerfect, you use Corel Presentations. You can add circles, lines, boxes, and other shapes, or you can add objects to the drawing. For more information about creating a drawing, refer to the Corel Presentations online Help.

WordPerfect also lets you insert clipart and pictures from a CD into documents. You can insert any of more than 250 pictures stored on the WordPerfect Office CD.

This is an example of basic shapes.

To create a shape

1 Click **Insert** ▸ **Shapes**.

2 Enable one of the following options:

- **Lines** — lets you create shapes such as straight or curved lines
- **Basic** — lets you create shapes such as circles, rectangles, or cubes
- **Arrows** — lets you create various types of arrows
- **Flowchart** — lets you create shapes used in flowcharts
- **Stars** — lets you create various types of stars
- **Callout** — lets you create callouts, which can be used to enclose text
- **Action** — lets you create shapes used to denote action

3 Open the **Shape** picker, and click a shape.

4 Click **OK**.

5 Drag to draw the shape.

You can create a square by holding down **Shift** while you draw a rectangle.

You can insert precise horizontal, vertical, and diagonal lines by holding down **Shift** while you draw a line.

To create a drawing

1 Click **Insert** ▸ **Graphics** ▸ **Draw picture**.

The Corel Presentations application starts.

2 Create the drawing using Corel Presentations menus and tools.

3 Click outside the drawing.

To insert a clipart image

1 Click where you want to insert a clipart image.

2 Click **Insert** ▸ **Graphics** ▸ **Clipart**.

3 Choose a clipart category from the list.

4 Choose the image from the list.

5 Click **Insert**.

To insert a picture from a CD

1 Insert the WordPerfect Office CD into your CD drive.

2 Click where you want to insert a picture.

3 Click **Insert** ▸ **Graphics** ▸ **From file**.

4 Choose the CD drive from the **Look in** list box.

5 Open the **Corel\WordPerfect Office 11\Graphics\Photos** folder.

Pictures have **.jpg** filename extensions.

6 Double-click the filename of a picture.

To preview a picture before you insert it, click the **Toggle preview** button , and click the picture filename.

Saving documents

You can save a document. When you save a document for the first time, you assign it a name and choose a folder in which to store it. Any changes you make to the document after that are saved to that location. You can create a new copy of the document by saving it to a new location.

To save a document

1 Click **File** ▸ **Save**.

2 Choose the drive and folder where you want to store the document.

3 Type a name for the document in the **File name** box.

   If you want to embed fonts, enable the **Embed fonts using TrueDoc®** check box.

4 Click **Save**.

If you have already saved the document, you will not be prompted to specify the drive, folder and filename.

Embedding ensures that the information for all of the fonts used in a document is saved with the document. 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.

You can also save a document by pressing **F3** or by clicking the **Save** button on the toolbar.

To save a document to a new location

1 Click **File** ▸ **Save as**.

2 From the **Save in** list box, choose the drive and folder where you want to store the document.

3 Click **Save**.

You can save the document with a new name by typing a new name in the **File name** box.

Using the Corel Application Recovery Manager

Corel Application Recovery Manager (CARM) is an online wizard that allows you to save a document and exit WordPerfect if the program ever becomes unstable. You can also send an online report to Corel that documents the nature of the problem and the events that led to it.

The saving documents wizard opens automatically at program failure and then offers three courses of action:

- save the document and close the application
- exit the application without saving the document
- continue working

With the last option, there is no guarantee that you can recover any work in your document after the last time you saved.

After you have made a selection, you can report the details of the problem to Corel with an attached program log. Your report will be a vital part of Corel's product improvements.

Closing documents and quitting WordPerfect

You can close the active document or all documents and leave WordPerfect open. You can also quit WordPerfect, which closes the application along with all of the documents you have open.

To close a document

- Click **File** ▸ **Close**.

You are prompted to save any modified documents before closing.

You can also close a document by clicking the **Close** button on the menu bar.

To close all documents

1 Click **Tools** ▸ **Macro** ▸ **Play**.

2 Choose **closeall.wcm** from the list.

3 Click **Play**.

You are prompted to save any modified documents before closing.

To quit WordPerfect

- Click **File** ▸ **Quit**.

You are prompted to save any modified documents before quitting.

Viewing and navigating

WordPerfect lets you customize the way you view and navigate documents.

In this section, you'll learn about

- switching document views
- changing document display settings
- working with the ruler and ruler guides
- using guidelines
- displaying Reveal Codes
- using the document map
- navigating documents

Switching document views

In WordPerfect, you can view documents in four ways: draft, page, two pages, and browser preview.

In draft view, WordPerfect displays the body text of a document the way it will look when it is printed. Draft view does not display formatting such as headers, footers, and watermarks.

Page view displays a document with all of its formatting, the way it will look when it is printed.

Two pages view displays the same formatting as page view, except that two consecutive pages display side by side in the document window.

The browser preview displays a document in HTML format, suitable for an intranet or for the Web; however, WordPerfect codes with no equivalent HTML tags are either modified or deleted from the document. For more information about creating HTML documents, see "Publishing to HTML" in the Help.

To switch the document view

- Click **View**, and click one of the following:

- **Draft** — to hide some document elements such as footers, page breaks, margins, and watermarks
- **Page** — to display the document the way it will look when printed
- **Two pages** — to display two consecutive pages in a document side by side
- **Preview in browser** — to display a document in HTML format

You can also	
Switch between **Preview in browser** and **Page** view	Click the **Change view** button.
Display the ruler in **Two pages** view	In **Two pages** view, click **View** ▸ **Ruler**.

Changing document display settings

WordPerfect lets you change document display settings in several ways. You can enlarge or reduce the page display. As well, the document window can be minimized or maximized.

You can cascade or tile multiple open documents.

You can hide or display nonprinting items such as guidelines, hidden text, and formatting symbols. Nonprinting items display in the document window but do not display in the printed document. You can also hide or display graphics.

To enlarge or reduce the page display

1 Click **View** ▸ **Zoom**.

2 Enable one of the following options:

- **Margin width** — displays a complete line or block of text within a window with minimal white space to the right and left
- **Page width** — displays the width of the page, including margins, in the window
- **Full page** — displays all page margins in the document window
- **Other** — lets you enter a custom zoom percentage

To enlarge or reduce the page display, the document must be in **Draft** or **Page** view.

To minimize or maximize the document window

- Right-click the WordPerfect title bar, and click one of the following:
  - **Minimize**
  - **Maximize**

If you want to restore a document window to its original size, right-click the title bar, and click **Restore**.

To hide or display nonprinting items

To	Do the following
Hide or display margin icons	Click **Tools** ▸ **Settings**. Click **Display**. Click the **Document** tab. In the **Show** area, enable or disable the **Margin icons** check box.
Hide or display table gridlines	Click **View** ▸ **Table gridlines**. A check mark beside **Table gridlines** indicates that gridlines are displayed.
Hide or display hidden text	Click **View** ▸ **Hidden text**. A check mark beside **Hidden text** indicates that hidden text is displayed.
Hide or display formatting symbols	Click **View** ▸ **Show ¶**. A check mark beside **Show ¶** indicates that formatting symbols are displayed.
Specify which formatting symbols display on your screen	Click **Tools** ▸ **Settings**. Click **Display**. Click the **Symbols** tab. In the **Symbols to display** area, enable or disable any of the check boxes.

To hide or display graphics

- Click **View** ▸ **Graphics**.

  A check mark beside **Graphics** indicates that graphics are displayed.

Working with the ruler and ruler guides

The ruler is used to display page format elements, such as margins, tabs, column gutters, and indentation. You can also use the ruler to set tabs, change margins, and indent paragraphs. The ruler has two parts: the line and the tab bar. The line resembles a ruler and contains graduated measurements for the area between the left and right margins. The tab bar, the white space in the lower part of the ruler, displays the triangular shaped tab marks.

Ruler guides are black dotted vertical lines that allow you to see where the settings for your margins and indentations are in relation to where the text displays on the page; for example, when you click a tab, the ruler guide and a box containing the tab's settings are displayed. You can display or hide the ruler and ruler guides.

You can use the ruler to add and delete tab stops in a document. For more information about tab stops, see "Adding tab stops" on page 74.

To hide or display the ruler

- Click **View** ▸ **Ruler**.

  A check mark beside **Ruler** indicates that the ruler is displayed.

To display ruler guides

1 Click **Tools** ▸ **Settings**.

2 Click **Display**.

3 Click the **Ruler** tab.

4 Enable the **Show ruler guides** check box.

Using guidelines

Guidelines are horizontal and vertical nonprinting lines that you can use to align tables, margins, columns, headers, and footers on a page.

You can display guidelines. You can also move guidelines. Guidelines must be displayed in a document before you can move them.

To display guidelines

1 Click **View** ▸ **Guidelines**.

2 In the **Display guidelines for** area, enable one or more of the following check boxes:

- **Tables** — displays guidelines that you can drag to change the width of table columns
- **Margins** — displays guidelines that you can drag to change the width of margins
- **Columns** — displays guidelines that you can drag to change the width of columns
- **Header/footer** — displays guidelines that you can drag to change the widths of headers or footers

To move guidelines

1 Click **View** ▸ **Guidelines**.

2 Enable the **Drag to move guidelines** check box.

3 Point to a guideline in the document until the pointer changes to a double-sided arrow.

4 Drag the guideline.

Displaying Reveal Codes

Reveal Codes are inserted when you add text and formatting to a document. Reveal Codes are hidden by default; however, they can be displayed in a separate window below the active document.

You can hide or display Reveal Codes. You can also customize the display of Reveal Codes; for example, you can specify the font style and color, and several other formatting options.

To hide or display Reveal Codes

- Click **View** ▸ **Reveal Codes**.

  A check mark beside **Reveal Codes** indicates that Reveal Codes are displayed.

To customize the display of Reveal Codes

1 Click **Tools** ▸ **Settings**.

2 Click **Display**.

3 Click the **Reveal Codes** tab.

4 In the **Format** area, enable or disable any of the following check boxes:

- **Wrap lines at window** — to continue codes on the next line

- **Show spaces as bullets** — to display a bullet for each space character
- **Show codes in detail** — to display formatting information with codes
- **Auto-display codes in Go to dialog** — to display the Reveal Codes window when a code match is found in a specific section of the document

You can also	
Change the font	Click **Font**, and choose a font from the **Face** list box.
Change the font size	Choose a font size from the **Size** list box.
Change the font color	In the **Color** area, disable the **Use system colors** check box. Open the **Text** color flyout, and click a color.
Change the background color	In the **Color** area, disable the **Use system colors** check box. Open the **Background** color flyout, and click a color.
Use Windows system colors	In the **Color** area, enable the **Use system colors** check box.

Using the document map

The document map lets you use index, table of contents, or table of authorities reference markers to view and navigate long documents. The reference markers display in the document map window as hyperlinks corresponding to points in a document. For more information on reference markers, see “Working with reference tools” in the Help.

You can display the document map in ordered list view or tree view. The ordered list view lists all the reference markers in the order in which they appear in the document. The tree view displays the reference markers in a hierarchical structure. For example, if a table of contents contains various levels, the first-level markers display in the list, and you must open a marker to display the sub-level markers that it contains.

You can also refresh the document map to update any changes you've made to reference markers in a document.

To display the document map in ordered list view

1 Click **View ▸ Document map**.

2 Choose a marker type from the **Reference marker** list box.

You can navigate to a specific reference marker in a document by clicking a marker in the document map window.

To display the document map in tree view

1 Click **View ▸ Document map**.

2 Choose a marker type from the **Reference marker** list box.

3 Click **Tree view** .

You can disable ordered list view by clicking **Tree view**.

You can navigate to a specific reference marker in a document by clicking a marker in the document map window.

To refresh the document map

- Click **View** ▸ **Refresh**.

Navigating documents

WordPerfect lets you navigate documents in several ways. You can move to a specific section of a document, or you can scroll through a document. You can also display a document from a list of open documents.

To move to a specific section of a document

1. Click **Edit** ▸ **Go to**.
2. Choose an option from **Go to what** list box.
3. Choose any applicable options from the area to the left of the list box.
4. Click **Go to**.

You can also access the **Go to** dialog box by pressing **Ctrl + G**.

To scroll through a document

1. On the toolbar, click the **Autoscroll** button .

   The pointer changes to the **Autoscroll** arrow.
2. Move the **Autoscroll** arrow in the direction you want to scroll.

The scrolling speed increases if you move the arrow further away from the **Autoscroll** tool.

You can disable **Autoscroll** by clicking anywhere in the document.

To display a document from a list of open documents

- Click **Window**, and click the filename of the document that you want to display.

  A check mark beside a document path and filename indicates the active document.

Working with project templates

WordPerfect lets you use project templates to create documents. A template is a shell, or skeleton structure, that can consist of elements such as margins, styles, and graphics. You fill in the details and provide data to complete the project.

In this section, you'll learn about

- creating documents using project templates
- working with categories
- editing and formatting project templates
- automating project templates using prompts
- using QuickMarks in project templates
- adding objects to project templates
- managing project templates

Creating documents using project templates

WordPerfect lets you view a list of recent projects on which you have worked. You can also create documents using project templates.

To view a list of recent projects

1 Click **File ▸ New from project**.

2 Click the **Work on** tab.

3 Choose a WordPerfect Office application from the list box.

   If you want to view a list of recent projects from all WordPerfect Office applications, choose **[All applications]** from the list box.

To create a document using a project template

1 Click **File ▸ New from project**.

2 Click the **Create new** tab.

3 Choose **WordPerfect** from the list box.

If **WordPerfect** is not displayed in the list box, click **Options,** and click **Refresh projects**.

4 Choose a project template from the list.

5 Click **Create**.

Some WordPerfect project templates use prompts to guide you through the process of adding information to a document. For more information about prompts, see “Automating project templates using prompts” on page 46.

Working with categories

Project templates are organized into preset categories. You can create categories in which to organize project templates, documents, and executable files. Adding an executable file, such as a slide show, to a category, lets you conveniently access that file as a template on which to base similar documents. If you intend to use a specific template often, you can add it to the Favorites category.

You can also copy or move project templates to other categories.

To create a category

1 Click **File ▸ New from project**.

2 Click the **Create new** tab.

3 Click **Options**, and click **Create category**.

4 In the **Create a category** dialog box, type a category name in the **Display name** box.

If you want the category to display in the top section of the list box, type square brackets around the category name; for example, **[Invitations]**.

You can also	
Rename a category	Choose a category from the list box. Click **Options**, and click **Rename category**. Type a new name in the **Display name** box.
Delete a category	Choose a category from the list box. Click **Options**, and click **Remove category**.

To add a project template, document, or executable file to a category

1 Click **File ▸ New from project**.

2 Click the **Create new** tab.

3 Choose a category from the list box.

4 Click **Options**, and click **Add project**.

5 Follow the instructions on your screen.

To add a project template to the Favorites category

1 Click **File ▸ New from project**.

2 Click the **Create new** tab.

3 Choose a category from the list box.

4 Choose a project template from the list.

5 Click **Copy to favorites**.

You can view the contents of the **Favorites** folder. Click **File ▸ New from project**. Choose **[Favorites]** from the list box.

To copy or move a project template to another category

1 Click **File ▸ New from project**.

2 Click the **Create new** tab.

3 Choose a category from the list box.

4 Choose a project template from the list.

5 Click **Options**, and click one of the following:

- **Copy project**
- **Move project**

6 Click a category.

Editing and formatting project templates

WordPerfect lets you add information to a project template. You can also edit the styles in a project template or additional objects template to customize the display of fonts, graphics, margins, and more.

You can copy the styles from one project template, additional objects template, or document, to another. You can also insert a project template into another project template or document.

To add information to a project template

1 Click **File ▸ New from project**.

2 Choose a category from the list box.

3 Choose a project template from the list.

4 Click **Options**, and click **Edit WP template**.

5 Make changes to the project template.

To edit styles in a project template or additional objects template

1 Click **File ▸ New from project**.

2 Choose a category from the list box.

3 Choose a project template from the list.

4 Click **Create**.

5 Click **Format ▸ Styles**.

6 In the **Styles** dialog box, choose a style from the **Available styles** list.

7 Click **Edit**.

8 In the **Styles editor** dialog box, make changes in any of the boxes.

The style codes display in the **Contents** box.

You can also	
Remove a style from a project template	Drag the code from the **Contents** box.

To copy styles

1 Click **Format ▸ Styles**.

2 Click **Options**, and click **Settings**.

3 In the **Available styles list** area of the **Style settings** dialog box, enable any of the following check boxes:

- **Styles in current document** — to display all styles in the current document
- **Styles in default template** — to display all styles in the default template
- **WordPerfect system styles** — to display all WordPerfect styles
- **Styles from additional objects template** — to display all styles in the additional objects template

4 Click **OK**.

5 In the **Styles** dialog box, choose a style from the **Available styles** list.

6 Click **Options**, and click **Copy**.

7 In the **Copy to** area of the **Styles copy** dialog box, enable one of the following options:

- **Current document** — to copy the style to the current document
- **Default template** — to copy the style to the default template
- **Additional objects template** — to copy the style to the additional objects template

8 Click **OK**.

9 In the **Styles duplicate** dialog box, type a name in the **Style name** box.

If you have not chosen an additional objects template, the **Additional objects template** option will not be available. For information about choosing an additional objects template, see "To choose an additional objects template" on page 50.

To insert a project template into another project template or document

1 Click **File** ▸ **New from project**.

2 Click **Options**, and click **Create WP template**.

3 Click **Insert** ▸ **File**.

4 Choose the drive and folder where the file is stored.

5 Click a file.

6 Click **Insert**.

If you are prompted to allow WordPerfect to update the default template with the styles in the project template, click **Yes**.

Automating project templates using prompts

WordPerfect lets you use prompts in project templates to automate the process of creating documents; for example, you can use template prompts to let you know what kind of information you need to type in a document. You can also create personal information prompts that link to and extract personal information from an address book.

Prompts launch in the order in which they are inserted in a project template. You can move prompts so that they launch in the order you want.

When you create prompts in a template, it is recommended that you run the template to ensure that it has been set up correctly.

To create prompts

1 Click the **Build prompts** button on the **Template** toolbar.

If the **Template** toolbar is not displayed, click **View** ▸ **Toolbars**. In the **Available toolbars** list, enable the **Template** check box.

2 In the **Prompt builder** dialog box, click **Add.**

3 In the **Add template prompt** dialog box, type a name for the prompt in the **Prompt** box.

If you want to link the prompt to a field in the default address book installed on your computer, choose a field from the **Link to address book field** list box.

You can also	
Insert a prompt in the project template	Click where you want to insert a prompt. In the **Prompt builder** dialog box, click **Paste**.
Edit a prompt	In the **Prompt builder** dialog box, choose a prompt from the **Template prompts** list. Click **Edit**. Make changes in any of the boxes.
Delete a prompt	In the **Prompt builder** dialog box, choose a prompt from the **Template prompts** list. Click **Delete**.

Template prompts display in square brackets.

To insert a personal information prompt

1 Click the **Build prompts** button on the **Template** toolbar.

If the **Template** toolbar is not displayed, click **View** ▸ **Toolbars**. In the **Available toolbars** list, enable the **Template** check box.

2 Click **Personal**.

3 Choose a field from the list.

If you want to display all available fields, enable the **Show all available fields** check box.

4 Click where you want to insert a prompt.

5 Click **Paste**.

Personal information prompts display in angle brackets.

To move prompts

1 Click the **Build prompts** button on the **Template** toolbar.

If the **Template** toolbar is not displayed, click **View** ▸ **Toolbars**. In the **Available toolbars** list, enable the **Template** check box.

2 In the **Prompts builder** dialog box, choose a prompt from the **Template prompts** list.

3 Click one of the following buttons:

- **Move up**
- **Move down**

Using QuickMarks in project templates

WordPerfect lets you insert a QuickMark in a project template. QuickMarks can be used to save your place in a document when you quit WordPerfect.

If you want to mark multiple places in a document, you must use bookmarks. For more information about bookmarks, see "Using bookmarks and QuickMarks" in the Help.

To insert a QuickMark in a project template

1 Click where you want to insert a QuickMark.

2 Click **Tools** ▸ **Bookmark**.

3 Click **Set QuickMark**.

You can also	
Automatically insert a QuickMark each time you save a document	Enable the **Set QuickMark on file save** check box.
Automatically go the QuickMark each time you open a document	Enable the **Go to QuickMark on file open** check box.

Adding objects to project templates

WordPerfect lets you copy objects to project templates. You can also associate a feature in a project template with a menu or keyboard, so that the menu or keyboard displays when you use that feature. You can insert a trigger in a project template, so that a macro plays when you use a specific feature.

To copy an object to a project template

1 Click the **Copy/Remove object** button on the **Template** toolbar.

If the **Template** toolbar is not displayed, click **View** ▸ **Toolbars**. In the **Available toolbars** list, enable the **Template** check box.

2 From the **Template to copy from** list box, choose the template from which you want to copy objects.

3 Choose an object type from the **Object type** list box.

4 Choose an object from the **Source** box.

5 Click **Copy**.

The object displays in the **Destination [project template]** list.

You can also	
Copy all objects from the **Source** list	Click **Copy all**.
Remove an object from the **Destination** list	Click an object, and click **Remove**.

You can also	
Remove all objects from the **Destination** list	Click **Remove all.**

To associate a feature with a menu or keyboard

1 Click the **Associate** button on the **Template** toolbar.

If the **Template** toolbar is not displayed, click **View** ▸ **Toolbars**. Enable the **Template** check box in the **Available toolbars** list.

2 Enable the **Features** option.

3 Choose a feature from the **Item to associate** list.

4 Choose an option from one of the following list boxes:

- **Menus**
- **Keyboards**

Only features that you have created in a template, or copied to a template, display in the **Item to associate** list.

To trigger a macro with a feature

1 Click the **Associate** button on the **Template** toolbar.

If the **Template** toolbar is not displayed, click **View** ▸ **Toolbars**. Enable the **Template** check box in the **Available toolbars** list.

2 Enable the **Triggers** option.

3 Choose a feature from the **Item to associate** list.

4 Choose a macro from the **Macros** list box.

Managing project templates

You can save a project template with a new name, and change a project template display name or description. Templates can be copied from earlier versions of WordPerfect.

You can choose an additional objects template. This is a second default template that stores objects such as keyboards, menus, template macros, toolbars, and styles that you can use in addition to or in place of those in the default template. For example, a system administrator could use an additional objects template as a network template that would overwrite a user's default template.

If you have created prompts in a project template, it is recommended that you run the template to ensure that it has been set up correctly. When you run a template, WordPerfect automatically fills in the triggers, prompts, and macros that you have inserted into the project template.

To save a project template with a new name

1 Using a project template, create a document.

2 Click **File** ▸ **Save as**.

3 Type a name in the **Template name** box.

You can also	
Include a description of the template	Type text in the **Description** box.
Choose a category in which to store the template	Choose a category from the **Template category** list.

For information about creating a document using a project template, see “To create a document using a project template” on page 43.

To change a project template display name or description

1 Click **File** ▸ **New from project**.

2 Click the **Create new** tab.

3 Choose a category from the list box.

4 Choose a project template from the list.

5 Click **Options**, and click **Project properties**.

6 In the **Modify a project** dialog box, type text in either of the following boxes:

- **Display name** — to change the project name
- **Description** — to change the project description

The project description displays at the bottom of the **Create new** tab in the **PerfectExpert** dialog box.

To copy a template from an earlier version of WordPerfect

1 Choose the drive and folder where the template you want to copy is stored.

2 Click the file.

3 Click **Edit** ▸ **Copy**.

4 Choose the drive and folder "**X:\Program files\Corel \WordPerfect Office 11\Template\Custom WP templates,**" where “X” indicates the drive on which WordPerfect is installed.

5 Click **Edit** ▸ **Paste**.

To choose an additional objects template

1 Click **Tools** ▸ **Settings**.

2 Click **Files**.

3 Click the **Template** tab.

4 In the **Additional template folder** box, click the **Browse** button.

5 Choose the drive and folder where the template is stored.

6 Click **Select**.

7 In the **Additional objects template** box, click the **Browse** button.

8 Click the template you want to use as the additional objects template.

9 Click **Open**.

If you want to update the default template with styles from the additional objects template, enable the **Update default template from additional objects template** check box.

It is not always recommended that you update the default template with the additional objects template. Updating might only be useful, for example, if many users on a network use the styles in the additional objects template. The network administrator could enable the **Update default template from additional**

objects template check box to update each user's default template.

To run a project template

1. Click **File** ▸ **New from project**.
2. Choose a category from the list box.
3. Choose a project template from the list.
4. Click **Create**.

   If you are prompted to disable the macros in the project template, click **No**.

Formatting text

In WordPerfect, you can use a variety of formatting tools to control the design and arrangement of text.

In this section, you'll learn about

- modifying font settings
- copying the format of text
- creating subscript and superscript text
- using hidden text
- highlighting text
- reversing the color of text and background
- pasting objects
- indenting text
- justifying text
- centering text vertically
- keeping text together
- correcting the spacing between words and sentences
- changing the spacing between letters and words
- changing the spacing between lines and paragraphs
- hyphenating text

Modifying font settings

You can apply formatting to text to change the font and its attributes, such as style, size, and color. You can also apply relative font sizes, which allows you to format text relative to the specified font size. Suppose you want to add a heading to a document that has a 12-point paragraph font. If you select the heading text and specify a large relative font size, the text displays proportionately larger than the 12-point font.

This is an example of different fonts.

Using Corel RealTime Preview lets you view text fonts and sizes before you apply them. For example, you can view text as it will display in various fonts before choosing which is the most suitable. If you do not want to preview fonts and their sizes, you can disable Corel RealTime Preview.

WordPerfect lets you format text using recent font settings, including the font and its size. You can also change the default font and font size for the active document or for all documents.

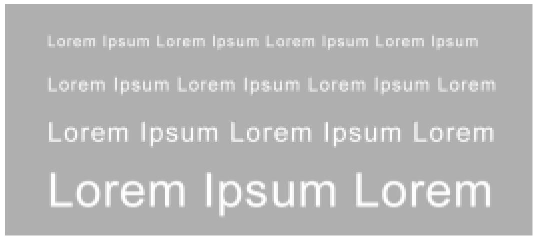
To change the font

1. Click in the document.
2. Click **Format** ▸ **Font**.
3. Click the **Font** tab.
4. Choose a font from the **Face** list.

You can also	
Change the font style	In the **Appearance** area, enable any of the check boxes.
Change the font size	Choose a font size from the **Size** list box.
Change the relative font size	Click **Relative size**, and click a font size.
Change the font color	Open the **Color** picker, and click a color.

You can also change the font color by clicking the **Font color** button on the property bar, and clicking a color.

You can also change the underline font style by opening the **Underline** picker on the property bar and clicking an underline style.



This is an example of different font sizes.

To change the font using Corel RealTime Preview

1. Click in a document.

2 Open the **Font face** list box on the property bar, and point to a font.

Changes to the font display in the font face preview window.

3 Choose a font from the **Font face** list box.

You can change the font size using Corel RealTime Preview by opening the **Font size** list box on the property bar, viewing the font sizes in the font size preview window, and choosing a font size.

To disable Corel RealTime Preview

1 Click **Tools** ▸ **Settings**.

2 Click the **Display** icon.

3 Click the **Document** tab.

4 In the **Show** area, disable the **RealTime Preview** check box.

Corel RealTime Preview is enabled by default.

To reuse a recent font

1 Select the text you want to format.

2 Click the **QuickFonts**™ button on the property bar, and choose a font from the list.

The QuickFonts list displays the 10 most recently used fonts.

To change the default font and font size

1 Click **File** ▸ **Document** ▸ **Default font**.

2 Choose a font from the **Face** list.

3 Choose a font size from the **Size** list box.

If you want to change the default font and font size for all new documents, click **Settings**, and click **Set as default for all documents**.

You must install a printer before you can change the default font.

You can view the available attributes for each font by clicking the plus sign (+) to the left of a font in the **Face** list.

Copying the format of text

You can copy the format of text and apply it to other text in a document. If you want to copy selected text, then formatting attributes, such as font, font size, and font style, are all copied. If you want to copy the heading in a paragraph, the paragraph style as well as the font and its attributes are copied.

When you copy the format of text, you automatically create a text style. Changing text that has been formatted using a text style also changes other text in the document that uses that style.

To copy the format of text

1 Click in the text whose format you want to copy.

2 Click **Format** ▸ **QuickFormat**™.

3 Enable one of the following options:

- **Selected characters** — copies the format of the font and its attributes
- **Headings** — copies the format of the paragraph and its styles, and the font and its attributes

4 Click **OK**.

5 Drag the QuickFormat paintbrush pointer over the text to which you want to copy the format.

6 Click **Format** ▸ **QuickFormat**.

QuickFormat is disabled when no check mark displays beside the **QuickFormat** menu command.

You can also enable or disable QuickFormat by clicking the **QuickFormat** button on the toolbar or property bar.

Creating subscript and superscript text

You can create subscript and superscript text to use with footnotes, endnotes, and ordinals. QuickOrdinals automatically replaces ordinals, such as 1st or 2nd, with superscript text. QuickOrdinals can be disabled.

To create subscript or superscript text

1 Select the text.

2 Click **Format** ▸ **Font**.

3 Click the **Font** tab.

4 Click **Position**, and click one of the following:

- **Subscript** — positions the text below the baseline of other characters in a word or line of text
- **Superscript** — positions the text above the height of other characters in a word or line of text

To disable QuickOrdinals

1 Click **Tools** ▸ **QuickCorrect™.**

2 Click the **Format As-You-Go™** tab.

3 In the **Format As-You-Go choices** area, disable the **QuickOrdinals** check box.

QuickOrdinals is enabled by default.

Using hidden text

You can hide or display hidden text in a WordPerfect document. When you hide hidden text, you cannot view it in a document or print it. When hidden text is displayed, it displays the same way as document text. You can insert hidden text in a document. Converting document text to hidden text and hidden text to document text can also be performed.

To hide or display hidden text

- Click **View** ▸ **Hidden text**.

A check mark beside the **Hidden text** menu command indicates that hidden text is displayed.

To insert hidden text

1 Click **View** ▸ **Hidden text**.

2 Click **Format** ▸ **Font**.

3 In the **Appearance** area, enable the **Hidden** check box.

4 Click **OK**.

5 Type the text.

If you delete a hidden code in the Reveal Codes window when hidden text is not displayed in the document, you delete the text. For information about Reveal Codes, see "Displaying Reveal Codes" on page 40.

To convert hidden text to document text

1 Select the hidden text.

2 Click **Format** ▸ **Font**.

3 In the **Appearance** area, disable the **Hidden** check box.

You can also convert hidden text in a document by dragging the Hidden code out of the Reveal Codes window. For information about Reveal Codes, see "Displaying Reveal Codes" on page 40.

You can convert document text to hidden text by selecting the document text, clicking **Format** ▸ **Font**, and enabling the **Hidden** check box.

Highlighting text

Highlighting text adds a bar of transparent color over text, which is useful for editing documents or for distinguishing words and paragraphs. You can highlight and remove the highlighting from part or all of a document, and you can change the highlight color. You can also hide highlighting in a document.

To highlight text

1 Click **Tools** ▸ **Highlight** ▸ **On**.

The cursor changes to a highlighting pen.

2 Select the text.

3 Click **Tools** ▸ **Highlight** ▸ **On**.

Highlighting is disabled when no check mark displays beside the **On** menu command.

You can also highlight text by selecting text and clicking the **Highlight** button .

To remove highlighting from text

1 Select the highlighted text.

2 Click **Tools** ▸ **Highlight** ▸ **Remove**.

You can also remove highlighting by clicking anywhere in the highlighted text and clicking the **Highlight** button. Highlighting is removed from the entire highlighted section.

To change the highlight color

1 Click **Tools** ▸ **Highlight** ▸ **Color**.

2 Open the **Color** picker, and click a color.

3 Type a value in the **Shading** box.

Higher values darken the highlight color. Lower values lighten it.

The color change does not apply to text that has already been highlighted. To change the color of highlighted text, you must first select the text.

You can also change the highlight color by opening the **Highlight** picker on the toolbar and clicking a color.

To hide highlighting

- Click **Tools** ▸ **Highlight** ▸ **Print/show**.

The absence of a check mark beside the **Print/show** menu command indicates that highlighting is hidden.

Highlighting is displayed by default.

Reversing the color of text and background

You can reverse the color of the text and background so that light-colored characters are visible against a dark background.

To reverse the color of text and background

1 Click **View** ▸ **Toolbars**.

2 In the **Available toolbars** list, enable the **Shipping macros** check box.

3 Click **OK**.

4 Select the text.

5 Click the **Reverse text** button on the **Shipping macros** toolbar.

6 In the **Reverse text options** dialog box, choose a text color from the **Text color** list box.

7 In the **Fill style/color** area, choose a fill style from the **Fill style** list box.

8 Choose a fill color from the **Color** list box.

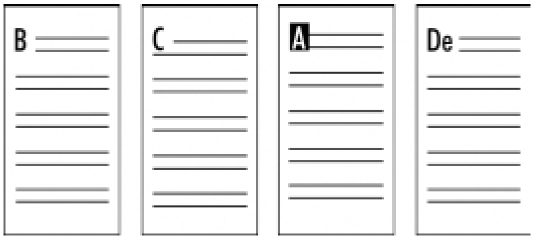
9 In the **Text options** area, enable one of the following options:

- **Place selected text in text box** — reverses only selected text
- **Apply attributes to whole paragraph** — reverses the paragraph in which the cursor is positioned

If the text is difficult to read, you can add bold attributes to make the letters thicker. For information about formatting text, see “Modifying font settings” on page 53.

Working with drop caps

Drop caps are letters that you can use to decorate text at the beginning of a line or paragraph. You can add and remove drop caps from a document, and you can edit their size, position, and style.



This is an example of a drop cap.

To add or remove a drop cap

To	Do the following
Add a drop cap to a blank line	Click in a document. Click **Format** **Paragraph** ▸ **Drop cap**. Type a letter.
Add a drop cap to an existing paragraph	Click at the beginning of a paragraph. Click **Format** ▸ **Paragraph** ▸ **Drop cap**.
Remove a drop cap	Click before a drop cap. Click the **Drop cap style** button on the property bar. In the Style area, click **No drop cap** .

You can also remove a drop cap by clicking the **Drop cap style** picker and clicking the **No drop cap** style.

To change the size of a drop cap

1 Click before a drop cap.

2 Click the **Drop cap size** button on the property bar.

3 In the **Height** area, type a value in the **Lines** box.

You can also change the size of a drop cap by clicking the **Drop cap size** picker on the property bar and clicking a drop cap size.

To determine the space between a drop cap and the first line in the paragraph

1 Click before a drop cap.

2 Click **Format** ▸ **Paragraph** ▸ **Drop cap**.

3 In the **Mov e paragraph down** area, type a value in the **Lines** box.

To change the position of a drop cap

1 Click before a drop cap.

2 Click the **Drop cap position** button on the property bar.

3 In the **Position** area, type a value in the **Position drop cap in margin** box.

You can also specify the position of a drop cap by moving the slider in the **Position** area.

You can also change the position of a drop cap by clicking the **Drop cap position** picker on the property bar and clicking a drop cap position.

To change the style of a drop cap

1 Click before a drop cap.

2 Click the **Drop cap style** button on the property bar.

3 In the **Style** area, click one of the following:

- **No drop cap**
- **Drop cap in margin**
- **50% in margin**
- **Drop cap in text**

You can also	
Change the font of a drop cap	Click before a drop cap. Click the **Drop cap font** button on the property bar. Choose a font from the **Face** list. In the **Appearance** area, enable any of the attribute check boxes.
Change the color of a drop cap	Click before a drop cap. Click the **Drop cap font** button on the property bar. Open the **Color** picker, and click a color. Type a percentage in the **Shading** box.

You can also change the style of a drop cap by clicking the **Drop cap style** picker on the property bar and clicking a drop cap style.

Pasting objects

You can paste an object in a WordPerfect document. The object can be text, graphics, sound clips, video clips, or spreadsheet cells — anything that you can copy from one application to another.

You can also select a specific format when you paste information from another application into WordPerfect.

To import an object

1 Select the object.

2 Click **Edit** ▸ **Copy**.

3 Click in the document to which you want to copy the object.

4 Click **Edit** ▸ **Paste**.

To import an object using a specific format

1 Select the object.

2 Click **Edit** ▸ **Copy**.

3 Click in the document to which you want to copy the object.

4 Click **Edit** ▸ **Paste special**.

5 Enable one of the following options:

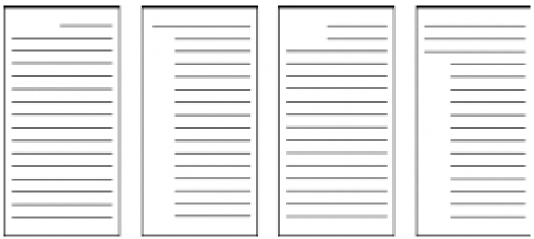
- **Paste** — pastes the object with no connection to its origin
- **Paste link** — pastes the object with a link to the original document

6 Choose a paste format from the **As** list.

Indenting text

Indenting arranges text on a page by moving one or more lines to the left or the right of the paragraph margin. You can indent a line or paragraph. You can also remove an indent.

To move the first line of a paragraph farther to the left than subsequent lines, you can apply a hanging indent. To indent an entire paragraph one tab stop from both the left and right margins, you can apply a double indent. A double indent is often used to format lengthy quotations.



These are examples of indenting text.

To apply a single indent to text

To indent	Do the following
A line of text	Click at the beginning of a line of text. Press **Tab**.
A paragraph	Click at the beginning of a paragraph. Click **Format** ▸ **Paragraph** ▸ **Indent**.
The first line of a paragraph using the ruler	Click in a paragraph. Drag the **First line indent** marker to a new position on the ruler.
The first line of every paragraph automatically	Click in a paragraph. Click **Format** ▸ **Paragraph** ▸ **Format**. In the **First line indent** box, type a value to specify the distance to indent.

To apply a hanging or double indent

1 Click at the beginning of a paragraph.

2 Click **Format** ▸ **Paragraph**, and click one of the following:

- **Hanging indent** — indents all but the first line in the paragraph
- **Double indent** — indents the paragraph equally from both margins

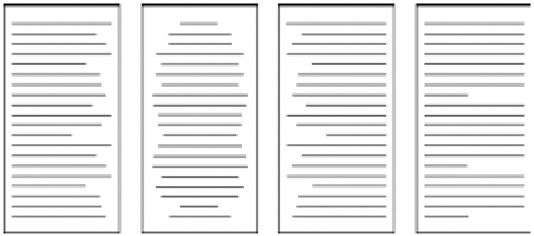
To remove an indent

1 Click at the beginning of a line of text.

2 Press **Shift + Tab**.

Justifying text

You can justify text in a document. Doing so aligns the text horizontally between the left and right margins of the page.



This is an example of a left-justified paragraph, a center-justified paragraph, a right-justified paragraph, and a fully justified paragraph.

To justify text

1 Click in a paragraph.

2 Click **Format ▸ Justification**, and click one of the following:

- **Left** — aligns text evenly with the left margin
- **Right** — aligns text evenly with the right margin
- **Center** — centers text between the right and left margins
- **Full** — aligns text, excluding the last line, along both the right and left margins
- **All** — aligns text, including the last line, along both the right and left margins

Justification is applied to all text from the cursor location forward. If you want to apply justification to a word, line, or paragraph, you must first select the text.

You can also justify text by clicking the **Justification** picker on the property bar and clicking a justification.

Centering text vertically

You can center the content vertically, from top to bottom, on a page and on all subsequent pages.

To center text vertically

1 Click **Format ▸ Page ▸ Center**.

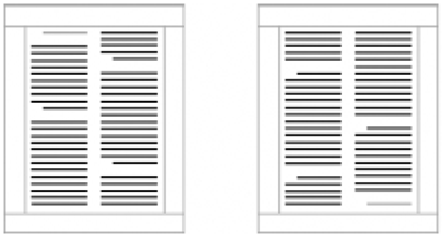
2 Enable one of the following options:

- **Center page** — centers the content vertically on the page
- **Current and subsequent pages** — centers the content on the current page and all subsequent pages
- **No centering** — inserts text as you type it from the top margin down, without centering it vertically

Keeping text together

To keep words together, you can insert a hard space between them. You can also prevent the first and last lines of a paragraph from being separated from the rest of the paragraph across a page break.

You can also insert a line break to begin a new line without ending the paragraph.



This is an example of text that is not being kept together. The grey text at the top of the left page belongs with text on the previous page. The grey text at the bottom of the right page belongs with the text on the following page.

To keep words together

1 Click between two words.

2 Click **Format** ▸ **Line** ▸ **Other codes**.

3 Enable the **Hard space [HSpace]** option.

4 Click **Insert**.

To keep a paragraph together

1 Click at the beginning of a paragraph.

2 Click **Format** ▸ **Keep text together**.

3 In the **Widow/orphan** area, enable the **Prevent the first and last lines of paragraphs from being separated across pages** check box.

You can also	
Keep several lines of text together	In the **Conditional end of page** area, enable the **Number of lines to keep together** check box, and type the number of lines you want to keep together, including any blank lines.
Keep selected text from dividing between pages	In the **Block protect** area, enable the **Keep selected text together on same page** check box.

If you keep several consecutive paragraphs together, you must separate each paragraph by at least one soft or hard return.

To insert a line break

1 Click **Tools** ▸ **Settings**.

2 Click **Customize**.

3 Click the **Edit** button.

4 Click the **Features** tab.

5 Choose **Insert** from the **Feature categories** list box.

6 Choose **Line Break** from the **Features** list box.

7 Click the **Add** button.

8 Click the **Line Break** button.

You can also press **Ctrl + Shift + L** to insert a line break.

Correcting the spacing between words and sentences

WordPerfect lets you correct the spacing between words and sentences. You can delete double spaces between words in a sentence, and you can convert one space between sentences to two or two spaces to one.

To automatically delete double spaces between words in a sentence

1 Click **Tools** ▸ **QuickCorrect**.

2 Click the **Format As-You-Go** tab.

3 In the **Sentence corrections** area, enable the **Change two spaces to one space between words** check box.

To automatically convert spaces between sentences

1 Click **Tools** ▸ **QuickCorrect**.

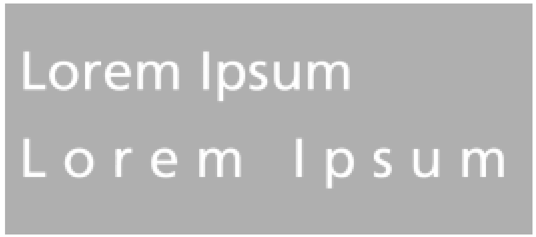
2 Click the **Format As-You-Go** tab.

3 In the **End of sentence corrections** area, enable one of the following options:

- **Change one space to two spaces between sentences**
- **Change two spaces to one space between sentences**

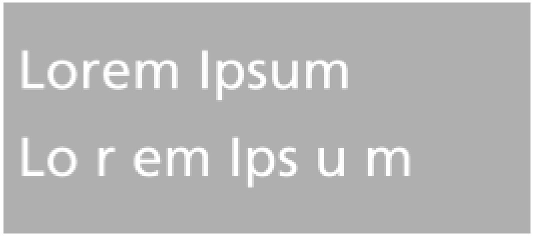
Changing the spacing between letters and words

Word and letter spacing adjustments affect the distance between all letters, whether or not they are kerned. You can change the spacing between letters and between words in fully justified text. In fully justified text, which is text that is aligned on the left and right margins, you can change the space that appears between letters by compressing and expanding the letters to fit on a line.



This is an example of changing word and letter spacing. The first line of text represents normal spacing. The second line of text represents increased spacing.

Kerning is the process of adjusting the space between letter pairs. Certain letter pairs appear to have more space between them than others because of the shape and slant of each letter. Automatic kerning adjusts the distance between all occurrences of certain letter pairs depending on the font used. Large font sizes tend to make the distance between certain letter pairs more obvious. You can enable automatic kerning or use manual kerning in WordPerfect. Manual kerning lets you change the spacing between one instance of a kern pair that you select.



This is an example of kerning. The first line of text represents proper kerning. The second line of text represents poor kerning.

To change spacing between letters

1 Click between two letters.

2 Click **Format** ▸ **Typesetting** ▸ **Word/letter spacing**.

3 In the **Letter spacing** area, enable one of the following options:

- **Normal** — determines the settings for the spacing used between letters based on the font used
- **Percent of optimal** — uses a percentage of the Optimal (default) spacing.

The default setting for compressing text is 60%. This means that the space between words in justified text can be compressed to at least 60% of the original space. The default setting for expanding text is 400%. This means that the space between words in justified text will be expanded to at least 400% of the original space.

Specifying values of less than 100 for the percentage of optimal spacing decreases the space between words. Values of more than 100 increase the space between words.

You can also set the spacing by typing a value in the **Set pitch** box to specify the number of characters per inch.

You can change the spacing between words by enabling options in the **Word spacing** area.

To adjust spacing between words in fully justified text

1 Click **Format** ▸ **Typesetting** ▸ **Word/letter spacing**.

2 Type a value in the **Compress to** box.

This value specifies the maximum percent of distance between text.

3 Type a value in the **Expand to** box.

This value specifies the maximum percent that the distance between words can increase by.

To enable automatic kerning

1 Click **Format** ▸ **Typesetting** ▸ **Word/letter spacing**.

2 Enable the **Automatic kerning** check box.

To use manual kerning

1 Click between the two letters.

2 Click **Format** ▸ **Typesetting** ▸ **Manual kerning**.

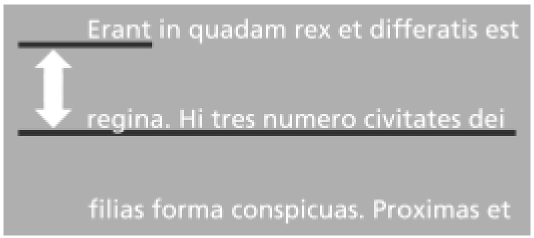
3 Choose a unit of measure from the **Units of measure** list box.

4 Type a value in the **Add/remove space** box.

Positive values increase the distance between letters, and negative values decrease it.

Changing the spacing between lines and paragraphs

The space between lines, or the amount of white space that appears between the bottom of one line and the top of the next line, is referred to as leading. You can change the leading by changing the line spacing, changing the line height to a fixed size, and changing the space between paragraphs.



This is an example of changing the spacing between lines.

This is an example of changing the line height.

To adjust the leading

1 Click in a paragraph.

2 Click **Format** ▸ **Typesetting** ▸ **Word/letter spacing**.

3 Enable the **Adjust leading** check box.

4 Type a value in the **Between lines** box.

A positive value increases the leading; a negative value decreases it.

To change the line spacing

1 Click in a paragraph.

2 Click **Format** ▸ **Line** ▸ **Spacing**.

3 Type a value in the **Spacing** box.

You can also change the line spacing of selected text.

To change the line height to a fixed size

1 Click in a paragraph.

2 Click **Format** ▸ **Line** ▸ **Height**.

3 Enable the **Fixed** option, and type a value in the box.

Line height is determined by multiplying the current line height by the number you specify.

You can also change the line height of selected text.

To change the space between paragraphs

1 Click in a paragraph.

2 Click **Format** ▸ **Paragraph** ▸ **Format**.

3 In the **Spacing between paragraphs** area, enable one of the following options:

- **Number of lines** — inserts the number of lines you specify
- **Distance in points** — inserts the spacing you specify measured in points

There are 72 points in 1 inch.

Hyphenating text

Hyphenation divides words that span the hyphenation zone, which is a narrow area that surrounds the right margin of a document. You can enable automatic hyphenation. You can also change the width of the hyphenation zone. Increasing the hyphenation zone hyphenates fewer words, and decreasing the hyphenation zone hyphenates more words. As well, you can create a nonbreaking hyphen.

To enable automatic hyphenation

1 Click in a document.

2 Click **Tools** ▸ **Language** ▸ **Hyphenation**.

3 Enable the **Turn hyphenation on** check box.

To change the width of the hyphenation zone

1 Click in a document.

2 Click **Tools** ▸ **Language** ▸ **Hyphenation**.

3 Type a value in the **Percent left** box.

4 Type a value in the **Percent right** box.

If hyphenation is enabled before you change the hyphenation zone percentages, you may be prompted to rehyphenate some words in the active document.

To insert a nonbreaking hyphen

- Press **Ctrl + hyphen (-).**

Formatting pages

WordPerfect lets you format a document by modifying the physical arrangement of information on pages. For example, you can adjust page size, margins, and tabs. You can also add columns to documents. When formatting pages, you can modify the format of an entire page or a portion of a page.

In this section, you'll learn about

- setting page margins
- choosing page size and orientation
- customizing page sizes
- adjusting paragraph spacing
- changing line spacing and height
- adding tab stops
- changing the alignment of tab stops
- moving tab stops
- removing and restoring tab stops
- creating and deleting columns

Setting page margins

WordPerfect lets you set margins using various methods. You can set margins by using guidelines. Guidelines are vertical or horizontal dotted lines that are displayed on pages. You can also set margins using exact measurements or the ruler.

All margin settings affect the current page and subsequent pages until you change them.

To set the margins using the margin guidelines

1. Click **View** ▸ **Guidelines**.
2. Enable the **Margins** check box.
3. Point to one of the following guidelines:
   - left vertical dotted guideline
   - right vertical dotted guideline
   - upper horizontal dotted guideline
   - lower horizontal dotted guideline

The pointer changes to a double-sided arrow.

4 Drag the guideline to a new position.

To set the margins using exact measurements

1 Click in the document where you want the margin changes to start.

2 Click **Format** ▸ **Margins**.

3 Click the **Page setup** tab.

4 In the **Document margins** area, type values in any of the following boxes:

- **Left** — lets you specify where the left margin starts
- **Right** — lets you specify where the right margin starts
- **Top** — lets you specify where the top margin starts
- **Bottom** — lets you specify where the bottom margin starts

You can also	
Set all margins to the last margin value edited	In the **Document margins** area, click **Equal**.
Set all margins to the minimum size allowed by the current printer	In the **Document margins** area, click **Minimum**.

You can also set margins by clicking **File** ▸ **Page setup**.

To set the margins using the ruler

1 Point to the Margin marker to the left or right of the ruler.

The pointer changes to a double-sided arrow.

2 Drag the Margin marker to a new location on the ruler.

Choosing page size and orientation

When creating documents, you can choose the size and orientation of pages. The page size and orientation determines how a printer formats and prints pages. You can choose from preset page sizes, or you can create your own. For more information about creating custom page sizes, see “Customizing page sizes” on page 71.

Page sizes are matched to the printer you have selected. A size may not be available when you change to another printer or a different computer. If the same size is not available, WordPerfect finds the best match for a page size, selecting from those available with the other printer. If the match does not work, you may need to customize a page size.

To select a preset page size

1 Click **File** ▸ **Page setup**.

2 Click the **Page setup** tab.

3 From the **Page definition** list box, choose one of the following:

- **Printer page types** — lists all page size options for installed printers
- **Standard page types** — lists all page size options for most printers

4 Choose a page definition from the **Page definition** list.

5 In the **Page definition applies to** area, enable one of the following options:

- **Current and following pages** — applies the page definitions to the current and following pages
- **Current page only** — applies the page definitions to the current page only

If you apply the page size definition to the current page only, WordPerfect inserts a delay code in the next page.

To specify page orientation

1 Click **File** ▸ **Page setup**.

2 Click the **Page setup** tab.

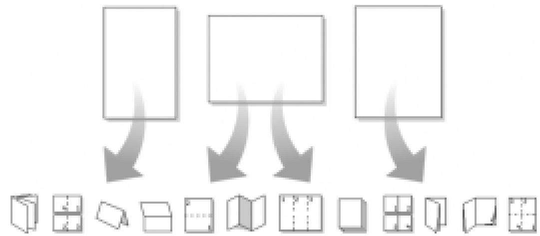
3 In the **Orientation** area, enable one of the following options:

- **Portrait** — prints the document on pages that have a higher length than width
- **Landscape** — prints the document on pages that have greater width than height

Customizing page sizes

If you require a page size that is not available in WordPerfect, you can create a custom page size. You can do this by creating a page size or modifying a preset page size. When you create a custom page size, it is added to the printer's page size selection. Therefore, you can apply the custom size to more than one document. If you no longer require the custom or modified page sizes, you can delete the page size or restore the default page sizes.

In addition, you can divide a physical page into several logical pages. Dividing pages is useful when you want to create small documents, such as pamphlets, raffle tickets, or business cards.



This is an example of how you can divide pages.

As you edit a document, each logical page is treated as a separate page. The document window also changes to show the dimensions of the logical page. After you fill a logical page, the text continues on the next logical page.

To create a custom page size

1 Click **File** ▸ **Page setup**.

2 Click the **Page setup** tab.

3 Click **Add**.

4 In the **Add new form** dialog box, type a name for the new page size in the **Name** box.

5 Choose a predefined paper type from the **Type** list box.

6 Choose a predefined paper size from the **Size** list box.

If you want to create a page size definition from a nonstandard paper size, choose **User defined size** from the **Size** list box.

7 Type values in the following boxes:
   - **Width**
   - **Height**

8 Choose a paper source from the **Source** list box.

You can also	
Display the available page size definitions for all the installed printers	In the **Show page size for** area, enable the **All printers** option.
Display the available page size definitions for the printer you have selected	In the **Show page size for** area, enable the **Current printer only** option.
Specify a vertical printing adjustment	In the **Printing adjustment** area, choose an adjustment from the **Vertical** list box. Type a value in the box.
Specify a horizontal printing adjustment	In the **Printing adjustment** area, choose an adjustment from the **Horizontal** list box. Type a value in the box.

All printers have a nonprintable zone. If information is formatted to print in this area, it will not print. To shift information out of the nonprintable zone, you must specify printing adjustments.

The paper source is not saved as part of the document. It must be redefined for each document.

To modify a preset page size

1 Click **File** ▸ **Page setup**.

2 Click the **Page setup** tab.

3 Choose a page definition from the **Page definition** list.

4 Click **Edit**.

5 Modify any of the settings.

To delete a page size

1 Click **File** ▸ **Page setup**.

2 Click the **Page setup** tab.

3 From the **Page definition** list box, choose one of the following:
   - **Printer page types** — lists all page size options for installed printers
   - **Standard page types** — lists all page size options for most printers

4 Choose a page definition from the **Page definition** list box.

5 Click **Delete**.

When you delete a page size definition, you can no longer use that definition; a document can print with a similar page definition, but it may not be an exact match.

To restore default page sizes

1 Click **File** ▸ **Page setup**.

2 Click the **Page setup** tab.

3 From the **Page definition** list box, choose one of the following:

- **Printer page types** — lists all page size options for installed printers
- **Standard page types** — lists all page size options for most printers

4 Click **Restore**.

If you choose **Standard page types** and click **Restore**, only the Windows standard options are restored.

To divide a page

1 Click **File** ▸ **Page setup**.

2 Click the **Layout** tab.

3 In the **Divide pages** area, type a value in one of the following boxes:

- **Columns** — lets you divide a page into a specified number of columns
- **Rows** — lets you divide a page into a specified number of rows

Adjusting paragraph spacing

WordPerfect lets you adjust the amount of space between the page margins and the paragraph text. You can also control the amount of space between paragraphs. For more information about changing line spacing, see "Changing the spacing between lines and paragraphs" on page 66.

To adjust the spacing between the page margins and the paragraph text

1 Click **Format** ▸ **Paragraph** ▸ **Format**.

2 Choose from the following:

- **First line indent** — sets the spacing between the left page margin and the first word of a paragraph
- **Left margin adjustment** — sets the spacing between the left page margin and the paragraph text
- **Right margin adjustment** — sets the spacing between the right page margin and the paragraph text

You can adjust the left margin by dragging the **Left margin adjust** marker on the ruler.

You can adjust the right margin by dragging the **Right margin adjust** marker on the ruler.

To control the amount of space between paragraphs

1 Click **Format** ▸ **Paragraph** ▸ **Format**.

2 In the **Spacing between paragraphs** area, enable the **Number of lines** option.

3 Type a value in the **Number of lines** box.

If you prefer specifying the distance in points, enable the **Distance in points option** and type a value in the box.

Adding tab stops

Tab stops let you determine where the cursor moves to when you tab forward or tab back in a document. You can add tab stops to a document using exact measurements or using the ruler. You can also copy a tab stop using the ruler or add tab stops at evenly spaced intervals.

To add a tab stop using exact measurements

1 Click a paragraph.

2 Click **Format** ▸ **Line** ▸ **Tab set**.

3 Choose a tab type from the **Tab type** list box.

4 Type a value in the **Tab position** box.

5 Enable one of the following options:

- **From left margin (relative)** — measures the distance of the tab stop relative to the left margin. When the left margin changes, the tab stop adjusts accordingly.
- **From left edge of paper (absolute)** — measures the distance of the tab stop from the left edge of the page. When the left margin changes, the tab stop remains fixed.

6 Click **Set**.

To add a tab stop using the ruler

1 Click a paragraph.

2 Click the **Tab** button, and choose a tab style.

3 On the tab bar, which displays under the ruler, click where you want to add a tab stop.

For the tab bar to appear, the ruler must be displayed.

To copy a tab stop using the ruler

1 Click a paragraph.

2 Hold down **Ctrl**, and drag the tab stop to another position on the ruler.

To add tab stops at evenly spaced intervals

1 Click a paragraph.

2 Click **Format** ▸ **Line** ▸ **Tab set**.

3 Click **Clear all**.

4 Enable the **Repeat every** check box, and type a value in the box.

5 Click **Set**.

When you add a tab stop, the **Margin** icon is displayed in the left margin. Clicking the **Margin** icon displays a ruler with the settings for the paragraph.

For information about displaying the margin icon, see "To hide or display nonprinting items" on page 38.

You can also set tab stop intervals by double-clicking a tab stop on the ruler.

Changing the alignment of tab stops

When using a tab stop, you can specify the tab alignment, which is useful when you want to arrange a column of text in a specific way, such as right-justified or left-justified. You can also specify a decimal alignment. For example, you can align a column of numbers at the decimal point. Tab alignment is also used to create dot leaders.

To change the alignment of a tab stop

1 Click a paragraph.

2 Click **Format** ▸ **Line** ▸ **Tab set**.

3 Choose a tab type from the **Tab type** list box.

4 Click **Set**.

You can also change the alignment of a tab stop by double-clicking the tab stop on the ruler, choosing a tab type from the **Tab type** list box, and clicking **Set**.

To specify a decimal alignment

1 Click a paragraph.

2 Click **Format** ▸ **Line** ▸ **Tab set**.

3 Choose **Decimal** from the **Tab type** list box.

4 In the **Decimal alignment** area, type a character in the **Character to align on** box.

5 Click **Set**.

Moving tab stops

WordPerfect lets you move a tab stop. You can position a tab stop relative to the left margin or from the left edge of a page. You can also move a tab stop or multiple tab stops. As you move a tab stop, you can make it automatically align to the ruler gridlines; this is referred to as snapping.

To move a tab stop

1 Click in a paragraph.

2 Drag the tab stop to a new position on the ruler.

You can also change the position of a tab stop by double-clicking the tab stop on the ruler.

To move multiple tab stops

1 Click in a paragraph.

2 Hold down **Shift** and drag across the tab stops on the tab bar to select them.

3 Drag the tab stops to a new position.

To make a tab stop snap to ruler gridlines

1 Click **Tools** ▸ **Settings**.

2 Click **Display**.

3 In the **Display settings** dialog box, click the **Ruler** tab.

4 Enable the **Tabs snap to ruler grid** check box.

Removing and restoring tab stops

You can remove one tab stop or multiple tab stops. If you've modified the tab stops, you can restore the default tab settings.

To remove a tab stop

1 Click a paragraph.

2 Click **Format** ▸ **Line** ▸ **Tab set**.

3 Click one of the following:

- **Clear** — clears the first tab stop to the left edge of the ruler
- **Clear all** — clears all tab stops

4 Click **Set**.

You can remove a tab stop by dragging it off the ruler.

You can also remove all tab stops by right-clicking a tab stop, and clicking **Clear all tabs**.

To restore the default tab settings

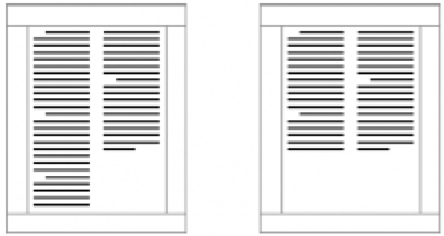
- Right-click a paragraph, and click **Default tab settings**.

Creating and deleting columns

You can use columns to divide text vertically on a page. You can use four types of columns in documents: newspaper, balanced newspaper, parallel, and parallel with block protect. You can add columns to documents to create newsletters, glossaries, scripts, or inventory lists. You can discontinue columns when they are complete. You can also delete columns and quickly move through columns.

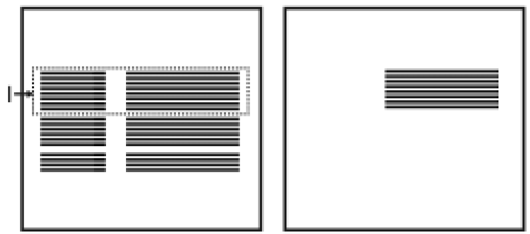
Text in newspaper columns flows down the column to the bottom of a page or column break and starts again at the top of the next column.

Balanced newspaper columns are similar to regular newspaper columns, but each column is adjusted on the page so that all columns are equal in length.



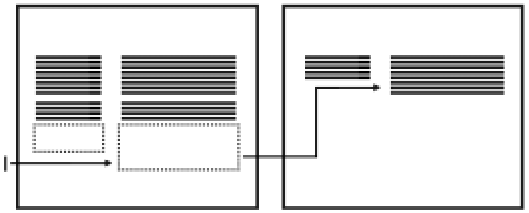
These are examples of a pages with columns. The left page displays newspaper columns. The right page displays balanced newspaper columns.

Parallel column text is grouped across a page in a row. The next row starts below the longest column of the previous row. Parallel columns are useful for resumes, scripts, charts, inventory lists, or lists where columns span across pages.



This is an example of parallel columns.

Parallel columns with block protect keep each row of columns together. If a column in one row becomes so long that it moves across a page break, the entire row moves to the next page. You can also use tables to create this type of column. For information about working with tables, see "Using tables and charts" in the Help.



This is an example of parallel columns with block protect.

To create columns

1 Click a page.

2 Click **Format** ▸ **Columns**.

3 Type a value in the **Number of columns** box.

4 In the **Type of columns** area, enable one of the following options:

- **Newspaper** — makes text flow down a column to the bottom of a page or column break and continues it at the top of the next column
- **Balanced newspaper** — adjusts newspaper columns so that columns are of equal length
- **Parallel** — groups columns across the page in rows, and starts subsequent rows below the longest column of the previous row
- **Parallel w/block protect** — keeps all rows of the columns together across page breaks

You can also apply columns to a page by clicking the **Columns** button on the toolbar.

To discontinue columns

1 Click where you want columns to discontinue.

2 Click **Format** ▸ **Columns**.

3 Click **Discontinue**.

Press **Ctrl+ Enter** to end one column and start the next column.

To delete all columns

1 Click in the top-left corner of the first column.

2 Click **Format** ▸ **Columns**.

3 Click **Discontinue**.

You can also delete columns by dragging the **COL DEF** code out of the Reveal Codes window.

To navigate columns

To move to	Press
The top of a column	**Alt** + **Home**
The last line of a column	**Alt** + **End**
The previous column	**Alt** + **Left Arrow**
The next column	**Alt** + **Right Arrow**

Working with headers and footers

You can use headers and footers to display information such as titles, page numbers, dates, times, and document names.

In this section, you'll learn about

- creating and viewing headers and footers
- inserting items into headers and footers
- editing headers and footers

Creating and viewing headers and footers

You can create headers and footers in a document. You can also view headers and footers in page view or two pages view.

To create a header or footer

1 Click **Insert** ▸ **Header/Footer**.

2 Enable one of the following options:

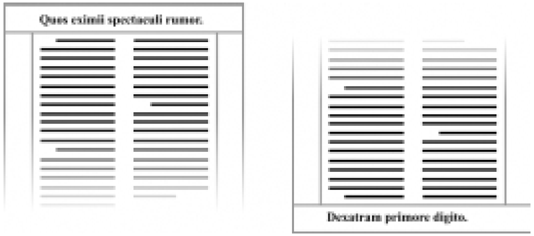
- **Header A**
- **Header B**
- **Footer A**
- **Footer B**

If you want to align the header or footer with the document margins, enable the **Align with document margins** check box.

3 Click **Create**.

4 Type the header or footer text.

You can use two different headers and two different footers on any page in a document; however, only two headers and two footers can be created on one page.



This is an example of headers and footers.

To view a header or footer

- Click **View**, and click one of the following:
  - **Page**
  - **Two pages**

Headers and footers do not display in draft view. If you want to view a header or footer, the document must be open in page or two pages view. For more information about document views, see “Switching document views” on page 37.

Inserting items into headers and footers

You can add a horizontal line to a header or footer to, for example, create a separation between the information in the header or footer and the document text. You can also insert the path and filename of the active document into a header or footer. If the document has never been saved, a code will be inserted instead, and the path and filename will not be displayed until you have saved the document. For more information about saving documents, see “Saving documents” on page 35.

In addition, you can insert the date and time, or numbering, such as page, chapter, volume, or total pages, into a header or footer.

To add a horizontal line to a header or footer

1 Click where you want to add a horizontal line to a header or footer.

2 Click **Insert** ▸ **Line** ▸ **Horizontal line**.

You can also add a custom horizontal line to a header or footer. Click **Insert** ▸ **Line** ▸ **Custom line**. Enable the **Horizontal line** option, and modify any of the settings in the **Line attributes** area.

To insert the filename of the active document into a header or footer

1 Click where you want to insert the filename into a header or footer.

2 Click **Insert** ▸ **Other**, and click one of the following:
  - **Filename**
  - **Path and filename**

If you rename the document, or move it to a different location on your computer, the header or footer updates automatically.

If the document has not been saved, a code is inserted in the header or footer. Once the document is saved, the filename will display. For information about saving documents, see "Saving documents" on page 35.

To insert the date and time into a header or footer

1 Click where you want to insert the date or time into a header or footer.

2 Click **Insert** ▸ **Date/Time**.

3 Choose a format from the **Date/Time formats** list.

4 Click **Insert**.

You can also create custom date and time formats.

To insert numbering into a header or footer

1 Click where you want to insert numbering into a header or footer.

2 Click **Format** ▸ **Page** ▸ **Insert page number**.

3 Choose a numbering format from the **Number** list.

4 Click **Insert**.

Editing headers and footers

WordPerfect lets you edit the text in headers and footers. You can also adjust the distance below a header or above a footer.

You can suppress headers and footers so that they do not display on a page and do not print. Discontinuing a header or footer removes it from the remainder of the document. You can also place a header or footer on odd or even pages of a document.

To edit the text in a header or footer

1 Click **Insert** ▸ **Header/Footer**.

2 Enable one of the following options:

- **Header A**
- **Header B**
- **Footer A**
- **Footer B**

3 Click **Edit**.

4 Make any changes to the text.

5 Click **File** ▸ **Close**.

If the document is displayed in **Page** view or **Two pages** view, you can also edit the header or footer by clicking anywhere inside the header or footer. For more information about document views, see "Switching document views" on page 37.

To adjust the distance below a header or above a footer

1 Click the **Header/Footer distance** button on the **Header/Footer** toolbar.

2 Type a value in the **Distance between text and header/footer** box.

To suppress a header or footer

1 Click **Format** ▸ **Page** ▸ **Suppress**.

2 Enable any of the following check boxes:

- **Header A**
- **Header B**
- **Footer A**
- **Footer B**

You can also use delay codes to keep headers or footers from displaying on any page in a document, such as a title page.

To discontinue a header or footer

1 Click **Insert** ▸ **Header/Footer**.

2 Enable one of the following options:

- **Header A**
- **Header B**
- **Footer A**
- **Footer B**

3 Click **Discontinue**.

You can also remove a header or footer from a document by dragging its associated code from the Reveal Codes window. For information about Reveal Codes, see “Displaying Reveal Codes” on page 40.

To place a header or footer on odd or even pages

1 Click **Insert** ▸ **Header/Footer**.

2 Enable one of the following options:

- **Header A**
- **Header B**
- **Footer A**
- **Footer B**

3 Click **Create**.

4 Click the **Header/Footer placement** button on the **Header/Footer** toolbar.

5 Enable one of the following options:

- **Odd pages** — places a header or footer on every odd page
- **Even pages** — places a header or footer on every even page
- **Every page** — places a header or footer on every page

Editing documents

Once you create a document, you can edit it using a variety of methods.

In this section, you'll learn about

- finding and replacing text
- finding and replacing codes
- cutting, copying, and pasting text and graphics
- moving text and graphics
- reviewing documents
- routing documents
- comparing documents
- controlling document comparison

Finding and replacing text

WordPerfect lets you find and replace text. You can search for words, phrases, or individual characters in a document. Once the text is found, you can replace some or all occurrences of the text with other text, or you can delete the text.

You can search for text that is displayed in a specific font or case. You can also find and replace forms of a word. For example, you can replace forms of the word "entry" with the word "insertion." Therefore, if the word "entries" is found, which is the plural of the word "entry," it will be replaced with the word "insertions." Furthermore, you can search for occurrences of words that are whole words, and not part of a larger word. For example, if you are searching for the word "sum," a default search would find "sum" and other words such as "summer" and "summit." Therefore, if you do a whole word search for the word sum, you will find only occurrences of the word "sum."

To find and replace text

1 Click **Edit ▸ Find and replace**.

2 In the **Find** box, type the text you want to search for.

3 Type the replacement text in the **Replace with** box.

4 Click one of the following:

- **Find next** — finds the next occurrence of the text
- **Find prev** — finds the previous occurrence of the text
- **Replace —** finds and replaces the next occurrence of the text
- **Replace all** — finds and replaces all occurrences of the text

You can also	
Find the next occurrence of the search text	Press **Ctrl + Alt + N**.
Find the previous occurrence of the search text	Press **Ctrl + Alt + P**.

You can delete all occurrences of a text string by typing the text you want to delete in the **Find** box and leaving the **Replace with** box empty.

You can search for a word or phrase you searched for previously by choosing the word or phrase from the **Find** list box.

To find text in a specific font

1 Click **Edit ▸ Find and replace**.

2 Type the text you want to search for in the **Find** box.

3 Click **Match ▸ Font**.

4 Enable the **Font** check box.

5 Choose a font from the **Font** list box.

6 Click one of the following:

- **Find next** — finds the next occurrence of the text
- **Find prev** — finds the previous occurrence of the text

You can also	
Search for a font style	Choose a font style from the **Font style** list box.
Search for a specific point size	Enable the **Point size** check box. Type a point size in the **Point size** box.
Search for specific font attributes	In the **Attributes** area, enable one or more of the attribute check boxes.

To find and replace text in a specific case

1 Click **Edit ▸ Find and replace**.

2 Click **Match ▸ Case**.

3 In the **Find** box, type the word you want to search for.

4 Type the replacement word in the **Replace with** box.

5 Click one of the following:

- **Find next** — finds the next occurrence of the word
- **Find prev** — finds the previous occurrence of the word
- **Replace —** finds and replaces the next occurrence of the word

- **Replace all** — finds and replaces all occurrences of the word

To find and replace a form of a word

1 Click **Edit ▸ Find and replace**.

2 Click **Type ▸ Word forms**.

3 In the **Find** box, type the word you want to search for.

4 Type the replacement word in the **Replace with** box.

5 Click one of the following:

- **Find next** — finds the next occurrence of the word form
- **Find prev** — finds the previous occurrence of the word form
- **Replace —** finds and replaces the next occurrence of the word
- **Replace all** — finds and replaces all occurrences of the word

To find and replace a whole word

1 Click **Edit ▸ Find and replace**.

2 Click **Match ▸ Whole word**.

3 In the **Find** box, type the word you want to search for.

4 Type the replacement word in the **Replace with** box.

5 Click one of the following:

- **Find next** — finds the next occurrence of the word
- **Find prev** — finds the previous occurrence of the word
- **Replace —** finds and replaces the next occurrence of the word
- **Replace all** — finds and replaces all occurrences of the word

Finding and replacing codes

You can search for and replace codes in a document. For example, if you search for a font size code, all font size codes are found. You can also search for specific codes, such as a specific font size.

To find and replace codes, you must first enable Reveal Codes. For more information about using Reveal Codes, see “Displaying Reveal Codes” on page 40.

To find and replace a code

1 Click **Edit ▸ Find and replace**.

2 Click **Match ▸ Codes**.

If you want to choose a merge code, enable the **Display merge codes only** check box.

3 Choose a code from the **Find codes** list box.

4 Click **Insert**.

5 In the **Find and replace** dialog box, click in the **Replace with** box.

6 In the **Codes** dialog box, choose a replacement code from the **Replace codes** list box.

7 Click **Insert and close**.

8 Click one of the following:

- **Find next** — finds the next occurrence of the code
- **Find prev** — finds the previous occurrence of the code

9 Click **Replace**.

If you want to replace all occurrences of a code, click **Replace all**.

To find and replace a specific code

1 Click **Edit ▸ Find and replace**.

2 Click **Type ▸ Specific codes**.

3 Choose a code from the **Find codes** list box.

4 Type values in the following boxes:

- **Find**
- **Replace with**

5 Click one of the following:

- **Find next** — finds the next occurrence of the code
- **Find prev** — finds the previous occurrence of the code

6 Click **Replace**.

The contents of the **Find and replace** dialog box change depending on the code you select.

If you want to replace the code with nothing, enable the **Replace with nothing** check box if it is available.

Cutting, copying, and pasting text and graphics

You can cut or copy text or graphics and paste them to a new location in a document.

When you cut or copy information, it is stored on the Clipboard. You can paste it anywhere in the active document, in another document, or in another application.

Clipboard contents are only available until you cut or copy something else or until you quit Windows. However, you can append the Clipboard contents so that new information is added to the existing Clipboard contents instead of replacing the information already stored there.

You can also choose a specific format when you paste information from the Clipboard into WordPerfect. For example, you can copy text from another application in Rich Text Format (**.rtf**) or as simple text.

To cut, copy, and paste text and graphics

To	Do the following
Copy text or graphics to the Clipboard	Select the text or graphic. Click **Edit ▸ Copy**.
Cut text or graphics and move to the Clipboard	Select the text or graphic. Click **Edit ▸ Cut**.
Paste text or graphics in a document	Click where you want to insert the text or graphic. Click **Edit ▸ Paste**.

To	Do the following
Add a selection to the current Clipboard contents	Select the text to add to the Clipboard. Click **Edit ▸ Append**.

You can also copy, cut, or paste text or graphics by clicking **Copy**, **Cut**, or **Paste** on the toolbar.

You can link copied information to a document by enabling the **Paste link** option. The changes you make to the linked information in the active file will be reflected in the original file. The changes made to the original file will also appear in the active file.

To paste Clipboard contents in a specified format

1 Select the text or graphic.

2 Click **Edit**, and click one of the following:

- **Copy**
- **Cut**

3 Click **Edit ▸ Paste special**.

4 Enable the **Paste** option.

5 Choose a format from the **As** list box.

You can paste text as unformatted text by pressing **Ctrl + Alt + C**.

Moving text and graphics

You can move text and graphics by dragging them within a document or between documents.

To move text or graphics by dragging within a document

- Select a text or graphic, and drag it to a new position.

To move text or graphics by dragging to another document

1 Click **Window**, and click one of the following:

- **Tile top to bottom** — arranges the windows so that the documents are displayed above or below one another
- **Tile side by side** — arranges the windows so that the documents are displayed side by side

2 Select the text or graphic, and drag it to the other document.

Reviewing documents

Using WordPerfect, you can send a document to a reviewer, or multiple reviewers, to add changes or make revisions to the document. These changes and revisions are also referred to as annotations. If you authored the document, you can open it to accept or reject the annotations.

If you send the document to multiple reviewers, the annotations of each reviewer are displayed in a unique color. All revisions display as strikeout text and comments are displayed as redline text. However, you can modify the way annotations are displayed.

To review a document

1 Click **File ▸ Document ▸ Review**.

2 Click **Reviewer**.

3 Type your name in the **User name** box.

4 Type your initials in the **User initials** box.

5 Open the color picker on the feature bar, and click a color. All the changes you make to the document will display in the color you choose.

If you want to see another reviewer's color selection, choose the reviewer's name from the **Reviewer** list box.

6 Edit the document.

7 Click **Close**.

8 Click **File** ▸ **Save**.

You can use all WordPerfect features, except **Sort**, to edit a document. Only text editing changes are marked with a color.

You can edit additions that other users have made; however, you cannot edit or undo previous deletions that other users have made.

To incorporate reviewers' changes

1 Click **File** ▸ **Document** ▸ **Review**.

2 Click **Author**.

3 Choose a reviewer from the **View annotations from** list box. This displays only the changes made by the selected reviewer.

If you want to display the changes made by all reviewers, choose **All reviewers** from the **View annotations from** list box.

4 Click one of the following:

- **Go to previous** — moves to the previous change
- **Go to next** — moves to the next change

5 Click one of the following:

- **Show/hide** — displays or hides margin markers
- **Display annotations** — shows the edited text with or without color markings
- **Insert current annotation** — accepts the current annotation
- **Insert all annotations** — accepts all annotations
- **Delete the current annotation** — rejects the current annotation
- **Delete all annotations** — rejects all the annotations in the document

6 Save the document.

If you want to move through the document from change to change, you cannot move through subsections, such as headers, footers, and footnotes.

If you save a reviewed document in another file format, for example Rich Text Format (**.rtf** files), the document will not be in review mode when you open it. The reviewer's remarks are lost because the added text (red) and the deleted text (strikethrough) revert to regular text. You should not save the document to a different file format until all changes are incorporated.

You can also incorporate reviewers' changes in a subdocument by clicking in the subdocument and clicking the **Next** button to move from change to change.

Routing documents

Routing a document allows you to send a document for an online review to several reviewers in a specified order. The routing process allows you to send a document to several reviewers, one reviewer at a time, to allow each of the reviewers to see the changes made by the previous reviewer(s). When routing a document, it is inserted in an e-mail as an attachment. You must have Microsoft Outlook on your system for this option to work.

In order to route a document, you must create a routing slip. The routing slip allows you to specify who to send the document to and in what order.

When a reviewer receives a routed document, they can make changes and revisions to the document. When they are done, they close the document and it is sent to the next reviewer listed on the routing slip. If they prefer, they can save the changes to the document and send it later. In addition, a reviewer, if given the permission to do so, can reassign a routed document to another reviewer listed on the routing slip.

To create a routing slip

1 Click **File** ▸ **Document** ▸ **Routing slip**.

2 Type a subject name in the **Subject** box.

The subject name that you type in the box displays in the subject box of the e-mail that contains the document.

3 Type a message in the **Message** box.

The text that you type in the **Message** box displays in the message area of the e-mail that contains the document.

4 Click the **Add** button to add reviewers to the **Reviewers** list box.

You can also	
Move a reviewer up in the routing order	Choose a reviewer from the **Reviewers** list. Click the **Up arrow**.
Move a reviewer down in the routing order	Choose a reviewer from the **Reviewers** list. Click the **Down arrow**.

To review a routed document

1 In Outlook, double-click the attached document.

If you prefer, you can save the document and then open the saved document to review it.

2 In the **Open document as reviewer** dialog box, click **Review**.

3 Type your name in the **Reviewer** list box.

4 Open the color picker on the feature bar, and click a color. All the changes you make to the document will display in the color you choose.

If you want to see another reviewer's color selection, choose the reviewer's name from the **Reviewer** list box.

5 Edit the document.

6 Click **Close**.

7 In the **Save annotations** dialog box, enable one of the following options:

- **Save annotations and send to the next reviewer** — launches Microsoft Outlook, if Microsoft Outlook is not launched, and creates an e-mail addressed to the next reviewer listed on the routing slip. The document is automatically inserted in the e-mail as an attachment.
- **Save annotations and send later** — allows you to save the changes that you made and send the document later
- **Don't save annotations** — closes the document without saving any changes

You can use all WordPerfect features, except **Sort**, to edit a document. Only text editing changes are marked with a color.

You can edit additions that other users have made; however, you cannot edit or undo previous deletions that other users have made.

To reassign a routed document

1 In Outlook, double-click the attached document.

2 In the **Open document as reviewer** dialog box, click **Review**.

3 In the **Reassign document review** dialog box, choose a reviewer from the list.

4 Click **Send**.

Comparing documents

You can compare a current version of a document with an earlier version to see what changes have been made. When comparing documents, you can generate a compare summary and a list of changes. A compare summary describes the color and the attributes used to display deletions and insertions. It also lists the number of deletions, insertions, and moves that were made. The list of changes details all of the changes made in the document.

When you compare and review a document, the document that contains the comparison markings is opened in review mode. For more information about reviewing documents, see "Reviewing documents" on page 87. In addition, you can restore a document to the way it was before the comparison.

To compare a document

1 Click **File** ▸ **Document** ▸ **Compare**.

2 In the **With** box, type the folder and filename of the file you want to compare.

If you want to browse for the file, click the **Browse** button.

3 In the **Show markings in** area, enable one of the following options:

- **New document** — displays comparison results in a new document
- **Current document** — displays comparison results in the active document

4 Click **Compare only**.

To generate a compare summary

1 Click **File** ▶ **Document** ▶ **Compare**.

2 Click **Settings** ▶ **Compare only**.

3 In the **Document compare settings** dialog box, click the **Options** tab.

4 In the **Summary of comparison** area, enable one of the following options:

- **None** — inserts no comparison summary
- **Insert at beginning** — inserts the comparison summary at the beginning of the document
- **Insert at end** — inserts the comparison summary at the end of the document

To generate a list of changes

1 Click **File** ▶ **Document** ▶ **Compare**.

2 Click **Settings** ▶ **Compare only**.

3 In the **Document compare settings** dialog box, click the **Options** tab.

4 In the **List of changes** area, enable one of the following options:

- **None** — displays no revision list
- **Show surrounding context** — displays a revision list that details the changes in the context of the document
- **Show change only** — displays a revision list that includes only the changes made to the document

To compare and review a document

1 Click **File** ▶ **Document** ▶ **Compare**.

2 In the **With** box, type the folder and filename of the file you want to compare.

If you want to browse for the file, click the **Browse** button.

3 In the **Show markings in** area, enable one of the following options:

- **New document** — displays comparison results in a new document
- **Current document** — displays comparison results in the active document

4 Click **Compare/Review**.

To restore a document

1 Click **File** ▶ **Document** ▶ **Remove markings**.

2 Enable one of the following options:

- **Remove redline markings and strikeout text** — restores the current document to the way it was before the comparison
- **Remove strikeout text only** — keeps the markings for added and moved text but removes markings for deleted text
- **Remove document compare deletions only** — removes only markings for deleted text

- **Remove all document compare markings** — removes all markings, insertions, deletions, and moves

Controlling document comparison

When comparing documents, you can control how the comparison is done. You can choose to compare document text by word or by character. You can also include substructure text in a document comparison. For example, you can include headers, footers, and comments in a comparison. Conversely, you can exclude text from a document comparison.

To compare document text by word or by character

1. Click **File** ▸ **Document** ▸ **Compare**.
2. Click **Settings** ▸ **Compare only**.
3. In the **Document compare settings** dialog box, click the **Options** tab.
4. In the **Marking precision** area, enable one of the following options:
   - **Word** — compares document text word-by-word
   - **Character** — compares document text character-by-character

   If you plan on comparing and reviewing the document, you can specify marking precision, such as comparing a document word-by-word or character-by-character, by clicking **Settings** ▸ **Compare then review**.

To include substructure text in a document comparison

1. Click **File** ▸ **Document** ▸ **Compare**.
2. Click **Settings** ▸ **Compare only**.
3. In the **Document compare settings** dialog box, click the **Options** tab.
4. In the **Include in comparison** area, enable any the following check boxes:
   - **Headers/Footers** — includes headers and footers in a document comparison
   - **Comments** — compares information in comments
   - **Expand master documents** — expands all subdocuments associated with the file

If you plan on comparing and reviewing the document, you can specify which text to include in the comparison by clicking **Settings** ▸ **Compare then review**.

To exclude text from a document comparison

1. Click **File** ▸ **Document** ▸ **Compare**.
2. Click **Settings** ▸ **Compare only**.
3. In the **Document compare settings** dialog box, click the **Options** tab.
4. In the **Characters to enclose text to skip in comparison** box, type a character.

Working with footnotes and endnotes

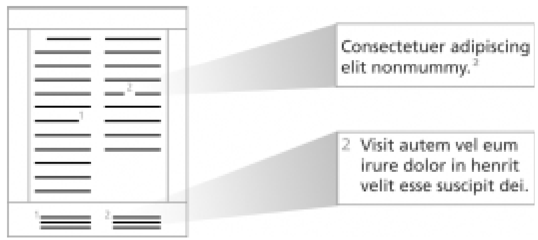
Footnotes and endnotes allow you to add reference information to a document, such as additional notes that accompany a topic or that provide references. Footnotes are displayed at the bottom of a page, while endnotes are found at the end of a document.

In this section, you'll learn about

- inserting footnotes and endnotes
- finding footnotes and endnotes
- modifying the display of footnotes and endnotes on a page

Inserting footnotes and endnotes

When creating a document, WordPerfect allows you to insert footnotes or endnotes. A footnote is found below the text on a page or at the bottom of a page, whereas an endnote displays at the end of a document. When you insert endnotes or footnotes, a reference number or mark is inserted in the document text. That number or mark is linked to the corresponding information in the endnote or footnote.



This is an example of endnotes and footnotes.

To insert a footnote

1. Click where you want the footnote reference mark to display.
2. Click **Insert** ▶ **Footnote/endnote**.
3. Enable the **Footnote number** option.

If you want to restart the footnote numbering at a specific number, type the number in the **Footnote number** box.

4 Click **Create**.

5 Type the footnote text.

6 Click **File** ▸ **Close**.

While working with a footnote, you do not have access to all available WordPerfect functions until you return to the body of the text.

You can restore a deleted footnote number by clicking the **Note number** button on the property bar.

To insert an endnote

1 Click where you want the endnote reference mark to display.

2 Click **Insert** ▸ **Footnote/endnote**.

3 Enable the **Endnote number** option.

4 Click **Endnote placement**.

5 Enable the **Insert endnotes at insertion point** option.

6 Click **Create**.

7 Type the endnote text.

8 Click **File** ▸ **Close**.

While working with a endnote, you do not have access to all the available WordPerfect functions until you return to the body of the text.

You can restart the endnote numbering at a specific number by typing the number in the **Endnote number** box. When you enable the **Insert endnotes at insertion point and restart numbering** option, all endnotes up to the number you've specified display on one page, and then note numbering starts over with 1 on a new page.

You can restore a deleted footnote number by clicking the **Note number** button on the property bar.

Finding footnotes and endnotes

WordPerfect lets you find specific footnotes or endnotes in a document. You can also search for footnote and endnote codes while in Reveal Codes. This provides you with a faster way of modifying specific footnote settings. For example, if you want to change the length of a footnote separator line, you can search for the "Footnote Sep Ln" code.

To find a footnote

1 Click **Insert** ▸ **Footnote/endnote**.

2 Enable the **Footnote number** option.

3 In the **Footnote number** box, type the number of the footnote you want to find.

4 Click **Edit**.

To find an endnote

1 Click **Insert** ▸ **Footnote/endnote**.

2 Enable the **Endnote number** option.

3 In the **Endnote number** box, type the number of the endnote you want to find.

4 Click **Edit**.

To find footnote codes

1 Press **Alt + F3** to display **Reveal Codes**.

2 Click **Edit** ▸ **Find and replace**.

3 Click **Match** ▸ **Codes**.

4 Choose one of the following codes from the **Find codes** list box:

- **Footnote** — represents a footnote
- **Footnote Cont Msg** — represents a footnote "continued" message
- **Footnote Min** — represents the minimum vertical space that is available for footnotes at the bottom of a page
- **Footnote Num Dec** — represents the decrease footnote numbering setting for footnotes
- **Footnote Num Disp** — represents footnote number style
- **Footnote Num Each Pg** — represents the restart of footnote numbering on each page
- **Footnote Num Inc** — represents the increase footnote numbering setting for footnotes
- **Footnote Num Meth** — represents the footnote numbering method
- **Footnote Num Set** — specifies new footnote number
- **Footnote Sep Ln** — represents the footnote separator line
- **Footnote Space** — represents the space between footnotes
- **Footnote Txt Pos** — represents footnote text position

To find endnote codes

1 Press **Alt + F3** to display **Reveal Codes**.

2 Click **Edit** ▸ **Find and replace**.

3 Click **Match** ▸ **Codes**.

4 Choose one of the following codes from the **Find codes** list box:

- **Endnote** — represents an endnote
- **Endnote Min** — represents the minimum amount of space that is available for an endnote at the bottom of a page
- **Endnote Num Dec** — represents decrease endnote numbering setting for endnotes
- **Endnote Num Disp** — represents endnote number style
- **Endnote Num Inc** — represents increase endnote numbering setting for endnotes
- **Endnote Num Meth** — represents the endnote numbering method
- **Endnote Num Set** — specifies new endnote number
- **Endnote Placement** — represents endnote placement
- **Endnote Space** — represents space between endnotes

Modifying the display of footnotes and endnotes

WordPerfect lets you modify the way footnotes and endnotes display on a page. You can change the amount of space between footnotes or endnotes. You can also change the position of footnotes on a page. For example, you can display footnotes immediately following the corresponding text on a page or at the bottom of a page. You can also choose to continue footnotes on the following page if there isn't enough room on a page. As well, you can adjust the separator line between document text and footnotes.

To change the amount of space between footnotes or endnotes

1 Click **Insert** ▸ **Footnote/endnote**.

2 Enable one of the following options:

- **Footnote number**
- **Endnote number**

3 Click **Options**, and click **Advanced**.

4 Type a value in the **Space between notes** box.

To change the position of footnotes on a page

1 Click **Insert** ▸ **Footnote/endnote**.

2 Enable the **Footnote number** option.

3 Click **Options**, and click **Advanced**.

4 In the **Position** area, enable one of the following options:

- **Place notes below text**
- **Place notes at bottom of page**

To continue footnotes on the following page

1 Click **Insert** ▸ **Footnote/endnote**.

2 Enable the **Footnote number** option.

3 Click **Options**, and click **Advanced**.

4 In the **Continued notes** area, type a value in the **Amount of note to keep together** box.

This value specifies the minimum distance allowed for a footnote at the bottom of a page before the note is moved to the next page.

If you want to include a "continued..." message on the last footnote line of a page and the first footnote line of a new page, enable the **Insert (continued...) message** check box.

To adjust the separator line between document text and footnotes

1 Click **Insert** ▸ **Footnote/endnote**.

2 Enable the **Footnote number** option.

3 Click **Options**, and click **Separator**.

4 In the **Add space** area, type a value in the **Above line** box.

This value specifies the amount of white space between the separator line and the document text above it.

5 Type a value in the **Below line** box.

This value specifies the amount of white space between the separator line and the footnote text below it.

6 In the **Line format** area, choose one of the following positions for the line from the **Line position** list box:

- **Left**
- **Center**
- **Right**

7 Choose a line length from the **Length of line** list box.

8 Open the **Line style** picker, and click a line style on the line style palette.

You can also	
Position the separator line between margins	Choose **Full** from the **Line position** list box.
Specify a specific line position	Choose **Set** from the **Line position** list box. Type a value in the **From left edge** box.

Numbering

WordPerfect allows you to count elements of a document. You can also change the appearance of numbering and use counters to count elements of a document.

In this section, you'll learn about

- numbering pages
- changing the appearance of page numbers
- inserting chapter, volume, and page total numbers
- numbering paragraphs
- numbering lines in a document
- using counters

Numbering pages

WordPerfect allows you to insert page numbers in a document and to choose where to position page numbers on a page. When you begin page numbering, you can also specify which number to begin with. For example, you may want the first page of a document to be labeled page 3 instead of page 1.

You can also insert secondary page numbers, which allow you to start a new page numbering scheme in a document. For example, suppose you are creating a document in WordPerfect, but in the middle of the document, you need to add maps that were not created in WordPerfect. The WordPerfect document is 10 pages, but the maps need to be added as pages 7 and 8. To accomplish this, you can start page numbering at 1 at the beginning of the document and insert a secondary page number, number 9, on the document's page 7. This would allow for the addition of the maps without disrupting the page numbering.

To insert page numbers

1 Click **Format** ▸ **Page** ▸ **Numbering**.

2 From the **Position** list box, choose a position for the page numbers.

3 From the **Page numbering format** list, choose a format for the page numbers.

To specify an alternate starting page

1 Click **Format** ▸ **Page** ▸ **Numbering**.

2 Click **Set value**.

3 In the **Values** dialog box, click the **Page** tab.

4 Type a new page number in the **Set page number** box.

5 Enable one of the following options:

- **Always keep number the same** — ensures that the number remains the same when the document is edited
- **Let number change as pages are added or deleted** — lets the number change as the document is edited

When you merge a multiple-page form document, you can restart the page numbering for each merged record by enabling the **Always keep number the same** option.

To insert a secondary page number

1 Click **Format** ▸ **Page** ▸ **Insert page number**.

2 Choose **Secondary page** from the list.

3 Click **Value/Adjust**.

4 In the **Values** dialog box, click the **Secondary** tab.

5 Choose a numbering format from the **Secondary page number method** list box.

6 Type a value in the **Set secondary page number** box.

7 Click **Insert**.

Changing the appearance of page numbers

You can change the font size and style, which includes attributes, such as bold or italic, of page numbers. In addition, you can also create custom page numbering formats. For example, you can add the name of a document or a chapter number to a page number.

If you no longer need the custom format, you can delete it. However, you cannot delete the default page numbering formats provided with WordPerfect.

To change the font attributes of page numbers

1 On a page, click where you want the font change to begin.

2 Click **Format** ▸ **Page** ▸ **Numbering**.

3 Click **Font**.

4 In the **Page numbering font** dialog box, choose a font from the **Face** list.

5 Choose a font size from the **Size** list box.

You can also	
Change page number style	In the **Appearance** area, enable one or more check boxes.
Change page number color	Open the color picker, and click a color.
Change page number shading	Type a value in the **Shading** box.

To customize a page number format

1 Click **Format** ▸ **Page** ▸ **Numbering**.

2 Click **Custom format**.

3 In the **Custom page numbering** dialog box, delete the text that displays in the **Custom page numbering format (numbering codes with text)** box.

4 Choose a number format from one of the following lists:

- **Page**
- **Total pgs**
- **Chapter**
- **Volume**
- **Secondary pg**

5 Click **Insert in format**.

6 Repeat steps 4 and 5 until the **Custom page numbering format (numbering codes with text)** box contains the numbers you want.

7 In the **Custom page numbering format (numbering codes with text)** box, type the text that you want to display with the number codes.

Examples

If you wanted to display the name of a document, Snowboarding 101, with the chapter number and page number, you would type Snowboarding 101 beside the number codes in the **Custom page numbering format (numbering codes with text)** box. The text in the box would appear as: Snowboarding 101 [Chpt #] [Page #].

If you wanted to include the words Chapter and Page in the customized format, you would type Snowboarding 101, Chapter, and Page beside the number codes in the **Custom page numbering format (numbering codes with text)** box. The text in the box would appear as: Snowboarding 101 Chapter [Chpt #] Page [Page #].

The five most recently used formats display at the top of the **Page numbering format** list box so that you can quickly apply them to a document.

For each custom format you create, you can choose only one type of number from each list box.

To delete a page numbering format

1 Click **Format** ▸ **Page** ▸ **Numbering**.

2 Choose a format from the **Page numbering format** list box.

3 Press **Delete**.

Inserting chapter, volume, and page total numbers

With WordPerfect, you can insert chapter, and volume numbers, and a document's total number of pages.

When you insert the numbering for a chapter or volume, the numbering begins with the new number from that point forward.

In addition, for any document, you can insert the document's total number of pages, which is automatically updated as the document is edited.

To insert a chapter number

1. Click **Format** ▸ **Page** ▸ **Insert page number**.
2. Choose **Chapter** from the list.
3. Click **Value/Adjust**.
4. In the **Values** dialog box, click the **Chapter** tab.
5. Choose a numbering format from the **Chapter number method** list box.
6. Type a value in the **Set chapter number** box.
7. Click **Insert**.

You can also	
Ensure that the chapter numbers remain the same even if you add or delete chapter numbers	Enable the **Always keep number the same** option.
Allow the chapter numbers to change when chapter numbers are added or deleted	Enable the **Let number change as chapters are added or deleted** option.

To insert a volume number

1. Click **Format** ▸ **Page** ▸ **Insert page number**.
2. Choose **Volume** from the list.
3. Click **Value/Adjust**.
4. In the **Values** dialog box, click the **Volume** tab.
5. Choose a numbering format from the **Volume number method** list box.
6. Type a value in the **Set volume number** box.
7. Click **Insert**.

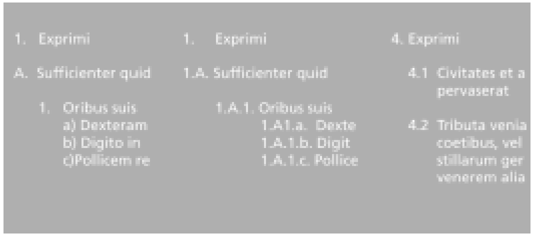
You can also	
Ensure that the volume numbers remain the same even if you add or delete volume numbers	Enable the **Always keep number the same** option.
Allow the volume numbers to change when volume numbers are added or deleted	Enable the **Let number change as volumes are added or deleted** option.

To insert a document's total number of pages

1. Click where you want to insert the total number of pages.
2. Click **Format** ▸ **Page** ▸ **Insert page number**.
3. Choose **Total pages** from the list.
4. Click **Value/Adjust**.
5. In the **Values** dialog box, click the **Total pages** tab.
6. Choose a numbering format from the **Total pages method** list box.
7. Click **OK**.
8. Click **Insert**.
9. Click **Close**.

Numbering paragraphs

You can insert paragraph numbers in a document.



This is an example of numbered paragraphs.

To number a paragraph

1. Click where you want to insert the paragraph number.
2. Click **Format** ▸ **Paragraph** ▸ **Paragraph numbering**.
3. Type a level number in the **Outline level** box.
4. Type a starting number in the **Start value** box.
5. Choose a numbering format from the **Number type** list box.

   If you want to specify that numbers update automatically if a paragraph is added or deleted, enable the **Automatic** check box.

You can also number a paragraph in a document by pressing **Ctrl + Shift + F5**.

Numbering lines in a document

You can number the lines in a document, including newspaper columns. When you number lines, you can specify the numbering method and the starting line.

To number lines in a document

1. Click in a paragraph.
2. Click **Format** ▸ **Line** ▸ **Numbering**.
3. Enable the **Turn line numbering on** check box.

You can also	
Choose a numbering method	Choose a numbering method from the **Numbering method** list box.
Set the starting line	Type a number in the **Starting line number** box.
Set the first printed line	Type a number in the **First printed line number** box.
Specify which line numbers to print	Type a number in the **Numbering interval** box.
Include blank lines when numbering	Enable the **Count blank lines** check box.
Restart line numbers on each page	Enable the **Restart numbering on each page** check box.

Line numbering begins with the first line of the paragraph in which the cursor is positioned.

The line numbering settings you choose are displayed in the preview window in the bottom-right corner of the **Line numbering** dialog box.

To number lines in newspaper columns

1 Click in a column.

2 Click **Format** ▸ **Line** ▸ **Numbering**.

3 Enable the **Turn line numbering on** check box.

4 Enable the **Number all newspaper columns** check box.

5 In the **Position of numbers** area, enable the **Outside left margin** option.

6 Type a value in the **Outside left margin** box to specify the distance between the line numbers and the left edge of text in each column.

The line numbers for the column on the right cannot move farther left or right than the center of the space between columns.

Using counters

WordPerfect uses several built-in counters to keep track of the total number of pages, paragraphs, lines, figures, and other numbered items in a document. You can count equation boxes, figure boxes, table boxes, text boxes, and user boxes. You can display counter numbers in a document. You can also set the initial counter value, which is useful if you want the starting value to be something other than one. In addition, you can create counters to number items, including chapters.

To display a counter number in a document

1 Click where you want to display the counter number.

2 Click **Insert** ▸ **Other** ▸ **Counter**.

3 Choose one of the following counters from the **Counter** list:

- **Equation box**
- **Figure box**
- **Table box**
- **Text box**
- **User box**

If you created a custom counter, you can choose it.

4 Click **Display in document**.

You can also	
Increase the counter by one and display it in the document	Click **Increase and display**.
Decrease the counter by one and display it in the document	Click **Decrease and display**.

To set the initial counter value

1 Click where you want to set the value of the counter, such as at the beginning of the document.

2 Click **Insert** ▸ **Other** ▸ **Counter**.

3 Choose from the following counters in the **Counter** list:

- **Equation box**
- **Figure box**
- **Table box**
- **Text box**
- **User box**

4 Click **Value**.

5 In the **Set value/Number method** dialog box, choose a numbering method from the **Numbering method** list box.

6 Type a new value in the **Value** box.

If you want the number to begin at 1, set the value to 0.

To create a single level counter

1 Click **Insert** ▸ **Other** ▸ **Counter**.

2 Click **Create**.

3 In the **Create counter definition** dialog box, type a counter name in the **Counter name** box.

4 Choose a numbering method from the **Single level method** list box.

To create a multiple level counter

1 Click **Insert** ▸ **Other** ▸ **Counter**.

2 Click **Create**.

3 In the **Create counter definition** dialog box, type a counter name in the **Counter name** box.

4 Type a value in the **Number of levels** box.

5 Type a level name in the **1** box.

6 Choose a numbering method for the level from the **Numbering method** list box.

7 Repeat steps 5 and 6 for each additional level.

To create a counter for chapters

1 Click **Insert** ▸ **Other** ▸ **Counter**.

2 Click **Create**.

3 In the **Create counter definition** dialog box, type **Chapter** in the **Counter name** box.

4 Choose a numbering method from the **Single level method** list box.

If you change the order of chapters or remove one from a document, the counters will reflect the changes and display the correct numbers.

Printing

WordPerfect allows you to print a variety of documents including envelopes and labels.

In this section, you'll learn about

- printing documents
- printing double-sided documents
- specifying items to print
- printing document details
- printing envelopes and labels

Printing documents

In addition to printing a document, you can print hidden text and print multiple copies of a file. You can also specify a default printer font for all new documents.

WordPerfect allows you to print a document saved on disk or on a network drive.

To print a document

1. Click **File** ▸ **Print**.
2. Click the **Main** tab.
3. Choose a printer from the **Name** box.
4. In the **Print range** area, enable one of the following options:
   - **Full document** — prints the entire document
   - **Current page** — prints the page where the cursor is located
   - **Pages** — prints the pages specified in the page box
   - **Selected text** — prints the selected text in the document (only available if text is selected)
   - **Document summary** — prints only the document summary (only available if there is a document summary)
5. Click **Print**.

To print hidden text

1 Click **Tools** ▸ **Settings**.

2 Click **Display**.

3 In the **Display settings** dialog box, enable the **Hidden text** check box.

4 Click **OK**.

5 Click **Close**.

6 Click **File** ▸ **Print**.

To print multiple copies

1 Click **File** ▸ **Print**.

2 Click the **Main** tab.

3 In the **Number of copies** box, type the number of copies you want to print.

If you want your copies collated, enable the **Collate** check box.

4 Click **Print**.

To specify a default printer font for all new documents

1 Click **File** ▸ **Document** ▸ **Default font**.

2 In the **Document default font** dialog box, choose a font from the **Face** list.

3 Choose a size from the **Size** list box.

The font settings you select in the **Default font** dialog box affect all documents created. However, if you change font settings in a document, those changes take precedence over the default printer font.

To print a document saved on disk or on a network drive

1 Click **File** ▸ **Print**.

2 Click the **Advanced** tab.

3 Enable the **Document on disk** check box.

4 Click **Browse**.

5 In the **Open file** dialog box, choose the drive and folder where the document is stored.

6 Double-click the document name.

7 Click **Print**.

Printing double-sided documents

If your printer supports printing on both sides of the page, you can print double-sided from WordPerfect automatically. If your printer doesn't support double-sided printing, you can still print double-sided manually.

If a document contains printing codes specifying that a document is to be printed double-sided, but you want to print single-sided, you can override the codes.

To print a double-sided document automatically

1 Click **File** ▸ **Print**.

Make sure that the printer you want to use is displayed in the **Name** list box. If it is not, choose the correct printer.

2 Click the **Layout** tab.

3 In the **Automatic (printer supports two-sided printing)** area, enable one of the following options:

- **Book (Side to side)** — prints the document for binding the long edge of the page (like a book)
- **Tablet (Top to bottom)** — prints the document for binding the short edge of the page (like a flip chart or tablet)

4 Click **Print**.

To print a double-sided document manually

1 Click **File** ▸ **Print**.

Make sure that the printer you want to use is displayed in the **Name** list box. If it is not, choose the correct printer.

2 Click the **Layout** tab.

3 In the **Manual (two steps)** area, enable one of the following options:

- **Step 1: print odd pages**
- **Step 2: print even pages**

If you are printing the second side of the document, enable the option not used for the first side of the document.

4 Click **Print**.

5 When printing is complete, turn the pages over and reload them in the paper tray.

6 Repeat steps 1 to 4.

Before printing a document, you may want to print a double-sided test page.

Some printer manufacturers discourage reinserting a page into the printer if it has been used for printing. Please refer to your printer documentation for more information.

To override two-sided printing codes

1 Click **File** ▸ **Print**.

2 Click the **Layout** tab.

3 In the **Two-sided printing** area, enable the **Off** option.

Specifying items to print

WordPerfect allows you to print the current page of a document. You can also print sections of a document, such as specific volumes or chapters.

You can print specific pages or selected text. WordPerfect also allows you to print document summaries and comments.

To print only the current page

1 Click **File** ▸ **Print**.

2 Click the **Main** tab.

3 Enable the **Current page** option.

4 Click **Print**.

To print sections of a document

1 Click **File** ▸ **Print**.

2 Click the **Advanced** tab.

3 Type a number or a combination of numbers in any of the following list boxes:

- **Page(s)/Label(s)** — prints the specified pages
- **Secondary pages** — prints the specified secondary pages
- **Chapters** — prints the specified pages in the specified chapters
- **Volumes** — prints the specified pages in the specified volumes

4 Click **Print**.

The **Volumes** setting takes precedence over all other settings, followed by chapters, secondary pages, and then page(s)/label(s). For example, if you type **2** in the **Volumes** box, only pages and chapters within volume 2 will print, even if you have specified pages and chapters that are located in other parts of the document.

You can click the down arrow in the **Secondary pages**, **Chapters**, or **Volumes** list boxes to see a list of range patterns. Click the pattern you want, delete the supplied page numbers, and type the pages you want. You can also type a page range yourself if you are familiar with the patterns.

To print specific pages

1 Click **File** ▸ **Print**.

2 Click the **Main** tab.

3 Enable the **Pages** option.

4 In the **Pages** box, type the pages you want to print.

A hyphen (-) between numbers defines a range of sequential pages (for example, 1-5 prints pages 1 to 5). A comma (,) between numbers defines a series of non-sequential pages (for example, 1, 5 prints pages 1 and 5 only). Any combination of hyphens and commas is supported (for example, 1-3, 5, 7, 10-12 prints the following pages: 1, 2, 3, 5, 7, 10, 11, and 12).

5 Click **Print**.

To print selected text

1 Select the text you want to print.

2 Click **File** ▸ **Print**.

3 Click **Print**.

To print the document summary

1 Click **File** ▸ **Print**.

2 Enable the **Document summary** option.

3 Click **Print**.

If there is no document summary created for the document you are using, the **Document summary** option is grayed. For information about creating document summaries, see “Using document summaries” in the Help.

To print a comment

1 Click immediately after the comment.

2 Click **Insert** ▸ **Comment** ▸ **Edit**.

3 Click **File** ▸ **Print**.

Any comments that have been converted to document text will print when the document is printed.

Printing document details

You can print file information for a document, which gets printed at the bottom of the page. In addition, you can show crop/fold marks when you print a document, so that you can clearly identify the edges of the printed area for such things as using a paper cutter.

You can print documents with codes displayed. Documents will print as they display in Reveal Codes view. For more information on displaying Reveal Codes, see “Displaying Reveal codes” on page 40.

To print file information

1 Click **File** ▸ **Print**.

2 Click the **Layout** tab.

3 In the **Details** area, enable the **Print file information** check box.

4 Click **Print**.

To print crop/fold marks

1 Click **File** ▸ **Print**.

2 Click the **Layout** tab.

3 In the **Details** area, enable the **Show crop/fold marks** check box.

4 Click **Print**.

To print codes in a document

1 Click **File** ▸ **Print**.

2 Click the **Advanced** tab.

3 In the **Advanced options** area, enable the **Print Reveal Codes** check box.

When you print codes in a document, the printed document does not contain any information other than the codes and the text. For example, graphics and file information are not printed.

For information on displaying Reveal Codes, see “Displaying Reveal Codes” on page 40.

Printing envelopes and labels

To print on different sizes of paper, you must select a page size definition so the printer can format and print a document as you want.

You can print envelopes in WordPerfect. WordPerfect allows you to print different sizes of envelopes.

You can select a label size. You can also print labels.

To print an envelope

1 Click the page of a document that is set up as an envelope.

2 Click **File** ▸ **Print**.

3 Click the **Main** tab.

4 Click **Print**.

You can also print an envelope by clicking the **Print envelope** button on the property bar.

To select a label size

1 Click the page where you want labels to begin.

2 Click **Format** ▸ **Labels**.

3 In the **List labels for** area, enable one of the following options:

- **Laser printed** — you are using a laser printer
- **Tractor fed** — you are using a tractor-fed printer
- **Both** — you are using a tractor-fed laser printer

4 Choose a label definition from the **Labels** list.

5 Click **Select**.

To print a label

1 Click **File** ▸ **Print**.

2 Click the **Advanced** tab.

3 In the **Page(s)/Label(s)** list box, type the number of each label or a range of labels.

For example, to print label 3, type **3**; to print labels 3 and 8, type **3, 8**; to print label 3 through the end of the document, type **3-**.

4 Click **Print**.

The screen changes so that the first label is displayed and the rest of the document window is shaded. As you fill the labels with text, more label "pages" display in the window.

Labels that reach the edge of the sheet may not print correctly on printers with a wide nonprinting zone. Also, printing the same label on different printers may give different results. You must adjust the label size to account for the printer's nonprinting zone.

Merging documents

When you perform a merge, you combine a form document and a data source to form a new series of documents. The merge reproduces copies of the form document, with each copy containing information from a specific record in the data source.

In this section, you'll learn about

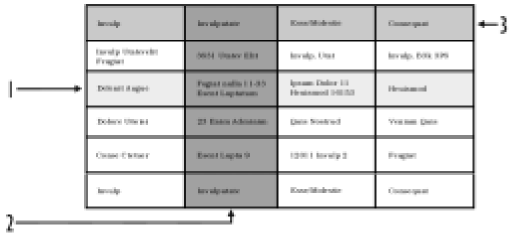
- creating data for a merge
- working with form documents for a merge
- associating merge files
- performing a merge
- sorting, viewing, and finding data in data files
- editing merge data files
- selecting specific data for merges

Creating data for a merge

When you merge documents, you produce copies of a form document. Each copy contains specific information from a record in a data source, such as a data file, an address book, or keyboard input.

When you use a WordPerfect data file as the data source, you can create either a data text file or a data table file. In both types of data files, information is organized into records and fields. For example, a record may include a name, address, telephone number, and other contact information. Each item within the record, for example, name and address, is recognized as a field. It is recommended that you use no more than 512 fields per record.

This is an example of a data text file containing 1) ENDFIELD codes and 2) ENDRECORD codes.



This is an example of a data table file containing 1) records, 2) fields, and 3) field names.

When you create a data text file, each field is marked by the ENDFIELD code and each record by the ENDRECORD code.

When you create a data table file, fields and records are arranged in columns and rows. Each column contains a field. Each row contains a record.

You can retrieve data from other file formats and use them as data files in WordPerfect. For example, you can retrieve and convert a database file, a spreadsheet file, an ODBC data source, or a text file.

You can also use an address book as a merge data source. For information, see “Merging with address books” in the Help.

When you create a data file, WordPerfect automatically inserts a **Merge** toolbar into the merge data file.

To create a data file for a merge

1 Click **Tools** ▸ **Merge**.

2 Click **Data source** ▸ **Create data file**.

If you have typed in the active document, enable one of the following options in the **Data File Source** dialog box:

- **Use file in the active window** — uses the active document
- **New document window** — creates a new document

3 Click **OK**.

4 Type the name of a field in the **Name a field** box.

If you want to create a data table file, enable the **Format records in a table** check box.

5 Click **Add**.

6 Click any of the following to organize a selected field:

- **Replace** — replaces the name of the selected field
- **Delete** — deletes the selected field
- **Move up** — moves the selected field up in the **Fields used in merge** list

- **Move down** — moves the selected field down in the **Fields used in merge** list

7 Click **OK**.

8 In the **Create or edit data in record** area, type the data for each record.

9 Click **Close**, and click **Yes**.

You can also	
Number the fields in an empty data file	Click **OK** in the **Create data file** dialog box. Specify the number of fields in the **Number of fields in each record** box.

It is recommended that you use no more than 512 fields per record.

To add a line to a field, press **Ctrl + Enter**.

Press **Tab** to move to the next field.

Working with form documents for a merge

A form document provides the pattern and layout for a merged document. It can contain text, formatting, graphics, and merge commands. You create form documents the same way you create regular documents; however, instead of typing specific information, you insert a command which can be replaced by information from a data source when you perform the merge.

For more information about inserting merge commands, see “Using merge commands” in the Help.

This is an example of a form document containing 1) FIELD codes where the name and address of the recipient are inserted and 2) text for a letter.

At the top of the document window, WordPerfect inserts the **Merge** toolbar to give you greater control over a merge. For more information about the **Merge** toolbar, see “Using the Merge toolbar” in the Help.

You can create a form document for labels and merged text that is oriented sideways. WordPerfect also lets you create a form document that you can personalize during a keyboard merge. A keyboard merge lets you enter information into the form document each time you need to send it. For more information about the KEYBOARD command, see Merge programming commands in the Help.

If you do not want to create a new series of merged documents, you can send all of the merged data to a table. After you perform the merge, all of the merged output will be formatted into a single table with each column representing a field.

To create a form document for a merge

1 Click **Tools** ▸ **Merge**.

2 Click **Form document** ▸ **Create form document**.

If you have typed in the active document, enable one of the following options:

- **Use file in active window** — uses the active document
- **New document window** — creates a new document

3 Click **OK**.

4 Enable one of the following:

- **Associate a data file** — specifies the path and filename for the file
- **Associate an address book** — specifies an address book
- **Associate an ODBC data source** — lets you select the ODBC source to use
- **No association** — does not associate any data file

5 Type text, and insert merge commands in the form document.

6 Insert fields in the form document.

For information about inserting merge commands, see “To insert a merge command” in the Help.

For information about inserting fields, see “To insert a field in a form document for a merge” in the Help.

To insert a field in a form document for a merge

1 Click **Insert field** on the **Merge** toolbar.

2 Click where you want data to be filled in from a data source.

3 In the **Field** box, specify the field.

4 Click **Insert**.

To create labels for a merge

1 Click **Tools** ▸ **Merge**.

2 Click **Form document** ▸ **Create form document**.

If you have typed in the current document, enable one of the following options:

- **Use file in active window** — uses the active document
- **New document window** — creates a new document

3 In the **Associate form and data** dialog box, enable the **Associate an address book** option, and choose an address book from the list box.

4 Click **OK**.

5 Click **Format** ▸ **Labels** on the WordPerfect menu bar.

6 In the **List labels for** area, enable one of the following label options:

- **Laser printed** — displays laser label options
- **Tractor-fed** — displays tractor-fed label options
- **Both** — displays laser and tractor-fed label options

7 Choose a label style from the **Labels** list, and click **Select**.

8 Insert fields in the form document.

For information about inserting fields, see “To insert a field in a form document for a merge” in the Help.

You can merge selected records from an address book. For information, see “To merge selected records from an address book” in the Help.

To create sideways text for a merge

1 Click **Tools** ▸ **Merge**.

2 Click **Form document** ▸ **Create form document**.

If you have typed in the active document, enable one of the following options:

- **Use file in active window** — uses the active document
- **New document window** — creates a new document

3 Click **OK**.

4 Click one of the following options:

- **Associate a data file** — specifies the path and filename for the associated data file
- **Associate an address book** — specifies an address book
- **Associate an ODBC data source** — lets you select the ODBC source
- **No association** — does not associate any data file

5 Click **OK**.

6 Click **Insert** ▸ **Text box** on the WordPerfect menu bar.

7 Insert fields in the form document, and click **Close**.

8 Select the text box.

9 Right-click the text box, and click **Content**.

10 Enable a rotation option in the **Rotate text counterclockwise** area.

For information about inserting fields, see “To insert a field in a form document for a merge” on page 116.

To create a form document for a keyboard merge

1 Click **Tools** ▸ **Merge**.

2 Click **Form document** ▸ **Create form document.**

If you have typed in the active document, enable one of the following options:

- **Use file in active window** — uses the active document
- **New document window** — creates a new document

3 Click **OK**.

4 Enable one of the following options:

- **Associate a data file** — specifies a path and filename for the associated data file
- **Associate an address book** — specifies an address book
- **Associate an ODBC data source** — lets you select the ODBC source
- **No association** — does not associate any data file

5 Click **OK**.

6 Click where you want to insert a keyboard prompt.

7 On the **Merge** toolbar, click **Insert merge code**, and choose **Keyboard**.

8 Type a user prompt for the information to be entered.

To create a table for a merge

1 Click **Tools ▸ Merge**.

2 Click **Form document ▸ Create form document.**

If you have typed in the active document, enable one of the following options:

- **Use file in active window** — uses the active document
- **New document window** — creates a new document

3 Enable one of the following options:

- **Associate a data file** — specifies the path and filename for the associated data file
- **Associate an address book** — specifies an address book
- **Associate an ODBC data source** — lets you select the ODBC source
- **No association** — does not associate any data file

4 Click **Table ▸ Create** on the WordPerfect menu bar.

5 Type the specified values in the following boxes:

- **Columns** — number of columns
- **Rows** — 2

6 Click **Create**, and type a heading in each cell of the first row.

7 Right-click the table, click **Format**, and click the **Table** tab.

8 Enable the **Insert new rows automatically** check box, and click **OK**.

9 Insert fields in the second row of the table, and click **Close**.

10 Click at the end of the last cell in the second row, and click **Insert merge code** on the **Merge** toolbar.

Choose **REPEATROW** from the **Merge codes** list, click **Insert,** and click **Close**.

After merging, the table expands one row for each record in the associated data file.

Press **Tab** to move to the next cell.

Associating merge files

When you merge documents, you must link the name of a data source to a form document. This is called associating a data source. You can associate a data source with a form document, or you can associate a form document with a data file, such as an ODBC data source. The association is always stored in the form document.

If the data source changes, you can associate a different data file. You can also go to an associated form document from its data file or to an associated data file from its form document.

To associate a data file with a form document

1 Open a data file.

2 Click **Go to form** on the **Merge** toolbar.

3 Click one of the following:

- **Select** — associates an existing form document
- **Create** — creates a new form document

The association is stored in the form document.

To associate a form document with a data source

1 Open a form document that has no association with a data source.

2 Click **Go to data** on the **Merge** toolbar.

3 Click one of the following:

- **Select** — associates a data file
- **Create** — creates and names a new data file or form file
- **Address book** — associates an address book
- **ODBC** — associates a ODBC data source

  For information about associating an ODBC data source, see “To associate a form document with an ODBC data source” on page 119.

To associate a form document with an ODBC data source

1 Open a form document that has no association with a data source.

2 Click **Go to data** on the **Merge** toolbar.

3 Click **ODBC**.

If prompted, log in to the database.

4 Choose a location from the **Data source** list box.

5 From the **Table list** box, choose a table in the database that contains the merge data.

For more information about logging in to an ODBC database, see the online Help for the Microsoft SQL Server ODBC driver.

To go to the associated data file

1 Open a form document.

2 On the **Merge** toolbar, click **Go to data.**

If there is no associated data file, you can select an existing data file or create a new one. For information about associating a data source, see “To associate a form document with a data source” on page 119. For information about creating a data file, see “To create a data file for a merge” on page 114.

To go to the associated form document

1 Open a data file.

2 On the **Merge** toolbar, click **Go to form**.

The associated form document must be open.

The association is stored in the form document.

To change the associated data source

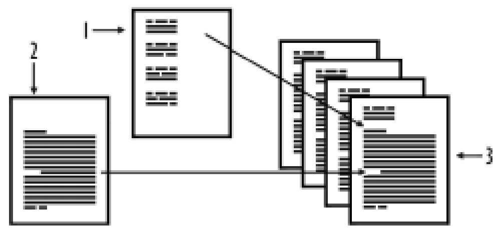
1 Open a form document.

2 Click **Insert field** on the **Merge** toolbar.

3 Click **Data source**, and click a data file.

Performing a merge

When you perform a merge, you combine a form document and a data source to create a new series of documents. WordPerfect provides a variety of output options for the new documents. For example, you can save it to disk, print it, or add it to the active document.



This is an example of 1) a data source document, 2) a form document, and 3) merged documents.

You can perform a keyboard merge and add information at the time of the merge. When you perform the keyboard merge, WordPerfect pauses the merge as specified in the form document and waits for you to enter information from the keyboard.

You can create envelopes as you merge a form document (such as a letter), or you can create merged envelopes on their own. An envelope is created for each record selected in the data source.

You can also send each merged document as email.

Please note that it is recommended that you use no more than 512 fields per record.

To perform a merge

1 Click **Tools ▸ Merge**.

2 Click **Form document**, and choose the location of the form file to merge.

3 Click **Data source**, and choose the location of the data file to merge.

4 Click **Output**, and choose one of the following:
- **Current document**
- **New document**
- **Printer**

5 Click **Merge**.

You can also	
Stop a merge in progress	Press **ESC**.
Save the merged file to disk	Click **Output ▸ File on disk**. Choose the folder, drive, and where you want to save the file. Type a filename in the **Filename** list box. Click **Select**.

You can also perform a keyboard merge by clicking **Merge** on the **Merge** toolbar. For more information about using the **Merge** toolbar, see “Using the Merge toolbar” in the Help.

To merge to envelopes

1. Click **Tools** ▸ **Merge**.
2. Click **Form document**, and choose the location of the form document.

   If you are merging envelopes only, click **Current document** as the location of the form file.
3. Click **Data source**, and choose the location of the data file.
4. Click **Envelopes**.
5. Insert fields in the form document.
6. Click **Close**.
7. Click **Continue merge** on the **Merge** toolbar.
8. Click **Output**, and choose a location for the merged file.

The merged envelopes are placed at the end of the merged file.

If there is an existing envelope for this document, you can edit, cancel, or define the envelope.

To perform a keyboard merge

1. Open a form or data file containing the **KEYBOARD** merge command.
2. Click **Tools** ▸ **Merge**.
3. Click **Form document**, and choose the location of the form file.
4. Click **Data source**, and choose the location of the data file.
5. Click **Output**, and choose a location for the merged file.
6. Click **Merge**.
7. When the merge pauses at the **KEYBOARD** command, type the information as prompted.
8. Click **Continue merge** on the **Merge** toolbar.

You can also	
Skip a record	Review the data in the **Next record** list box on the **Merge** toolbar. Click **Skip next record.**
Stop a keyboard merge	Click **Stop** on the **Merge** toolbar.

To continue the merge to the end of the active record and ignore all other merge commands, click **Quit** on the **Merge** toolbar.

To merge to e-mail

1. Click **Tools** ▸ **Merge**.
2. Click **Form document**, and choose the location of the form file to merge.
3. Click **Data source**, and choose the location of the data file to merge.
4. Click **Output**, and choose **E-mail**.
5. Choose the field containing the email address from the **Select field name of e-mail address** list box.
6. In the **Subject line** box, type the subject line for the merged email message.

7 Click **OK.**

8 Click **Merge**.

9 Choose a profile from the **Profile name** list box.

Editing merge data files

A data file organizes data for a merge into fields and records. There are different ways to edit a data file depending on how the data file is formatted. A data file can be formatted as either a data text file or a data table file. In a data table file, information is organized in a table. Each column of the table contains a field, and each row contains a record. You can add and delete columns and rows from a data table.

In a data text file, fields are separated by an **ENDFIELD** code. Records are separated by an **ENDRECORD** code and a hard page break. WordPerfect lets you add fields to and delete fields from records. You can also add field names and records to data text files.

Using Quick data entry, you can add and delete fields or records in both data text files and data table files. You can also edit the contents of fields in records.

It is recommended that you use no more than 512 fields per record.

To add a column to a data table

1 Click in a column next to where you want to add a new column.

2 On the **Merge** toolbar, click **Column**, and choose **Insert**.

3 Type the name of the new field in the **Field name** box.

4 Click one of the following:

- **Before current field** — inserts the new field before the selected column
- **After current field** — inserts the new field after the selected column
- **After last field** — inserts the new field as the last column in the table

It is recommended that you use no more than 512 fields per record.

To delete a column from a data table

1 Click in a column.

2 Click **Column** on the **Merge** toolbar.

3 Choose **Delete**.

To add a row to a data table

1 Click in a row next to where you want to add a new row.

2 On the **Merge** toolbar, click **Row**, and choose **Insert**.

3 Click one of the following:

- **Add row above current row**
- **Add row below current row**
- **Add row to end of table**

To delete a row from a data table

1 Click in a row.

2 On the **Merge** toolbar, click **Row** and choose **Delete**.

To add or delete a field from a data text file record

To	Do the following
Add a field	Click where you want to add the field. Type data, and click **End field** on the **Merge** toolbar.
Delete a field	Select the text and the **ENDFIELD** merge code. Press **Delete**.

It is recommended that you use no more than 512 fields per record.

To add or delete a field name from a data text file

To	Do the following
Add a field name	Click where you want to add a field. The cursor must be within the parentheses of the **Fieldnames** code. Type the new field name followed by a semicolon.
Delete a field name	Click within the parentheses of the **Fieldnames** code. Select the field name and following semicolon. Press **DELETE**.

A semicolon, but no spaces, separates each field name.

You need to manually add or delete fields from records. For information, see “To add or delete a field from a data text file record” on page 123.

It is recommended that you use no more than 512 fields per record.

To add a record to a data text file

1 Type the text for the first field.

2 Click **End field** on the **Merge** toolbar.

3 Click after the last **ENDFIELD** code of the record.

4 Click **End record** on the **Merge** toolbar.

You can also	
Delete a record from a data text file	Select the record, including the **ENDFIELD** and **ENDRECORD** codes and the hard page break at the end of the record. Press **DELETE**.
Print a data text file	Click **Tools** ▸ **Merge**. On the **Merge** toolbar, click **Options**, and choose **Print**.

To add a field to a data file using Quick data entry

1 Click **Quick Entry** on the **Merge** toolbar.

2 Click **Field names**.

3 Type the field name in the **Field name** box.

4 Click one of the following:

- **Add** — adds the new field after the selected field
- **Add before** — adds the new field before the selected field

You can also	
Replace a field name in a data file	Choose a field from the **Fields used in merge** list box. Click **Replace**.
Delete a field from a data file	Choose a field from the **Fields used in merge** list box. Click **Delete**.

If you replace a field name, information in that field will be deleted from each record in the data file. For example, if you replace “Address” with “Street Address,” all data in the “Address” field in all records will be deleted.

If you delete a field name, information in that field will be deleted from each record in the data file.

It is recommended that you use no more than 512 fields per record.

To add a record to a data file using Quick data entry

1 Click **Quick entry** on the **Merge** toolbar.

2 Click **New record**.

3 Type the data for a field.

4 Click **Close**.

You can also	
Delete the displayed record	Click **Delete record**.

Press **Enter** to move to the next field.

To edit fields using Quick data entry

1 Click **Quick entry** on the **Merge** toolbar.

2 Click in the field you want to edit.

If you want to edit dimmed fields, enable the **Allow editing of dimmed fields** check box.

3 Type text.

If you edit fields with functions, the functions are deleted.

For information about finding data in a data file, see “Sorting, viewing, and finding data in data files” in the Help.

Selecting specific data for merges

When you merge documents, you produce copies of the form document. Each copy contains specific information from a record in the data source. If you do not want to merge all the records in a data source, you can limit a merge to certain records in the data file by marking a range of records that you want to merge or by specifying conditions for records.

It is recommended that you use no more than 512 fields per record.

To mark records for a merge

1 Click **Tools** ▸ **Merge**.

2 Click **Form document**, and choose the location of the form file.

3 Click **Data source**, and choose the location of the data file.

4 Click **Records.**

5 Enable the **Mark records** option in the **Selection method** area.

6 Type the range of records to display in the **Display records from** boxes.

7 Choose the first field to display in the **First field to display** box.

8 Click **Update record list**.

9 Click **OK**.

You can also	
Mark individual records	Enable the records in the **Record list** box.
Select all records	Click **Mark all records in list**.
Clear all marked records	Click **Unmark all records in list**.

To specify conditions for a merge

1 Click **Tools** ▸ **Merge**.

2 Click **Perform merge**.

3 Click **Form document**, and choose the location of the form file.

4 Click **Data source**, and choose the location of the data file.

5 Click **Records.**

6 Enable the **Specify conditions** option in the **Selection method** area.

7 Select a field from the **Field** list box.

8 Type the selection criteria in the **Condition** text boxes.

If you want to see examples of selection criteria, click **Example**.

9 Click **OK**.

You can also	
Choose a range of records	Enable the **Record number range** check box. In the **From** box, type the first record in the range. In the **To** box, type the last number in the range.
Reset conditions	Click **Clear all**.

Using WordPerfect legal features

WordPerfect legal features are designed to cater to the needs of your law practice. The standard features of WordPerfect provide you with the tools to create, review, and compare legal documents; to import and export documents; and to publish your legal documents in various formats. In addition, you can create specialized legal documents such as cases and pleadings.

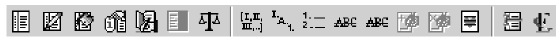
In this section, you will learn about

- using the legal toolbar
- creating and editing pleading styles
- creating cases for pleading documents
- creating pleading documents

Using the Legal toolbar

WordPerfect lets you access various legal tools from the **Legal** toolbar. You can use the toolbar to create legal documents such as pleadings, tables of contents, and tables of authorities.

You can hide or display the **Legal** toolbar.



This is the legal toolbar.

To display the legal toolbar

1 Click **View ▸ Toolbars**.

2 Enable the **Legal** check box in the **Available toolbars** list.

You can hide the **Legal** toolbar by disabling the **Legal** check box.

Creating and editing pleading styles

Before you generate a pleading document, you must create a pleading style. You can create as many styles as you need using preset pleading styles or custom pleading styles.

The Pleading Expert Designer automatically displays a preview of your pleading style, which is updated as you make changes.

You can edit a pleading style. You can also delete a pleading style.

To use a preset pleading style

1 Click **Tools** ▸ **Legal tools** ▸ **Pleading Expert Designer**.

2 Click **Next**.

3 Choose a style from the **Available court pleading styles** list box.

4 Type the court name in the **Court name** box, and click **Next**.

5 Follow the steps in the **Pleading Expert Designer** wizard.

Each step required to create or edit a pleading style is listed on the left side of the Pleading Expert Designer window. If you are making only a few changes to a pleading style, you can go directly to the step you need by clicking it.

You can open the Pleading Expert Designer by clicking the **Pleading Expert Designer** button on the **Legal** toolbar.

To create a custom pleading style

1 Click **Tools** ▸ **Legal tools** ▸ **Pleading Expert Designer**.

2 Click **Next**.

3 Enable one of the following options:

- **New pleading style** — lets you create a new custom style
- **Copy from existing style** — lets you create a custom style from an existing style

If you enable the **Copy from existing style** option, choose a style from the **Available court pleading styles** list box.

4 Type a style name in the **New pleading style name** box.

5 Follow the steps in the **Pleading Expert Designer** wizard.

Each step required to create or edit a pleading style is listed on the left side of the Pleading Expert Designer window. If you are making only a few changes to a pleading style, you can go directly to the step you need by clicking it.

If you create a pleading style using an existing style, the original style remains intact.

You can open the Pleading Expert Designer by clicking the **Pleading Expert Designer** button on the **Legal** toolbar.

To edit a pleading style

1 Click **Tools** ▸ **Legal tools** ▸ **Pleading Expert Designer**.

2 Click **Next**.

3 Enable the **Edit style** option.

4 Choose a style from the **Available court pleading styles** list box.

5 Follow the steps in the **Pleading Expert Designer** wizard.

Each step required to create or edit a pleading style is listed on the left side of the Pleading Expert Designer window. If you are making only a few changes to a pleading style, you can go directly to the step you need by clicking it.

You can open the Pleading Expert Designer by clicking the **Pleading Expert Designer** button on the **Legal** toolbar.

To delete a pleading style

1 Click **Tools** ▸ **Legal tools** ▸ **Pleading Expert Designer**.

2 Click **Next**.

3 Enable the **Delete style** option.

4 Choose a pleading style from the **Available court pleading styles** list box.

5 Click **Next**.

6 Click **Yes**.

You can open the Pleading Expert Designer by clicking the **Pleading Expert Designer** button on the **Legal** toolbar.

Creating cases for pleading documents

You can create a new case, or you can create a case by copying an existing one. If you create a case using an existing case, the original remains intact.

You can edit and delete cases.

To create a new case

1 Click **Tools** ▸ **Legal tools** ▸ **Pleading Expert Filler**.

2 Click **Next**.

3 Enable the **New case** option.

4 Type a name for the case in the **New case name** box.

5 Follow the steps in the **Pleading Expert Filler** wizard.

You can also open the Pleading Expert Filler by clicking the **Pleading Expert Filler** button on the **Legal** toolbar.

To copy a case

1 Click **Tools** ▸ **Legal tools** ▸ **Pleading Expert Filler**.

2 Click **Next**.

3 Enable the **Copy an existing case** option.

4 Choose a case from the **Existing cases** list box.

5 Type a name for the case in the **New case name** box.

6 Follow the steps in the **Pleading Expert Filler** wizard.

Each step required to create a case is listed on the left side of the **Pleading Expert Filler** window. If you are making only a few changes to a case, you can go directly to the step you need by clicking it.

You can also open the Pleading Expert Filler by clicking the **Pleading Expert Filler** button on the **Legal** toolbar.

To edit a case

1 Click **Tools** ▸ **Legal tools** ▸ **Pleading Expert Filler**.

2 Click **Next**.

3 Enable the **Edit case information** option.

4 Choose a case from the **Existing cases** list box.

5 Follow the steps in the **Pleading Expert Filler** wizard.

Each step required to edit a case is listed on the left side of the **Pleading Expert Filler** window. If you are making only a few changes to a case, you can go directly to the step you need by clicking it.

You can also open the Pleading Expert Filler by clicking the **Pleading Expert Filler** button on the **Legal** toolbar.

To delete a case

1 Click **Tools** ▸ **Legal tools** ▸ **Pleading Expert Filler**.

2 Click **Next**.

3 Enable the **Delete case information** option.

4 Choose a case from the **Existing cases** list box.

5 Click **Next**.

6 Click **OK**.

7 Click **Close**.

You can also open the Pleading Expert Filler by clicking the **Pleading Expert Filler** button on the **Legal** toolbar.

Creating pleading documents

You can create a pleading document. Before creating a pleading document, you must first create a case. For information about creating a case, see "Creating cases for pleading documents" on page 129.

To create a pleading document

1 Click **Tools** ▸ **Legal tools** ▸ **Pleading Expert Filler**.

2 Click **Next**.

3 Choose a case from the **Existing cases** list box.

4 Click **Finish**.

You can also open the Pleading Expert Filler by clicking the **Pleading Expert Filler** button on the **Legal** toolbar.

Using WordPerfect Classic mode

WordPerfect Classic mode lets you work in the familiar visual environment of Corel WordPerfect 5.1 while using the functionality of WordPerfect 11.

In this section, you'll learn about

- installing Classic mode
- working in the Classic mode environment
- customizing the Classic mode display options
- using the Classic mode keyboard
- using Classic mode keystrokes
- using Classic mode secondary keystrokes

Installing Classic mode

Before you can start working in the Classic mode environment and using its corresponding keyboard, you must install the Classic mode environment and keyboard features.

To install Classic mode environment and keyboard features

1 Close any open WordPerfect Office applications.

2 Insert the WordPerfect Office CD into the CD drive.

3 On the Windows taskbar, click **Start** ▸ **Settings** ▸ **Control panel**.

4 Double-click the **Add/Remove programs** icon.

5 Choose **WordPerfect Office 11** from the **Currently installed programs** list.

6 Click **Change/Remove**.

7 In the **InstallShield** wizard, enable the **Modify** option, and click **Next**.

8 In the **Select Features** list, double-click **WordPerfect Office 11**, **WordPerfect**, and enable the **WordPerfect Classic mode** option.

9 Follow the instructions in the **InstallShield** wizard.

Working in the Classic mode environment

You can enable the WordPerfect Classic mode environment at any time, and you can use it independently of the WordPerfect Classic mode keyboard mapping. For more information about keyboard mapping, see "Using the WordPerfect Classic mode keystrokes" on page 134.

The WordPerfect Classic mode environment emulates that of Corel WordPerfect 5.1 by modifying the WordPerfect environment. For example, in WordPerfect Classic mode some elements, such as the toolbars, property bar, horizontal scrollbar, and ruler, are not displayed by default; the page display shows document text in a window with minimal white space in the margins; the document color is blue; and the displayed text is gray, although it still prints black-on-white unless otherwise specified. However, you can customize all display options.

The following image shows the WordPerfect Classic mode environment.

To enable the Classic mode environment

1 In WordPerfect, click **Tools** ▸ **Settings** ▸ **Display**.

2 Click the **Document** tab.

3 Enable the **Classic mode (WP 5.1)** check box.

Windows system colors are set by default for WordPerfect. If you enable the WordPerfect Classic mode environment and want to use Windows system colors, you must enable the **Windows system colors** check box.

If you are using the WordPerfect Classic mode keyboard mapping, you can enable the WordPerfect Classic mode environment by pressing **Alt + Num 5**. For more information on WordPerfect Classic mode keyboard mapping, see "Using the Classic mode keyboard" on page 134.

You can revert to the Windows environment for WordPerfect by disabling the **WP Classic mode** check box.

Customizing the Classic mode display options

When you enable the WordPerfect Classic mode environment, you can customize the document window by displaying the horizontal scroll bar, the property bar, the **WordPerfect** toolbar, and the ruler. You can enlarge or reduce the page display. You can also modify the page display to view margin icons. For information on enabling the WordPerfect Classic mode environment, see "Working in the Classic mode environment" on page 132.

The following image shows the WordPerfect Classic mode environment with the following items displayed: the horizontal scrollbar, the property bar, the **WordPerfect** toolbar, and the document margins.

To display the horizontal scroll bar

1 Click **Tools** ▸ **Settings** ▸ **Display**.

2 In the **Display settings** dialog box, click the **Document** tab.

3 In the **Scroll bars** area, enable the **Horizontal** check box.

If you customize the WordPerfect Classic mode environment by displaying the horizontal scroll bar and then you switch to the WordPerfect default environment, the horizontal scroll bar will be displayed. However, if you switch back to the WordPerfect Classic mode environment, the horizontal scroll bar will not be displayed. For information about how the WordPerfect environment is modified when you are using the Classic mode environment, see "Working in the WordPerfect Classic mode environment" on page 132.

You can hide the horizontal scroll bar by disabling the **Horizontal** check box.

To display the property bar and the WordPerfect toolbar

To	Do the following
Display the property bar	Click **View** ▸ **Toolbars**, and enable the **Property bar** check box.
Display the **WordPerfect** toolbar	Click **View** ▸ **Toolbars**, and enable the **WordPerfect 11** check box.

To display or hide the ruler

- Click **View** ▸ **Ruler**.

  A check mark next to the **Ruler** command indicates that the ruler is displayed.

To enlarge or reduce the page display

1 Click **View** ▸ **Zoom**.

2 Enable one of the following options:

- **Margin width** — displays a complete line or block of text within a window with minimal white space to the right or left
- **Page width** — displays the width of the page, including left and right margins, in the window
- **Full page** — displays the page and all four page margins in the document window
- **Other** — lets you enter a custom zoom percentage

Margin width is the default for the WordPerfect Classic mode environment.

Clicking the **Zoom** button on the toolbar enlarges or reduces the page display.

To view margin icons

1 Click **View** ▸ **Zoom**.

2 In the **Zoom** dialog box, enable the **100%** option.

Using the Classic mode keyboard

While working in WordPerfect 11, you can use the WordPerfect Classic mode keyboard by mapping to it.

To map to the WordPerfect Classic mode keyboard

1. In WordPerfect, click **Tools** ▸ **Settings** ▸ **Customize**.
2. Click the **Keyboards** tab.
3. Choose **WPDOS 5.1 Keyboard** from the **Available keyboards** list.
4. Click **Select**.
5. Click **Close**.

Using Classic mode keystrokes

The WordPerfect Classic mode options/menu bar provides multiple options for keystroke combinations. You can use the shortcut keys to display a list of options. The WordPerfect Classic mode keystroke options are based on Corel WordPerfect 5.1.

WordPerfect Classic mode keystrokes

Function key	Function
F1	Lets you undo or redo deletion actions you performed
Shift + **F1**	Displays the **Settings** dialog box
Ctrl + **F1**	Displays the MS-DOS® prompt
Alt + **F1**	Displays the **thesaurus**
F2	Displays the **Find and replace** dialog box
Shift + **F2**	Searches for the previous occurrence if a previous search string was given
Ctrl + **F2**	Displays the **spelling checker**
Alt + **F2**	Displays the **Find and replace** dialog box
F3	Displays the **Help** window
Shift + **F3**	Lets you move through open WordPerfect documents
Ctrl + **F3**	Lets you rewrite the screen, use windows, and draw lines. For information about secondary keystrokes for **Ctrl** + **F3**, see "Ctrl + F3" on page 138.
Alt + **F3**	Displays the **Reveal Codes** window
F4	Inserts a left indent
Shift + **F4**	Inserts a double indent
Shift + **Tab**	Inserts a hanging indent
Ctrl + **F4**	Lets you select text to move, copy, delete, or append.
Alt + **F4**	Lets you select text using the arrow keys
F5	Displays the **Open file** dialog box

Function key	Function
Shift + **F5**	Lets you insert the date, outlines, and paragraph numbering. For information about secondary keystrokes for **Shift** + **F5**, see "Shift + F5" on page 139.
Ctrl + **F5**	Lets you import and export text in various formats. For information about secondary keystrokes for **Ctrl** + **F5**, see "Ctrl + F5" on page 138.
Alt + **F5**	Lets you access reference tools.
F6	Toggles bolding on and off from the point where the cursor is positioned
Shift + **F6**	Centers text on a line and lets you insert dot leaders by pressing **Shift** + **F6** twice
Ctrl + **F6**	Displays the **Tab set** dialog box
Alt + **F6**	Aligns text evenly with the right margin and lets you insert dot leaders by pressing **Alt** + **F6** twice
F7	Quits WordPerfect and prompts you to save any changes
Shift + **F7**	Displays the **Print** dialog box
Ctrl + **F7**	Lets you insert footnotes and endnotes. For information about secondary keystrokes for **Ctrl** + **F7**, see "Ctrl + F7" on page 139.

Function key	Function
Alt + **F7**	Lets you insert columns, tables, and formulas. For information about secondary keystrokes for **Alt** + **F7**, see "Alt + F7" on page 140.
F8	Toggles underlining on and off from the point where the cursor is positioned
Shift + **F8**	Lets you access formatting options. For information about secondary keystrokes for **Shift** + **F8**, see "Shift + F8" on page 139.
Ctrl + **F8**	Displays the **Font properties** dialog box
Alt + **F8**	Displays the **Styles** dialog box
F9	Inserts an end field code into the document for a merge
Shift + **F9**	Displays the **Merge** dialog box
Ctrl + **F9**	Lets you merge and sort documents. For information about secondary keystrokes for **Ctrl** + **F9**, see "Ctrl + F9" on page 139.
Alt + **F9**	Lets you create and edit figures, boxes, lines, and equations. For information about secondary keystrokes for **Alt** + **F9**, see "Alt + F9" on page 140.
F10	Displays the **Save as** dialog box
Shift + **F10**	Displays the **Open file** dialog box

Function key	Function
Ctrl + **F10**	Displays the **Record macro** dialog box
Alt + F10	Displays the **Play macro** dialog box
F11	Displays the **Reveal Codes**
Shift + F11	Toggles italic font on and off from the point where the cursor is positioned
Ctrl + F11	Toggles large font on and off from the point where the cursor is positioned
Alt + F11	Toggles very large font on and off from the point where the cursor is positioned
F12	Lets you select text by using the arrow keys
Shift + **F12**	Pastes the text you last copied to the Clipboard
Ctrl + **F12**	Cuts selected text
Alt + **F12**	Copies selected text

WordPerfect Classic mode shortcut keys

Shortcut key	Function
Esc	Closes a WordPerfect dialog box or the Corel WordPerfect 5.1 menu bar

Shortcut key	Function
Alt + **W**	Toggles shadowing on and off from the point where the cursor is positioned
Alt + **R**	Toggles red text on and off from the point where the cursor is positioned
Alt + **T**	Toggles strikeout on and off from the point where the cursor is positioned
Alt + I	Toggles italic font on and off from the point where the cursor is positioned
Alt + **O**	Displays the **Bullets & numbering** dialog box
Alt + **P**	Toggles superscript font on and off from the point where the cursor is positioned
Alt + B	Toggles subscript font on and off from the point where the cursor is positioned
Alt + S	Toggles small font on and off from the point where the cursor is positioned
Alt + **D**	Toggles double underlining on and off from the point where the cursor is positioned
Alt + **F**	Toggles fine font on and off from the point where the cursor is positioned
Alt + **G**	Displays the **Print** dialog box

Shortcut key	Function
Alt + L	Toggles large font on and off from the point where the cursor is positioned
Alt + **X**	Toggles extra large font on and off from the point where the cursor is positioned
Alt + **V**	Toggles very large font on and off from the point where the cursor is positioned
Ctrl + **B**	Toggles the base font on and off from the point where the font is positioned
Ctrl + C	Displays the Define columns dialog box
Ctrl + D	Lets you set double line spacing
Ctrl + E	Lets you insert footnotes and endnotes
Ctrl + **F**	Lets you insert footnotes and endnotes
Ctrl + **G**	Displays the **Scrapbook** dialog box
Ctrl + **H**	Displays the **Headers/Footers** dialog box
Ctrl + O	Displays the **Headers/Footers** dialog box
Ctrl + **I**	Displays the **Styles editor** dialog box
Ctrl + **J**	Lets you justify text

Shortcut key	Function
Ctrl + **L**	Displays the **Page setup** dialog box
Ctrl + **M**	Displays the **Page setup** dialog box
Ctrl + **P**	**D**isplays the Page setup dialog box
Ctrl + **Q**	Displays the **Equation editor** dialog box
Ctrl + **S**	Lets you set single spacing
Ctrl + **T**	Displays the **Tab set** dialog box
Ctrl + **Page Up**	Displays the **Edit macro** dialog box
Ctrl + **Insert**	Lets you copy selected text
Delete	Lets you delete text or graphics
Home	Lets you move to the start of a line
Num 5	Lets you move to the start of a line
Ctrl + **Num 5**	Displays the **Go to** dialog box
Alt + **Page Up**	Moves to the top of the previous page
Alt + **Page Down**	Moves to the top of the next page

Obsolete commands

Shortcut key	Function
Alt + **F9** + **1**+ **3**	Insert a new number (figure)
Alt + **F9** + **2** + **3**	Insert a new number (table box)

Shortcut key	Function
Alt + **F9** + **3** + **3**	Insert a new number (text box)
Alt + **F9** + **4** + **3**	Insert a new number (user box)
Alt + **F9** + **6** + **3**	Insert a new number (equation)
Shift + **F8** + **3** + **1**	Display pitch (format document)

Using Classic mode secondary keystrokes

In the WordPerfect Classic mode environment, secondary keystrokes let you access secondary menu items.

Ctrl + F3

Keystroke	Function
1 (or **W**)	Tiles open documents horizontally
2 (or **L**)	Displays the **Create graphics line** dialog box
3 (or **R**)	Refreshes the screen
4 (or **I**)	Displays the **About WordPerfect 11** dialog box

Ctrl + F4

Keystroke	Function
1 (or **S**)	Selects the sentence in which the cursor is positioned and lets you move, copy, delete, or append the sentence
2 (or **P**)	Selects the paragraph in which the cursor is positioned and lets you move, copy, delete, or append the paragraph
3 (or **A**)	Selects the page in which the cursor is positioned and lets you move, copy, delete, or append the page
4 (or **R**)	Pastes the last thing you copied to the Clipboard

Ctrl + F5

Keystroke	Function
1 (or **T**)	Lets you open or save an MS-DOS text file, when you provide the full path indicating where the file is located or where it will be stored
2 (or **P**)	Displays the **Save as** dialog box so that you can enable the **Password protect** check box
3 (or **A**)	Displays the **Save as** dialog box and lets you save the file

Keystroke	Function
4 (or **C**)	Lets you create a comment, edit it, and covert it to text
5 (or **S**)	Lets you import dates, create links, and edit them

Ctrl + F7

Keystroke	Function
1 (or **F**)	Lets you create and edit footnotes
2 (or **E**)	Lets you create and edit endnotes
3 (or **P**)	Displays the **Footnote/Endnote** dialog box

Ctrl + F9

Keystroke	Function
1 (or **M**)	Displays the **Merge** dialog box
2 (or **S**)	Displays the **Sort** dialog box

Shift + F5

Keystroke	Function
1 (or **D**)	Inserts the current date
2 (or **C**)	Inserts a date code, which is updated when the document is open or printed
3 (or **F**)	Displays the **Date/Time** dialog box
4 (or **O**)	Displays the **Bullets & numbering** dialog box
5 (or **P**)	Displays the **Set paragraph number** dialog box
6 (or **D**)	Displays the **Insert paragraph number** dialog box

Shift + F8

Keystroke	Function
1 (or **L**), then **1** or **2**	Displays the **Line hyphenation** dialog box
1 (or **L**), then **3**	Lets you justify text
1 (or **L**), then **5**	Displays the **Line height** dialog box
1 (or **L**), then **6**	Displays the **Line spacing** dialog box
1 (or **L**), then **7**	Displays the **Page setup** dialog box
1 (or **L**), then **8**	Displays the **Tab set** dialog box
1 (or **L**), then **9**	Displays the **Keep text together** dialog box

Keystroke	Function
2 (or **P**), then **1**	Displays the **Center page(s)** dialog box
2 (or **P**), then **2**	Displays the **Force page** dialog box
2 (or **P**), then **3**	Displays the **Headers/Footers** dialog box
2 (or **P**), then **4**	Displays the **Headers/Footers** dialog box
2 (or **P**), then **5**	Displays the **Page setup** dialog box
2 (or **P**), then **6**	Displays the **Select page numbering format** dialog box
2 (or **P**), then **7**	Displays the **Page setup** dialog box
2 (or **P**), then **8**	Displays the **Suppress** dialog box
3 (or **D**), then **2**	Displays the **Styles editor** dialog box
3 (or **D**), then **3**	Displays the **Document default font** dialog box
3 (or **D**), then **4**	Displays the **Redline** dialog box
3 (or **D**), then **5**	Displays the **Properties** dialog box
4 (or **O**), then **1**	Displays the **Advance** dialog box
4 (or **O**), then **2**	Displays the **Keep text together** dialog box
4 (or **O**), then **3**	Lets you format currency, dates, and times
4 (or **O**), then **4**	Displays the **Language** dialog box

Keystroke	Function
4 (or **O**), then **5**	Displays the **Overstrike** dialog box
4 (or **O**), then **6**	Lets you specify print options, such as kerning and word/letter spacing
4 (or **O**), then **7**	Displays the **Font properties** dialog box
4 (or **O**), then **8**	Displays the **Paragraph border/fill** dialog box
4 (or **O**), then **9**	Displays the **Other codes** dialog box

Alt + F7

Keystroke	Function
1 (or **C**)	Lets you insert columns and specify options in the **Columns** dialog box
2 (or **T**)	Lets you create a table and edit the table properties using the **Properties for table format** dialog box
3 (or **M**)	Displays the **Formula** toolbar when the cursor is positioned in a table

Alt + F9

Keystroke	Function
1 (or **F**)	Lets you create a figure and edit it using the **Edit box** dialog box
2 (or **T**)	Lets you create a table box and edit it using the **Edit box** dialog box
3 (or **B**)	Lets you create a text box and edit it using the **Edit box** dialog box
4 (or **U**)	Lets you create a user box and edit it using the **Edit box** dialog box
5 (or **L**)	Lets you insert horizontal and vertical lines and edit them using the **Edit graphics line** dialog box
6 (or **E**)	Lets you build complex equations

Quattro Pro

Welcome to Quattro Pro

Quattro Pro lets you create professional spreadsheet-based documents to help you manage data. It provides all the tools you need to produce tables, financial forms, lists, databases, charts, reports, or any other type of data-oriented document. With Quattro Pro, you can create a notebook that contains a single spreadsheet or an entire project, complete with spreadsheets, reports, and charts. A notebook is saved as a single file that you can publish to paper, electronic media, and the World Wide Web.

Quattro Pro does not limit you to a spreadsheet presentation. You can present your spreadsheet data in charts, or present only relevant information in dynamic CrossTab reports, which continually reflect the current state of the data they summarize. Once you enter data, you can edit the format and structure of your notebooks at any time.

In this section, you'll learn about

- what's new in Quattro Pro
- what's different in Quattro Pro

What's new in Quattro Pro

Quattro Pro has new and enhanced features to help you create and present spreadsheet information. The following table shows the new features and what they do.

Feature	What it does
XML	Lets you import and publish Quattro Pro spreadsheets to the XML format
Insert/Paste	Lets you automatically insert the correct number of cells for the data you copy or cut from one area to another
QuickSubtotals	Lets you automatically create subtotals for a block of data
Data sorting and filtering	Lets you sort and filter data in a CrossTab report

What’s different in Quattro Pro

With every new version of Quattro Pro, certain items are enhanced, others are renamed, and still others are found in a new location. The following table shows the items that have changed in Quattro Pro.

Feature	What’s different
Microsoft® Excel workbooks	Enhancements that let you open and save Microsoft Excel 2000 and Microsoft Excel XP workbooks
Notebook links	Enhancements to the user interface make reading long filenames easier
QuickColumns	Enhancements to the user interface make setting fixed-width parse breaks easier
Moving decimals	Lets you more easily change the decimal places in a value by using a button on the property bar

Getting started

Before beginning your project, you should familiarize yourself with the concepts and desktop components that will help you create spreadsheet-based documents. Quattro Pro features many tools that give you quick access to your data to increase your efficiency. You can also customize your workspace and tailor your toolbars to present a familiar working environment each time you launch your application.

In this section, you'll learn about

- components of a notebook
- working with Quattro Pro Experts
- working with toolbars
- working with the application bar
- navigating in spreadsheets and notebooks
- selecting cells, rows, and columns
- adding and deleting cells, rows, and columns
- adding, deleting, moving, and copying spreadsheets
- naming spreadsheets
- specifying Quattro Pro settings
- displaying, arranging, resizing, and hiding windows
- customizing menus
- customizing keyboards
- saving a notebook group
- saving and closing notebooks
- setting multiple workspaces

Components of a notebook

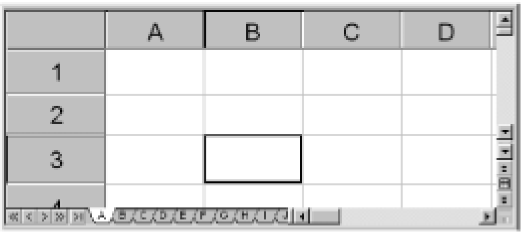
Notebooks, spreadsheets, and their associated elements are the core of the Quattro Pro application. Notebooks provide a way to organize many spreadsheets within the same file. There are 18,000 spreadsheets in a notebook. Each spreadsheet consists of approximately 1,000,000 rows and 18,000 columns.

Outline of notebook components

The following information describes the basic components of a Quattro Pro notebook.

Spreadsheets

A spreadsheet is an electronic ledger. It contains columns and rows in which you enter, arrange, calculate, and analyze data. In a spreadsheet, you can arrange and categorize data, perform simple math operations, and apply complex formulas. Once you enter your data in a spreadsheet, you can create a chart, add maps and graphics, or produce a report. The spreadsheet you see when Quattro Pro opens is one of thousands available in each notebook.



This is an example of a spreadsheet.

Objects sheet

The last sheet of every notebook is the Objects sheet. The Objects sheet displays an icon for every chart in the notebook. This sheet also displays icons for custom dialog boxes you build. You can copy, rename, and print items in the Objects sheet. The Objects sheet property bar has buttons for creating, editing, and displaying charts and for building custom dialog boxes.

Project templates

Project templates let you create a new notebook based on a pre-designed project. Many of the Quattro Pro project templates provide a basic format and structure for common spreadsheets and data entry forms. You can also create your own project templates.

Values

A value is a number, date, formula, or the result of a formula. Quattro Pro automatically determines whether data is a value or a label. As you type your data in a cell, the READY indicator on the application bar changes to LABEL or VALUE, depending on the type of data you enter.

Labels

Labels contain alphanumeric data, such as titles, phone numbers, or addresses. Quattro Pro interprets and formats labels differently than it does values. Values are calculable; labels are not.

Formulas

Formulas are mathematical equations. Formulas usually refer to numbers in other cells in order to calculate a value, such as the difference between the values in two cells or the total of values in a column. You can use mathematical functions and numbers in formulas.

Spreadsheet functions

Spreadsheet functions are built-in formulas that automate many of the calculations you perform in a spreadsheet. For example, @AMAINT is a spreadsheet function that calculates the accumulated interest paid on a loan after a specified number of payments. All spreadsheet functions are preceded by an @ sign.

Macros

Macros are computer scripts that automate complex or repetitive command sequences. A macro is a sequence of commands that Quattro Pro runs automatically. Macros can perform keystrokes, mouse actions, and menu commands. You can use macros to automate tasks (such as printing a standard report), enter frequently used labels with a keystroke, or build complete applications to simplify Quattro Pro tasks for other users.

Working with Quattro Pro Experts

Quattro Pro Experts guide you step by step through many spreadsheet tasks. You can access Quattro Pro Experts from a toolbar or from a menu. The following Experts are available:

- **PerfectExpert** — helps you quickly perform many common Quattro Pro tasks
- **Analysis Expert** — helps you make many analysis calculations, such as advanced regression, correlation, covariance, exponential smoothing, F-test, moving average, sampling, T-test, and Z-test
- **Budget Expert** — guides you in creating five different budget templates for both home and business use
- **Consolidate Expert** — lets you combine cells using statistical operators (SUM, AVG, COUNT, MIN, MAX, STD, STDS, VAR, VARS), after which you can sort the combined data
- **External Data Expert** — lets you easily import data from a database, such as a Paradox or dBASE® database. It also supports Query By Example (QBE) and Open Database Connectivity (ODBC).
- **Map Expert** — builds a map from selected cells of data
- **Scenario Expert** — lets you create and display groups of scenarios (data conditions and results) based on models in your notebook.
- **What-If Expert** — lets you create tables that show the effect of changing one or two variable cells referenced in a formula

To access an Expert from a toolbar

1 Right-click a toolbar, and click **Experts and numeric tools**.

2 From the **Experts and numeric tools** toolbar, click the Expert you wish to use.

You can point to a toolbar button to see a description of a particular Expert.

To access an Expert from a menu

- Follow the menu path in the table below to access a particular Expert.

To use	Click
Analysis Expert	**Tools ▸ Numeric tools ▸ Analysis tools**
Budget Expert	**Tools ▸ Numeric tools ▸ Budget**
Chart Expert	**Insert ▸ Chart**
Consolidate Expert	**Tools ▸ Consolidate ▸ New**
Database Expert	**Insert ▸ External data ▸ Expert**
Map Expert	**Insert ▸ Graphics ▸ Map**
Scenario Expert	**Tools ▸ Scenario ▸ New**
What-If Expert	**Tools ▸ Numeric tools ▸ What-If tables**

Working with toolbars

Toolbars give you quick access to the features you frequently use. You can create your own toolbars from a wide assortment of toolbar buttons. Quattro Pro creates a personal toolbar to which you can drag or copy toolbar buttons.

You can edit a toolbar to display the buttons you want, and in the order you want them. Because of the enhanced toolbar functionality in Quattro Pro, you cannot use toolbars that you created in earlier versions of Quattro Pro. These toolbars must be re-created. However, you can import toolbars that other people have created in Quattro Pro by using the workspace feature.

You can display toolbars horizontally or vertically around the Quattro Pro window, or display a floating toolbar within the spreadsheet window. You can hide any toolbar you don't want displayed. The following standard toolbars come with Quattro Pro:

- **Notebook** — provides tools for entering and editing data
- **Selection formatting** — provides tools for manipulating the current selection
- **Data manipulation** — provides tools for working with notebook cells and selections
- **Drawing tools** — provides tools for drawing or inserting objects in a graphics window, and for arranging objects on a layer on top of the notebook
- **Outlining tools** — provides tools for grouping data in collapsible and expandable sets of information
- **Auditing tools** — provides tools for tracing dependent cells, precedents, and even errors in large, complex notebooks
- **Review** — provides tools for reviewing shared notebooks
- **Experts and numeric tools** — provides tools for quickly creating maps, charts, and budgets, and for performing computations
- **CrossTab report** — provides tools for manipulating cross-tab reports
- **Visual Basic** — launches the Visual Basic Editor and Visual Basic Design Mode

You can reposition a toolbar by dragging it to the top, bottom, left, or right edge of the application window. If you drag the toolbar away from all edges of the application window, it becomes a floating toolbar. You can also rename or delete a toolbar you have created. If you make changes you no longer want, you can reset the toolbar to its default settings.

You can change the graphic or text of a toolbar button, or have Quattro Pro display text under all toolbar buttons.

Quattro Pro lets you create a button that will launch a Windows application or document. You can also create a button that executes either a Quattro Pro or PerfectScript macro.

To create a toolbar

1 Click **Tools ▸ Customize**.

2 Open the **Customization** menu.

3 Click **Toolbar**.

4 Click **New**.

5 Type a name for the toolbar.

6 Click **Commands**.

7 Choose the commands you want from the **Commands** list.
Each command appears under the appropriate menu name.

8 Drag the commands from the list to the toolbar.

To edit a toolbar

1 Click **Tools ▸ Customize**.

2 Open the **Customization** menu.

3 Click **Toolbar**.

4 Enable the check box beside the toolbar you want to customize.

5 Click **Commands**.

6 Choose the command you want from the **Commands** list.
Each command appears under the appropriate menu name.

7 Drag the command to the desired location on the toolbar.

You can also	
Rearrange toolbar buttons	Click **Commands**, and drag the toolbar buttons to their new locations.
Resize toolbar buttons	Click **Toolbar**, and change the **Button** and **Border** settings.
Delete toolbar buttons	Click **Commands**, and drag the toolbar buttons off the toolbar.
Add a separator between toolbar buttons	Click **Commands**, select **User menus** from the list box, and drag the separator to a toolbar.

If you want to customize a context menu, select **Context menu** from the toolbar list.

To display a toolbar

1 Right-click any toolbar.

2 Click the toolbar you want to display.

To move a toolbar

1 Point to the two vertical gray lines at left of a toolbar.

2 Drag the toolbar to a new position.

To have a toolbar title display on a floating toolbar, enable the **Show title when toolbar is floating** check box in the toolbar customization dialog box.

To rename a toolbar

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Toolbar**.

4 Select a toolbar.

5 Press **F2**.

6 Type a new name.

You cannot rename system-defined toolbars.

To delete a toolbar

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Toolbar**.

4 Select a toolbar.

5 Click **Delete**.

You cannot delete system-defined toolbars.

To reset a toolbar

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Toolbar**.

4 Select a toolbar.

5 Click **Reset**.

You can only reset a system-defined toolbar.

To display a graphic or text on a toolbar button

1 Right-click a button on a toolbar, and click **Customize** ▸ **Toolbar item**.

2 Enable one of the following display options:

- **Image only**
- **Caption only**
- **Caption below image**
- **Caption to right of image**

You can revert the toolbar button to its original display setting by right-clicking the button, and clicking **Customize** ▸ **Toolbar item** ▸ **Default**.

To display text under all toolbar buttons

- Right-click a button on a toolbar, and click **Customize** ▸ **Notebook toolbar** ▸ **Caption below image**.

To add a toolbar button that launches an application or document

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Commands**, and choose **Programs** from the list box.

4 Click the **Program command category** tab.

5 Click **Add**.

6 In the **Target** list box, choose the file or application for which you want to create a button.

7 In the **Parameters** list box, specify any command line options.

8 In the **Working folder** list box, specify the working directory.

Leave the **Working folder** list box blank if you want to use the Quattro Pro startup folder.

9 Click **Apply**, and drag the new button to a toolbar.

You can change the appearance and associated tooltip for the new button by clicking on the **Appearance** and **General** tabs.

You can delete a toolbar button by selecting the command from the list and clicking **Remove**.

To add a toolbar button that plays a macro

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Commands**, and choose **Macros** from the list box.

4 Click the **Macro command category** tab.

5 Click **Add**.

6 Click one of the following buttons:

- **Quattro Pro macro** — and type the macro command in the **Enter macro** box.
- **PerfectScript macro** — and specify the macro file **(.wcm)**.

7 Click **Apply**, and drag the new button to a toolbar.

You can change the appearance and associated tooltip for the new button by clicking the **Appearance** and **General** tabs.

You can delete a toolbar button by selecting the command from the list and clicking **Remove**.

Working with the application bar

The application bar displays mode and status indicators. For example, if you press **Caps lock**, the application bar shows you that **Caps lock** is on. You can customize the application bar to record and maintain your personal preferences.

The application bar is usually located at the bottom of the Quattro Pro desktop. However, you can change the position of the application bar. You can also change the height of the application bar.

The QuickCell™ feature is also displayed on the application bar. With QuickCell, you can view a selected cell on the application bar to see its updated value as you change other cells elsewhere in the spreadsheet.

To customize the application bar

1 Right-click the application bar, and click **Customize** ▸ **Application bar** ▸ **Add new command**.

2 Select **View** from the **Commands** list box.

3 Select a command from the list.

4 Drag the command to the desired position on the application bar.

You can also	
Reset the application bar to its original state	Right-click the application bar, and click **Customize ▸ Application bar ▸ Reset to default**
Add spaces to the application bar	Right-click the application bar where you want to place a separator, and click **Customize ▸ Application bar ▸ Add separator**

You can move commands and spaces in the application bar without opening the **Customize** dialog box by holding down **Alt** as you drag.

To change the position of the application bar

1 Right-click the application bar, and click **Customize ▸ Application bar ▸ Position**.

2 Click **Top** or **Bottom**.

To change the height of the application bar

1 Right-click the application bar, and click **Customize ▸ Application bar ▸ Size**.

2 Click **One line** or **Two lines**.

You can also change the height of the application bar by dragging its border.

To use the QuickCell feature

1 Click a cell on the spreadsheet.

2 On the application bar, click **QuickCell.**

You can also	
Clear the QuickCell value	Click a blank cell on the spreadsheet, and click **QuickCell**.
Disable QuickCell	Right-click the application bar, click **Customize ▸ Application bar ▸ Add new command**, and drag the **QuickCell** button from the application bar to the spreadsheet window

Navigating in spreadsheets and notebooks

You can navigate columns and rows on a spreadsheet using the arrow keys, the **Enter** key, and the **Tab** key. You can also automatically scroll through a spreadsheet using the **AutoScroll** tool. As well, you can quickly navigate to the Objects sheet, and cycle through open notebooks.

Menu and dialog box options can be accessed using the keyboard. For a complete list of keyboard shortcuts, see "Quattro Pro keyboard shortcuts" in the reference information section of the Quattro Pro online help.

Finally, you can go directly to specific cells or data types using the Go To and Browse By features.

To navigate in a spreadsheet

- Press the relevant key as outlined in the table below.

To	Do the following
Move down columns after entering data	Press **Enter** or the **Down arrow**
Move up columns after entering data	Press the **Up arrow**
Move across rows after entering data	Press the **Left arrow** or **Right arrow**

You can also move across rows by pressing the **Tab** key.

To automatically scroll through a spreadsheet

1 On the notebook toolbar, click **AutoScroll** .

The cursor changes to the **AutoScroll** arrow.

2 Move the **AutoScroll** arrow in the direction you want to scroll.

The scrolling speed increases as you move the arrow farther away from the **AutoScroll** tool.

You can disable **AutoScroll** by clicking anywhere on the spreadsheet.

To go to the Objects sheet

- Click the **Quick tab** button >| at the bottom left of the notebook window.

To return to the original spreadsheet, click the **Quick tab** button >| again.

To cycle through open notebooks

- On the application bar, click the button that displays the notebook's name.

You can also move through open notebooks by pressing **Shift + F6** to cycle forward or **Ctrl + F6** to cycle backwards.

If the displayed notebook title begins with a directory path, you can click **Tools** ▸ **Settings** ▸ **File options**, and disable the **Enable full path titles** check box. This will allow you to display notebook titles without the full directory path.

To access menu options using the keyboard

1 Press and hold down the **Alt** key.

2 Type the underlined letter for the menu you want to open.

3 Use the arrow keys to move from menu to menu, and from option to option.

4 Press **Enter** to choose a highlighted option.

You can press the **Esc** key to return to the spreadsheet without making a menu selection.

To access dialog box options using the keyboard

- Press the relevant key combination as outlined in the table below.

To	Do the following
Select options	Hold down **Alt** and type the underlined letter for the option you want
Move from option to option	Press **Tab**
Enable/disable buttons and check boxes	Press the **Spacebar**
Select text boxes	Press **Tab**, and type information into the boxes
Select pop-up lists	Press **Tab**, and press the **Spacebar** to open the boxes
Select buttons	Press **Tab**, and press **Enter** to activate the boxes

To go to a specific cell in a notebook

1. Click **Edit ▸ Go to**.
2. Type the cell address in the **Reference** box.

   If the cell is on another spreadsheet, include the spreadsheet name in the address. For example, to move to cell Z36 on spreadsheet D, type D:Z36. If the cell is in another notebook, add the notebook prefix, for example, [Budget]D:Z36.

You can also	
Go to a named cell	Choose the cell or group name from the **Names** box
Go to a named spreadsheet in the current notebook	Choose the spreadsheet name from the **Sheets** box
Go to the most recently edited cells	Choose a cell location from the **Last edited** box
Go to a cell type	Choose a cell type from the **Other** box

To browse to specific data in a notebook

1. Right-click the **Browse By** button in the lower-right corner of the spreadsheet.
2. Choose a data type.

Selecting cells, rows, and columns

You can select cells individually or in rows, columns, blocks, or 3-D blocks. When you select a cell, a black-bordered rectangle displays to indicate the active cell. This rectangle is called the selector. You can set the selector to move when you press the **Enter** key.

You can select noncontiguous cells, allowing you to write formulas that refer to various selections in different locations. You can also select a 3-D block of cells, which is a group of cells selected on more than one spreadsheet. For example, A2..B5 on sheets A through D is a 3-D selection. The syntax for 3-D selections can also be changed to suit your specific needs.

When you need to enter cell references in dialog boxes, it is usually easier to select the cells rather than type the entire cell address. Quattro Pro lets you use the **Range picker** to easily select cells.

SpeedSelect lets you quickly select an entire block of cells. As well, you can use the SpeedSelect buttons to quickly move to each corner of the block.

You can select entire rows, columns, and spreadsheets. You can also select multiple spreadsheets.

You can lock specific rows and columns of a spreadsheet so that their titles remain on the screen as you scroll. A blue line divides the locked area and the notebook data. Locked titles do not affect printing. You can also repeat column titles on each spreadsheet of a printed notebook.

To set the selector to move when you press Enter

1 Click **Tools ▸ Settings**.

2 Click **General**.

3 Disable the **Compatibility keys** check box.

4 Enable the **Move cell selector/enter key** check box.

5 From the list box, choose **Down**, **Up**, **Left**, or **Right** depending on the direction you want the selector to move when you press **Enter**.

To select noncontiguous cells

1 Select the first group of cells.

2 Hold down **Ctrl**, and select additional cells.

If you want to type references to noncontiguous selections in a formula, separate each selection with a comma, as shown in this example: A2..A5,B7,D5..E12.

To select a 3-D block of cells

1 Select the cells on the first spreadsheet.

2 Hold down **Shift** and click the tab for the last spreadsheet in the series.

A black line appears under the tabs; the same cells are now selected on all the sheets where the black line appears.

The cells remain selected only until you click elsewhere in the notebook.

If you want to type a reference to a 3-D block, include the spreadsheet references first, followed by the cell coordinates.

To change 3-D spreadsheet range syntax

1 Click **Tools ▸ Settings**.

2 Click **Compatibility**.

3 In the **3-D syntax** area, click one of the following options:

- **A..B:A1..B2** — expresses spreadsheet references first, followed by a colon and the cell coordinates. This syntax makes group references more concise.
- **A:A1..B:B2** — refers to each corner of the 3-D selection with the spreadsheet reference included

When you click a new cell, all existing 3-D references in formulas in open notebooks switch to the new syntax.

To select cells from a dialog box

1 Click the **Range picker** .

2 Select the cells you want to appear in the edit field of the dialog box.

3 Maximize the dialog box.

To quickly select data on a spreadsheet

1 Select one cell within a block of cells.

2 Right-click a toolbar, and click **Data manipulation**.

3 On the **Data manipulation** toolbar, click **Select table** .

All the cells are selected.

To quickly move to a corner of a block of cells

1 Select one cell within a block of cells.

2 Right-click a toolbar, and click **Data manipulation**.

3 Click one of the following navigation tools:

- **Top left of table** button
- **Top right of table** button
- **Bottom left of table** button
- **Bottom right of table** button

To select a row or column

- Select the row or column heading.

To select multiple spreadsheets

1 Click the tab of the first spreadsheet to select.

2 Hold down **Shift** while you click the last spreadsheet tab you want included in the selection.

A black line appears under the tabs.

To lock titles on a spreadsheet

1 Select the top-left cell of the spreadsheet area you want to remain scrollable.

2 Click **View** ▸ **Locked titles**.

A blue line divides the locked area and the notebook data.

The **Locked titles** option is only available in **Draft view**.

You can display only row titles or only column titles as locked titles by selecting the row or column below or to the right of the last one to be displayed.

To unlock titles, click **View** ▸ **Locked titles** again.

To repeat column titles on each spreadsheet of a printed notebook

1 Click **File** ▸ **Page setup**.

2 Click the **Options** tab.

3 Type the location of the column title in the **Top heading** box.

You can also repeat row titles by typing the location of the row title in the **Left heading** box.

Adding and deleting cells, rows, and columns

You can insert cells, rows, or columns anywhere in a spreadsheet. When you insert an item, existing data is pushed down, to the right, or to the back of the notebook to make room for the new item. As well, when data is no longer useful, you can easily delete cells, rows, columns, or multiple rows and columns.

You can prevent other users from adding rows and columns to a spreadsheet by entering data in the last cell of the spreadsheet. Since this cell can't be pushed down or to the right, no extra cells can be added to the spreadsheet.

To insert a cell

1 Select a cell in the location where you want to insert a new cell.

2 Click **Insert** ▶ **Insert cells**.

3 Enable the **Partial** option in the **Span** area.

4 Enable one of the following options in the **Dimension** area:

- **Rows** — the selected cell will shift down and out of the way
- **Columns** — the selected cell will shift to the right
- **Sheets** — the selected cell will shift to the next spreadsheet

You can also insert multiple cells. Make sure the upper-left corner of the cells you select contains the first cell entry you want shifted right, down, or back. The cells you select should be the same size as the amount of space you want to insert.

To insert a row

1 Select the row heading just below where you want the row inserted.

2 Click **Insert** ▶ **Insert row**.

When you insert a row within the boundaries of a named area or a cell referenced by a formula, the cell references expand to include the new row.

You can insert multiple rows by selecting multiple row headings, and clicking **Insert** ▶ **Insert row**.

To insert a column

1 Select the column heading to the right of where you want the column inserted.

2 Click **Insert** ▶ **Insert column**.

When you insert a column within the boundaries of a named area or a cell referenced by a formula, the cell references expand to include the new column.

You can insert multiple columns by selecting multiple columns headings, and clicking **Insert** ▶ **Insert column**.

To delete a cell

1 Select the cell you want to delete.

2 Click **Edit** ▸ **Delete cells**.

3 Enable the **Partial** option in the **Span** area.

4 Enable one of the following options in the **Dimension** area:

- **Rows** — the cell below the selected cell will shift up
- **Columns** — the cell to the right of the selected cell will shift to the left
- **Sheets** — the corresponding cell on the next spreadsheet will shift to the current spreadsheet

You can also delete multiple cells by first selecting a block of cells.

To delete a row or a column

1 Select the row or column heading.

2 Click **Edit** ▸ **Delete cells**.

You can delete multiple rows or columns by selecting multiple headings, and clicking **Edit** ▸ **Delete cells**.

To restrict the addition of rows and columns

1 Press **End**, and press the **Down arrow**.

2 Press **End**, and press the **Right arrow**.

The cursor is at the last cell in the spreadsheet.

3 Type any label or value.

4 Press **Home** to get back to the first cell in the spreadsheet.

When you try to add a row or column, an out of boundary message displays.

If the spreadsheet contains data, pressing **End** and then the **Down arrow** and **Right arrow** keys moves the cursor to the last cell of the block. Keep pressing this combination to move to the last cell in the spreadsheet.

Adding, deleting, moving, and copying spreadsheets

You can add or delete single or multiple spreadsheets to or from your notebook. You can move sheets within a notebook or between notebooks to reorder them, using the mouse to drag the spreadsheet tab to another location. In the same way, you can also copy spreadsheets within a notebook.

To insert a spreadsheet

1 Click the tab of the spreadsheet you want to follow the new spreadsheet.

2 Click **Insert** ▸ **Insert sheet**.

To insert multiple spreadsheets

1 Click **Insert** ▸ **Insert cells**.

2 Enable the **Sheets** option in the **Dimension** area.

3 Enable the **Entire** option in the **Span** area.

4 Type a 3-D selection in the **Cells** field.

For example, to insert three sheets before spreadsheet B, enter B:A3..D:A3 (it does not matter which cell you reference).

To delete a spreadsheet

1 Click a spreadsheet tab.

2 Click **Edit** ▸ **Delete cells**.

3 Enable the **Sheets** option.

4 Enable the **Entire** option.

To delete multiple spreadsheets

1 Click the first spreadsheet tab.

2 Hold down **Shift** while you click the last spreadsheet tab to delete.

A black line appears under the tabs.

3 Click **Edit** ▸ **Delete cells**.

4 Enable the **Sheets** option.

5 Enable the **Entire** option.

To move a spreadsheet

1 Click the tab of the spreadsheet you want to move.

2 Drag the spreadsheet tab in any direction until a sheet icon appears.

3 Move the sheet icon by dragging right or left along the row of tabs.

4 Release the mouse button when the sheet icon is where you want to place the spreadsheet.

To copy a spreadsheet

1 Hold down **Ctrl** and click the tab of the spreadsheet you want to copy.

2 Drag the spreadsheet tab in any direction until a sheet icon appears.

3 Move the sheet icon by dragging right or left along the row of tabs.

4 Release the mouse button when the sheet icon is where you want to place the spreadsheet.

You can also copy a spreadsheet by clicking **Edit** ▸ **Select all**, and then clicking **Edit** ▸ **Copy**.

Naming spreadsheets

Each spreadsheet in a notebook has a tab at the bottom. This tab displays the name of the spreadsheet. Spreadsheets are initially named with letters of the alphabet in sequence, from A to Z, continuing from AA to AZ, up to ZZZ. You can assign a descriptive name to a spreadsheet using up to 64 characters (letters and numbers).

You can also change the spreadsheet name to reflect the naming conventions used by applications such as Microsoft Excel.

To rename a spreadsheet

1 Click **Format** ▸ **Sheet properties**.

2 Click the **Name** tab.

3 Type a descriptive name.

The Objects sheet (the last sheet in the notebook) cannot be renamed.

When you rename a spreadsheet, formulas that refer to the renamed spreadsheet adjust to use the new name.

To reassign the original name to a spreadsheet, click **Reset**.

You can also name a spreadsheet by double-clicking its tab.

To rename a spreadsheet using Microsoft Excel conventions

1 Click **Tools** ▸ **Settings**.

2 Click **Compatibility**.

3 Enable the **Display as numbers** check box.

To change spreadsheet tabs back to letters, disable the **Display as numbers** check box.

Specifying Quattro Pro settings

Application settings affect the overall functioning of Quattro Pro. Changes you make to these settings remain in effect until you change them again, even after you exit and restart Quattro Pro. Property settings allow you to see at a glance all changes that can be made to individual items in the notebook.

You can view statistical information about a Quattro Pro notebook. This includes the filename, directory path, date it was created, date it was last saved and by whom, and the revision number.

The notebook summary feature lets you record information, such as a file's title, subject, author, and keywords. You can also record comments pertaining to the file. Summary information is useful when searching for a file using QuickFinder™. If you publish a notebook to the Internet, the summary information is transferred to the corresponding fields in your Web document.

You can create or edit notebooks in a format compatible with other programs by changing Quattro Pro compatibility options. Changes can be made to the default file save and file open types, as well as to notebook sizes. These changes become the program's default settings.

You can change international settings for currency and punctuation from within Quattro Pro. You can also change date and time formats in individual cells. In addition, you can convert LICS characters.

Finally, the Quattro Pro language option allows you to have your interface display in the language you select from a list of languages. You must have another language version installed to be able to change the interface language.

To change application settings

- Click **Tools** ▸ **Settings**.

To change the properties of an item

- You can change the properties of an item by clicking the following menu items:

Menu item	Properties
Format ▸ Selection properties	Active cell properties
Format ▸ Sheet properties	Active sheet properties
Format ▸ Notebook properties	Active notebook properties

To view statistics on a notebook

1 Click **File ▸ Properties**.

2 Click the **Statistics** tab.

To record summary information about a notebook

1 Click **File ▸ Properties**.

2 Click the **Summary** tab.

3 Record the appropriate information in any of the following boxes:

- **Title**
- **Subject**
- **Author**
- **Keywords**
- **Comments**

To change compatibility options

1 Click **Tools ▸ Settings**.

2 Click **Compatibility**.

To change the default file save type

1 Click **Tools ▸ Settings**.

2 Click **Compatibility**.

3 Choose a file extension from the **Default file type** list.

To change the default file open type

1 Click **Tools ▸ Settings**.

2 Click **Compatibility**.

3 Choose a file extension from the **Default open file types** list.

To change the notebook size

1 Click **Tools ▸ Settings**.

2 Click **Compatibility**.

3 Type the number of sheets you want in the **Sheets** box.

4 Type the number of columns you want in the **Columns** box.

5 Type the number of rows you want in the **Rows** box.

To change the currency symbol

1 Click **Tools ▸ Settings**.

2 Click **International**.

3 Enable the **Currency** option.

4 Enable the **Quattro Pro** option, and click the country whose currency symbol you want to use.

5 Enable one of the following options:

- **Signed** — precedes negative values with a minus sign

- **Parens** — encloses negative values in parentheses

When you change the currency symbol, it becomes the default currency. To show multiple currencies in one notebook, change the currency of individual cells with **Format** ▸ **Selection properties** ▸ **Numeric format** ▸ **Currency**. This lets you use multiple currencies in one notebook.

To change punctuation settings

1 Click **Tools** ▸ **Settings**.

2 Click **International**.

3 Enable the **Punctuation** option.

4 Select a punctuation option.

The options show the punctuation marks used to mark thousands and the decimal place, followed by the punctuation mark used to separate arguments in spreadsheet functions and macros (a1,a2). The last four options specify that a blank space in numbers separates thousands.

To change available date formats

1 Click **Tools** ▸ **Settings**.

2 Click **International**.

3 Enable the **Date format** option.

4 Select a date format option.

This date format does not determine how dates appear. Rather, it determines the international date formats given as options for date appearance. To set the actual appearance of dates, click **Format** ▸ **Selection properties**, and click the **Numeric format** tab.

To change available time formats

1 Click **Tools** ▸ **Settings**.

2 Click **International**.

3 Enable the **Time format** option.

4 Select a time format option.

This time format does not determine how times appear. Rather, it determines the international time formats given as options for time display. To set the actual appearance of times, click **Format** ▸ **Selection properties**, and click the **Numeric format** tab.

To convert LICS characters

1 Click **Tools** ▸ **Settings**.

2 Click **International**.

3 Enable the **LICS** check box.

Lotus International Character Set (LICS) characters are identical to the standard ANSI set except for the range 128 through 255, which is usually used for international and graphics characters. For more information about LICS characters, see your Lotus 1-2-3 documentation. When you save the notebook, these characters are converted back to the LICS equivalents.

To change the default language

1 Click **Tools** ▸ **Settings**.

2 Click **International**.

3 Enable the **Language** option.

4 Enable one of the following options:

- **Suite default** — specifies the default language of all suite applications
- **Quattro Pro** — specifies a different language for only Quattro Pro

Displaying, arranging, resizing, and hiding windows

A Quattro Pro window displays a Quattro Pro file, or a file imported into Quattro Pro. While working in Quattro Pro, you can have several windows open. For example, suppose you are working with four different notebooks, each dealing with a quarterly report. You can display all four at once.

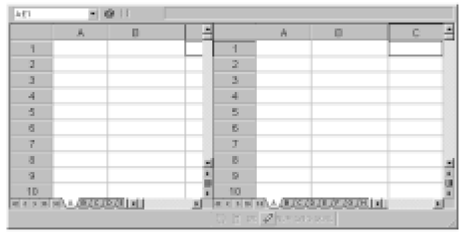
You can select which windows you want open, and how you want to view the data in those windows. As well, there are several methods of rearranging windows on your desktop. You can also hide windows.

You can change how you view your notebook without changing the notebook itself. For example, you can use **Draft view** when quickly entering data, or you can use **Page view** when you want to change margins and see how information will fit on a printed page. You can also use **Zoom** to make the notebook display larger or smaller.

You can display actual formulas instead of formula results. You can also have Quattro Pro automatically display spreadsheet comments. Once a comment is displayed, you can move or copy it to a new cell.

You can create any number of views. When you create a new view of a notebook window, the duplicate window appears full size in front of other open windows, with cell A1 selected on the first spreadsheet.

To view different parts of the same notebook, you can duplicate the window or split the window into two panes. Panes can be split vertically or horizontally.



This is an example of splitting a window into two panes.

If window panes are synchronized, you can scroll both of them at once to compare the data in rows or columns. Vertically split panes scroll together vertically, and horizontally split panes scroll together horizontally. If you unsynchronize the panes, you can scroll the panes independently to display different parts of the notebook. You can also resize the panes.

To select a notebook window

- On the application bar, click the button that displays the window's name.

You can toggle back and forth between Quattro Pro and a non-spreadsheet window, such as the spelling checker window, by pressing **Alt + F6**.

To arrange notebook windows

To	Do the following
Tile windows vertically	Click **Window** ▸ **Tile top to bottom**.
Tile windows horizontally	Click **Window** ▸ **Tile side by side**.
Have windows overlap	Click **Window** ▸ **Cascade**.

To hide a notebook window

1 Click the window.

2 Click **Window** ▸ **Hide**.

To show a hidden notebook window, click **Window** ▸ **Show**.

To select a notebook view

1 Click **View**.

2 Click one of the following views:

- **Draft** — does not display some document elements such as footers, page breaks, and margins, although they may exist in the notebook. Because not all features display, working in **Draft view** is often faster than working in **Page view**.
- **Page** — displays your notebook pages the way they will look when printed. **Page view** displays elements such as fonts, appearance features, headers, footers, footnotes, page breaks, and margins. Page View offers more WYSIWYG (What You See Is What You Get) editing, such as dragging margins and page breaks. You can also get to the **Page setup** dialog box by double-clicking or right-clicking in a margin.
- **Page breaks** — displays soft and hard page breaks. You can use this view to edit these page breaks.
- **Objects** — displays the **Objects sheet**, the last sheet in the notebook. You can view your charts, maps, and dialog boxes from this sheet.

The view that is currently selected when you exit Quattro Pro is the view that will appear when you open Quattro Pro again.

You can drag graphics or charts while in **Draft view** or **Page view**.

To see multiple pages while in **Page view**, click **View** ▸ **Zoom**, and choose 50 percent (%) or less. To change margins while in **Page view**, drag a blue margin line to set the current margin for a column or row of pages.

To display formulas instead of formula results

- Click **View** ▸ **Formulas**.

To display spreadsheet comments

- Click **View** ▸ **Comments**.

To display a new view of a notebook window

- Click **Window** ▸ **New view**.

The **New view** feature allows you to drag and drop cells between spreadsheets.

When you change border or gridline properties, the change does not display in duplicate views. When you lock titles, split panes, or zoom data, the change does not display in duplicate views.

To view different areas of open windows, resize them to see a part of each. Scroll windows or select different sheets as desired.

To remove an extra view, click the **Close window** button at the top-right corner of the window. If you click **File** ▸ **Close**, all views are closed because all views of the notebook are saved as the same file.

To split a window into two panes

1 Move the pointer to the lower-right corner of the window over the **pane splitter** .

The pointer changes to a black double-arrow. Depending on where you position the pointer, the double-arrow points horizontally or vertically.

2 Do one of the following:

- To create horizontal panes, drag the vertical double-arrow upward. Release the mouse button where you want to split the panes.
- To create vertical panes, drag the horizontal double-arrow to the left. Release the mouse button where you want to split the panes.

You can also split a window into panes using **View** ▸ **Split window**. The window is split at the position of the selector or, when there is not enough room to split the window at the current position, the window is split in half.

The second pane can be closed by clicking **View** ▸ **Split window**, and enabling the **Clear** option.

To synchronize window panes

1 Click **View** ▸ **Split window**.

2 Enable the **Synchronize** check box.

To resize window panes

1 Move the pointer over the **pane splitter** at the lower right of the left or top pane until the double arrow appears.

2 Drag to the new position where you would like the first pane to end.

When you resize panes, the following property changes in one pane do not affect the appearance of the other pane: border or gridline properties, locked titles, row height, column width, default column width, or reveal/hide properties.

Customizing menus

You can customize the current menu by adding, deleting, and rearranging menu items. You can also change the access keys used in menus. An access key is the underlined letter in a command that executes that command. Pressing an access key can be done instead of clicking with the mouse.

You can make various elements in the user interface transparent.

To customize a menu

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Commands**.

4 Choose the command you want from the **Commands** list.

Each command appears under the appropriate menu name.

5 Drag the command to the desired location on a menu.

To add a separator to a menu, select **User menus** from the list, then drag the separator to the desired location.

To add a new menu or submenu, select **User menus** from the list, and drag the new menu to the desired location. If you want to remove a menu or menu item, drag it onto the spreadsheet window.

To change the access key on a menu item

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Commands**.

4 Choose the command you want from the **Commands** list.

Each command appears under the appropriate menu name.

5 Click the **Appearance** tab.

6 In the **Caption** box, insert an ampersand (&) before the letter you want to use as an access key.

7 Remove any unnecessary ampersands.

Make sure the letter you choose as an access key is unique to the menu or submenu in which you place it.

To make the user interface transparent

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Options**.

4 Enable the **Make user interface transparent** check box.

5 Enable any of the following check boxes:

- **Command bars** — makes command bars transparent
- **dockers** — makes dockers transparent

- **UI with color information** — makes color information transparent

6 Move the **Transparency level** slider to the desired percentage.

Customizing keyboards

You can assign shortcut keys to menu items. Quattro Pro provides a list of current shortcut keys. You can print the list or export it to a text file. Note that the following keys or key combinations are system keys and are not valid as access keys:

- **F1**
- **Alt + F6**
- **Alt + Tab**
- **Alt + Esc**
- **Ctrl + Esc**
- **Ctrl + /**

You can also restore all keyboard assignments to their original settings.

To assign a shortcut key to a command

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Commands**.

4 Choose the command you want from the **Commands** list.

Each command appears under the appropriate menu name.

5 Click the **Shortcut keys** tab.

6 Enter a shortcut key combination in the **New shortcut key** box.

7 Click **Assign**.

The new shortcut key appears in the **Current shortcut keys** list box.

You can remove a shortcut key by selecting a key from the **Current shortcut keys** box, and clicking **Delete**.

To print a list of shortcut keys

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Commands**.

4 Click the **Shortcut keys** tab.

5 Click **View all**.

6 Click **Print**.

To export a list of shortcut keys to a text file

1 Click **Tools** ▸ **Customize**.

2 Open the **Customization** menu.

3 Click **Commands**.

4 Click the **Shortcut keys** tab.

5 Click **View all**.

6 Click **Export to CSV**.

7 Type a name in the **Filename** text box.

You can have up to four layers of keystrokes. For example, the key combination **Ctrl + Alt + 1,2,3,4** is accomplished by holding down the **Ctrl** and **Alt** keys, and then pressing the 1, 2, 3, and 4 keys in succession.

To automatically resolve keystroke conflicts, enable the **Navigate to conflict on assign** check box.

To restore all keyboard assignments to their original settings

1 Click **Tools ▸ Customize**.

2 Open the **Customization** menu.

3 Click **Commands**.

4 Click the **Shortcut keys** tab.

5 Click **Reset all**.

Saving a notebook group

The arrangement of windows on the screen is called a notebook group. It includes the position and size of all notebook windows and the names of the files contained in each window. The positions of chart and dialog windows are not saved as part of a notebook group.

After you have created a notebook group that best suits your needs, you can save this configuration. When you want to use this customized notebook group again, you can restore it.

To save a notebook group

1 Click **File ▸ Notebook group ▸ Save notebook group**.

2 Type a filename.

3 Click **Save**.

Do not include a filename extension; the **.wbs** extension is automatically added for notebook group files.

Saving a notebook group does not save the contents of the files within it. Use **Save** or **Save as** to save files. Also, if you use **Save as**, you must click **File ▸ Notebook group ▸ Save notebook group** afterward so that Quattro Pro can open the correct file the next time you try to open the notebook group.

To restore a notebook group

1 Click **File ▸ Notebook group ▸ Open notebook group**.

2 Choose the drive and folder where the file is stored.

3 Double-click the filename.

Quattro Pro overlays existing windows with the windows stored in the notebook group file, and then opens the appropriate file for each.

Quattro Pro always opens the latest saved version of files when you open a notebook group. If you leave the notebook group and save a file included in the notebook group, Quattro Pro opens the updated version of the file the next time you click **File ▸ Notebook group ▸ Open notebook group**.

Saving and closing notebooks

Each notebook is saved as its own file. The default filename for the first notebook is NOTEBK1.QPW. The first time you save a notebook, you can accept this default filename or rename the file. You also have the option of applying a password to the notebook.

You can specify a default filename extension for your Quattro Pro files, and a default folder for your work. When you first open Quattro Pro, the default folder appears when you open or save a file. If you open or save a file in another folder, that folder becomes the default folder until you restart Quattro Pro.

If you exit Quattro Pro without saving your document, or if a power or network failure occurs, you will lose your work unless you have selected the document backup option. If you exit Quattro Pro unexpectedly with timed backup activated, you are prompted to recover any open files the next time you start Quattro Pro.

You can extract part of a notebook and save it as a separate file, leaving the original file intact. This is similar to copying the data, but allows you to also copy values or formulas, and to save the notebook's cell names and charts along with specified cells.

When you close a Quattro Pro notebook, you are prompted to save any unsaved changes. When you close a file, you remove the notebook and all its associated information from the desktop. Always save before closing your notebook or exiting Quattro Pro to keep any changes you have made.

To save a notebook

1 Click **File** ▸ **Save**.

2 Choose the drive and folder where you want to save the file.

3 Type a filename in the **Filename** box.

4 Click **Save**.

You can save all open notebooks at once using **Save all**.

To save a notebook with a new filename

1 Click **File** ▸ **Save as**.

2 Choose the drive and folder where you want to save the file.

3 Type a filename in the **Filename** box.

4 Click **Save**.

To save a notebook with a password

1 Click **File** ▸ **Save as**.

2 Choose the drive and folder where you want to save the file.

3 Type a filename in the **Filename** box.

4 Enable the **Password protect** check box.

5 Click **Save**.

6 Type a password.

7 Type the password again for verification.

To save a file with a password after you have saved it previously, click **File** ▸ **Save as**, and select **Password protect**.

To specify a default filename extension

1 Click **Tools** ▸ **Settings**.

2 Click **Compatibility**.

3 Enter one to three letters in the **Default file type** box.

It is useful to specify a different extension if you usually save or open files in a format other than **.qpw**. For example, if you work mostly with Microsoft Excel files, it would be helpful to specify **.xls** as the default extension.

To specify a default folder

1 Click **Tools** ▸ **Settings**.

2 Click **File options**.

3 In the **Default folder** list box, specify the default folder.

To back up your notebooks automatically

1 Click **Tools** ▸ **Settings**.

2 Click **File options**.

3 Enable the **Timed backup every** check box.

4 In the **Minutes** box, set a time interval from 1 to 59 minutes.

You can change the location of your backup file folder by typing a new path into the **Backup file folder** box.

To extract part of a notebook

1 Click **Tools** ▸ **Data tools** ▸ **Extract to file**.

2 In the **Cell(s)** field, type the cell name or coordinates to be saved.

You can specify noncontiguous selections by separating the selections with commas.

3 Enable one of the following:

- **Formulas** — saves the cells exactly as they are
- **Values** — saves the resulting values instead of the original formulas

4 Type a filename.

If the selection includes hidden rows or columns, the hidden rows or columns are saved in the new file, and remain hidden when you open the file.

Some cell names and charts saved in the extracted file may not be meaningful if they refer to cells that were not also extracted. You can delete them, reassign them, or ignore them.

To close a notebook

- Click **File** ▸ **Close**.

If you have made any changes to the notebook, you are prompted to save your work.

You can close all open notebooks at once using **Close all**.

To exit Quattro Pro

- Click **File ▸ Exit**.

If you have changed any files, you are prompted to save your work.

Setting multiple workspaces

A workspace is a configuration of settings that specifies how the various command bars, commands, and buttons are arranged when you open the application. You can create, choose, and delete workspaces. You can also import and export workspaces to and from other computers using the same application. For example, you may want a group of users to use a workspace with a similar look and feel.

To create a workspace

1 Click **Tools ▸ Settings**.

2 Click **Workspaces**.

3 Click **New**.

4 Type the name of the workspace in the **Name of new workspace** box.

5 From the **Base new workspace on** list box, choose an existing workspace on which to base the new workspace.

If you want to include a description of the workspace, type a description in the **Description of new workspace** box.

To choose a workspace

1 Click **Tools ▸ Settings**.

2 Click **Workspaces**.

3 Enable a check box beside a workspace in the available workspaces list.

You can restore the default workspace by pressing **F8** while starting the application.

To delete a workspace

1 Click **Tools ▸ Settings**.

2 Click **Workspaces**.

3 Enable a check box beside a workspace in the available workspaces list.

4 Click **Delete**.

You cannot delete the default workspace.

To import a workspace

1 Click **Tools ▸ Settings**.

2 Click **Workspaces**.

3 Click **Import**.

4 Click **Browse**.

5 Choose the drive and folder where the file is stored.

6 Double-click the file.

7 Follow the instructions on screen.

To export a workspace

1 Click **Tools ▸ Settings**.

2 Click **Workspaces**.

3 Click **Export**.

4 Enable the check boxes beside the workspace items you want to export.

5 Click **Save**.

6 Type a filename in the **Filename** box.

7 Click **Save**.

8 Click **Close**.

The workspace items available for export are toolbars, menu bars, and the status bar.

If you have an email client on your system, you can email a workspace as an attachment by clicking **Email**.

Creating spreadsheets

Quattro Pro contains spreadsheets in a notebook. Once you have created a spreadsheet, you can enter data and perform calculations. For example, you can enter a list of items and the cost of each item and then calculate the total cost of all items.

In this section, you'll learn about

- creating and opening notebooks
- entering labels and special characters
- entering values
- filling cells and spreadsheet tabs automatically
- creating simple equations
- calculating data in rows and columns
- performing running calculations

Creating and opening notebooks

When you start a new spreadsheet in Quattro Pro, you must first create a notebook. You can create a notebook from a list of project templates or from the default template. Project templates prompt you for data and then format and calculate it automatically. When you create a notebook from the default template, you must format the data yourself and perform your own calculations.

You can also open a notebook or customize the start options to automatically open a specific notebook every time you start Quattro Pro.

To create a notebook

- Click **File ▸ New**.

To create a notebook using a project template

1. Click **File ▸ New from project**.
2. Click the **Create new** tab.
3. Select **Quattro Pro** from the **Categories** list box.
4. Choose a project from the **Projects** list.

5 Click **Create**.

6 Use the **PerfectExpert** panel to modify the project.

To open a notebook

1 Click **File** ▸ **Open**.

2 Choose the driver and folder where the notebook is stored.

3 Click a filename

4 Click **Open**.

Quattro Pro version 10 and 11 files use the **.qpw** extension. Earlier versions use **.wb3**, **.wb2**, or **.wb1** extensions.

To open a specific notebook when starting Quattro Pro

1 Click **Start** ▸ **Run** on the Windows taskbar.

2 In the **Open** box, type the Quattro Pro command with its path, followed by a space, and a notebook filename.

For example, **qpw.exe "C:\My Documents\MYFILE.QPW** starts Quattro Pro and opens **MYFILE.QPW.**

When you open a file that contains a PerfectScript or Quattro Pro native startup macro, the macro launches as soon as you open the file. However, macros may contain commands that can alter, remove, or corrupt data or files on your system. This type of macro is often referred to as a virus. For your convenience, Quattro Pro displays a message alerting you that the file contains this kind of macro.

Entering labels and special characters

You can create labels in a spreadsheet which, unlike other cell data, cannot be calculated in formulas. A label can be text (address), text with numbers (145 Howard Street), or numbers seen as text (202-555-1212, a phone number). A label can begin with any letter, punctuation mark, or symbol, except the following characters:

Character	Description
/	forward slash
+	plus
-	minus
$	dollar sign
(	opening parenthesis
@	at sign
#	number sign
.	period
=	equals

If you type one of these characters, Quattro Pro treats the information as a formula or value. You can force Quattro Pro to read values as labels by typing an alignment character before the value. For example, to enter (Before Taxes), you would type: **“(Before Taxes)**.

You can insert special characters and symbols that are not on your keyboard, such as icons, phonetic characters, and characters in other languages. Quattro Pro also lets you repeat characters or a series of characters in a cell.

To create a label

1 Click a cell.

2 Type alphanumeric characters.

3 Press **Enter**.

To create a label from a value

To create	Do the following
Left-aligned label	Type ‘ before a value.
Right-aligned label	Type “ before a value.
Centered label	Type ^ before a value.

You can also type an alignment character before a backslash, if you want a label to begin with a backslash, but don’t want to repeat the character after it.

To insert special characters and symbols

1 Click a cell.

2 Click **Insert ▸ Symbol**.

3 Choose a character set from the **Set** list box.

4 Choose a character from the **Symbols** list.

5 Click **Insert**.

To repeat a character

1 Click a cell.

2 Type \ (backslash character), and type a character.

3 Press **Enter**.

To repeat a series of characters in a pattern

1 Click a cell.

2 Type \ (backslash character). and type the set of characters to be repeated.

For example, \abc.

Entering values

A value is a number, formula, date, or time. Quattro Pro determines that data is a value from the characters you type. The data type displays in the application bar.

Numbers entered in cells can consist only of the following:

- numerals (0 to 9)
- minus sign (-) for negative numbers
- plus sign (+) for positive numbers
- currency symbols; for example, $
- one decimal point
- a trailing %

- an E for scientific notation

When entering numbers, be aware of the following restrictions:

- Use a minus sign (-), not parentheses, to indicate a negative number. However, if you change the numeric format to currency or a value with a decimal, negative numbers appear in parentheses.
- Do not include spaces in the entry.
- If a number does not fit into a cell, it is displayed in exponential format.
- Use numeric characters, not letters, to represent 1 and 0. For example, do not substitute a lowercase l (“el”) for 1 (one) or an uppercase O (“oh”) for 0 (zero).
- Quattro Pro also lets you enter numbers as fractions.

You can enter fractions in a cell. You can also enter a date or time, including the current date, in a cell. While Quattro Pro reads dates and times as values, it applies specific formatting and calculation criteria to them depending on the date and time formats you set as defaults. Dates or times can be in many formats, such as 04-04-98, 04/04/98, and 01:42:30 PM.

Quattro Pro stores all dates as serial integers and times as decimal fractions, so that it can calculate dates and times as values. The minimum serial integer is -109,571, which represents January 1, 1600; the maximum is 474,816, which represents December 31, 3199. The minimum decimal fraction for time is 0.99999 (for the time 23:59:59) and the maximum is 0.000 (for 00:00:00). The serial integer or decimal fraction appears in the input line when you select a cell.

A cell containing a serial integer mixed with a decimal fraction indicates the date and time. For example, 2.5 represents January 1, 1900 at 12:00 noon.

If a notebook includes many dates, you may want to force specific cells to accept only dates and times. This is particularly useful when you create notebooks that others will use.

To enter a number

1 Click a cell.

2 Type a number.

3 Press **Enter**.

To enter fractions

1 Click a cell.

2 Type a number as a decimal.

3 Press **Enter**.

4 Click the cell.

5 Click **Format** ▸ **Selection properties**.

6 Click the **Numeric format** tab.

7 Choose **Fraction** from the **Numeric formats** list.

8 Choose a type from the **Fraction** list.

To enter a date or time

1 Click a cell.

2 Type a date or time.

3 Press **Enter**.

To enter the current date

1 Click a cell.

2 Click **Insert** ▸ **Date**.

Quattro Pro inserts the short date format specified in the Windows Regional Settings on the Control Panel.

You can also enter the current date by clicking a cell and pressing **Ctrl** + **D**.

To enter a date using the spreadsheet DATE function

1 Click a cell.

2 Click **Insert** ▸ **Insert function**.

3 Choose **Date** from the **Function category** list.

4 Choose **DATE** from the **Function** list.

5 Click **OK**.

6 Type the date (year, month, and day) between parentheses.

7 Press **Enter**.

Filling cells and spreadsheet tabs automatically

Quattro Pro lets you automatically enter repeated labels and functions. Once the initial letters or sequence you are typing is recognized, the data is automatically inserted. As you type a function, the likeliest function displays.

You can fill cells automatically. You can save time by automatically filling cells with a sequence that you start with a seed value.

You can also fill spreadsheet tabs automatically.

To automatically insert repeated data

1 Click **Tools** ▸ **Settings**.

2 In the list of categories, double-click **Workspaces**, **Application**, and click **General**.

3 Enable the **QuickType**™ check box.

4 Click **OK**.

5 Type text in a cell.

The blank cells to be filled must be contiguous with the seed value, extending down the column or across the row to the right.

To fill empty cells automatically

1 Select the cells.

2 Click **Edit** ▸ **Fill** ▸ **QuickFill**™.

3 Choose a series from the **Series name** list box.

4 Choose an element from the **Series elements** list.

5 In the **Fill as** area, enable one of the following options:

- **Columns** — fills to the bottom of the first column of cells, and continues at the top of the second column
- **Rows** — fills to the end of the first row of cells, and continues at the beginning of the second row

You can also open the **QuickFill** dialog box by clicking the **QuickFill** button on the notebook toolbar.

You can create a new series using part of an existing series by modifying the series and saving it under another name.

To fill cells automatically using seed values

1 Type a seed value in a cell.

2 Select the seed value cell and the blank cells you want to fill.

3 Click **Edit** ▸ **Fill** ▸ **QuickFill**.

To fill spreadsheet tabs automatically

1 Select an empty cell.

2 Click **Edit** ▸ **Fill** ▸ **QuickFill**.

3 Choose a list series from the **Series name** list box.

4 Choose an element from the **Series elements** list.

5 Enable the **Tabs** option in the **Fill as** area.

Creating simple equations

You can perform simple mathematical operations such as 1+1 directly in a cell. Quattro Pro interprets these equations as formulas and indicates cells with formulas by adding a blue triangle to the bottom-left corner of the cell. Quattro Pro also totals values for you. You can also specify to have Quattro Pro identify the forward slash (/) as a division sign.

To do simple math in cells

1 Type the numbers and math operators in a cell.

For example, type 4500+450.

2 Press **Enter**.

Do not include commas in numbers.

To total values in a column

1 Click in the first blank cell below and one column to the left of the cells to be totaled.

2 Type **total**.

3 Press **Enter**.

This feature is not case sensitive and is language dependent.

You can also total values in a row by clicking the first blank cell to the right and one row above the cells to be totaled, and typing **total**. Press **Enter**.

To have Quattro Pro identify the forward slash (/) as a division sign

1 Click **Tools** ▸ **Settings**.

2 In the list of categories, double-click **Workspaces**, **Application**, and click **General**.

3 Enable the **Mathematical formula entry** check box.

You can also identify the forward slash as a division sign by typing a plus sign (+) before the equation (for example, +4/12).

Calculating data in rows and columns

Using PerfectExpert, you can calculate data in rows and columns. For example, you can add a column, find the average of a list of figures, or find the middle value of either.

You can also perform calculations on individual cells.

Quattro Pro also lets you perform calculations on two rows or columns. For example, you could multiply a quantity column by a unit price column to find the total cost (5 units x $5.00 each = $25.00).

To calculate data in a single row or column

1 Click **Help ▸ PerfectExpert**.

2 Click **Do simple math** in the **PerfectExpert panel.**

3 Click **Quick math**.

4 In the **Select a row or column** box, specify the cells to calculate.

5 Choose a math operation from the **Do math** list box.

6 In the **Insert answer in cell** box, specify the cell where you want to display the answer.

To perform a calculation on each item in a row or column

1 Click **Help ▸ PerfectExpert**.

2 Click **Do simple math** in the **PerfectExpert panel.**

3 Click **More quick math**.

4 In the **Select a row or column** box, specify the cells to calculate.

5 Choose a math operation from the **Do math** list box.

6 In the **Insert answer in cell** box, specify the cell where you want to display the answer.

The answer row or column must have as many cells as are in the list on which you're performing calculations.

To calculate data in two rows or columns

1 Click **Help ▸ PerfectExpert**.

2 Click **Do simple math** in the **PerfectExpert panel.**

3 Click **2-column quick math**.

4 In the **Select first row/column** box, specify the cells to calculate for the first row or column.

5 In the **Select second row/column** box, specify the cells to calculate for the second row or column.

6 Choose a math operation from the **Do math** list box.

7 In the **Insert answer in cell** box, specify the cell where you want to display the answer.

The answer row or column must have as many cells as are in the list on which you're performing calculations.

Performing running calculations

Quattro Pro lets you perform calculations quickly by using preset calculations.

You can also total cells in rows or columns. For example, you can calculate totals in a single row, or multiple rows or columns. The row or column cannot contain blank cells, and any labels in the selected cells are treated as zero values.

You can also total all cells on multiple spreadsheets and total the subtotals in a column.

Calc As-You-Go™ lets you display several different running totals for cells you select; the sum, average, count, maximum value, and minimum value display on the application bar. You can disable Calc As-You-Go.

To perform preset calculations

1. Type values across a row or down a column.
2. Click the first blank cell after the values.
3. Open the **QuickFunction** flyout on the notebook toolbar, and click a function.

The icon on the flyout varies depending on which calculation you select.

To total cells

To total	Do the following
Multiple rows	Select the cells and a blank column to the right, and click the **QuickSum™** button on the notebook toolbar.
Cells in a row	Select the cells and one blank cell to the right, and click the **QuickSum** button on the notebook toolbar
Rows and columns for a grand total	Select the cells with a blank column to the right, and a blank row below, and click the **QuickSum** button on the notebook toolbar.
Rows or columns on multiple spreadsheets	Select the rows or columns and a blank row and column around the data on each spreadsheet, and click the **QuickSum** button on the notebook toolbar.

You can total several cells in a column by selecting the data plus one blank cell below. For example, to total the values in the cells A1..A3, select A1..A4. The total appears in cell A4.

You can also total cells in a column or multiple columns.

To total all cells on multiple spreadsheets

1. Select the cells that you want to total on each spreadsheet.
2. Select the same cells on a blank spreadsheet.
3. Click the **QuickSum** button on the notebook toolbar.

To total subtotals in a column

1 Select the first blank cell below the column containing the subtotal cells.

2 Click the **QuickSum** button  on the notebook toolbar.

To use Calc As-You-Go

1 Select the cells on which to perform running calculations.

2 View the totals on the application bar.

To disable Calc As-You-Go

1 Click **Tools** ▸ **Settings**.

2 In the list of categories, double-click **Workspaces**, **Application**, and click **General**.

3 Disable the **Calc As-You-Go** check box.

Editing and formatting spreadsheets

Quattro Pro lets you edit and format cells, rows or columns, or an entire spreadsheet. For example, you can check the spelling in a spreadsheet, copy cells to different parts of a notebook, change the color of a cell or text within the cell, change the text orientation of a cell, and resize rows and columns. You can also create and edit headers, footers, and margins in a spreadsheet.

In this section, you'll learn about

- protecting data
- editing cell content
- undoing actions
- editing grouped data
- moving cells, rows, and columns
- resizing rows and columns
- resizing rows and columns to fit a specific cell
- hiding rows and columns
- using formatting tools to format a spreadsheet
- wrapping text
- joining cells
- changing text font and appearance
- working with fills, patterns, and borders
- aligning data
- working with numeric formats
- working with page breaks
- creating headers and footers
- customizing margins

Protecting data

You can prevent users from changing any data in a spreadsheet by protecting spreadsheet cells.

You can allow users to edit only specific cells, unlocking specific cells in a protected spreadsheet.

Protecting spreadsheet objects prevents users from moving, resizing, editing, or deleting objects on the active spreadsheet. Protected objects include floating charts and graphic objects, linked and embedded objects using Dynamic Data Exchange or OLE, drawn objects, and form controls. However, if you disable the sheet protection for objects, Quattro Pro ignores the status of unprotected objects.

To protect all spreadsheet cells

1 Click **Format** ▸ **Sheet properties**.

2 Click the **Protection** tab.

3 Enable the **Enable cell locking** check box.

To unlock a cell in a protected spreadsheet

1 Select a cell.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Constraints** tab.

4 In the **Cell protection** area, enable the **Unprotect** option.

You can also unlock a cell by right-clicking the cell, and clicking **Selection properties**.

You can select multiple noncontiguous cells by holding down **Ctrl** and selecting the cells.

To protect all spreadsheet objects

1 Click **Format** ▸ **Sheet properties**.

2 Click the **Protection** tab.

3 Enable the **Enable object locking** check box.

Editing cell content

Quattro Pro lets you overwrite, replace, or edit cell content. Cell entries can be changed in various ways. You can replace the entire content and formatting of a cell, or you can modify only the content or the formatting.

You can also clear the values in a range of cells without clearing the formulas.

Quattro Pro lets you quickly find a cell and automatically replace the data it contains. You can look for data in cell formulas or cell values. You can also set conditions for the search criteria. For example, in an expenses spreadsheet, you can look only for expenses greater than $300.

To overwrite data

1 Click a cell.

2 Press **Insert**.

The Typeover button on the application bar appears pressed when the typeover mode is on.

You can return to inserting data by pressing **Insert**.

To replace the entire content of a cell

1 Click a cell.

2 Type a new entry.

3 Press **Enter**.

To edit the content or formatting of a cell

1 Click a cell.

2 Click **Edit ▸ Clear**, and click one of the following:

- **Cells** — lets you erase the content and the formatting of a cell
- **Values** — lets you erase the content but not the formatting of a cell
- **Format** — lets you erase the formatting but not the content of a cell

Clicking **Edit ▸ Clear ▸ Format** does not affect column width or row height.

Unnecessary cell formatting can add significantly to the size of a notebook file; clearing cell formatting reduces the size of the file.

To modify part of a cell's content

1 Double-click a cell.

2 Click where you want to edit.

3 Edit the cell content.

4 Press **Enter**.

You can also	
Delete part of the cell content before the cursor	Click after the content to delete and press **Backspace**.
Delete part of the cell content after the cursor	Click before the content to delete and press **Delete**.

You can also	
Return the cell content to its original state	Press **Esc** before you press **Enter**.

To clear values in a range of cells without clearing formulas

1 Select a range of cells.

2 Click **Edit ▸ Cut**.

3 Click **Edit ▸ Paste special**.

4 Disable the **Number cells** check box.

5 Click **Paste**.

To find and replace data

1 Click **Edit ▸ Find and replace**.

2 Type the text or value to find in the **Find** box.

3 Type the replacement text or value in the **Replace** box.

4 Type the cells to search in the **Cell(s)** box.

5 In the **Look in** area, enable one of the following options:

- **Formula** — finds data in a formula
- **Value** — finds data in a value
- **Condition** — compares cells in the spreadsheet with any conditions specified in the **Find** box

6 Click one of the following buttons:

- **Find next**
- **Previous**

7 Click **Replace**.

You can also	
Search down columns before searching across rows	Enable the **Columns first** check box.
Find an exact match	Enable the **Match whole** check box.
Match the capitalization of the text in the **Find** box	Enable the **Case sensitive** check box.

Quattro Pro makes replacements from the cursor position to the end of a document, so you must position the cursor at the beginning of a document before you search.

You can replace all occurrences of the search item with the replacement text or value by clicking **Replace all**.

When using conditional searches, type a question mark (?) before the search condition (e.g. ? 300).

Undoing actions

Quattro Pro lets you undo most actions in reverse order of performance. For example, if you create a cell entry, and then you want to remove it, undoing the entry restores any previous content in the cell. You can undo one action at a time. You can also undo multiple actions simultaneously.

You can reinstate a change by redoing an action. You can also reinstate multiple actions simultaneously.

Quattro Pro lets you set the levels for undoing and redoing actions.

To undo one action

- Click **Edit** ▸ **Undo**.

Some actions cannot be reversed. (The **Undo** menu command appears grayed immediately after you perform one of these actions.)

To undo multiple actions

1 Click **Edit**, and click the **Undo** flyout.

2 Choose an action from the list.

When you choose an action from the list, all actions performed after that action will be undone.

To redo an action

- Click **Edit** ▸ **Redo**.

To redo multiple actions

1 Click **Edit**, and click the **Redo** flyout.

2 Choose an action from the list.

When you choose an action from the list, all actions performed after that action will be redone.

To set the undo and redo level

1 Click **Tools ▸ Settings**.

2 In the list of categories, double-click **Workspaces**, **Application**, and click **General**.

3 Type a value in the **Undo/Redo level (0 to 200)** box.

In all situations, except where program speed and available memory are absolutely crucial, the level for undoing and redoing actions should be set to a minimum of one.

Editing grouped data

When a notebook contains similar text or formats in several spreadsheets, you can create spreadsheet groups to edit multiple contiguous spreadsheets at once. A change to one spreadsheet in a group affects all spreadsheets in the group. For example, you can simultaneously change the properties of the same cell in spreadsheets A, B, C if you group these spreadsheets together. A spreadsheet can belong to only one group.

The group mode for spreadsheets can be enabled or disabled. When you enable group mode, a blue line displays below the spreadsheet tabs to identify the spreadsheet group. By disabling the group mode, you can perform tasks that use 2-D references.

Quattro Pro lets you copy data to spreadsheets in a group.

You can delete a spreadsheet group.

To create a spreadsheet group

1 Click **Insert ▸ Name ▸ Name group of sheets**.

2 Enter a group name in the **Group name** box.

3 Type the name of the first spreadsheet in the **First sheet** box.

4 Type the name of the last spreadsheet in the **Last sheet** box.

You can also create a spreadsheet group by selecting any cell in the first sheet, holding down **Shift** and clicking the tab of the last spreadsheet to include in the group.

You can create a new spreadsheet group by changing the entries in the **First sheet** and **Last sheet** boxes.

To enable or disable Group mode

- Click **View ▸ Group mode**.

  When group mode is enabled, a blue line displays below the spreadsheet tabs in the group.

To copy data to spreadsheets in a group

1 Click **View ▸ Group mode** to disable group mode.

2 Select the source data to copy.

3 Click **Edit ▸ Copy**.

4 Click **View ▸ Group mode** to enable group mode.

5 Select the destination cell in any spreadsheet in the group.

6 Click **Edit ▸ Paste**.

To delete a spreadsheet group

1 Click **Insert ▸ Name ▸ Name group of sheets**.

2 Choose a group from the **Defined groups** box.

3 Click **Delete**.

Moving cells, rows, and columns

Quattro Pro lets you copy or move cells. You can copy or move cells by selecting the cells directly on a spreadsheet or you can copy cells by specifying the location of the cell.

You can control what you copy or move by specifying the type of data or cell properties to be moved. For example, you can copy data without copying its properties, or you can copy properties without copying data.

Quattro Pro also lets you transpose columns to rows and rows to columns. For example, after transposing columns and rows, all data in a column can be transposed to display as a row.

To copy cells

1 Select the cells to copy.

2 Click **Edit** ▸ **Copy**.

3 Select the destination cells within the active spreadsheet.

4 Click **Edit** ▸ **Paste**.

You can also copy a cell to the input line of another cell, a text box, another spreadsheet in the notebook, or another notebook.

To move cells

1 Select the cells to move.

2 Click **Edit** ▸ **Cut**.

3 Select the destination cells within the active spreadsheet.

4 Click **Edit** ▸ **Paste**.

You can also move a cell to the input line of another cell, a text box, another spreadsheet in the notebook, or another notebook.

To copy cells to a specified location

1 Click **Edit** ▸ **Copy cells**.

2 In the **From** box, specify the cells to copy.

3 In the **To** box, specify the destination cells.

If you copy cells containing absolute references, enable the **Model copy** check box.

Instead of specifying the cells you want to copy, you can press **F3** and choose a named cell from the **Cell names** dialog box.

To copy specific types of data, cell properties and cell comments in a cell selection

1 Select the cells to copy.

2 Click **Edit** ▸ **Copy**.

3 Select the destination cells.

4 Click **Edit** ▸ **Paste special**.

5 Enable any of the check boxes in the **Paste** area to specify what to copy.

If you want the copied cells to be updated when the source cells are, link the copied cells to the source cells by clicking **Link** in the **Paste special** dialog box.

To transpose columns to rows

1 Select the column of cells to transpose.

2 Click **Tools** ▸ **Numeric tools** ▸ **Transpose**.

3 In the **To** field, specify the top-left cell where you want to copy the transposed data.

If you transpose cells containing formulas, cell references do not adjust properly.

If you specify a cell within the source cells, the data will not display properly.

You can transpose rows to columns by selecting cells in a row instead of a column.

Resizing rows and columns

Quattro Pro lets you change the row height in a spreadsheet. You can also change the width of a column.

Quattro Pro uses a default column width for all columns in a spreadsheet. This default width of an active spreadsheet is wide enough to display nine characters in the default font. You can change the default width of an active spreadsheet.

Values that are wider than the cell display either in scientific notation or as a row of asterisks (*********), depending on the numeric format and width of the cell. You can automatically increase the column width as you type so that number values are always visible.

Columns whose widths you explicitly adjust are not controlled by the default width of the active spreadsheet. Before those columns can be affected by a change in the default width of the active spreadsheet, you must reset the column width of the active cell. You can also return row heights to the active cell default size, which is determined by the largest font used in the row.

To change row height

1 Select a cell in each row you want to resize, or select the row borders.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Row/column** tab.

4 In the **Row options** area, enable the **Set height** option and type a value in the box.

5 Enable one of the following options:

- **Points**
- **Inches**
- **Centimeters**

You can also change row height by moving the pointer to the bottom edge of a row border until it changes to a double arrow, and dragging the double arrow to resize the row.

You can select noncontiguous rows by pressing **Ctrl** before selecting the rows.

To change column width

1 Select a cell in each column you want to resize, or select the column borders.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Row/column** tab.

4 In the **Column options** area, enable the **Set width** option and type a value in the box.

5 Enable one of the following options:

- **Characters**
- **Inches**
- **Centimeters**

You can also change column width by moving the pointer to the right edge of a column border until it changes to a double arrow, and dragging the double arrow to resize the column.

You can select noncontiguous columns by pressing **Ctrl** before selecting the columns.

To change the active spreadsheet default column width

1 Click **Format** ▸ **Sheet properties**.

2 Click the **Default width** tab.

3 Type a value in the **Column width** box.

4 In the **Unit** area, enable one of the following options:

- **Characters**
- **Inches**
- **Centimeters**

You can also change the default column width by right-clicking a spreadsheet tab and clicking **Sheet properties**.

To increase the column width while typing values

1 Click **Tools** ▸ **Settings**.

2 In the list of categories, double-click **Workspaces**, **Application**, and click **General**.

3 Enable the **Fit As-You-Go**™ check box.

To restore the active cell default column width

1 Select a cell in each column whose width you want to restore to default.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Row/column** tab.

4 Enable the **Reset width** option.

To restore the active cell default row height

1 Select a cell in each row whose height you want to restore to default.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Row/column** tab.

4 Enable the **Reset height** option.

Click the **Property** button to access the **Row/column** tab.

You can select noncontiguous rows by pressing **Ctrl** before selecting the rows.

Resizing rows and columns to fit a specific cell

To accommodate long entries, Quattro Pro lets you increase the column width to one character wider than the longest entry in a selection. You can also increase the row height to fit the tallest entry in a selection.

You can adjust the row height and column width at the same time.

To increase the column width to fit the longest entry

1 Select a column.

2 Click the **Column QuickFit** button on the toolbar.

You can also increase the column width to fit the longest entry by clicking **Format ▸ QuickFit ▸ Column QuickFit**.

You can also increase the column width to fit the longest entry in a selection of cells by selecting a partial column.

To increase the row height to fit the tallest entry

1 Select a row.

2 Click the **Row QuickFit** button on the toolbar.

You can also increase the row height to fit the tallest entry by clicking **Format ▸ QuickFit ▸ Row QuickFit**.

You can also increase the row height to fit the tallest entry in a selection of cells by selecting a partial row.

To adjust the column width and row height simultaneously

1 Select a cell.

2 Click the **Column/row QuickFit** button on the toolbar.

Hiding rows and columns

Quattro Pro lets you hide rows or columns from view on the screen. Hidden rows and columns do not print. Although they are hidden from view, they are still used in calculations. Columns move left to fill in the space left by the hidden column, and rows move up; however, row numbers and column letters do not change. For example, if you hide column B, the columns on the screen are labeled A, C, D, and so on.

You can reveal rows and columns that are hidden.

To hide rows or columns

1 Select the rows or columns to hide.

2 Right-click the rows or columns, and click **Hide**.

To reveal hidden columns

1 Click **Edit** ▸ **Select all**.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Row/column** tab.

4 Enable the **Reveal** option in the **Column options** area.

Using formatting tools to format a spreadsheet

Quattro Pro lets you format a spreadsheet by copying the formatting (background color, font, numeric format, and so on) of one cell to another cell or selection of cells.

You can apply a pre-designed format to data. You can also add a format to the pre-designed format list. This formatting overrides any existing cell property settings.

To copy cell formatting

1 Click the cell or cells with the format you want to copy.

2 Click the **QuickFormat** button on the toolbar.

3 Select the cell or cells where you want to copy the formatting.

To turn off **QuickFormat**, click the **QuickFormat** button on the toolbar.

To apply a predesigned format

1 Select the cells to format.

2 Click **Format** ▸ **SpeedFormat**™.

3 Choose a format from the **Formats** list.

To add a format to the predesigned format list

1 Click **Format** ▸ **SpeedFormat**.

2 Choose a format to customize from the **Formats** list.

3 Click **Add**.

4 Type the name of the new format in the **Format name** box.

5 Select the cells that contain the format using the **Range picker** tool in the **Example cells** box.

Wrapping text

Text that displays wider than a column width overflows to the next cell when that cell is empty. If the next cell contains data, the overflow text is hidden and the text appears truncated. To fix this, you can wrap text within a cell or enter short lines of text in one cell.

You can redistribute text in a cell to display as a paragraph covering multiple rows or columns. Although the text displays in several rows or columns, the data is stored in the left-most cells of each row. Redistributed text maintains the original row height unless you reformat entries with different font sizes; the font size of the entry in the first row determines the font size of the redistributed text. You can redistribute only existing text; text entered later is not affected.

To wrap text within a cell

1 Click the cell in which you want to wrap text.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Alignment** tab.

4 Enable the **Wrap text** check box in the **Cell options** area.

Wrapping text works only on text, not on numeric data. You can include up to 4096 characters (4 KB) in a single cell.

To enter short lines of text in one cell

1 Click a cell.

2 Type a line of text.

3 Press **Alt + Enter**.

4 Continue typing.

5 Press **Enter**.

To redistribute text over multiple rows or columns

1 Select the first cell to redistribute.

2 Click **Format ▸ Text reformat**.

3 Select the cells in which you want the redistributed text to appear using the **Range picker** tool in the **Cells** box.

The first cell you selected to reformat will be the upper-left cell.

If you specify both columns and rows as the destination cells for the redistributed text, Quattro Pro redistributes the text within those cells if enough space exists.

If you include blank cells between the cells to redistribute, the cells following a blank cell are not redistributed.

Joining cells

Quattro Pro lets you join cells to create a title across multiple cells or a vertical side bar. In joined cells, you can center and align text and numbers as you would in a single cell. You can join cells in rows, columns, or rows and columns. You can also perform calculations and use formulas in a joined cell as you would in a regular cell.

To join cells

1 Drag across the cells you want to join.

2 Click **Format ▸ Selection properties**.

3 Click the **Alignment** tab.

4 Enable the **Join cells** check box in the **Cell options** area.

You can also join cells by selecting the cells to join and clicking the **Join cells** button on the toolbar. The data in cells joined with this method is automatically centered.

Changing text font and appearance

You can change the text in one or more cells by adjusting its font face, font size, or text color. Changing the color of text does not affect cell color or shading. Custom colors can also be used to color text.

When you choose a font or appearance option, Quattro Pro automatically displays a preview of the change using Corel RealTime Preview.

You can also change the appearance of text. For example, you can underline and italicize text, or you can set text to superscript or subscript.

To change text font and style

1 Select the cells with text to format.
2 Click **Format** ▸ **Selection properties**.
3 Click the **Cell font** tab.
4 Choose a font face from the **Face** list.
5 Choose a font size from the **Size** list box.
6 Open the **Color** picker, and click a color.

If a font face has a TrueType (TT) or Adobe® Type Manager® (a) symbol beside it, text displays in print as it does on the screen. Font faces with a printer symbol beside them print but may not display in the correct font face on the screen. Font faces without a symbol display accurately on the screen, but may not display in the correct font when printed.

If text does not appear on your printout, choose a darker color; light colors print as white on some printers.

To change text appearance

1 Select the cells with text to format.
2 Click **Format** ▸ **Selection properties**.
3 Click the **Cell font** tab.
4 Enable any of the following check boxes in the **Appearance** area:
   - **Bold**
   - **Italics**
   - **Underline**
   - **Strikeout**

To set text to superscript or subscript

1 Double-click a cell.
2 Select the data to change.
3 Click one of the following buttons on the property bar:
   - **Superscript**
   - **Subscript**

Working with fills, patterns, and borders

Quattro Pro lets you fill the cell backgrounds with colors and patterns. You can also use colors to identify data ranges and change the color of specific types of data, such as values above or below a specified range and ERR values. You can also color-code spreadsheet tabs. For example, you can make all tabs for expenses one color and all tabs for revenue another color.

Quattro Pro also lets you add borders to cells setting the style, thickness, and color of the border lines. You can also add lines for total and grand total columns in a spreadsheet.

To fill the cell background

1 Select a cell.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Fill/pattern** tab.

4 Click a pattern button on the pattern palette.

5 Open the **Pattern color** picker and click a color.

6 Open the **Background color** picker and click a background color.

To add color to a range of data

1 Click **Format** ▸ **Sheet properties**.

2 Click the **Conditional color** tab.

3 In the **Smallest normal value** box, type the smallest value to which you want to apply conditional color.

4 In the **Greatest normal value** box, type the largest value to which you want to apply conditional color.

5 In the **Options** area, enable one of the following options:

- **Below normal color** — sets the color of cells whose values are below the smallest normal value
- **Normal color** — sets the color of cells whose values fall within the range set in the **Smallest normal value** and **Greatest normal value** boxes
- **Above normal color** — sets the color of cells whose values are above the greatest normal value
- **ERR color** — sets the color to use for ERR and NA values generated by formula errors

6 Click a color on the color palette.

7 Repeat steps 5 and 6 to enable a different color for as many options as you want to color code.

8 Enable the **Enable** check box.

To color-code a spreadsheet tab

1 Click **Format** ▸ **Sheet properties**.

2 Click the **Tab color** tab.

3 Disable the **Use system color** check box.

4 Open the color picker and click a color on the color palette.

To add a border to cells

1 Select the cells to which you want to add a border.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Border** tab.

4 In the **Border properties** area, open the **Type** picker , and click a border type.

5 Open the **Color** picker , and click a color.

6 Click one of the following buttons:

- **All** — applies the borders to all the grid lines of the cell selection
- **Outline** — applies the borders to only the exterior grid lines of the cell selection
- **Inside** — applies the borders to only the interior grid lines of the cell selection

- **Verticals** — applies the border to only the vertical gridlines of the cell selection
- **Horizontals** — applies the border to only the horizontal gridlines of the cell selection

You can use the sample box to indicate where to draw lines on selected cells.

You can remove lines in a border by clicking a line, opening the **Type** picker in the **Border properties** area and clicking **No line** .

You can also clear all segments of a selection by clicking **Clear selection**.

To add a line for totals and grand totals

1 Select the cells to which you want to add lines.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Cell font** tab.

4 In the **Accounting style** area, enable one of the following options:

- **Single line**
- **Double line**

Aligning data

You can align data horizontally and vertically in a cell. The default alignment setting for numbers and formula results is right-aligned; the default setting for labels and dates is left-aligned. You can change the default alignment of all labels.

You can also center data across multiple cells; for example, you can center a title across columns C, D, and E. You can also change the orientation of text in a cell by rotating it horizontally, vertically, or by a specific degree.

To align data in a cell

1 Select a cell.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Alignment** tab.

4 In the **Horizontal alignment** area, enable one of the following options:

- **General** — right-aligns values and left-aligns labels
- **Left** — left-aligns all types of data
- **Right** — right-aligns all types of data
- **Center** — centers cell data
- **Indent** — moves data in from the edge of a cell

5 In the **Vertical alignment** area, enable one of the following options:

- **Top**
- **Center**
- **Bottom**

To set the default alignment of all labels

1 Click **Format** ▸ **Define styles**.

2 Choose **Normal** from the **Define style for** list box.

3 Click **Alignment**.

4 In the **Alignment** dialog box, modify the alignment settings.

To center text across multiple cells

1 In the left-most cell, type the text to be centered.

2 Select the cells over which to center the text starting with the cell containing the text.

3 Click **Format ▸ Selection properties**.

4 Click the **Alignment** tab.

5 In the **Horizontal alignment** area, enable the **Center across block** option.

If you type text in a second cell where text is centered across cells, the first entry is centered over cells to the left of the next entry.

To display the centered text in the input line, click the cell where the text was originally entered.

To rotate text

1 Click a cell with text to rotate.

2 Click **Format ▸ Selection properties**.

3 Click the **Alignment** tab.

4 In the **Orientation** area, enable one of the following options:

- **Horizontal** — orients text horizontally
- **Vertical** — orients text vertically
- **Rotated** — rotates text to the degree you specify

If you enable the **Rotated** option, specifying 90 or -90 rotates the text vertically.

Working with numeric formats

Quattro Pro uses two types of numeric formats: number formats and date/time formats. Numeric formats do not change cell values; they change only the way values display.

When you type numbers, Quattro Pro by default rounds off fractional numbers as necessary to fit in the cell. You can change the numeric format of a cell to accommodate, for example, scientific, currency, decimal, and percent formats.

Quattro Pro lets you hide all values that equal zero on a spreadsheet. Hiding zeros does not remove zero values from the sheet, rather zeros remain in memory and will display if you choose to unhide them. It is easy to accidentally overwrite cells containing formulas that evaluate to zero. To prevent this, make sure you are able to undo actions or consider protecting the spreadsheet.

Quattro Pro lets you format dates and times in a spreadsheet. For example, by default, Quattro Pro displays times in long form as HH:MM:SS (for example, 09:32:30), or in short form as HH:MM (for example, 09:32) when no seconds are specified, but you can change this format. You can also change the default date format or change the short date style.

To change the numeric format of a cell

1 Select a cell.

2 Click **Format ▸ Selection properties**.

3 Click the **Numeric format** tab.

4 Choose one of the following formats from the **Numeric formats** list:

- **General** — to display numbers exactly as you type them (unless the column width is too narrow)
- **Number** — to choose a negative number and number of decimal places formats, and separate thousands with commas.
- **Currency** — to choose a country whose currency symbol you want to use
- **Scientific** — to display numbers as scientific notations
- **Fraction** — to choose a fraction format
- **Hidden** — to prevent a cell from displaying its contents
- **Percent** — to display numbers in a percent format
- **Custom** — to choose a customized format

To hide zeros on a spreadsheet

1 Click **Format** ▸ **Sheet properties**.

2 Click the **Display** tab.

3 Enable the **No** option in the **Display zeros** area.

To format dates and times

1 Select a cell to format.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Numeric format** tab.

4 Click one of the following formats from the **Numeric formats** list:

- **Date** — lets you choose a date format from the **Date formats** options
- **Time** — lets you choose a time format from the **Time formats** options

If you edit dates from previous versions of Quattro Pro, you should change two-digit year date format to a four-digit year date format to explicitly indicate the century. For example, edit the date “1/1/20" as ”1/1/1920".

In order to format dates and times to properly display in a chart, you must first concatenate the date and time as a single number as follows: **YYYYMMDDhhmmss**. For example, 20011231235959 = December 31st, 2001 at 11:59:59 pm.

To change the default date format

1 Click **Tools** ▸ **Settings**.

2 In the list of categories, double-click **Workspace**, **Customize**, and click **International**.

3 Enable the **Date format** option from the **Selection** area.

4 Enable one of the date format options in the **Date format** area.

To change the short date style

1 Click **Start** ▸ **Settings** ▸ **Control panel**.

2 Double-click **Regional settings**.

3 Click the **Date** tab.

4 Choose a date format from the **Short date style** list box.

Working with page breaks

You can change the look of a spreadsheet by specifying page breaks. There are two kinds of page breaks: soft page breaks and hard page breaks. Quattro Pro lets you view and find page breaks in spreadsheets. Page breaks display as solid blue lines.

Quattro Pro automatically creates soft page breaks at the bottom of each page, according to the page size. You can insert either horizontal or vertical hard page breaks to start a new page.

Quattro Pro lets you convert soft page breaks to hard page breaks and hard page breaks to soft page breaks. You can also delete a hard page break.

To view page breaks

- Click **View** ▸ **Page breaks**.

To find page breaks

1 Click **Edit** ▸ **Find breaks**.

2 In the **Break type** area, choose a type of page break from the list box.

3 In the **Break classification** area, choose a page break classification from the list box.

4 Click **Find next**.

To insert hard page breaks

1 Click the cell where you want to insert a page break.

2 Click **Insert** ▸ **Page break** ▸ **Create**.

3 Choose a break type from the **Break type** list box.

The page break is inserted before the cell you click.

If you click below or to the right of an existing hard page break, the new page break created has the opposite orientation. For example, if you click next to a horizontal page break, a vertical page break is created.

You can create a horizontal page break by selecting a row and clicking **Insert** ▸ **Page break** ▸ **Create**.

You can also insert a hard page break by clicking where you want to insert a page break and pressing **Ctrl + Enter**. This only applies if you are not in edit mode.

To convert soft page breaks to hard page breaks

1 Move the pointer over the displayed page break until it changes to a double arrow .

2 Right-click the page break, and click **Set hard page break**.

To convert hard page breaks to soft page breaks

1 Move the pointer over the displayed page break until it changes to a double arrow .

2 Right-click the page break, and click **Remove hard page break**.

To delete hard page breaks

1 Click below or right of the page break.

2 Click **Insert** ▸ **Page break** ▸ **Delete**.

You can also delete all page breaks by clicking **Insert** ▸ **Page break** ▸ **Delete all**.

Creating headers and footers

Headers and footers are lines of text that print at the top and bottom of each page. Adding headers and footers provides a place to include such information as page numbers, title, date, time, and filename on each notebook page. Using links, you can even enter the contents of a cell in a header or footer.

You can change the distance between a header or footer and the first or last row of data.

After creating a header or footer, you can edit it as required.

To add a header or footer

1 Click **View** ▸ **Page**.

2 Right-click the top or bottom margin, and click one of the following:

- **Create header**
- **Create footer**

3 Type the header or footer text.

4 Click **Format** ▸ **Selection properties**.

5 Choose a font face from the **Face** list.

6 Choose a font size from the **Size** list box.

7 Enable any of the following check boxes in the **Appearance** area:

- **Bold**
- **Italics**
- **Underline**
- **Strikeout**

To link the contents of a cell to a header or footer

1 Click **File** ▸ **Page setup**.

2 Click the **Header/footer** tab.

3 In the **Header** or **Footer** area, enable the **Create** check box.

4 Type the cell address preceded by a back slash.

For example, \A:A1.

You cannot enter text or insert positioning characters on the same line as the cell content.

To adjust the space above or below a header or footer

1 Click **File** ▸ **Page setup**.

2 Click the **Header/footer** tab.

3 Type a height value in the **Height** box.

You can also adjust the space between the header or footer and the first or last row of data by dragging the dotted line that borders the top or bottom of the spreadsheet data.

To edit a header or footer

1 Click **View** ▸ **Page**.

2 Double-click in the header or footer dotted area.

3 Make any change.

4 Click outside the header or footer.

You can also edit headers or footers by clicking **File** ▸ **Page setup**, clicking the **Header/footer** tab and typing the appropriate changes in either the **Header** or **Footer** box.

Customizing margins

Quattro Pro lets you display all margins on a page. You can also change margin settings to best present data.

To display all margins on a page

1 Click **View** ▸ **Page**.

2 Click **View** ▸ **Zoom**.

3 Enable the **50%** option.

You can also display all margins on a page by clicking the **Zoom** button on the toolbar and choosing **50%** from the list.

To change margin settings

1 Click **File** ▸ **Page setup**.

2 Click the **Print margins** tab.

3 Type the margin measurements in the following boxes:

- **Top** — the distance between the top of the page and the header
- **Bottom** — the distance between the bottom of the page and the footer
- **Right** — the distance between the right-edge of the paper and the data
- **Left** — the distance between the left-edge of the paper and the data

If “in” displays next to the default margin settings, the measurements you type are recorded in inches. If “cm” displays, the measurements are recorded in centimeters. Using decimals indicates partial inches or centimeters; for example, 0.5 centimeters.

Adding graphics to spreadsheets

Quattro Pro lets you display spreadsheet data in a wide variety of graphics formats.

In this section, you'll learn about

- creating text box graphics
- arranging graphics
- changing the properties of a shape

Creating text box graphics

Quattro Pro lets you create a text box. You can link a label cell to a text box so that the text box displays the text in the cell.

You can add bullets to a text box by typing a reference code. The following shows the available bullets and the codes that create them:

Once you create a text box, you can modify its properties to achieve a variety of different effects. You can customize text box borders and box type. Quattro Pro also lets you convert regular text in 3-D text or create a text box with a transparent box border.

To create a text box

1 Click **Insert** ▸ **Shapes** ▸ **Text box**.

2 Drag to create the text box.

You can also create a text box by clicking the **Text box** button on the **Drawing tools** toolbar.

You can add a text box to a chart or map by clicking the center of the chart or map.

To link a label cell to a text box

1 Click a text box.

2 Type a backslash (\), a forward slash (/), the cell reference, and a closing backslash.

For example, \/A:A1\

3 Click outside the text box.

To add bullets to a text box

1 Click a text box.

2 In a text box, type a bullet code,
For example, \BLT1\ or \BLT2\.

3 Click outside the text box.

To customize a text box border or box type

1 Click a text box.

2 Click **Format ▸ Selection properties**.

3 Click any of the following tabs, and modify any settings:

- **Alignment** — lets you change alignment
- **Text font** — lets you change face, size, and appearance
- **Text settings** — lets you change the fill style and color of the text
- **Box settings** — lets you change the frame around the text box
- **Fill settings** — lets you change the background of the text box

To convert text in a text box to 3-D

1 Click a text box.

2 Click **Format ▸ Selection properties**.

3 Click the **Text settings** tab.

4 Choose **3-D** from the **Fill style** list box.

5 Click a 3-D style from the **3-D style** palette .

6 Open the **Color** palette , and click a color.

7 Open the **Background color** palette, and click a background color.

8 Move the **Perspective** slider.
If you want to shade the text, enable the **Shaded** check box.

To create a text box with a transparent box border

1 Click a text box.

2 Click **Format ▸ Selection properties**.

3 Click the **Box settings** tab.

4 Open the **Fill color** palette , and click **No color**.

5 Click **No frame** on the palette.

Arranging graphics

Quattro Pro lets you select multiple graphics. Once you have selected a graphic, you can move it. You can also move or size a text box.

You can group two or more graphics in a floating graphics window to manipulate them as a single graphic in subsequent operations. Once you group graphics, you can move and resize them as a single object.

Multiple selected graphics can be aligned within the floating graphics window. You can also position and space graphics with the window.

A layer is one of a series of transparent planes on which you can place objects in a drawing. You can control how objects overlay each other by moving the layer and the objects they contain. Use layers to organize different components of complex drawings.

To select multiple graphics

1 Click the **Select objects** button on the **Drawing tools** toolbar.

2 Marquee select the graphics.

You can also	
Select a graphic	Click the graphic.
Select a group of graphics	Click a graphic in a group.
Select multiple graphics individually	Click a graphic. Hold down **Shift** and click additional graphics.
Deselect a graphic	Hold down **Shift**, and click a graphic.

To move a graphic

1 Select a graphic.

2 Drag the graphic to a new location.

You can also	
Change the height or width of a graphic	Select a graphic, and drag a top, bottom, or side selection handle.
Change the height or width of a graphic proportionally	Select a graphic, and drag a corner selection handle diagonally.

To move or size a text box

1 Select the text box border.

2 Drag one of the following:

- the border — lets you move the text box to a new location
- a sizing handle — lets you size the text box
- a corner selection handle — lets you size the text box proportionately

To group graphics

1 Click in the floating graphics window.

2 Hold down **Shift**, and click the graphics.

3 Click **Format ▸ Group**.

You can also	
Group a graphic using a toolbar button	Click the **Group** button on the property bar.
Ungroup a graphic using a toolbar button	Click the **Ungroup** button on the property bar.
Nest groups within groups	Select groups and individual graphics. Click **Format ▸ Group**.

You can also group graphics in the draw picture window by clicking in the window.

To align multiple graphics

1 Click in the floating graphics window.

2 Hold down **Shift**, and click the graphics.

3 Click **Format** ▸ **Align**.

4 Click one of the following alignment options:

- **Align left**
- **Align right**
- **Align top**
- **Align bottom**

To position multiple graphics

1 Click in the floating graphics window.

2 Hold down **Shift**, and click the graphics.

3 Click **Format** ▸ **Position**.

4 Click one of the following alignment options:

- **Center horizontally**
- **Center vertically**

To adjust spacing between multiple graphics

1 Click in the floating graphics window.

2 Hold down **Shift**, and click the graphics.

3 Click **Format** ▸ **Space**.

4 Click one of the following alignment options:

- **Horizontal space**
- **Vertical space**

5 In the **Distance** dialog box, type a value in the **Space between objects** box.

To arrange graphic layers

1 Select a graphic.

2 Click **Format** ▸ **Object order**.

3 Click of the following options:

- **Bring forward** — moves the graphic one layer closer to the top
- **Send backward** — moves the graphic one layer closer to the bottom
- **Bring to front** — brings the graphic to the front of the layers
- **Send to back** — sends the graphic to the bottom layer

You can also arrange graphic layers by clicking the **Object layer** button on the **Drawing tools** toolbar.

Changing the properties of a shape

Quattro Pro lets you modify any shape you create or insert. You can change the border style of a shape and add a shadow to the border.

Quattro Pro lets you fill a shape with a pattern, gradient, texture or picture. Once you fill a shape with a picture, or texture, you can modify the fill settings.

You can make shapes in a spreadsheet transparent. One way to use a transparent shape is for creating a watermark on a spreadsheet. If you mark the shape as transparent, the background color won't display.

To change the border style of a shape

1 Select a shape.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Line** tab.

4 Open the **Style** picker, and click a border style.

You can also	
Change the border color	Open the **Color** picker, and click a color.
Change the border width	Open the **Width** picker, and click a width.
Change the corner style	Open the **Joints** picker, and click a corner style.
Change the starting cap style of a line	Open the **Starting cap** picker, and click a starting cap.
Change the ending cap style of a line	Open the **Ending cap** picker, and click an ending cap.

To add a shadow to the border of a shape

1 Select a shape.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Shadow** tab.

4 Click a direction on the **Direction of shadow** palette.

5 Open the **Shadow color** picker, and click a color.

If you want a transparent shadow, enable the **Use a transparent shadow** check box.

You can change the width of the shadow offset by typing a value in the **Side-to-side offset** box or the **Up-and-down offset** box.

To fill a shape

1 Select a graphic.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Fill** tab.

4 Click **Pattern** in the **Fill styles** area.

5 Click a pattern on the palette.

6 Open the **Fill color** picker, and click a color.

7 Open the **Pattern color** picker, and click a color.

If you want to reverse the colors of the pattern, click **Reverse colors**.

You can also	
Display no background	Click **No fill** in the **Fill styles** area.
Display a gradient background	Click **Gradient** in the **Fill styles** area.
Display a textured background	Click **Texture** in the **Fill styles** area. Choose a category from the **Category** list box. Click a texture on the palette.
Display a picture background	Click **Picture** in the **Fill styles** area. Choose a category from the **Category** list box. Click a picture on the palette.

To modify texture settings of a texture-filled shape

1 Select a shape.

2 Click **Format ▸ Selection properties**.

3 Click the **Fill** tab.

4 Click **Texture** in the **Fill styles** area.

5 Click **Texture settings**.

6 In the **Texture settings** dialog box, enable one of the following options:

- **Anchor the texture to the page** — repeats the texture in relation to the entire page so that as you move or size the object, it shows a different part of the texture
- **Anchor the texture to the object** — repeats the texture in the object so that the texture remains with the object as you size or move it

7 In the **Fill method** area, click one of the following buttons:

- **Alternating** — fills every other enclosed area
- **Winding** — fills the enclosed areas, including overlapping areas

To modify the picture settings of a bitmap image in a shape

1 Click a shape.

2 Click **Format ▸ Selection properties**.

3 Click the **Fill** tab.

4 Click **Picture** in the **Fill styles** area.

5 Click **Picture settings**.

6 In the **Picture settings** dialog box, enable one of the following options in the **Layout** area:

- **Tile** — displays the bitmap image in a tiled pattern
- **Brick horizontal** — displays the bitmap image in a horizontally offset brick pattern
- **Brick vertical** — displays the bitmap image in a vertically offset brick pattern
- **Stretch/shrink to fit area** — enlarges or reduces the bitmap image to fill the shape
- **Scale to fit area** — adjusts the bitmap image proportionally to fit the shape
- **Stack** — stacks the bitmap image on top of itself

7 In the **Fill method** area, click one of the following buttons:

- **Alternating** — fills every other enclosed area

- **Winding** — fills the enclosed areas, including overlapping areas

To make a shape transparent

1 Click a shape.
2 Click **Format** ▸ **Selection properties**.
3 Click the **Fill** tab.
4 Click **Pattern** .
5 Click **Pattern settings**.
6 In the **Pattern settings** dialog box, enable one of the following options in the **Transparent color** area:
   - **Fill color** — makes the fill color transparent
   - **Pattern color** — makes the pattern color transparent
7 In the **Fill method** area, click one of the following buttons:
   - **Alternating** — fills every other enclosed area
   - **Winding** — fills the enclosed areas, including overlapping area

You can make only one color in a pattern transparent.

Analyzing data

After you have entered, edited, and formatted data, you can perform many powerful functions to summarize data, answer specific questions, and solve problems.

In this section, you'll learn about

- using statistical analysis tools
- creating frequency distribution tables
- performing regression analysis
- performing matrix operations
- creating scenarios
- managing scenarios
- using goal seeking

Using statistical analysis tools

Quattro Pro lets you perform a number of advanced statistical, numerical, and financial analysis tasks. You can access any of the following statistical analysis tools to guide you through the steps you must perform.

Advanced regression

Amortization schedule

ANOVA: one-way

ANOVA: two-way with Replication

ANOVA: two-way without Replication

Correlation

Covariance

Descriptive statistics

Exponential smoothing

Fourier

F-Test

Histogram

Mortgage refinancing

Moving average

Random number

Rank and percentile

Sampling

t-Test

Z-Test

To use an analysis tool

1 Click **Tools ▸ Numeric tools ▸ Analysis tools**.

2 Follow the steps in the **Analysis Expert**.

Before you use an analysis tool, make sure the input cells you are analyzing are arranged properly and contain numeric data, not strings. As well, the analysis tools have varying restrictions on the contents of the input cells and size of the cell area.

Creating frequency distribution tables

A frequency distribution table indicates the values that a variable can take on and the frequency with which each value occurs. For example, you can create a frequency distribution table to find the number of times that numbers between two and five appear in a given block of cells.

You can supplement the statistical information in your notebook with appropriate spreadsheet functions. For example, you can include these formulas at the end of the weekly sales figures contained in a selection named SALES.

To create a frequency distribution table, you need one or more areas of values to count, and you need bin cells listing the value intervals, or bins, for each count. Bin cells contain the range of intervals you want analyzed. The bin must be a single column with a column of blank cells to its right, where the results will be written. Value cells must also be placed in a single column.

To create a frequency distribution table

1 Type values in a bin of ranges on the spreadsheet.

2 Click **Tools ▸ Numeric tools ▸ Frequency**.

3 Click the **Range picker** in the **Value cells** box, and select the value cells.

4 Click the **Range picker** in the **Bin cells** box, and select the bin cells.

The bin cell ranges must be in ascending order.

Each value in the bin cells represents all values from it down to the previous value. The first value represents any value less than or equal to itself.

The result area is one cell longer than the bin cells, and is displayed to the right of the bin cells. The last cell contains the number of values found that were greater than the final number in the bin.

To create an XY chart of a frequency distribution, specify the bin cells as the x-axis series and the results as the first series of values.

Performing regression analysis

Regression analysis answers the question “To what extent can one or more independent variables explain and predict a dependent variable?” By performing regression analysis, you can create a regression analysis table showing how sets of independent variables affect a certain set of dependent variables. For example, you can estimate how the number of hours worked affects production, or how advertising expenditures affect sales.

The relationship between dependent and independent variables is a linear estimate. With one independent variable, regression analysis plots a line of best fit, also called a regression line, through a scatter plot of each independent-dependent value pair.

Because regressions assume a linear relationship, the results will be more accurate if the data closely matches a linear model. To help you determine accuracy of results, the regression table includes two standard error estimates.

To perform regression analysis

1 Click **Tools** ▸ **Numeric tools** ▸ **Regression**.

2 Click the **Range picker** in the **Dependent** box, and select the column of dependent data.

3 Click the **Range picker** in the **Independent** box, and select the column of independent data.

4 Click the **Range picker** in the **Output** box, and select the upper-left cell of the output cells where you want to write the regression information.

If you want to force the y-intercept to zero, enable the **Zero** option in the **Y intercept** area.

The data cells you compare in regression analysis must have an equal number of rows.

Regression tables are not automatically updated.

Performing matrix operations

A matrix is a rectangular array of numbers. Each column in a matrix corresponds to one variable, and each row corresponds to a linear constraint. Quattro Pro lets you multiply two matrices and invert a matrix.

Matrix operations can help you solve sets of linear formulas and equations. For example, suppose you have these four unique equations using variables w, x, y, and z:

$1w+1x+2y+3z=10$

$3w+2x+2y+1z=20$

$1w+0x+3y+4z=15$

$1w+1x+0y+1z=6$

You can express the coefficients (the numbers multiplying the variables w, x, y, and z) of these equations in this “4 by 4" coefficient matrix:

1 1 2 3

3 2 2 1

1 0 3 4

1 1 0 1

And you can express the results of the equations in this “4 by 1" constant matrix (the first variable is at the top of the list, the second is next, and so on):

10

20

15

6

You can use matrix multiplication and inversion to find the value of each variable in the second matrix that satisfies the constraints in the first matrix.

Matrix multiplication is helpful when you need to multiply the elements of one matrix by the elements of a second and sum their products. For example, matrix multiplication can calculate the cost of several types of building materials across development phases, or it can compute job costs involving different labor categories.

Matrix inversion is the first step in solving sets of linear equations. When you multiply a matrix by its inverse, the resultant matrix is an identity matrix (all 1s and 0s, with only a single diagonal of 1s). You cannot invert a matrix that is mathematically singular. A matrix is singular when its determinant equals zero. You cannot invert a matrix with mathematical redundancies or inconsistencies. You can invert “square” matrices only. A square matrix is one with the same number of rows and columns.

To multiply two matrices

1 Click **Tools** ▸ **Numeric tools** ▸ **Multiply matrices**.

2 Click the **Range picker** in the **Matrix 1** box, and select the first matrix to multiply.

3 Click the **Range picker** in the **Matrix 2** box, and select the second matrix to multiply.

4 Click the **Range picker** in the **Destination** box, and specify the destination cells.

The number of columns in the first matrix must equal the number of rows in the second matrix.

To invert a matrix

1 Click **Tools** ▸ **Numeric tools** ▸ **Invert**.

2 Click the **Range picker** in the **Source** box, and select the matrix cells to invert.

3 Click the **Range picker** in the **Destination** box, and select the upper left cell of the cells where you want to write the inverted matrix.

You can invert matrices of sizes up to 90 rows by 90 columns.

If you specify the same source cells as the destination cells, the inverted matrix overwrites the existing matrix.

Creating scenarios

Quattro Pro lets you create scenarios, scenario groups, or display scenarios. A scenario is a snapshot of a data model which is a set of formulas designed to simulate real-life situations and conditions. Scenarios show changing data or variable values plugged into a model and the values that result. For example, a worst-case scenario shows what you can expect from the least desirable set of variable values; a best-case scenario uses the most desirable values as input. Scenarios are often used to find the optimum solution to a problem.

Before using scenarios, you have to create a data model that includes formulas and supporting data.

To create a scenario

1 Click **Tools** ▸ **Scenario** ▸ **New**.

2 Click the **Range picker** in the **Changing cells** box, and select the changing cells.

3 Click **Next**.

4 Type a name in the **Scenario name** box.

5 Type a value for each changing cell in the **Changing cells and their values** boxes.

6 Click **Add scenario**.

7 Click **Next**.

8 Click **Show scenario**.

9 Click **Next**.

By default, changing cells are yellow; result cells are green.

You can click **Create report** to see a Scenario Summary Report.

To create a scenario group

1 Click **Tools** ▸ **Scenario** ▸ **Edit**.

2 Click **Settings**.

3 In the **Scenario group settings** dialog box, click **New**.

4 In the **New group** dialog box, type a name in the **New group name** box.

To display a scenario

1 Click **Tools** ▸ **Scenario** ▸ **Edit**.

2 Choose a scenario group from the **Scenario groups** list box.

3 Choose a scenario from the **Scenarios** list.

When you display a scenario, its changing cell and result cell values replace those currently on the screen.

When you highlight a scenario in the list and click **Show scenario**, the values for that scenario display in the notebook. You can drag the **Scenario expert** dialog box to a new location to view all scenario cells.

Managing scenarios

Quattro Pro lets you keep track of all the scenarios you create. You can save edits to a scenario or you can rename the scenario group if the focus of the scenarios changes.

You can highlight the changing cells of a scenario to make it easier to keep track of the data that you modify.

When you no longer need a scenario, you can delete it from the scenario group, or you can remove the scenario group altogether.

To save scenario edits

1 Click **Tools** ▸ **Scenario** ▸ **Edit**.

2 Choose a scenario group from the **Scenario groups** list box.

3 Choose a scenario from the **Scenarios** list.

4 Edit the scenario on the spreadsheet.

5 Click **Capture**.

6 In the **Capture scenario as** dialog box, type the name of the scenario in the **Scenario name** box.

You can save the scenario you edited as a new scenario by typing a new name in the **Scenario name** box.

To rename a scenario group

1 Click **Tools** ▸ **Scenario** ▸ **Edit**.

2 Click **Settings**.

3 In the **Scenario group settings** dialog box, click **Rename**.

4 In the **Rename group** dialog box, type the new name in the **New group name** box.

To highlight cells

1 Click **Tools** ▸ **Scenario** ▸ **Edit**.

2 Click **Highlight**.

3 In the **Scenario manager highlight** dialog box, open the **Changed cells** color picker, and click a color.

4 Open the **Result cells** color picker, and click a color.

By default, changed cells are yellow; result cells are green.

To delete scenarios

1 Click **Tools** ▸ **Scenario** ▸ **Edit**.

If the scenario is in another scenario group, choose the group name from the **Scenario groups** list.

2 Choose a name from the **Scenarios** list.

3 Click **Delete**.

To delete a scenario group

1 Click **Tools** ▸ **Scenario** ▸ **Edit**.

2 Click **Settings**.

3 In the **Scenario group settings** dialog box, choose a group from the **Scenario groups** list box.

4 Click **Delete**.

Using goal seeking

Quattro Pro lets you calculate a formula backward, starting with the result and solving for a variable that produces that result. This is called goal seeking; instead of calculating an optimum solution, you change a single variable to reach the solution you specify.

When you know the result you want, but you aren't sure how to reach it, use goal seeking to help you find the answer.

To perform goal seeking

1 Type a formula into a cell. The formula must reference one variable cell.

2 Click **Tools** ▸ **Numeric tools** ▸ **Solve for**.

3 Click the **Range picker** in the **Formula cell** box, and select the cell containing the formula.

4 In the **Target value** box, type the result you want from the formula.

5 Click the **Range picker** in the **Variable cell** box, and select the cell that can be varied to achieve a particular result.

You can also	
Specify how many passes from one to 1000 Quattro Pro can make to solve a formula	Type a number in the **Max iterations** box.
Specify how close Quattro Pro has to be to a particular result	Type a number in the **Accuracy** box.

Managing files and data

File management is an important part of any project. You can open many different file formats in Quattro Pro, and you can import, insert, or combine data. You can also link data between notebooks or between Quattro Pro and another application.

In this section, you'll learn about

- opening and saving files
- sending files
- inserting, importing, and combining files
- importing text into columns
- creating notebook links

Opening and saving files

Using Quattro Pro, you can open files from other applications. For example, if you use Microsoft Excel or Lotus 1-2-3, you can open these files in Quattro Pro. You can also open files from the Internet.

Quattro Pro can open a Quicken® Interchange Format (**.qif**) file.

You can save Quattro Pro data as database files, in dBASE or Paradox file format. The field names are based on the data in the first row of the first sheet. If the first row contains data that is invalid as a database field name, for example, containing numbers, spaces, symbol characters, or duplicate labels, Quattro Pro uses the spreadsheet column letters to represent the field names. You can save Quattro Pro files in other formats as well.

To open a file from another application

1 Click **File** ▸ **Open**.

2 Choose the drive and folder where the file is stored.

3 Choose the filename extension from the **File type** list box.

4 Double-click the filename.

If the drive you require is not displayed in the **Look in** list box, you may have to map the drive. If the drive will not map to the path you specify, you may not have access to that location.

To open a file from the Internet

1 Click **File ▸ Open**.
2 Type a URL in the **Filename** box.
3 Click **Open**.

Quattro Pro makes a local copy of the file; you do not have to be continuously connected to the Internet to work with the file.

To open a Quicken Interchange Format (.qif) file

1 Click **File ▸ Open**.
2 Choose the drive and folder where the file is stored.
3 Choose **Quicken Interchange Format (.qif)** from the **File type** list box.
4 Double-click the filename.

When you open a **.qif** file in Quattro Pro, each spreadsheet row contains a single transaction record with the date, check number, payee, memo, cleared status, and amount columns. In addition, the assigned categories are broken down into columns. You can sum the category amounts for each column, create custom reports and charts, or use the transaction data within Quattro Pro as actual data.

When opening split transactions (multiple categories assigned to a single transaction), Quattro Pro places the correct amount in each category column. If a split transaction is composed of only a single category but has multiple descriptions, the category column contains a formula that includes all of the individual amounts.

When you save the opened **.qif** file, you must save it as a Quattro Pro file. You can save it in a different file format, but some formatting may be lost.

To save a database file

1 Click **File ▸ Save as**.
2 Choose one of the following from the **File type** list box:
   - **dBASE**
   - **Paradox**
3 Type the filename in the **Filename** box.
4 Click **Save**.
5 Choose a field from the **Fields** list, and make any changes to the field name or field type.
6 Click **Write**.

If you have used unique Quattro Pro features, a message may display stating that you are saving in a file format other than Quattro Pro. Click the database format to continue saving the database file.

To mark a field to be deleted, click it in the list, and press **Delete**. An asterisk displays next to the field name. To restore the field, press **Delete** again.

To save a Quattro Pro file in another format

1 Click **File** ▸ **Save as**.

2 Choose a file type from the **File type** list box.

3 Type a filename in the **Filename** list box.

4 Click **Save**.

Sending files

You can send notebooks to new locations. You can also send notebooks by email. If you have an email application installed on your computer or network, you can access it from within Quattro Pro.

To send a notebook to another location

1 Click **File** ▸ **Send to**.

2 Click the location where you want the file sent.

To send a notebook by email

1 Click **File** ▸ **Send to** ▸ **Send mail**.

2 Set email options according to your system.

3 Send the email.

Inserting, importing, and combining files

Quattro Pro lets you insert a file into a notebook.

You can also import both delimited and fixed-width text files. When you import text, you can specify how the text should be arranged on the spreadsheet. Arranging data into columns and rows is called parsing. For example, you can parse a column of long labels into two or more columns of data.

When you open a text file that includes tabs indicating new segments of data, Quattro Pro starts a new column each time it encounters a tab in the text.

Every sheet in the inserted or imported file that contains data is placed on a new sheet in the active notebook. If only one sheet is inserted, the sheet is given the name of the inserted file. If multiple sheets are inserted, the new sheets are named in the default letter sequence.

You can save notebooks as tab- or comma-delimited text files. You can also import unformatted text.

You can combine files by adding, subtracting, multiplying, or dividing the cells of two notebooks. You can also combine files by using math operators. Adding data is useful for combining files for a cumulative total. For example, you could compile year-to-date figures from monthly notebooks to create a cumulative notebook showing year-to-date expense totals.

To insert a file into a notebook

1 Close the file you want to insert.

2 Click **Insert** ▸ **Insert file**.

3 Choose a filename.

If you want to insert a file from another application, include its filename extension.

4 Type the cell location before which you want to place the inserted file in the **Before sheet** box.

If the file is inserted within the boundaries of a named selection of cells, or cells referenced by a formula, references expand to include the new spreadsheets.

If inserting a file expands a named selection of cells or cell reference beyond the limit of a notebook (beyond spreadsheet ZZZ), the reference becomes ERR.

To import a text file

1 Click **File** ▸ **Open**.

2 Choose the drive and folder where the file is stored.

3 Choose **ASCII Text (*.txt)** from the **File type** list box.

4 Double-click the filename.

5 From the **Parse settings** list box, choose one of the following:

- **Automatic** — automatically determines how best to parse the imported text file
- **Delimited auto** — automatically parses imported delimited text files
- **Fixed width auto** — automatically parses imported fixed-width text files

Lines larger than 4 KB are not imported. If the total number of lines (rows) you import exceeds the limit of the number of rows you specified for a spreadsheet, the data is truncated to this limit.

Files must be unformatted and saved as plain ASCII text files without any control codes or other word-processor formatting. Before you open a text file, remove any special formatting characters such as bold, underlining, or centering.

To save a text file

1 Select a cell on the relevant sheet.

2 Click **File** ▸ **Save as**.

3 Type the filename with the extension **.txt** in the **Filename** box.

4 Choose **ASCII Text (tab delimited or comma delimited)** from the **File type** list box.

Only the contents of the current sheet (or, if it is empty, the first non-empty sheet) of a notebook are saved.

To import unformatted text

1 In the source application, select the data to paste into Quattro Pro.

2 Click **Edit** ▸ **Copy**.

3 In Quattro Pro, click **Edit** ▸ **Paste special**.

4 Choose **Unformatted text** from the **As** box.

5 Enable the **Paste** option.

To combine files by using math operations

1 Click **File** ▸ **Open**.

2 Choose the drive and folder where the destination notebook is stored.

3 Double-click the filename.

This notebook contains the existing values; data in this notebook will be altered.

4 Click **Tools** ▸ **Data tools** ▸ **Combine files**.

5 Click **Browse** and select the source notebook.

This notebook contains the incoming values; no changes are made to this notebook.

6 In the **Source** area, enable one of the following options:

- **Entire file** — combines all data in the two files
- **Cell(s)** — combines only data in the cells which you specify

7 In the **Operation** area, enable one of the following options:

- **Copy** — inserts the exact contents of the source notebook
- **Add** — adds the incoming values to the existing values
- **Subtract** — subtracts the incoming values from the existing values
- **Multiply** — multiplies the incoming values by the existing values
- **Divide** — divides the existing values by the incoming values

Importing text into columns

You can import a text file and rearrange the text into columns at the same time. You can adjust the widths of imported columns and specify a parsing format for imported text.

You can customize how delimited and fixed-width text files are parsed. You can also add a fixed-width parse break to imported text.

To import a text file into columns

1 Click **Tools** ▸ **Data tools** ▸ **QuickColumns.**

2 Click the **Browse** button in the **Text source** box, and choose the text file.

3 Click the **Range picker** in the **Text source** box and select the source cells.

4 Click the **Range picker** in the **Destination** box and select a location for the imported data.

5 From the **Parse settings** list box, choose one of the following:

- **Automatic** — automatically determines how best to parse the imported text file
- **Delimited auto** — automatically parses imported delimited text files
- **Fixed width auto** — automatically parses imported fixed-width text files

If you want to view how data displays in the spreadsheet, click **Format**.

The QuickColumns Expert parses one column at a time.

The **Destination** box displays the active cell in the spreadsheet. Instead of specifying all the destination cells, you can specify one cell in which to begin inserting the parsed cells.

You can load previously saved parse settings by pressing the **Browse** button beside the **Parse settings** list box, and locating the **.qpx** file you want to load.

To adjust the column width for imported text

1 Click **Tools** ▸ **Data tools** ▸ **QuickColumns.**

2 Click **Format**.

3 In the column heading, point to the border until it changes to a double arrow.

4 Drag the border until the column reaches the required width.

When you adjust columns that contain fixed-width text, the adjustment may change where the data is placed in the destination cells. When you adjust columns that contain delimited text, the adjustment resizes the entire column and does not affect where the data is placed.

To specify a parsing format for imported text

1 Click **Tools** ▸ **Data tools** ▸ **QuickColumns**.

2 Click **Format**.

3 In the Format area, select a row or column.

4 Choose a parsing action from the **Action** list box:

- **Skip** — skips a row or column
- **Parse** — parses a row or column
- **Label** — copies a row as an unparsed label to the destination cells

You can also	
Insert a row, column, or sheet into a parsed text file	Click **Break data flow control**, and enable a break option.
Merge parsed cells	Click **Merge data control**.
Switch a column to a row	Select a column, and click **Transpose data control**.
Switch a row to a column	Select a row, and click **Transpose data control**.
Specify delimiters as text	Select a row, and click **Delimiter to text**.
Restore format options	Click **Revert text**.
Set the style for a column	Select a column, and choose a style from the **Style** list box.
Set the alignment for a column	Select a column, and choose an alignment from the **Alignment** list box.
Set the delimiter for a column	Right-click a column. In the **Column delimiters** dialog box, enable any column delimiter check box.

To customize parse settings for delimited text files

1 Click **Tools** ▸ **Data tools** ▸ **QuickColumns**.

2 Click the **Browse** button in the **Text source** box, and choose the text file.

3 Click the **Range picker** in the **Text source** box and select the source cells.

4 Click the **Range picker** in the **Destination** box and select a location for the imported data.

5 Choose **Delimited auto** from the **Parse settings** list box.

6 Click **Settings**.

7 In the **Parse settings** dialog box, enable any of the following options:

- **Apply formatting to spreadsheet** — automatically applies the existing spreadsheet formatting to the imported text
- **Set spreadsheet column widths** — automatically applies the existing spreadsheet column width to the imported text
- **Set page length to** — lets you label or skip certain rows without parsing

If you enable the **Set page length to** check box, choose an action from the **Action** list box, and type a value in the **Lines** box.

8 Enable check boxes to establish delimiters (data breaks) in each of the following:

- **End of cell** — establishes the selected character or characters as the start of a new cell within a row
- **End of row** — establishes the selected character or characters as the start of a new row
- **End of sheet** — establishes the selected character or characters as the start of a new spreadsheet

If you want to save your parse settings for future use, click **Save** and type a filename with a **.qpx** extension.

If you want data enclosed in a specific text qualifier to be parsed as a label, enable the **Text qualifier** check box in the **Data type** area, and type a text qualifier in the **Text qualifier** box.

To customize parse settings for fixed-width text files

1 Click **Tools** ▸ **Data tools** ▸ **QuickColumns**.

2 Click the **Browse** button in the **Text source** box, and choose the text file.

3 Click the **Range picker** in the **Text source** box, and select the source cells.

4 Click the **Range picker** in the **Destination** box, and select a location for the imported data.

5 Choose **Fixed width auto** from the **Parse settings** list box.

6 Click **Settings**.

7 In the **Data type** area, enable any of the following options:

- **Skip first character** — skips the first character in each line of text

- **Ignore nonconforming rows** — skips lines in the text that the QuickColumns Expert cannot parse
- **Join broken lines at ## characters** — unwraps lines before parsing. For example, if the text was generated by an application that wrapped text lines that exceeded 80 characters, enable this check box and type 80 in the **Characters** box.

To add a fixed-width parse break

1 Click **Tools** ▸ **Data tools** ▸ **QuickColumns**.

2 Click **Format**.

3 Click **Set parse breaks.**

4 In the **Set parse breaks** dialog box, type a value in the **Parse break position** box.

5 Click **Set**.

You can also	
Repeat parse breaks at regular intervals	Enable the **Repeat every** check box, and type a value in the **Characters** box.
Delete a parse break	Use the **Navigate parse break** buttons to select a parse break, and click **Clear**.
Delete all parse breaks	Click **Clear all**.
Restore default parse breaks options	Click **Default**.

Creating notebook links

You can insert links into Quattro Pro notebooks. There are several advantages to setting up notebook links instead of using multisheet notebooks. You can eliminate redundancy, ensure data is always up to date, save disk space, divide tasks among several people, and build larger models that exceed the limits of a single notebook.

You can link notebooks by selecting cells in the source notebook (when both notebooks are open). When you are consolidating information from several files that have the same layout, you can use wildcards to link to the same place in all of them. You can also link cells.

Links between Quattro Pro and other applications can be created. For example, you can write a memo in WordPerfect and link a cell in Quattro Pro to it.

You can create hyperlinks in a notebook to jump to another file or an Internet site.

To insert a notebook link

1 Select a cell in which you want to place a link.

2 Type a plus sign (+), and type the link address as **[Drive:\Path\Filename.Extension]Sheet:Cell reference**, where:

- **Drive** — is the drive containing the notebook. This is necessary only if the notebook you are linking is not on the same drive as the primary notebook.

- **Path** — is the path to the folder containing the notebook. This is necessary only when the notebook is not in the same folder as the primary notebook.
- **Filename** — is the name of the notebook
- **Extension** — is a three-letter suffix separated from the filename by a period (.). It is necessary only when the notebook has a different extension from the primary notebook.
- **Sheet** — is any valid sheet name, sheet range, or group name (such as C, Sales, D..F, or YearToDate)
- **Cell reference** — is any valid cell address, pair of coordinates, or cell name. However, cell coordinates are valid only when the link contains a spreadsheet function to operate on the cells.

Because link statements are not case-sensitive, you can type all parts of the link in either uppercase or lowercase. Do not include blank spaces in any part of the reference.

To link notebooks by selecting cells

1 Click **File ▸ Open**.

2 Choose the drive and folder where the notebook is stored.

3 Double-click the filename.

4 Select a cell.

5 Type a plus sign (+) in the cell.

6 On the application bar, click the name of the supporting file.

7 Click the cell that contains the link you want to place in the primary notebook.

If the formula is incomplete, finish typing it.

8 Press **Enter**.

You can also activate the target notebook by clicking **Window** and choosing the window from the numbered list at the bottom of the menu.

To link notebooks by using wildcards

1 Click **File ▸ Open**.

2 Open the primary notebook and any relevant supporting files.

3 Type a wildcard character in place of the filenames in the link.

When you finish entering the link, the formula is revised to include specific filenames. This means that if you open new files after using a wildcard in a link, they are not referenced in the formula.

To link cells

1 In the source notebook, select the cells you want to link.

2 Click **Edit ▸ Copy**.

3 In the destination notebook, select the upper-left cell of the destination cells for the links.

4 Click **Edit ▸ Paste special**.

5 Click **Link**.

Each copied cell contains a formula beginning with a plus sign (+) followed by the filename in parentheses (if different from the active notebook), the sheet name and a colon (if different from the active sheet), and the cell address.

To link data between applications

1. In the source application, select the data you want to link to from Quattro Pro.
2. Click **Edit** ▸ **Copy**.
3. In Quattro Pro, click the cell where you want to place the linked data.
4. Click **Edit** ▸ **Paste special**.
5. Enable the **Paste link** option.
6. Choose a file format from the **As** box.

You can link contiguous and noncontiguous selections.

Each copied cell contains a formula beginning with a plus sign (+) followed by the filename in parentheses (if different from the active notebook), the sheet name and a colon (if different from the active sheet), and the cell address.

To insert a hyperlink

1. Select a cell on the active spreadsheet.
2. Click **Tools** ▸ **Hyperlink**.
3. Type a text description of the link in the **Text to link** box.
4. Type a link source in one of the following boxes:
   - **Link to file or URL** — allows you to link to a file or URL
   - **Specific location** — allows you to link to a cell address in the same notebook

If you want Quattro Pro to use a relative path to the file you've linked to, enable the **Use relative path** check box. If you move a file that contains a hyperlink, ensure that you also move any linked files as necessary to maintain the hierarchy.

You can also use UNC paths in your relative addressing as long as the network path you are using has previously been mapped. For example, if you map network drive **documents\spreadsheets** to drive F: on your computer, then the hyperlink **documents\spreadsheets\financials.qpw** could be used to access the file **financials.qpw**.

Presenting spreadsheet data in a chart

Quattro Pro lets you present data graphically by plotting it in a chart.

In this section, you'll learn about

- creating charts
- adding titles to charts

Creating charts

Creating a chart lets you represent spreadsheet data graphically. You can create a chart automatically and have all the chart options chosen for you, or you can create a chart by using the Chart Expert, which guides you through the steps of creating a chart that best suits a data set.

To create a chart automatically

1 Select the cells you want to plot.

If the surrounding cells contain explanatory labels, you can include them in the selection for use as the chart axis labels or the chart legend.

2 Click the **QuickChart**™ button on the toolbar.

3 On the spreadsheet, click where you want to insert the chart.

If you want to customize the size of the chart, click and drag diagonally on the spreadsheet.

To create a chart by using the Chart Expert

1 Click **Insert** ▸ **Chart**.

2 Follow the steps of the Expert.

Adding titles to charts

You can customize a chart by adding titles. You can add titles to the chart, or to a specific axis.

You can add a title for any numeric chart type.

To add a title

1 Click a chart.

2 Click **Chart** ▸ **Titles**.

3 Enable the **Main title** check box, and type a title in the box.

You can also	
Add a subtitle	Enable the **Subtitle** check box, and type a subtitle in the box.
Add a footnote	Enable the **Footnote** check box, and type a footnote in the box.
Add an axis title	Enable one of the axis check boxes, and type a title in the box.

Adding maps to spreadsheets

Maps can expose trends in adjoining regions that would be hidden in a spreadsheet table or a numeric chart. You create maps just as you create charts, and they can be placed next to data or on their own page.

In this section, you'll learn about

- creating and positioning maps
- presenting data on maps
- editing maps
- customizing map legends

Creating and positioning maps

You can create a map from the sample data provided with Quattro Pro. Sample data is stored in datamap files and can be copied to a spreadsheet and combined with your own data. These files are installed with the Quattro Pro mapping component and contain statistical and geographic data related to various world regions.

You can use a Quattro Pro mapping expert to create maps representing data. This expert allows you to create floating maps or full-page maps. Quattro Pro calculates the full range of map data and assigns each map region one of six colors or patterns, depending on where that region lies in the data range.

After creating a map, you can move it anywhere on a spreadsheet and adjust its size to fit in a specified area. The region displayed on a map is an object. Legends, titles, and any additional graphics you add to a map are also map objects. Each object can be moved or resized independently.

You can also change the aspect ratio of a map. When you change a map's aspect ratio, you are changing the height and width proportions of the map.

Quattro Pro lets you view a map (or a portion of a map) with increased or reduced magnification. For example, if you zoom in on a map of Africa you can view a single country (for example, Egypt) on the map.

To copy data from a datamap file to a new notebook

1 Click **File** ▸ **Open**.

2 Choose the drive and folder where the datamap file is stored.

Datamap files are usually located in the **programs\datamaps** folder.

3 Choose **All files** from the **File type** list box.

4 Double-click the datamap (**.wb3**) file you want to open.

5 Select the data you want to copy to your notebook.

6 Click **Edit** ▸ **Copy**.

7 Click **File** ▸ **New**.

8 Click **Edit** ▸ **Paste**.

To create a map

1 Select the cells containing the map data.

The first selected cell must contain the first map region name.

2 Click **Insert** ▸ **Graphics** ▸ **Map**.

3 Follow the directions provided by the Map Expert.

If the **Check regions** dialog box is displayed, you can replace the unknown region by choosing a region from the **Region list** box, and clicking **Replace**. You can also leave the unknown region by clicking **Skip** or **Skip all**.

To add cities to your map, click **Mark points on your map** during the Map Expert process.

4 Position the pointer at the upper-left corner of the desired position for the map.

5 Drag diagonally until the map is the required size.

To create a map on a separate page, enable the **Map window** option in the **Destination** area. To create a blank map, don't type any cell references in the **Color** or **Pattern** boxes.

To move a map

1 Select the border of a map.

2 Drag the border to move the map to a new position.

If you want to move multiple map objects as a unit; select an object, hold down **Shift**, and select additional objects.

To resize a map

1 Select the border of a map.

2 Drag a sizing handle to change the width or height of the map.

If you want to change the width and height without changing map proportions, drag a corner sizing handle.

If you want to resize multiple map objects as a unit; select an object, hold down **Shift**, and select additional objects.

To change the aspect ratio of a map

1 Select a map.

2 Click **View**, and click one of the following menu commands:

- **Floating chart** — retains the proportions of the floating map, even when you print the map or display it on its own page
- **Printer preview** — displays how the map looks when printed with the current page setup
- **Screen slide** — displays the correct proportions for a map that you plan to use in an onscreen slide show
- **35mm slide** — displays the correct proportions for a map that you plan to send to a slide service for processing into 35mm slides

To zoom in on a map

1 Select a map.

2 Right-click an area, and click **Zoom in**.

You can also	
Return a map to its original magnification	Right-click an area, and click **Zoom to normal**.
Reduce the magnification of a map	Right-click an area, and click **Zoom out**.
Center a map on a point	Right-click an area, and click **Center**.

Presenting data on maps

Colors and patterns can show ranges related to the data on a spreadsheet. You can include this information when you create a map, or you can add it to the map later. You can also remove the colors or patterns related to a data selection.

A map consists of one or more overlays with or without spreadsheet data. For example, a map of the United States usually shows state borders, but it may also show highways or the location of major cities. Each of these sets of boundaries or locations is called an overlay, because they can be laid on top of each other, like overhead transparencies or sheets of tracing paper. There are three types of overlays you can add to a map: region, static, and pin.

You can add region overlays to a map to display regional boundaries. You can also extend a map to include other regions. If you add another region to a map, make sure you add its region, color, and pattern data to the spreadsheet.

Unlike other types of overlays, static overlays do not require any notebook data. Static overlays display correctly only if they are appropriate for the current map. For example, a static overlay of United States highways is of no use in a map of Japan, so it will not display. Quattro Pro includes two static overlays: the U.S. Interstate Highways overlay, and the World Grid overlay. The U.S. Interstate Highways overlay marks in the major highways that cross the United States. The World Grid overlay adds longitude and latitude lines to the map.

Pin overlays can display locations of cities or towns. You can add pin overlays when you create a map or you can add them later. Before you add a pin overlay, make sure the spreadsheet data is organized correctly.

You can also add locations to a map using longitude and latitude. For example, you can show the location of important buildings, geographic landmarks, and towns or cities not included in one of the pin overlays.

You can change the appearance of a pin label by applying different font properties. As well, you can change the pin symbol that displays next to any label. For example, you can display symbols that represent schools, direction arrows, or other landmarks on a map.

To add color and pattern data to a map

1 Right-click a map, and click **Map data**.

2 In the **Color data** box, type the cell references for the data you want represented by colors.

3 In the **Pattern data** box, type the cell references for the data you want represented by patterns.

You can also add color and pattern data to a map by double-clicking the **Map** icon on the Objects sheet.

To remove color or pattern data, select the data to remove and press **Delete**.

To add a region overlay to a map

1 Right-click a map, and click **Map data**.

2 Click **Add overlay**.

3 In the **Map Data** dialog box, click the **Region** tab.

4 Choose a region from the list.

When you create a map with the Map Expert, the first region overlay is added automatically.

To include another region on a map

1 Right-click a map, and click **Map data**.

2 Click **Add overlay**.

3 In the **Map Data** dialog box, click the **Region** tab.

4 Choose a region from the list.

5 Click **OK**.

6 In the **Region names** box, type the cell addresses for the new region.

7 In the **Color data** box, type the cell addresses for the new region data you want represented by color.

8 In the **Pattern data** box, type the cell addresses for the new region data you want represented by patterns.

Quattro Pro can recognize regions belonging to installed maps only. For example, if a map contains data from states in India, Quattro Pro will not recognize those states as part of India unless the map India by State is installed.

To add a static overlay to a map

1 Right-click a map, and click **Map data**.

2 Click **Add overlay**.

3 In the **Map Data** dialog box, click the **Static** tab.

4 Choose a grid from the list.

To add a location to a map using a pin overlay

1 Right-click a map, and click **Map data**

2 Click **Add overlay**.

3 In the **Map Data** dialog box, click the **Pin** tab.

4 Enable the **Use pin name** option.

5 Choose a city overlay from the list.

6 In the **Pin ID cells** box, type the cell references containing the pin IDs.

7 In the **Pin label cells** box, type the cell references containing the pin labels.

To add a location to a map using longitude and latitude

1 Right-click a map, and click **Map data.**

2 Click **Add overlay**.

3 In the **Map Data** dialog box, click the **Pin** tab.

4 Enable the **Use lat/long** option.

5 In the **Name** box, type a name for the overlay.

6 Click **OK**.

7 In the **Latitude cells** box, type the cell references containing the latitude values.

8 In the **Longitude cells** box, type the cell references containing the longitude values.

9 In the **Pin label cells** box, type the cell references containing the pin labels.

To change the appearance of pin labels on a map

1 Select a map.

2 Right-click a region on the map, and click **Selection properties**.

3 Click the **Pin symbol** tab.

4 Enable the **Display pin labels** check box.

5 Click the **Font** tab.

6 Modify any font properties.

Pin labels display on a map only if you select them along with the pin names or latitude and longitude coordinates. If you do not include the labels in the selection, pin locations are marked with a symbol or left blank.

To change the appearance of pin symbols on a map

1 Select a map.

2 Right-click a region on the map, and click **Selection properties**.

3 Click the **Pin symbol** tab.

4 Enable the **Display pin symbol** check box.

5 Modify any font properties.

6 Choose a new symbol from the **Symbol** list.

Pin labels display on a map only if you select them along with the pin names or latitude and longitude coordinates. If you do not include the labels in the selection, pin locations are marked with a symbol or left blank.

Editing maps

You can edit a map and its map objects by modifying the properties associated with each. As well, you can have your map redrawn automatically when you make changes to the spreadsheet data, or you can choose to manually update your map.

You can change a map border to coordinate with a color scheme used on the map. As well, you can change a map background to display colors, patterns, or wash effects.

Selecting different text properties like font, size, and color for titles, subtitles, and legend titles lets you change the appearance of titles. As well, you can edit map titles. For example, if you change the data shown in a map, you can update the titles to accurately reflect what data the map now displays.

You can also change the alignment of titles and subtitles.

To edit a map

1 Select a map.

2 Right-click an object on the map, and click **Selection properties**.

3 Modify any formatting settings.

To redraw a map

1 Select a map.

2 Right-click a region on the map, and click **Selection properties**.

3 Click the **Redraw options** tab.

4 Enable one of the following options:

- **Automatic** — the map is updated every time the source data changes
- **Manual** — the map is updated only when you click **Redraw**

To change the border of a map

1 Select the border of a map.

2 Click **Format** ▸ **Selection properties**.

3 Click the **Border color** tab.

4 Click the color palette.

5 Click a color on the palette.

6 Click the **Box type** tab.

7 Choose a new line style.

If you want to create a drop shadow behind the border, enable the **Drop shadow** check box.

To change the background of a map

1 Select a map.

2 Right-click the background of the map, and click **Selection properties**.

3 Enable one of the following options:

- **Pattern** — lets you choose a solid color or two-color pattern
- **Wash** — lets you choose a wash effect using one or two colors
- **Bitmap** — lets you insert a bitmap image of your choice as the background
- **None** — lets you leave the background blank

4 Modify any color or style settings.

Background fill options are overridden if you make the background transparent.

To make a map background transparent

1 Select the border of a map.

2 Click **Format ▸ Selection properties**.

3 Click the **Box type** tab.

4 Enable the **Transparent** check box.

To edit a map title

1 Right-click a map, and click **Titles**.

2 In the **Main title** box, type a new main title.

3 In the **Subtitle** box, type a new subtitle.

4 In the **Legend** box, type a new legend title.

To change text properties for a map title

1 Select a map.

2 Right-click a title on the map, and click **Selection properties**.

3 Click the **Text font** tab.

4 Modify any settings.

5 Click the **Text settings** tab.

6 Modify any settings.

To change the alignment of map titles

1 Select a map.

2 Right-click a title on the map, and click **Selection properties**.

3 Click the **Alignment** tab.

4 Choose a new alignment.

Customizing map legends

In Quattro Pro, legends are map objects that help control how data is represented on the map. You can add a map legend title at any time. You can also add new text to the legend.

You can edit the colors or patterns displayed in a legend. The position of a map legend can also be changed.

To add a title to a map legend

1 Select a map.

2 Right-click the legend, and click **Selection properties**.

3 Click the **Title** tab.

4 Enable the **Show legend title** check box.

5 Type the title in the **Legend title** box.

To add text to a map legend

1 Select a map.

2 Right-click the legend, and click **Selection properties**.

3 Click one of the following tabs:

- **Colors**
- **Patterns**

4 Type text in the **Legend text** boxes.

If you want to display only numeric values in the legend, leave the **Legend text** boxes blank.

To edit colors or patterns in a map legend

1 Select a map.

2 Right-click the legend, and click **Selection properties**.

3 Click one of the following tabs:

- **Colors**
- **Patterns**

4 Select a new color or pattern next to each color or pattern bin.

You can also	
Exclude color or pattern data from a map legend	Enable the **Set bin values manually** and **Require exact match** check boxes.

You can also	
Change values in a map legend	Enable the **Set bin values manually** check box and enter new values in the **Maximum value** boxes.
Hide color or pattern data in a map legend	Disable the **Show legend** check box.

To change the position of a map legend

1 Select a map.

2 Right-click the legend, and click **Selection properties**.

3 Click the **Legend position** tab.

4 Choose a new legend position.

You can also change the position of a map legend by dragging it to a new position.

Corel Presentations

Creating slide shows and drawings

Corel Presentations includes comprehensive slide show tools that allow you to create professional-looking slide shows and drawings.

In this section, you'll learn about

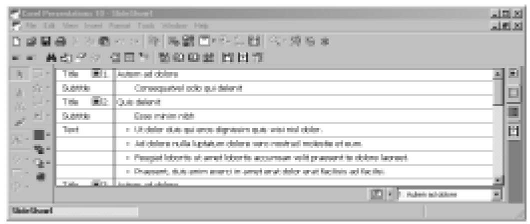
- using slide show views
- opening slide shows
- saving slide shows
- working with the Slide Outliner
- adding and removing slides
- adding speaker notes
- working with the Slide Sorter
- creating portable slide shows
- creating and saving drawings

Using slide show views

You can create, edit, and sort a slide show in three views.

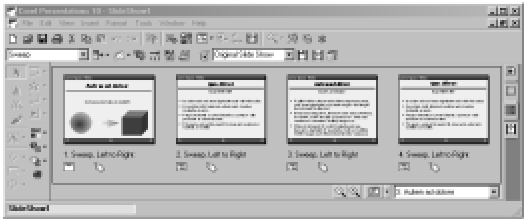
You can use the Slide Editor to add, view, and edit the text, objects, and charts of individual slides. The Slide Editor is also used to specify slide properties for the slides in a slide show.

You can use the Slide Outliner to create an outline for a slide show. You can specify a layout, and then type the text for each slide. For more information about the Slide Outliner, see "Working with the Slide Outliner" on page 245.



This is an example of a slide displayed in the Slide Outliner.

The Slide Sorter displays thumbnail sketches of each slide in a slide show. You can select slide properties and display detailed information about the settings used for each slide in the current slide show. For more information about sorting slides, see “Working with the Slide Sorter” on page 246.



This is an example of slides displayed in the Slide Sorter.

You can switch between each of these slide show views.

To switch between slide show views

- Click **View**, and click one of the following:
  - **Slide Editor**
  - **Slide Outliner**
  - **Slide Sorter**

You can also change the slide show view by clicking the **Slide Editor**, **Slide Outliner**, or **Slide Sorter** tab on the right side of the slide show window.

Opening slide shows

A slide show project is a predefined slide show that includes a prepared layout and outline. All you need to do is type in data. You can design your own slide show or start a slide show from a predefined slide show project.

To open a new blank slide show

1 Click **File ▸ New**.

2 Choose a slide show from the **Category** list box.

3 Click a slide show master on the palette.

To open a new slide show from a predefined project

1 Click **File ▸ New from project**.

2 Click the **Create new** tab.

3 Choose **Corel Presentations 11** from the list box.

4 Choose **Corel Presentations slide show** from the list.

5 Click **Create**.

6 In the **Startup master gallery** dialog box, choose a slide show from the **Category** list box.

7 Click a slide show master on the palette.

Saving slide shows

You can save new slide shows.

To save a slide show for the first time

1 Click **File** ▸ **Save**.

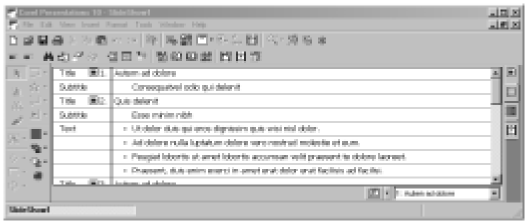
2 Choose the drive and folder where you want to save the file.

3 Type a filename in the **Filename** box.

4 Click **Save**.

Working with the Slide Outliner

You create an outline for a slide show in the Slide Outliner. An outline is a numbered list that includes all the text found in every slide in a slide show. You can create an outline by choosing a slide layout and typing the text for each slide. You can type the text for slide titles, subtitles, text slides, bulleted list slides, and combination slides.



This is an example of how the Slide Outliner can be used to view and create a slide.

To create a slide show outline

1 Click **View** ▸ **Slide outliner**.

2 Type a title in the slide show, and press **Enter**.

3 Type a subtitle in the slide show, and press **Enter**.

4 Type any text in the slide show.

5 Click **Insert** ▸ **New slide**.

6 In the **New slide** dialog box, click a slide layout on the **Layout** palette.

If you delete text, you can restore it by clicking the **Undelete** button on the property bar.

You can move an outline down or up one level by clicking the **Previous level** button or the **Next level** button on the property bar.

Adding and removing slides

You can build a slide show by adding one slide or several slides at a time. You can also delete any slides you have added.

To add a slide

1 Click **Insert** ▸ **New slide**.

2 Click a slide layout on the **Layout** palette.

3 Type a value in the **Number to add** box.

To delete a slide

1 Click a slide tab at the bottom of the slide show window.

2 Click **Edit** ▸ **Delete slide(s)**.

Adding speaker notes

You can use speaker notes as cue cards for slide show presentations. You can type your own notes, or you can insert the text which appears on the slides.

To create speaker notes

1 Click **Format** ▸ **Slide properties** ▸ **Speaker notes**.

2 Type text in the box.

To insert text from a slide

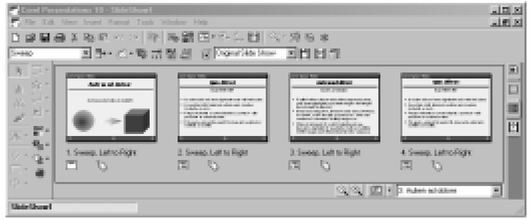
1 Click **Format** ▸ **Slide properties** ▸ **Speaker notes**.

2 Click **Insert text from slide**.

Working with the Slide Sorter

The Slide Sorter displays thumbnail sketches of each slide in a slide show. You can sort the slides in a slide show by dragging them. Once you drag a slide to a new position, the Slide Sorter reorders and renumbers each slide.

A slide show consists of a series of slides presented in succession using slide transitions. Slide transitions control how each slide is introduced, creating a smooth visual progression for the audience. The default transition displays slides and the objects on the slide at the same time, but you can choose to display them separately. You can use the Slide Sorter to apply a different transition effect to each slide, a range of slides, or apply the same transition effect to the entire slide show.



This is an example of viewing slides in the Slide Sorter.

To sort slides

1 Click **View** ▸ **Slide Sorter**.

2 Drag a slide to a new position.

You can also	
Sort a range of slides	Hold down **Shift**, click the first and last slide in the range of slides, and drag them to a new position.
Sort a range of nonconsecutive slides	Hold down **Ctrl**, click each slide, and drag them to a new position.

To apply a slide transition

1 Click **View** ▸ **Slide Sorter**.

2 Click a slide.

3 Click **Format** ▸ **Slide properties** ▸ **Transition**.

4 Choose a transition effect from the **Effects** list.

5 Choose a transition direction from the **Direction** list.

6 In the **Speed** area, enable one of the following options:

- **Fast**
- **Medium**
- **Slow**

If you want to apply the slide transition to an entire slide show, enable the **Apply to all slides in slide show** check box.

You can also	
Show only transitions with Macromedia Flash™ format	Enable the **Show only Macromedia Flash-enabled transitions** check box.
Apply sound to the slide transition	Type a file path and filename in the **Sound** box, and move the slider to adjust the volume of the sound.

You can also apply a slide transition by choosing one from the **Slide transition** list box on the property bar.

You can also choose a transition direction by opening the **Direction** picker on the property bar and clicking a direction.

Creating portable slide shows

You can create a self-executing version of a slide show that can be played on any computer that uses the Windows operating system, even if it doesn't have Corel Presentations installed. The slide show files and the Corel Presentations application files necessary to run the slide show are copied to the disk on which you create the portable slide show.

To create a portable slide show

1 Click **File** ▸ **Show On The Go™**.

2 Click **Create**.

Creating and saving drawings

Corel Presentations drawings can contain data charts, bitmaps, clipart, and drawn objects. You can create drawings, and you can also create posters and banners. Drawings, unlike Corel Presentations slide shows, cannot contain transitions, animations, sound files, or movie files.

You can save Corel Presentations drawings in various file formats such as WordPerfect graphic, Windows bitmap, JPEG, and GIF. This allows you to use the drawings you create in other applications, such a WordPerfect documents, or in Web pages.

To create a drawing

1 Click **File** ▸ **New from project**.

2 Click the **Create new** tab.

3 Choose **Corel Presentations** from the list box.

4 Choose **Corel Presentations drawing** from the list.

5 Click **Create**.

To create a poster or a banner

1 Click **File** ▸ **New from project**.

2 Click the **Create new** tab.

3 Choose **Corel Presentations** from the list box.

4 Choose **Corel Presentations drawing** from the list.

5 Click **Create**.

6 Click **File** ▸ **Page setup**.

7 Click the **Poster** tab.

8 Click **Poster size**.

9 Drag to select the poster size.
Each square in the poster size table represents one page.

You can also create posters from slides by saving them as drawings (**.Wpg** files).

To save a drawing for the first time

1 Click **File** ▸ **Save**.

2 Choose the drive and folder where you want to save the file.

3 Type a filename in the **Filename** box.

4 Choose a graphic file format from the **File type** list box.

5 Click **Save**.

Setting up rulers, grids, and guidelines in Corel Presentations

You can use several visual aids, such as rulers, gridlines, alignment guides, and crosshairs, to help you place objects precisely on slides or drawings.

In this section, you'll learn about

- setting up rulers
- setting up gridlines
- setting up alignment guides
- setting up the crosshair and the pointer position

Setting up rulers

You can display or hide rulers on the horizontal and vertical axes in a slide show or drawing. Using these horizontal and vertical rulers allows you to move and align objects precisely, and to adjust indents and tabs in text.

To display or hide the ruler

- Click **View** ▸ **Ruler**.

  A check mark beside the **Ruler** menu command indicates that the ruler is displayed.

Setting up gridlines

By displaying the grid in Corel Presentations, you can use a series of horizontal and vertical gridlines to align objects. You can also hide these gridlines. Grid options let you customize the gridlines.

To display or hide gridlines

- Click **View** ▸ **Grid/guides/snap** ▸ **Display grid**.

  A check mark beside the **Display grid** menu command indicates that the grid is displayed.

To set grid options

1 Click **View** ▸ **Grid/guides/snap** ▸ **Grid/guides/snap** options.

2 Enable the **Display grid** check box.

3 Type a value in any of the following boxes:

- **Horizontal spacing** — changes the amount of space between the horizontal gridlines
- **Vertical spacing** — changes the amount of space between the vertical gridlines
- **Interval** — displays gridlines in intervals, based on the number you type (for example, if you type 4, every fourth gridline is displayed)

Setting up alignment guides

Displaying alignment guides allows you to line up objects within a slide show or drawing. You can also hide these alignment guides. You can create an alignment guide by dragging it from the horizontal or vertical ruler.

To display or hide alignment guides

- Click **View** ▸ **Grid/guides/snap** ▸ **Display guides**.

  A check mark beside the **Display guides** menu command indicates that the alignment guides are displayed.

To create an alignment guide

1 Click **View** ▸ **Ruler**.

2 Drag from the horizontal or vertical ruler to a position on the slide or drawing.

The ruler must be displayed to create an alignment guide.

Setting up crosshairs and the pointer position

The crosshair pointer is a pointer attached to crossed lines extending to the edges of the slide show or drawing window. You can display or hide the crosshairs. You can also, in the application bar, display or hide the coordinates of the pointer's exact position.

To display or hide crosshairs

- Click **View** ▸ **Crosshair**.

  A check mark beside the **Crosshair** menu command indicates that the crosshairs are displayed.

To display or hide the position of the pointer

- Click **View** ▸ **Show pointer position**.

  A check mark beside the **Show pointer position** menu command indicates that the pointer position is displayed.

Working with the Master Gallery

A master is a set of layouts and backgrounds. A layout is a slide with preset placeholders for objects such as titles, subtitles, bulleted lists, text, data charts, and organization charts. Each layout has a page format and color scheme that is consistent with the other layouts and backgrounds that are part of a master. A background can include a border, a gradient background, and other related images. Corel Presentations provides a selection of masters to work with in the Master Gallery.

In this section, you'll learn about

- applying masters to slides
- applying backgrounds and layouts to slides
- creating slide show layouts and backgrounds
- adding new masters to the Master Gallery

Applying masters to slides

Corel Presentations provides a collection of masters in the Master Gallery. Each master is a set of professionally designed slide backgrounds and layouts. Choosing a preset layout allows you to concentrate on the content of the slide show, rather than on the format.

The masters in the Master Gallery are grouped into categories. You can use a master provided with Corel Presentations in the Master Gallery.

To use a master in the Master Gallery

1 Click **Format** ▸ **Master Gallery**.

2 Choose a slide show category from the **Category** list box.

3 Click a master on the **Selected style** palette.

You can also choose a master from the Master Gallery by clicking the **Master Gallery** button on the toolbar.

Applying backgrounds and layouts to slides

When you add a new slide to a slide show, you can apply preset backgrounds and layouts from the Background Gallery and the Layout Gallery. For example, if you want a slideshow with a grayscale or black-and-white look, you can choose one of the printout masters available in the Master Gallery category list.

To apply a background to a slide

1 Click **Format ▸ Background Gallery**.

2 Click the **Appearance** tab.

3 In the **Backgrounds** area, choose a background category from the **Category** list box.

4 Click a background on the **Background** palette.

If you want to apply the background to all slides in the slide show, enable the **Apply selected background to all slides in slide show** check box.

You can add up to 30 different backgrounds to a slide show.

You can also apply a background that is not in the **Category** list box by clicking the **Browse** button and choosing the drive and folder where the background is stored. For example, you can apply clipart as a background.

To apply a layout to a slide

1 Click **Format ▸ Layout Gallery**.

2 Click the **Appearance** tab.

3 Click a layout on the **Layouts** palette.

You can add up to 30 different layouts to a slide show.

You can also apply a layout to a slide by opening the **Select layout** picker and clicking a layout.

Creating slide show layouts and backgrounds

Creating new slide show layouts and backgrounds is an alternative to applying preset formats. The layout layer of a slide can consist of titles, subtitles, bulleted lists, data charts, and organization charts.

To create a slide show layout

1 Click **Edit ▸ Layout layer**.

2 Click **Insert ▸ New layout**.

3 Type a layout name in the **Name** box.

4 Click **OK**.

5 Insert any objects into the layout.

When you insert a text object, such as a text box or a text line, into a slide show layout, you must type placeholder text in it.

To create a slide show background

1 Click **Edit ▸ Background layer**.

2 Click **Insert ▸ New background**.

3 Type a background name in the **Name** box.

4 Click **OK**.

5 Insert any objects into the background.

Adding new masters to the Master Gallery

Once you have changed the background and layout layers of a slide, you can save your changes as a new master and add it to the Master Gallery. The next time you create a slide show, the master will display in the Master Gallery under the category you specify.

To add a master to the Master Gallery

1 Click **File ▸ Save as.**

2 Choose **X:\Program Files\Corel \Wordperfect Office 11\Programs\Masters** from the **Save in** list box, where **X** represents the drive on which Corel Presentations is stored.

3 Double-click one of the following Master category folders:

- **35mm**
- **Business**
- **Color**
- **Design**
- **Nature**
- **Printout**
- **Theme**

4 Choose one of the following file formats from the **File type** list box:

- **Presentations Master 3.0**
- **Presentations Master 7/8/9/10/11**

5 Type a filename in the **Filename** box.

You can overwrite an existing master; however, you will need to reinstall Corel Presentations in order to retrieve the original master.

Working with text in slide shows and drawings

You can customize the appearance of slides with a variety of text objects.

In this section, you'll learn about

- creating text objects
- setting text attributes
- formatting text in text objects

Creating text objects

You can create text objects by inserting text boxes, text lines, and TextArt. Text boxes expand in length and text lines expand in width to contain text as you type.

This is an example of TextArt.

To insert a text box

1. Click **Insert ▸ Text box**.
2. Drag to define the text box.
3. Type text in the text box.

You can also define the text box by clicking in the slide show or drawing window.

You can also insert a text box by clicking the **Text box** button on the tool palette.

To insert a text line

1 Click **Insert** ▸ **Text line**.

2 Click in the slide show or drawing window.

3 Type text.

To insert TextArt

1 Click **Insert** ▸ **Graphics** ▸ **TextArt**.

2 Click the **General** tab.

3 Click a shape on the **Shapes** palette.

4 Choose a font from the **Font** list box.

5 Choose a font style from the **Font style** list box.

6 Open the **Justification** picker, and click a text justification.

7 Choose a smoothness level from the **Smoothness** list box.

8 Type any text in the **Type here** box.

9 Click **Insert symbol**.

Setting text attributes

You can customize the text in a slide show or drawing by setting text attributes. You can change the font by using a variety of font types, sizes, and colors. For example, you can use Arial font, in 12 point size and in red. You can also apply a style, such as bold, italic, or underlined.

As well, you can apply an outline to text.

To change the font of text

1 Double-click a text object.

2 Select the text.

3 Click **Format** ▸ **Font**.

4 Click the **Font** tab.

5 Choose a font from the **Face** list.

You can also	
Change the appearance of text	In the **Appearance** area, enable the **Bold**, **Italic**, or **Underline** check box.
Change the font size	Choose a font size from the **Size** list box.
Change the font size relative to the current size	Click the **Relative size** picker, and click a size.
Change the font color	Open the **Color** picker, and click a color.
Restore the text appearance	Right-click the selected text, and click **Normal**.

You can view a list of available attributes for each font by clicking the plus sign (+) to the left of the font.

You can also change the appearance of text by clicking the **Bold** button, the **Italic** button, or the **Underline** button on the property bar.

To outline text

1 Double-click a text object.
2 Select the text.
3 Click **Format** ▸ **Font**.
4 Click the **Outline** tab.
5 Open the **Color** picker, and click a color.
6 Open the **Style** picker, and click an outline style.
7 Open the **Width** picker, and click a line width.
   If you want to specify the line width, type a value in the box below the **Width** picker.

Formatting text in text objects

You can move individual characters or blocks of text, and you can delete them. By justifying text, you can position it left, right, or center in relation to the sides of a text box. You can also indent lines or paragraphs of text.

You can also adjust the spacing between lines of text.

To move text

1 Double-click a text object.
2 Select the text.
3 Drag the selected text to a new position inside the selected text object.

To delete text

1 Double-click a text object.
2 Select the text.
3 Click **Edit** ▸ **Delete**.

To justify text

1 Click a text box.
2 Click **Format** ▸ **Justification**, and click one of the following:
   - **Left** — aligns text to the left
   - **Right** — aligns text to the right
   - **Center** — aligns text to the center

You can also justify text by opening the **Justification** picker on the property bar and clicking an alignment.

To indent text

1 Double-click a text box.
2 Click at the beginning of a line of text.
3 Click **Format** ▸ **Paragraph**, and click one of the following:
   - **Indent** — indents the left margin of the paragraph by one tab stop

- **Hanging indent** — indents all but the first line of the paragraph by one tab stop
- **Double indent** — indents the paragraph equally from both sides

To set line spacing

1 Click a text box.

2 Click **Format** ▸ **Line** ▸ **Spacing**.

3 Type a number in the **Spacing** box.

Working with bulleted lists in Corel Presentations

You can create bulleted lists in Corel Presentations to effectively communicate sequential ideas within drawings and slide shows.

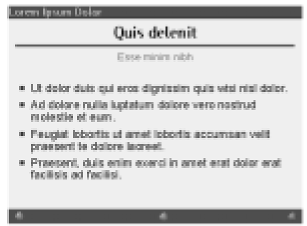
In this section, you'll learn about

- creating bulleted lists
- formatting bulleted lists
- changing line spacing in bulleted lists
- animating bulleted lists

Creating bulleted lists

You can create bulleted lists in slide shows and drawings. Keep the following points in mind when you create any type of bulleted list:

- Express a single idea on each line.
- Avoid using more than six items in a list.
- Use nouns and action verbs to start sentences.



This is an example of a bulleted list.

To create a bulleted list

1 Click **Insert** ▸ **Bulleted list**.

2 Click in the slide show or drawing window.

3 Type text on the bulleted line.

4 Press **Enter**.

If you want to create a new level within the list, press **Tab**.

5 Click outside the bulleted list to return to the slide show or drawing window.

Formatting bulleted lists

You can also change the shape of a bullet or use a different symbol for a bullet.

To change the shape of a bullet

1 Click a bulleted list.

2 Click **Format** ▸ **Bulleted list properties**.

3 Click the **Bullets** tab.

4 Choose a list level from the list.

5 Choose a bullet shape from the **Bullet shape** list box.

To apply a different symbol to a bullet

1 Click a bulleted list.

2 Click **Format** ▸ **Bulleted list properties**.

3 Click the **Bullets** tab.

4 Choose a list level from the list.

5 Choose **Other** from the **Bullet shape** list box.

6 In the **Symbols** dialog box, click **Set**, and click a symbol set.

7 Click a symbol on the **Symbols** palette.

8 Click **Insert and close**.

Changing line spacing in bulleted lists

You can change the amount of line spacing in a bulleted list. Spacing can be adjusted between the text on the same level, between each main bullet level, and between subordinate bullet levels.

To change the line spacing in a bulleted list

1 Click a bulleted list.

2 Click **Format** ▸ **Bulleted list properties**.

3 Click the **Spacing** tab.

4 Type a value in any of the following boxes:

- **Line spacing** — determines the amount of space between text on the same level
- **Main spacing** — determines the amount of space between each main bullet level
- **Subordinate** — determines the amount of space between subordinate bullet levels

Animating bulleted lists

You can use animation as a special effect to capture your audience's attention and reinforce the points in your presentations. For example, you can animate list items so that they move across the screen or animate them in place.

Bulleted lists inserted on an unformatted slide and bulleted lists on a bulleted list slide have different properties. If you create a bulleted list on an unformatted slide, the list is treated as an object; therefore, you can animate the entire list but not individual list items. For information about animating objects, see “Animating objects” on page 271.

In Corel Presentations, you can animate each individual list item when you work with a list on a bulleted list slide. When animating list items, you can choose from a wide variety of options, such as animation type, effect, direction, and speed. For example, you can make list items bounce across the screen, fly in, curve in, or display one at a time. You can also show only Macromedia Flash-enabled transitions if you are publishing a slide show using Macromedia Flash. For more information about Macromedia Flash, see “Publishing slides as HTML documents” on page 307. As well, you can add sound to a bulleted animation.

To animate a bulleted list on a bulleted list slide

1 Click **Insert ▸ New slide**.

2 Click the Bulleted list layout on the **Layout** palette, and click **OK**.

3 Create the bulleted list, and click **Format ▸ Bulleted list properties**.

4 Click the **Bullet animation** tab.

5 In the **Animation type** area, enable one of the following options:

- **Animate object in place**
- **Animate object across screen**

If you are publishing the slide show using Macromedia Flash, enable the **Show only Flash enabled transitions** check box.

6 Choose an animation effect from the **Effects** list.

7 Choose an animation direction from the **Direction** list.

8 In the **Speed** area, enable one of the following options:

- **Fast**
- **Medium**
- **Slow**

9 Enable any of the following check boxes:

- **Display one at a time** — displays main level list items and subordinate level list items one at a time during a slide show
- **Highlight current bullet** — selects one list item at a time, and greys all other list items on the slide
- **Display in reverse order** — begins the cascade effect with the last item in the list, and progresses to the first list item

To apply sound to a bulleted animation

1 Click a bulleted list.

2 Click **Format ▸ Bulleted list properties**.

3 Click the **Bullet animation** tab.

4 In the **Sound** area, click **Browse**.

5 In the **Open file** dialog box, choose the drive and folder where the sound file is stored.

6 Type a filename in the **Filename** box.

7 Click **Open**.

8 On the **Bullet animation** page, move the slider to adjust the volume of the sound file.

Working with titles and subtitles in Corel Presentations

In Corel Presentations, when slides with layouts are inserted into a slide show, they are automatically created with placeholders for titles and subtitles. For more information about slide show layouts, see “Applying backgrounds and layouts to slides” on page 252.

In this section, you’ll learn about

- formatting the appearance of titles and subtitles
- adding boxes and fills to titles and subtitles

Formatting the appearance of titles and subtitles

You can format the appearance of a title or subtitle by changing such attributes as the font, the font size, and the color. You can also change the font fill of a title or subtitle.

To format the appearance of a title or subtitle

1. Click a title or subtitle.
2. Click **Format**, and click one of the following:
   - **Title properties**
   - **Subtitle properties**
3. Click the **Fonts** tab.
4. Choose a font from the **Font face** list box.
5. Type a value in the **Size** box.
6. In the **Appearance** area, enable any of the following check boxes:
   - **Bold**
   - **Underline**
   - **Italic**
7. In the **Color** area, open the **Foreground** picker, and click a color.
8. Open the **Background** picker, and click a color.

The background color is visible only if a font fill style other than the default is selected.

You can also format the appearance of a subtitle by clicking the **Subtitle properties** button on the property bar.

To change the font fill of a title or subtitle

1 Click a title or subtitle.

2 Click **Format**, and click one of the following:

- **Title properties**
- **Subtitle properties**

3 Click the **Fonts** tab.

4 In the **Appearance** area, click **Font properties**.

5 In the **Font properties** dialog box, click the **Fill** tab.

6 In the **Fill style** area, click one of the following:

- **Pattern**
- **Gradient**

7 Open the **Foreground** picker, and click a color.

8 Open the **Background** picker, and click a color.

9 Click a fill style on the palette.

Adding boxes and fills to titles and subtitles

You can add a box to a title or subtitle and choose its position, shape, and color. You can then apply pattern or gradient fills to the box to, for example, emphasize certain points in your presentation. A pattern fill consists of two colors arranged to form a design. A gradient fill creates smooth transitions between two colors by gradually changing their transparency as it progresses from one color to another.

As well, you can apply texture or picture fills, including custom made fills, to a box. A texture fill lets you fill a title or subtitle box with a textured, natural looking pattern, such as clouds, wood, or oil. A picture fill lets you fill a box with a bitmap.

To add a box to a title or subtitle

1 Click a title or subtitle.

2 Click **Format**, and click one of the following:

- **Title properties**
- **Subtitle properties**

3 Click the **Box** tab.

4 In the **Position** area, enable one of the following options:

- **Above**
- **Below**
- **Above and below**
- **Behind**

5 In the **Corner style** area, enable one of the following options:

- **Rectangle**
- **Rounded rectangle**
- **Octagon**

6 In the **Frame style** area, choose a frame from the **Type** list box.

7 Open the **Color** picker, and click a color.

To apply a pattern or gradient fill to a title or subtitle box

1 Click a title or subtitle.

2 Click **Format**, and click one of the following:

- **Title properties**
- **Subtitle properties**

3 Click the **Box** tab.

4 In the **Fill style and color** area, click **Properties**.

5 In the **Object properties** dialog box, click one of the following:

- **Pattern**
- **Gradient**

6 Open the **Foreground** picker, and click a color.

7 Open the **Background** picker, and click a color.

8 Click a pattern or gradient on the palette.

To apply a texture or picture fill to a title or subtitle box

1 Click a title or subtitle.

2 Click **Format**, and click one of the following:

- **Title properties**
- **Subtitle properties**

3 Click the **Box** tab.

4 In the **Fill style and color** area, click **Properties**.

5 In the **Object properties** dialog box, click one of the following:

- **Texture**
- **Picture**

6 Choose a texture or picture from the **Category** list box.

7 Click a texture or picture on the palette.

Working with objects in slide shows and drawings

All of the elements that you add to slides, including text, clipart, shapes, charts, and bitmaps, are treated as objects in Corel Presentations.

In this section you'll learn about

- inserting objects
- selecting objects
- flipping, rotating, and skewing objects
- arranging objects
- animating objects

Inserting objects

You can enhance slide shows and drawings by inserting objects from the Scrapbook, the WordPerfect Office 11 CD, or from a file. You can also create other objects, such as shapes. For information about drawing shapes, see “Drawing and editing shapes in slide shows and drawings” on page 275.

To insert an object from the Scrapbook

1 Click **Insert** ▸ **Graphics** ▸ **Clipart**.

2 Click one of the following tabs:

- **Clipart** — vector graphics
- **Photos** — bitmaps

3 Choose a category from the list.

4 Click a graphic on the palette.

5 Click **Insert**.

6 Click **Close**.

You can also insert clipart from a CD through Scrapbook by inserting a CD into the CD drive.

To insert an object from a file

1 Click **Insert** ▸ **Graphics** ▸ **From file**.

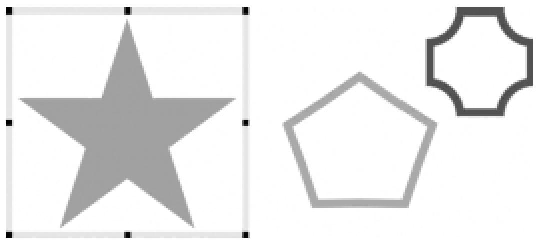
2 Choose the drive and folder where the file is stored.

3 Choose a file.

4 Click **Insert**.

Selecting objects

You must select an object before you can arrange, edit, or move it. You can select one object, or you can select multiple objects simultaneously. You can also optimize Corel Presentations so that any object you draw is automatically selected.



This is an example of selecting an object.

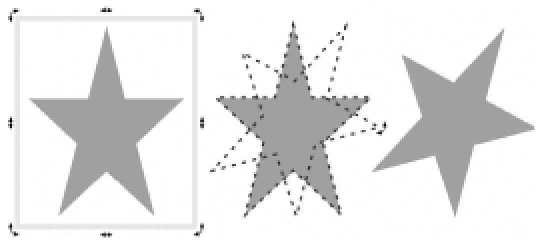
To select an object

To select	Do the following
An object	Click an object using the **Selection** tool.
Multiple objects	Hold down **Ctrl**, and click the objects using the **Selection** tool.
All objects in a window or slide	Click **Edit** ▸ **Select** ▸ **All**.
Objects automatically when they are created	Click **View** ▸ **Auto select**.

A check mark beside the **Auto select** menu command indicates that it is enabled.

Flipping, rotating, and skewing objects

You can flip, rotate, and skew objects in the drawing window. Flipping lets you mirror an object left to right or top to bottom. For example, you can copy an object, position it opposite to the original object, and create a mirror image. Rotating lets you reposition the object, and skewing lets you distort the horizontal or vertical dimensions of the object.



This is an example of rotating an object.

To flip an object

1 Click an object.

2 Click **Edit** ▸ **Arrange** ▸ **Flip**, and click one of the following:

- **Left/right** — flips the selected object around a vertical axis
- **Top/bottom** — flips the selected object around a horizontal axis

You can also flip an object by opening the **Flip** picker on the property bar and clicking a direction.

To rotate an object

1 Click an object.

2 Click **Edit** ▸ **Arrange** ▸ **Rotate**.

3 Drag a corner rotation handle.

You can also	
Rotate an object automatically	Right-click a rotation handle. In the **Rotate** dialog box, type a value in the **Degrees** box.
Rotate a copy of an object	Right-click a rotation handle. In the **Rotate** dialog box, enable the **Rotate a copy of the object** check box.

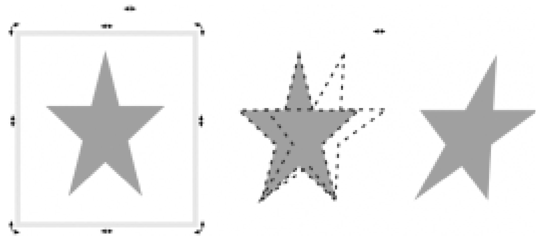
You can also rotate an object by opening the **Rotation options** picker on the property bar and clicking a rotation angle.

To skew an object

1 Click an object.

2 Click **Edit** ▸ **Arrange** ▸ **Rotate**.

3 Drag a side rotation handle.

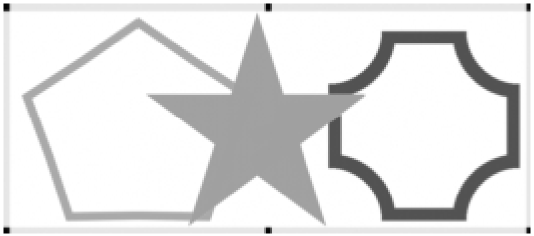


This is an example of skewing an object.

Arranging objects

You can arrange the layering of objects on slides. As well, you can combine and group objects. Combined objects are treated as one object, but they adopt the attributes of the first selected object in the combination. Grouped objects are also treated as one object, but the individual objects in the group retain their original attributes.

You can align a single object relative to the drawing page margins and multiple objects in relation to one another.



This is an example of grouping objects.

To arrange objects

1 Click an object.

2 Click **Edit** ▸ **Arrange** ▸ **Order**, and click one of the following:

- **To front**
- **To back**
- **Forward one**
- **Back one**

You can also arrange the order of objects by opening the **Order**picker on the property bar and clicking a direction.

To combine objects

1 Hold down **Ctrl**, and click the objects you want to combine.

2 Click **Edit** ▸ **Arrange** ▸ **Combine**.

You cannot combine bitmaps, text, or charts.

To group objects

1 Hold down **Shift**, and click the objects you want to group.

2 Click **Edit** ▸ **Arrange** ▸ **Group**.

If you group an object that contains a SpeedLink™ or animation, these features will be removed.

To align an object

1 Click an object.

2 Click **Edit** ▸ **Arrange** ▸ **Align objects**, and click one of the following:

- **Left** — aligns the left edge of the selected object with the left edge of the drawing window or selection area
- **Right** — aligns the right edge of the selected object with the right edge of the drawing window or selection area
- **Top** — aligns the top of the selected object with the top of the drawing window or selection area
- **Bottom** — aligns the bottom of the selected object with the bottom of the drawing window or selected area
- **Center left/right** — moves the selected object left or right to the center of the selected area
- **Center top/bottom** — moves the selected object up or down to the center of the selected area
- **Center both** — moves the selected object to the center of the selected area

You can align two or more objects at the same time by holding down **Shift** while clicking objects.

You can also align an object by opening the **Align** picker on the property bar and clicking a direction.

Animating objects

Objects or multiple objects can have animation effects applied to them. For example, you can choose the direction and speed of an animation effect, and you can animate an object in its place or across the slide.

You can also apply sound to object animations.

To animate an object

1 Click an object.

2 Click **Format** ▸ **Object properties** ▸ **Object animation**.

3 In the **Animation type** area, enable one of the following options:

- **Animate object in place** — animates the object in place on the slide
- **Animate object across screen** — animates the object by moving it across the slide

If you want to show animation in Macromedia Flash format, enable the **Show only Flash-enabled transitions** check box.

4 Choose an animation effect from the **Effects** list.

5 Choose an animation direction from the **Direction** list.

6 In the **Speed** area, enable one of the following options:

- **Fast**
- **Medium**
- **Slow**

Enable the **Show only Flash-enabled transitions** check box if you intend to publish the slide show to the Internet using the Macromedia Flash format. For information about using the Macromedia Flash format, see "Publishing slides as HTML documents" on page 307.

If you want to animate multiple objects, hold down **Shift**, and click the objects.

To apply sound to an object animation

1 Click an object.

2 Click **Format** ▸ **Object properties** ▸ **Object animation**.

3 In the **Sound** area, click **Browse**.

4 In the **Open file** dialog box, choose the drive and folder where the sound file is stored.

5 Type a filename in the **Filename** box.

6 Click **Open**.

7 On the **Object animation** page, move the slider to adjust the volume of the sound file.

Playing slide shows

Once you create a slide show, different options are available to play it in Corel Presentations.

In this section, you'll learn about

- playing slide shows and portable slide shows

Playing slide shows and portable slide shows

There are different ways to play slide shows in Corel Presentations. You can play a slide show by manually controlling the display of each slide. A slide show can also be played automatically, with each slide displayed in succession and where you can control the time delay between the display of each slide.

To check the appearance, transition, sound, and so on of a slide without playing the entire slide show, you can use QuickPlay™.

You can also play portable slide shows, which play on any computer that uses the Windows operating system, even if it doesn't have Corel Presentations installed. For information about creating portable slide shows, see "Creating portable slide shows" on page 247.

To play slide shows manually

1. Click **View** ▸ **Play slide show**.
2. Choose a slide from the **Beginning slide** list box.

   If you want to play the slide show continuously, enable the **Repeat slide show until you press "ESC"** check box.
3. Click **Play**.
4. Click in the slide show window to advance to the next slide or animation.

   If you want to return to the previous slide or animation, right-click the slide show window, and click **Previous slide**.

You can also play a slide show by clicking the **Play slide show** button on the toolbar.

You can also return to the previous slide or animation by pressing the **Page up** key.

To play a slide show automatically

1 Click **Format** ▸ **Slide properties** ▸ **Display sequence**.

2 In the **Display next slide** area, enable the **After a delay of** option.

3 Type a value in the **Seconds** box.

4 Enable the **Apply to all slides in slide show** check box.

The time delay begins the second the first slide displays on the screen.

Time delays also apply to animated images. For example, if you set a two-second time delay for a slide, the first animated object automatically displays two seconds after the slide appears. The next animated object follows two seconds later, and so on. Two seconds after the last animated object displays, the show advances to the next slide.

You can also apply a different time delay to each slide in a slide show by selecting an individual slide.

To play a slide show by using QuickPlay

1 Click a tab on the bottom of the slide show window.

2 Click the **QuickPlay** tab on the side of the slide show window.

3 Press **Esc** to stop playing the slide show.

When QuickPlay reaches the end of the show, it returns to the slide show window.

To play a portable slide show

1 Insert a disk containing a slide show into the floppy disk drive.

2 Click **Start** on the Windows taskbar, and click **Run**.

3 In the **Open** box, type the path and filename of the portable slide show.

Drawing and editing shapes in slide shows and drawings

You can enhance Corel Presentations slides and drawings with seven categories of preset shapes: line, basic, arrow, flowchart, star, callout, and action.

In this section you'll learn about

- drawing shapes
- editing shapes

Drawing shapes

Line shapes can be everything from a simple line to a polyline. You can draw lines, polylines, and curves.

Other shapes that you can draw include basic shapes, such as rectangles and diamonds; arrow shapes; flowchart shapes, such as connectors and processes; star shapes; callout shapes; and action shapes, such as volume buttons and transition buttons. As well, you can draw these shapes from the center.

These are examples of shapes.

Certain shapes have more complex properties that you can modify to enhance a slide show. For example, action shapes can be linked to assigned actions that you initiate when displaying the slide show. For more information about assigning actions to objects, see "Creating SpeedLink objects" in the Help.

To draw a line

1 Click **Insert** ▸ **Shape** ▸ **Line shapes**, and click a line shape.

2 Drag to draw the line shape.

You can also draw a precise horizontal, vertical, or diagonal line shape by holding down **Shift** while dragging to draw the line.

You can also draw line shapes by clicking the **Line shapes** button on the tool palette.

To draw a polyline

1 Click **Insert** ▸ **Shape** ▸ **Line shapes**, and click a polyline shape.

2 Drag to draw the polyline.

3 Double-click to complete the shape.

You can transform an elliptical arc polyline shape into a circle by clicking the shape and moving an edit point to the inside of the arc.

To draw a curve

1 Click **Insert** ▸ **Shape** ▸ **Line Shapes** ▸ **Curve**.

2 Click once in the drawing or slide show window.

3 Drag to start the curved line.

4 Click to create the first section of the curve.

5 Drag to continue the curve.

6 Double-click to complete the curve.

To draw a shape

1 Click **Insert** ▸ **Shape**, and click a shape in one of the following categories:

- **Basic shapes**
- **Arrow shapes**
- **Flowchart shapes**
- **Star shapes**
- **Callout shapes**
- **Action shapes**

If you want to draw a shape from the center, hold down **ALT**, and click where you want to create the center of the shape.

2 Drag diagonally to draw the shape.

You can also draw shapes by clicking the **Basic shapes** button , the **Arrow shapes** button , the **Flowchart shapes** button , the **Star shapes** button , the **Callout shapes** button , or the **Action shapes** button on the tool palette.

Editing shapes

You can resize the shapes you add to slides and drawings by using a glyph.

To size a shape by using a glyph

1 Click a shape.

2 Drag a glyph until the shape is the size you want.

Working with bitmaps in Corel Presentations

You can create bitmaps and add them to slide shows and drawings.

In this section, you'll learn about

- creating and saving bitmaps
- modifying bitmaps
- creating original artwork
- using special effects

Creating and saving bitmaps

You can create new, original bitmaps using the Bitmap Editor. You can also save a new bitmap.

To create a bitmap

1 Click **Insert** ▸ **Graphics** ▸ **Bitmap**.

2 Drag to define the bitmap frame.

3 Use the bitmap tools in the Bitmap Editor to create a bitmap.

4 Click **File** ▸ **Close Bitmap Editor**.

To save a bitmap

1 Click a bitmap.

2 Click **File** ▸ **Save**.

3 Enable the **Selected items** option.

4 Click **OK**.

5 In the **Save as** dialog box, choose the drive and folder where you want to save the bitmap.

6 Type a filename in the **Filename** box.

7 Click **Save**.

.Wpg (WordPerfect graphic) is the default bitmap format.

Modifying bitmaps

Modifying bitmaps in Corel Presentations can be done with precision. You can refine small details, make drastic changes, and intensify effects on the bitmap as a whole. You can select a specific area of the bitmap to modify.

You can size the frame around the graphic, which is useful if you want to eliminate white space around a bitmap.

You can also erase parts of a bitmap.

To select an area of a bitmap

1 Double-click a bitmap.

2 Click **Edit** ▸ **Select area**.

3 Drag to select an area of the bitmap.

To size the frame around a bitmap

To	Do the following
Size the frame around a bitmap	Double-click the bitmap, and drag the side or corner handles to resize the frame.
Size the frame around a rotated or skewed bitmap	Click **Tools** ▸ **Convert to bitmap**. Click **OK**. Double-click the bitmap, and drag the side or corner handles to resize the frame.

Increasing the size of the frame around a bitmap does not alter the bitmap itself; however, moving any part of the bitmap outside of the resized frame will delete that part when you close the Bitmap Editor window and return to the drawing window.

To erase parts of a bitmap

1 Double-click a bitmap.

2 Click **Insert** ▸ **Eraser**.

3 Click **Format** ▸ **Brush**.

4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.

5 Type a value in the **Brush width** box.

6 Drag to erase any part of the bitmap.

When you erase parts of a bitmap, they are replaced with the transparent color that you specify. For information about selecting a transparent color, see "To select a transparent color for a bitmap" on page 280.

You can also erase a selected area of a bitmap by clicking **Edit** ▸ **Select area**, dragging to select an area of a bitmap, and clicking **Edit** ▸ **Erase selection**.

Enhancing bitmaps

You can create original artwork for slides and drawings, you can also enhance bitmaps that you have inserted into a slide show or drawing from an external source.

You can air brush a bitmap, which sprays a selected fill color in a bitmap area. You can also paint a specific area of a bitmap.

You can copy and apply a unique color in a bitmap as well as selectively replace a color in a bitmap. In addition, you can select or disable a transparent color for a bitmap.

To air brush a bitmap

1 Double-click a bitmap.

2 Click **Insert** ▸ **Air brush**.

3 Click **Format** ▸ **Brush**.

4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.

5 Type values in the following boxes:

- **Brush width**
- **Air brush density**

6 Click **OK**.

7 Open the **Foreground fill** picker on the tool palette, and click a color.

8 Open the **Background fill** picker on the tool palette, and click a color.

You can also choose a brush shape by opening the **Bitmap brush shape** picker on the property bar and clicking a brush shape.

You can also adjust the air brush density by opening the **Air brush density** picker on the property bar and clicking a number.

To paint a specific area of a bitmap

1 Double-click a bitmap.

2 Click **Insert** ▸ **Paint brush**.

3 Click **Format** ▸ **Brush**.

4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.

5 Type a value in the **Brush width** box.

6 Click **OK**.

7 Open the **Fill Pattern** picker on the tool palette, and click a pattern.

8 Open the following pickers on the tool palette, and click a color:

- **Foreground fill**
- **Background fill**

9 Click the bitmap.

You can also adjust the brush width by opening the **Bitmap brush size** picker on the property bar and clicking a number.

To copy and apply a unique color in a bitmap

1 Double-click a bitmap.

2 Click **Insert** ▸ **Pickup color**.

3 Click a color in the bitmap.

The color you choose displays in the **Foreground fill** picker on the tool palette.

4 Use one of the following tools to apply the copied color to bitmap:

- **Paint brush**
- **Air brush**

- **Flood fill**

Some colors are a blend of different color pixels. The color you pick up depends on what pixel the pointer is on when you click the bitmap.

To selectively replace a color in a bitmap

1 Double-click a bitmap.

2 Click **Insert** ▸ **Selective replace**.

3 Click **Format** ▸ **Brush**.

4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.

5 Type a value in the **Brush width** box, and click **OK**.

6 Click **Insert** ▸ **Pickup color**.

7 Click a color in the bitmap.

The color you choose displays in the **Foreground fill** picker on the tool palette.

8 Open the **Background fill** picker on the tool palette, and click a color.

9 Click the bitmap where you want to replace the color.

You can also choose a brush shape by opening the **Bitmap brush shape** picker on the property bar and clicking a brush shape.

You can also adjust the brush width by opening the **Bitmap brush size** picker on the property bar and clicking a number.

To select a transparent color for a bitmap

1 Double-click a bitmap.

2 Right-click, and click **Edit**.

3 Click **Format** ▸ **Set transparent color**.

4 Disable the **No transparent color** check box.

5 Click a color on the palette.

To disable a transparent color on a bitmap

1 Double-click a bitmap.

2 Click **Format** ▸ **Set transparent color**.

3 Enable the **No transparent color** check box.

Using special effects

Corel Presentations includes a variety of special effects that you can add to bitmaps.

You can apply the following special effects to enhance an entire bitmap or a specific area that you have selected; Blur, Brightness, Contrast, Emboss, Equalize, Mosaic, Rain, Saturation, Sharpen, Smooth, Spike removal, Stereogram, Trace contours, and Wind.

To apply a special effect to a bitmap

1 Double-click a bitmap.

2 Click **Edit** ▸ **Select area**.

3 Drag to select an area of the bitmap.

4 Click **Tools** ▸ **Special effects**.

5 Enable one of the following options:

- **Full image** — applies the special effect to the entire bitmap
- **Inside area** — applies the special effect inside the selected area
- **Outside area** — applies the special effect outside the selected area

6 Choose a special effect from the **Effects** list.

If you want to preview the effect, click **Apply** and view the effect in the **After** preview window.

If you increase the **Mosaic** effect by more than 10%, the bitmap will disappear.

Adding multimedia effects to slide shows

You can add sounds and movies to slide shows in Corel Presentations.

In this section, you'll learn about

- working with sounds in slide shows
- working with movies in slide shows

Working with sounds in slide shows

Once you have correctly installed and set up sound hardware on your computer, you can add Wave (**.Wav**) and Midi (**.Mid**) sound files to slides. You can add an entire CD track or only sections of a track to slides by choosing specific starting and stopping points.

To insert a Wave and MIDI sound file into a slide

1 Click **Insert** ▸ **Sound**.

2 Click **Browse** beside one of the following boxes:

- **Wave**
- **MIDI**

3 Choose the drive and folder where the sound file is stored.

4 Type a filename in the **Filename** box.

5 Click **Open**.

You can only play one **.mid** and one **.wav** file at the same time. You cannot play two sound files of the same type simultaneously.

To get the best results from the at your system is set up correctly for your sound card.

To add an entire CD track to a slide

1 Click **Insert** ▸ **Sound**.

2 Click **Browse** beside the **CD** box.

3 In the **Slide CD — Audio** dialog box, type a track description in the **Description** box.

4 Type the number of the CD track in the **Track** box.

To add part of a CD track to a slide

1 Click **Insert** ▸ **Sound**.

2 Click **Browse** beside the **CD** box.

3 In the **Slide CD — Audio** dialog box, type a description in the **Description** box.

4 Type the number of the CD track in the **Track** box.

5 Disable the **From beginning** check box.

6 In the **Start location** area, type a value in any of the following boxes:

- **Minutes**
- **Seconds**
- **Frames**

7 Disable the **To end** check box.

8 In the **End location** area, type a value in any of the boxes.

Working with movies in slide shows

You can add movies to slide shows in a variety of formats, including Animated GIF (**.gif**), Moving Pictures Experts Group (**.mpeg**), Audio Video Interleaved (**.avi**), and QuickTime™ (**.mov** and **.qt**).

To add a movie file to a slide show

1 Click **Insert** ▸ **Movie**.

2 Choose the drive and folder where the file is stored.

If you want to save the movie within the slide show, enable the **Save movie within slide show document** check box.

3 Choose a file type from the **File type** list box.

4 Type a filename in the **Filename** box.

5 Click **Insert**.

To insert **.mov** and **.mpeg** movie files into Corel Presentations slide shows, you must install the required MCI driver.

Inserting a movie file into a slide show greatly increases the file size of the slide show.

You can play a movie within the slide show by clicking **View** ▸ **Play movie** or by clicking the **Play movie** button on the property bar.

To insert an animated GIF into a slide show

1 Click **Insert** ▸ **Animated GIF**.

2 Choose the drive and folder where the file is stored.

If you want to save the movie within the slide show, enable the **Save movie within slide show document** check box.

3 Type a filename in the **Filename** box.

4 Click **Insert**.

An animated GIF displays correctly in Show It!™, QuickPlay, or Show On The Go.

You can also play an animated GIF by double-clicking the GIF, or by right-clicking the GIF and clicking **Play movie**.

Changing data chart properties

You can change the look of data charts in Corel Presentations.

In this section, you'll learn about

- changing axis labels, titles, and tick options
- changing grid properties
- changing frame properties
- changing data chart perspective
- changing title, label, and legend properties
- changing data series properties

Changing axis labels, titles, and tick options

Changing axis properties lets you customize data charts. You can change the scale for a y-axis and specify how labels appear on an axis. You can also display an axis title and change its font and its orientation. As well, you can change the tick mark options for an axis, which allows you to modify how to display the short vertical lines that separate the major divisions of an axis.

To change the y-axis scale

1 Double-click a data chart.

2 Click **Chart** ▸ **Axis**, and click one of the following:

- **Primary y**
- **Secondary y**

3 Click the **Scale/labels** tab.

4 In the **Scaling method** area, enable one of the following options:

- **Linear** — displays values in even increments
- **Logarithmic** — increases the numbers on the axis exponentially

5 Type a value in the **Label scale factor** box.

You must have a data series attached to the secondary y-axis to change its properties.

You can also change the y-axis scale by clicking the **Y-axis** button on the toolbar.

To change axis label font properties

1 Double-click a data chart.

2 Click **Chart** ▸ **Axis**, and click one of the following:

- **X**
- **Primary y**
- **Secondary y**

3 Click the **Label font** tab.

4 Choose a font face from the **Face** list.

5 Choose a font size from the **Size** list box.

6 Open the **Color** picker, and click a color.

7 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

You can also change axis label font properties by clicking the **X-axis** or the **Y-axis** button on the toolbar.

To display an axis title

1 Double-click a data chart.

2 Click **Chart** ▸ **Axis**, and click one of the following:

- **X**
- **Primary y**
- **Secondary y**

3 Click the **Title options** tab.

4 Enable the **Display title** check box.

5 Type an axis title in the **Display title** box.

You can also display an axis title by clicking the **X-axis** or the **Y-axis** button on the toolbar.

To change axis title font properties

1 Double-click a data chart.

2 Click **Chart** ▸ **Axis**, and click one of the following:

- **X**
- **Primary y**
- **Secondary y**

3 Click the **Title font** tab.

4 Choose a font face from the **Face** list.

5 Choose a font size from the **Size** list box.

6 Open the **Color** picker, and click a color.

7 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

You can also change axis title font properties by clicking the **X-axis** or the **Y-axis** button on the toolbar.

To change axis title orientation

1 Double-click a data chart.

2 Click **Chart** ▸ **Axis**, and click one of the following:

- **X**
- **Primary y**
- **Secondary y**

3 Click the **Title options** tab.

4 Click one of the following icons:

- **Horizontal**
- **Vertical**

You can also change axis title orientation by clicking the **X-axis** or the **Y-axis** button on the toolbar.

To change tick display options

1 Double-click a data chart.

2 Click **Chart** ▸ **Axis**, and click one of the following:

- **X**
- **Primary y**
- **Secondary y**

3 Click the **Tick options** tab.

4 In the **Display major ticks** area, enable one of the following options:

- **Out** — displays major tick marks outside the grid line
- **In** — displays major tick marks inside the grid line
- **Both** — displays major tick marks overlapping the grid line on both sides
- **None** — displays no major tick marks

5 In the **Display minor ticks** area, enable one of the following options:

- **Out** — displays minor tick marks outside the grid line
- **In** — displays minor tick marks inside the grid line
- **Both** — displays minor tick marks overlapping the grid line on both sides
- **None** — displays no minor tick marks

You can also change tick display options by clicking the **X-axis** or the **Y-axis** button on the toolbar.

Changing grid properties

Grid lines represent value increments in a chart and are displayed parallel to the x-axis and y-axis. You can control how grid lines display in a data chart. You can also specify the number of minor grid lines that fall between each pair of major grid lines and the number of major grid lines you want for each value increment. You can also choose the grid properties for a secondary y-axis.

To change grid line attributes

1 Double-click a chart.

2 Click **Chart** ▸ **Grids**.

3 Click the **Line attributes** tab.

4 In the **Vertical grids** area, choose a line style from the **Major grids** list box.

5 Open the major grids **Color** picker, and click a color.

6 In the **Horizontal grids** area, choose a line style from the **Major grids** list box.

7 Open the major grids **Color** picker, and click a color.

You can change the line attributes of minor vertical and horizontal grids by choosing a line style from the **Minor grids** list boxes, and opening the **Color** pickers and clicking a color.

You can also change grid line attributes by clicking the **Grids** button on the toolbar.

To change the number of grid lines

1 Double-click a chart.

2 Click **Chart** ▸ **Grids**.

3 Click the **Line ratio** tab.

4 In the **Major grids** area, click a predefined number of major grid lines.

5 In the **Minor grids** area, click a predefined number of minor grid lines.

You can also specify how many major grid lines you want for each category by typing a value in the **Major grids value** box.

You can also specify how many minor grid lines you want between major grids by typing a value in the **Minor grids value** box.

To choose grid properties for a secondary y-axis

1 Double-click a chart.

2 Click **Chart** ▸ **Grids**.

3 Click **Secondary (Y2)**.

4 In the **Horizontal grids** area, choose a major grid from the **Major grids** list box.

5 Open the major grids **Color** picker, and click a color.

6 In the **Minor grids** area, choose a predefined number of grid lines.

You can also change the line attributes of minor horizontal grids by choosing a line style from the **Minor grids** list box, and opening the **Color** picker and clicking a color.

You can also specify how many minor grid lines you want between major grids by typing a value in the **Minor grids value** box.

Changing frame properties

A chart frame consists of a group of grid lines that can enclose the back, front, left, right, top, and bottom of a data chart. You can control how the frame of a data chart displays. For example, you can select the frame's border width and base height. You can also choose a frame fill. The fill serves as a backdrop for the data chart.

To choose frame display options

1. Double-click a data chart.
2. Click **Chart** ▸ **Frame**.
3. Click the **Display options** tab.
4. Open the **Border color** picker, and click a color.
5. Type a value in the **Border width** box.
6. Type a value in the **Height of base** box.
7. Enable any of the following check boxes:
   - **Front**
   - **Back**
   - **Left**
   - **Right**
   - **Top**
   - **Bottom**

If you have entered negative values in the datasheet, you can enable the **Display zero baseline** check box.

To apply a pattern or gradient fill to a frame

1. Double-click a data chart.
2. Click **Chart** ▸ **Frame**.
3. Click the **Fill** tab.
4. In the **Fill style** area, click one of the following icons:
   - **Pattern**
   - **Gradient**
5. Open the **Foreground** color picker, and click a color.
6. Open the **Background** color picker, and click a color.
7. Click a fill on palette.

To apply a texture or picture fill to a frame

1. Double-click a data chart.
2. Click **Chart** ▸ **Frame**.
3. Click the **Fill** tab.
4. In the **Fill style** area, click one of the following icons:
   - **Texture**
   - **Picture**
5. Choose a fill category from the **Category** list box.
6. Click a fill on the palette.

To change the picture fill settings

1. Double-click a data chart.
2. Click **Chart**, and click one of the following:

- **Series**
- **Data labels**
- **Frame**
- **Title**
- **Subtitle**
- **Legend**

3 Click one of the following tabs:

- **Fill**
- **Box fill**

4 In the **Fill style** area, click **Picture**.

5 Click **Picture settings**.

6 In the **Picture settings** dialog box, enable a layout option.

Changing data chart perspective

You can adjust the viewing angle of a three-dimensional chart.

To change perspective in a three-dimensional data chart

1 Double-click a 3-D data chart.

2 Click **Chart** ▸ **Perspective**.

3 Type values in any of the following boxes:

- **Horizontal**
- **Vertical**

If you want to create 45 degree angles in the chart, enable the **Right angle axes** check box.

You can preview the angle selection by using the horizontal and vertical scroll bars to change the selection.

You can also change data chart perspective by clicking the **Perspective** button on the toolbar.

Changing title, label, and legend properties

You can change the properties of titles, subtitles, labels, and legends by placing boxes around them, and filling the boxes with a fill pattern, gradient, texture, or picture. You can change the way title and subtitle text looks by adding a fill or an outline, or by positioning it differently in the data chart. You can also adjust the properties of label and legend text font by changing the style, size, color, and appearance.

To add a box shape to a title or subtitle, a data label, or a legend

1 Double-click a data chart.

2 Click **Chart**, and click one of the following:

- **Title**
- **Subtitle**
- **Data label**
- **Legend**

3 Click the **Box type** tab.

4 Disable the **No box** check box.

5 Click a box shape on the palette.

If you want to add a border to the box shape, disable the **No border** check box, open the **Border color** picker, and click a color.

To fill title and subtitle text with a pattern or gradient

1 Double-click a data chart.

2 Click **Chart**, and click one of the following:

- **Title**
- **Subtitle**

3 Click the **Text fill** tab.

4 In the **Fill style** area, click one of the following icons:

- **Pattern**
- **Gradient**

5 Open the **Foreground** color picker, and click a color.

6 Open the **Background** color picker, and click a color.

7 Click a fill on the palette.

To fill a title, subtitle, label, or legend box with a pattern or gradient

1 Double-click a data chart.

2 Click **Chart**, and click one of the following:

- **Title**
- **Subtitle**
- **Data labels**
- **Legend**

3 In the **Fill style** area, click one of the following icons:

- **Pattern**
- **Gradient**

4 Open the **Foreground** color picker, and click a color.

5 Open the **Background** color picker, and click a color.

6 Click a fill on the palette.

To fill a title, subtitle, label, or legend box with a texture or picture

1 Double-click a data chart.

2 Click **Chart**, and click one of the following:

- **Title**
- **Subtitle**
- **Data labels**
- **Legend**

3 Click the **Box fill** tab.

4 In the **Fill style** area, click one of the following icons:

- **Texture**
- **Picture**

5 Choose a category from the **Category** list box.

6 Click a fill on the palette.

You can also change the picture fill settings of a box. For information about changing the picture fill settings, see “To change the picture fill settings” on page 289.

To outline title or subtitle text

1 Double-click a data chart.

2 Click **Chart**, and click one of the following:

- **Title**
- **Subtitle**

3 Click the **Text outline** tab.

4 Open the **Color** picker, and click a color.

5 Open the **Style** picker, and click a line style.

6 Open the **Width** picker, and click a preset line width.

You can also specify the line width by typing a value in the **Width** box.

To change the title position

1 Double-click a data chart.

2 Click **Chart** ▸ **Title**.

3 Click the **Title options** tab.

4 In the **Position** area, enable an option.

You can also change a subtitle position by clicking **Chart** ▸ **Subtitle**, clicking the **Subtitle options** tab, and enabling an option in the **Position** area.

To change label font properties

1 Double-click a data chart.

2 Click **Chart** ▸ **Data labels**.

3 Click the **Label font** tab.

4 Choose a font from the **Face** list.

5 Choose a font size from the **Size** list box.

6 Open the **Color** picker, and click a color.

7 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

To change legend text font properties

1 Double-click a data chart.

2 Click **Chart** ▸ **Legend**.

3 Click the **Text font** tab.

4 Choose a font from the **Face** list.

5 Choose a font size from the **Size** list box.

6 Open the **Color** picker, and click a color.

7 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

Changing data series properties

You can focus attention on important data series by using color, pattern, gradient, texture, or picture fills. You can also use different marker shapes and sizes to better distinguish data series. In addition, you can change the outline of a data series. For example, you can change the width of the outline.

To fill a data series with a pattern or gradient

1 Double-click a chart.

2 Click **Chart** ▸ **Series**.

3 Click the arrows ◂▸ at the top of the dialog box to select a series.

4 Click the **Fill** tab.

5 In the **Fill style** area, click one of the following icons:

- **Pattern**
- **Gradient**

6 Open the **Foreground** color picker, and click a color.

7 Open the **Background** color picker, and click a color.

8 Click a fill on the palette.

To fill a data series with a texture or picture

1 Double-click a chart.

2 Click **Chart** ▸ **Series**.

3 Click the arrows ◂▸ at the top of the dialog box to select a series.

4 Click the **Fill** tab.

5 In the **Fill style** area, click one of the following icons:

- **Texture**
- **Picture**

6 Choose a fill category from the **Category** list box.

7 Click a fill on the palette.

You can also change the picture fill settings of a data series. For information about changing the picture fill settings, see "To change the picture fill settings" on page 289.

To change data series markers

1 Double-click a chart.

2 Click **Chart** ▸ **Series**.

3 Click the arrows ◂▸ at the top of the dialog box to select a series.

4 Click the **Type/Axis** tab.

5 In the **Series type** area, enable the **Marker** option.

6 In the **Marker shape** area, click a marker shape.

7 Type a value in the **Marker size** box.

To change data series outline properties

1 Double-click a chart.

2 Click **Chart** ▸ **Series**.

3 Click the arrows ◂▸ at the top of the dialog box to select a series.

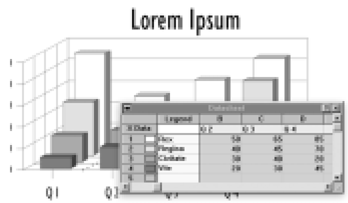
4 Click the **Outline** tab.
5 Open the **Color** picker, and click a color.
6 Open the **Style** picker, and click a line style.
7 Open the **Width** picker, and click a line width.

Working with datasheets

The datasheet is a spreadsheet that is used to enter, edit, or format the data that a data chart displays.

In this section, you'll learn about

- adding and copying data
- working with datasheet cells
- working with rows and columns
- working with data ranges
- using formulas and number fills



This is an example of a datasheet.

Adding and copying data

Entering and editing data in Corel Presentations datasheets is similar to entering data in a spreadsheet application such as Quattro Pro. The datasheet consists of cells in which you enter data. These cells display in a series of rows and columns in the datasheet.

You can also import spreadsheet data from files created in other applications into a data chart. If you link the imported data to a chart, any changes you make to the chart data in a spreadsheet application, such as Quattro Pro, are automatically updated in the Corel Presentations chart data every time you open the chart.

To enter or edit data

1 Click a cell on a datasheet.

2 Click **Edit** ▸ **Edit cell**.

3 Type data in the **Data** box.

You can also enter or edit data by typing directly in a cell.

To import spreadsheet data

1 Click a datasheet.

2 Click **Data** ▸ **Import**.

3 Choose **Spreadsheet** from the **Data type** list box.

4 Enable any of the following check boxes:

- **Transpose data** — switches data from columns to rows and rows to columns
- **Clear current data** — deletes all the data already in the datasheet
- **Link to spreadsheet** — links the imported data to the data chart, resulting in automatic updating of the data when the spreadsheet is changed
- **Import at current cell** — imports data at the selected cell

5 In the **Filename** box, type the path and filename of the import file.

6 Type a value in the **Range** box to import a range of data.

You can also import a predefined range of data by choosing a range from the **Named ranges** list.

Working with datasheet cells

The Corel Presentations datasheet consists of a series of cells in which you enter or edit chart data. You can select all of the cells in a datasheet.

To select all cells

1 Click a datasheet.

2 Click **Edit** ▸ **Select all**.

Working with rows and columns

You can insert or delete rows and columns in a datasheet. When you insert a row, it is placed above the selected cell. When you insert a column, it is inserted to the left of the selected cell.

Once you have entered data in columns and rows, you can choose to exclude it. This allows you to skip data without having to delete it. The excluded cells are greyed in the datasheet. If you decide that you need to use the data you excluded, you can include it.

To insert a row or column

1 Click a datasheet cell.

2 Click **Edit** ▸ **Insert**.

3 Enable one of the following options:

- **Row**
- **Column**

4 Type a value in the **Number to insert** box.

To exclude data

1 Click a datasheet cell.

2 Click **Data ▸ Exclude row/col**.

3 Enable one of the following options:

- **Row(s)**
- **Column(s)**

When you exclude rows and columns, you can still change the data they contain.

Working with data ranges

You can sort the data in the rows and columns of datasheets from top to bottom and from left to right, or in ascending or descending order. Numeric values display first, text values display second, and empty cells display last.

To sort a data range within rows

1 On a datasheet, select the rows you want to sort.

2 Click **Data ▸ Sort**.

3 In the **Direction** area, enable the **Left to right** option.

4 Type a value in the **Key row** box.

5 In the **Order** area, enable one of the following options:

- **Ascending**
- **Descending**

To sort data including the legend and labels headings, you must select the entire row or column, including the legend and labels.

To sort a data range within columns

1 On a datasheet, select the columns you want to sort.

2 Click **Data ▸ Sort**.

3 In the **Direction** area, enable the **Top to bottom** option.

4 Type a value in the **Key column** box.

5 In the **Order** area, enable one of the following options:

- **Ascending**
- **Descending**

To sort data including the legend and labels headings, you must select the entire row or column, including the legend and labels.

Using formulas and number fills

You can apply formulas while working in a datasheet. You can perform several functions that are found in spreadsheet programs such as Quattro Pro. The results are reflected in the data chart. For example, you can use functions to calculate cumulative totals and averages and to project future data values.

The cells in a datasheet can be filled automatically. Each row in the datasheet is one of three series. The Date series begins with the start date and is multiplied by the step number. For example, if the step number is 3, and the date step is a week, the interval is 3 weeks. The Linear series begins with the start value and adds the step number to create each new number in the series. For example, if the step number is 3, the difference between each cell in the fill is 3. The Growth series begins with the start number and is multiplied by the step number to create each new number in the series. For example, if the step number is 3, the interval is a multiple of 3: 1, 3, 9, 27.

To add a formula to rows

1 Click a cell that contains data.

2 Click **Data ▸ Formulas**.

3 In the **Use data found in the same** area, enable the **Row** option.

4 Choose a formula from the **Use the function** list.

If you choose **Moving average** from the **Use the function** list, type a value in the **Average before, after** box.

5 In the **Calculate the** area, type column letters in the **Column(s)** box.

6 In the **Place the results in** area, type a column letter in the **Column** box.

If you are working with a scatter chart, use 0 as the results row to indicate the variable row.

You can also add a formula to columns by enabling the **Column** option.

To fill cells with numbers automatically

1 Select two or more datasheet cells.

2 Click **Data ▸ Fill**.

3 In the **Direction** area, enable one of the following options:

- **Rows**
- **Columns**

4 In the **Type** area, enable one of the following options:

- **Linear**
- **Growth**
- **Date**, and choose a date/time interval from the list box beside it

5 In the **Values** area, type a value for the series in the **Start** box.

6 In the **Step** box, type a value to indicate the rate of increase for the series.

When you enter two-digit years (dd/mm/yy) in a datasheet, 00 to 50 corresponds to the years 2000 to 2050, and 51 to 99 corresponds to the years 1951 to 1999. For example, the two-digit year 26 corresponds to the year 2026. The two-digit year 61 corresponds to the year 1961.

Dates entered in a datasheet are stored as numbers. For example, if you typed 1/1/1900, the number 1 would represent that date in the datasheet.

You can specify negative values if you want a descending series.

Working with organization charts

Organization charts can be used to show an organization's structure or the relationships of people and positions. For example, you can use organization charts to create family trees, show a chain of command, diagram a process, or illustrate a workflow.

In this section, you'll learn about

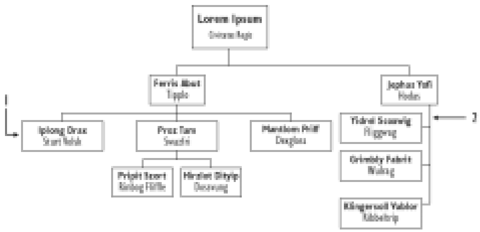
- creating and saving organization charts
- adding and editing text in organization charts
- working with organization chart box fields
- adding and replacing positions in organization charts
- changing organization chart branch structures and orientation
- changing box connector line properties in organization charts

Creating and saving organization charts

Before you begin creating an organization chart, here are some suggestions for presenting information effectively:

- Try to avoid showing too much information on one chart; break up large, complex charts into separate ones.
- Try to start each box the same way, for example, with either a position title or a person's name.

There are many different pre-defined organization chart layouts to choose from when you create an organization chart. The layout determines the structure and orientation of an organization chart. You can save an organization chart style so that you can use the same box options and attributes, font properties, and other chart characteristics for other organization charts.



This is an example of 1) a box and 2) a branch in an organization chart.

To create an organization chart

1 Click **Insert** ▸ **Organization chart**.

2 Drag diagonally to define a chart area.

3 Click a chart layout.

To save an organization chart style

1 Double-click an organization chart.

2 Click **Chart** ▸ **Save style**.

3 Choose the drive and folder where you want to save the chart style.

4 Type a filename in the **Filename** box.

5 Click **Save**.

The filename extension of a chart style file is (**.chs**).

Adding and editing text in organization charts

You can type text in each of the boxes in an organization chart and include names, titles, and other information. You can also edit this text.

To add text to an organization chart

1 Double-click an organization chart.

2 Double-click one of the following fields in a box:

- **Name**
- **Title**

3 Type the text in the field.

You can change the font of text in an organization chart by clicking the **Font** button on the toolbar.

To edit text in an organization chart

1 Double-click an organization chart.

2 Click a box.

3 Click **Edit** ▸ **Edit text**.

4 Edit the text.

Working with organization chart box fields

You can add fields to a box. For example, adding fields lets you add additional information, such as telephone numbers, Fax numbers, or department names, to any position in an organization chart.

To add a box field to an organization chart

1 Double-click an organization chart.
2 Click a box.
3 Click **Format** ▸ **Box fields**.
4 Type the name of the field in the **Add new field** box.
5 Click **Add**.

You can add a maximum of eight fields to each box.

Adding and replacing positions in organization charts

In organization charts, manager positions are represented by the highest boxes in the chart, subordinate and staff positions by the next level of boxes, and co-worker positions by the lowest level of boxes. You can add staff and subordinate positions to an organization chart, and you can add co-worker positions to a chart. You can also add managers.

To add a staff or subordinate position to an organization chart

1 Double-click an organization chart.
2 Click a box.
3 Click **Insert**, and click one of the following:
   - **Staff**
   - **Subordinate(s)**
4 Type a value in the **Number to insert** box.

You can also add a subordinate position to an organization chart by opening the **Subordinate** picker on the property bar and clicking a number.

To add a co-worker position to an organization chart

1 Double-click an organization chart.
2 Click a box.
3 Click **Insert** ▸ **Co-workers**.
4 Type a value in the **Number of co-workers to insert** box.
5 Enable one of the following options:
   - **Left** — adds a co-worker position to the left of the selected box
   - **Right** — adds a co-worker position to the right of the selected box

To add a manager position to an organization chart

1 Double-click an organization chart.
2 Click a box.
3 Click **Insert** ▸ **Manager**.

Changing organization chart branch structures and orientation

Changing how the branches are structured allows you to create a different look for the organization chart. For example, you can change the branches to stagger the boxes.

By changing the branch orientation, you can change the arrangement of boxes. For example, top-to-bottom orientation lets you have one box at the top of the organization chart, but bottom-to-top orientation lets you have many boxes at the top.

To change a branch structure in an organization chart

1 Double-click an organization chart.

2 Click a manager or subordinate box.

3 Click **Format** ▸ **Branch structure**.

4 Click the **Structure** tab.

5 Click one of the following:

- **Single**
- **Staggered**
- **Left/top**
- **Right/bottom**
- **Multiple**, and type a value in the **Columns** box

6 Click **Close**.

To change a branch orientation in an organization chart

1 Click a manager or subordinate box.

2 Click **Format** ▸ **Orientation**.

3 Click the **Orientation** tab.

4 Click one of the following:

- **Top to bottom**
- **Left to right**
- **Right to left**
- **Bottom to top**

5 Click **Close**.

Changing box connector line properties in organization charts

You can change the line color, style, and width of connecting lines between positions in an organization chart.

To change the appearance of a staff connector

1 Double-click an organization chart.

2 Drag to select a connector.

3 Click **Format** ▸ **Connectors**.

4 Enable the **Show staff connectors** check box.

5 Open the **Color** picker, and click a color.

6 Open the **Line style** picker, and click a line style.

7 Type a value in the **Staff line width** box.

To change the appearance of a subordinate connector

1 Double-click an organization chart.

2 Drag to select a connector.

3 Click **Format ▸ Connectors**.

4 Enable the **Show subordinate connectors** check box.

5 Open the **Color** picker, and click a color.

6 Open the **Line style** picker, and click a line style.

7 Type a value in the **Subordinate line width** box.

Printing in Corel Presentations

Extensive printing options designed for both desktop and commercial printing are available in Corel Presentations.

In this section, you'll learn about

- printing slide shows and drawings
- adjusting the position and size of slides or drawings for printing

Printing slide shows and drawings

You can print an entire slide show or drawing, a range of slides or pages, a specific slide or page, or selected objects on a slide or page. You can also print handouts, speaker notes, and audience notes. If you print to a file on a disk rather than to a printer, you can print the file from a computer even if Corel Presentations is not installed on the computer.

To print a slide show or drawing

1 Click **File** ▸ **Print**.

2 Click the **Main** tab.

3 In the **Destination** area, choose a printer from the **Name** list box.

4 Type a value in the **Number of copies** box.

5 Click **Print**.

You can also	
Print the current page or slide only	In the **Print range** area, enable the **Current view** option.
Print a specific object in a slide or drawing	In the **Print range** area, enable the **Selected objects** option.
Print a range of slides	In the **Print range** area, enable the **Slides** option, and type a slide range in the box beside it.

You can also	
Print handouts	In the **Print range** area, enable the **Handouts** option, and type a slide range in the box below it. Type a value in the **Number of slides per page** box.
Print speaker notes	In the **Print range** area, enable the **Speaker notes** option, and type a slide range in the box below it. Type a value in the **Number of slides per page** box.
Print audience notes	In the **Print range** area, enable the **Audience notes** option, and type a slide range in the box below it. Type a value in the **Number of slides per page** box.
Print to a file	In the **Destination** area, enable the **Print to file** check box. Click **Print**. In the **Print to file** dialog box, choose the drive and folder where you want to print the file. Type a filename in the **Filename** box. Click **Save**.

When printing speaker notes, the font size may vary to accommodate the amount of text you are printing. For example, the more text that is added to the speaker notes box the smaller the font is when you print speaker notes. If there is too much text in the speaker notes box, not all of it will print.

You can also print a slide show or drawing by clicking the **Print** button on the toolbar.

Adjusting the position and size of slides or drawings for printing

You can scale slides and drawings to fit a variety of page sizes. Slides and drawings can also be tiled, for producing such items as large posters.

To print a slide or drawing to scale

1 Click **File** ▸ **Print**.

2 Click the **Layout** tab.

3 Enable the **Scaling/tiling** option.

4 In the **Size** area, type a value in the **Width** box.

If you do not want to maintain the aspect ratio, disable the **Maintain aspect ratio** check box, and type a value in the **Length** box.

5 Click **Print**.

To print tiled slides or drawings

1 Click **File** ▸ **Print**.

2 Click the **Layout** tab.

3 Enable the **Scaling/tiling** option.

4 Enable the **Print tiled pages** check box.

5 In the **# of tiles** area, type a value in the boxes.

6 Click **Print**.

Internet and electronic publishing

You can use Corel Presentations to publish slides to the World Wide Web.

In this section, you'll learn about

- publishing slides as HTML documents
- publishing to Portable Document Format (PDF)

Publishing slides as HTML documents

You can publish Corel Presentations slide shows as HTML documents, so that you can publish them to the World Wide Web, using Corel® Internet Publisher.

To publish a slide show as an HTML document

1 Click **File ▸ Internet Publisher**.

The **Corel Internet Publisher** wizard starts.

2 Click **Next**.

3 Click **Layout**.

4 Enable one of the following options:

- **Create a new layout**
- **Use an existing layout**

5 Choose the formatting options for the slide show by following the instructions in the **Internet Publisher** wizard.

6 Click **Finish**.

If you want to save the slide show layout for future use, in the **Save layout** dialog box, type a filename in the box, and click **Save**.

You can also	
Preview an existing layout	In the **Internet Publisher** wizard, click **Layout**. Choose a layout option from the list. Click **View layout**.

You can also	
Delete an existing layout	In the **Internet Publisher** wizard, click **Layout**. Choose a layout option from the list. Click **Delete layout**.

Publishing to Portable Document Format (PDF)

Publishing a slide show as an electronic document in Portable Document Format (PDF) preserves the typography, images, graphics, color, and formatting of the original publication. PDF also allows you flexibility to specify text formatting, color model, and compression options. PDF files are platform-independent and can be edited by Windows and Macintosh® users with the Adobe Acrobat Writer, and they can be viewed, shared, and printed using the Adobe Acrobat Reader. The Adobe Acrobat Reader is included with Corel Presentations and can be installed from the WordPerfect Office 11 CD.

To publish a slide show to PDF

1 Click **File** ▸ **Publish to PDF**.

2 Click the **General** tab.

3 Type a file path and filename in the **Filename** box.

4 In the **Export range** area, enable one of the following options:

- **Full document**
- **Current view**
- **Selection**
- **Slides**, and type a number in the box beside it
- **Speakers notes**, and type a number in the box beside it
- **Audience notes**, and type a number in the box beside it
- **Handouts**, and type a number in the box beside it

5 Choose a compatible PDF application from the **Compatibility** list box.

6 Type the author's name in the **Author** box.

7 Type any keywords in the **Keywords** box.

8 Choose a PDF style from the **PDF style** list box.

To compress bitmaps in PDF

1 Click **File** ▸ **Publish to PDF**.

2 Click the **Objects** tab.

3 Choose a compression type from the **Compression type** list box.

If you want to compress text and line art, enable the **Compress text and line art** check box.

You can change the quality level of the JPEG compression type by moving the **Quality factor** slider.

Paradox

Getting started

Paradox is a full-featured relational database management system that you can use to manage data. It can be used either as a standalone system on a single computer or as a multi-user system on a network.

A database is a management system for information. Databases are widely used every day, from telephone books to online library catalogs. Whether you develop databases for a large company or run a small business from your home, you can use Paradox to organize information. If you are new to databases, you can use Paradox Experts to quickly create tables, forms, reports, charts, and queries. If you are a more advanced user, you can code your own databases using the ObjectPAL scripting language. Querying several tables at a time can be accomplished by querying by example; or, users familiar with query programming can use SQL (Structured Query Language).

Before using Paradox, you should become familiar with the concepts of fields, records, keys, and indexes. Once you understand these, you can create your own database. Learning how to maintain data integrity, using properties like referential integrity and validity checks, will allow you to fine-tune your database and relate all the tables, forms, or reports you have created.

In this section, you'll learn about

- planning a database
- understanding relational databases
- understanding Paradox objects
- printing, saving, closing, and exiting
- using the Project Viewer
- understanding the ObjectPAL scripting language

Planning a database

When you plan a database, you must identify all the information you want to retrieve. Then define and organize the data you want to store and maintain. When your plan is complete, you can start to build your database.

A good plan is the key to creating an efficient, highly flexible database and to maintaining data integrity. By following a few basic steps, you'll save time and eliminate the problems that could arise from a poorly planned database.

1 Identify the information

Make a list of all of the information you want to retrieve from the database. Do you want to generate monthly reports, mailing labels, or invoices? What information do you want these documents to display? Identify all the information that each list, document, or report will contain. Be as specific as possible. Consider making a mock-up or sample of any document you want produced. Consider also where your information will come from and how you are going to enter it into the database. Identifying the information you want to retrieve helps you decide what data you need to store.

2 Define the fields

Separate all the information listed into individual pieces of data. Each piece of data will become a field in a table. For each field, you will need to identify a name, data type, and size. The name will become the name of a field, so use something meaningful and specific. For the data type, select an appropriate option, such as alphanumeric, number, money, or date. For size, you need to determine the number of characters you require to store that piece of data in the field. For more information, see "Creating defining and modifying table fields" in the Help.

3 Group fields into tables

Look for repeating patterns of fields. Group related fields into sets, one set for each subject. For example, a set of fields pertaining to authors may include the author's first name, last name, date of birth, and a unique author number. Each set of like fields will become a table. For more information about tables, see "Creating and modifying tables" in the Help.

4 Choose key fields

Identifying key fields early in the planning process helps you create individual tables faster. These may also be the fields you will use when you want to retrieve information from the database. Choose unique identifiers as your key fields.

5 Link the tables

Decide which fields are going to link tables. If you have planned the tables carefully, the only fields in the database that will be duplicated from one table to another are the fields you use for linking purposes. If we use the example of a book collection database, the book table would use the International Standard Book Number (ISBN) as the unique key. The author table may also contain a unique key, such as author number, but must contain a linking field to tie the information back to the book table. By including only one additional field, the unique author number in the book table, you can easily establish a link. For more information about linking tables, see "Maintaining data integrity" on page 327.

6 Establish relationships

Once you have an idea of how your data will be grouped, you need to establish how your tables will work together to share information, ensuring referential integrity as you build your database. One of your tables takes on the role as the parent table. The other tables are child (detail) tables. For more information about referential integrity, see "Defining referential integrity" on page 327.

Understanding relational databases

A database is an organized collection of information based on specific data. For example, you could create a simple database of your compact disc collection by organizing your data into specific categories such as artist, album titles, length, and price.

In a relational database like Paradox, data is organized into tables. Tables contain categories of data, repeated for each item in the table. Using the above example, if you structure the CD collection as a table, you may put artists in one column, album titles in another, length in another, and price in another. For each entry in your collection (each item in the table), you enter the same categories of data (artists, album titles, length, and price).

For example, if you want to organize information about specific CDs, such as the songs on each CD, the length of each song, and the guest artists for specific songs. You could store this information in a table, too. Just as you have two collections of data, you'd have two tables.

Using a relational database, you can extract specific information from each table and assemble it in a meaningful way. For example, suppose you want to see a list that only includes each CD album title, artist, and the songs on each CD. Using Paradox, you can link the CD collection table and the specific album information table by identifying a common field ("Album Title"). Then you are free to combine the kinds of information you want to see from both tables. You can also create a query that will result in listing the album title, artist, and song titles. You can then save the query so that you can generate an up-to-date list any time. The tables are kept separate; however, in a relational database, there exists a relationship between the separate tables. In a relational database like Paradox, the term database refers to all of your tables and all of their relationships.

Using common fields to relate tables prevents data duplication and makes data easier to maintain because if you change data in a single field, the data can be updated simultaneously in many tables.

Relational systems may involve four types of table-to-table relationships: one-to-one, one-to-many, many-to-one, many-to-many.

Other concepts involved in creating a database include

- keys and links
- referential integrity
- data normalization
- validity checks

Keys and links

Keys

When you create a database table, you need to determine and define the table's primary or composite key. A primary key is a unique identifier that determines the sort order for the table and helps prevent the duplication of records within your database. For example, in a table containing customer information, you could define the Customer number field as the primary key to sort the records in sequence by number. The primary key must be the first field in the table.

A composite key is similar to a primary key except that it is composed of a group of initial table fields rather than a single field. Paradox sorts the table by the key, starting with the first field in the key and then sorting according to subsequent fields. Composite keys allow duplicate values within an individual key field as long as values are not duplicated across all fields. For example, you can define customer name and phone number fields as the composite key. You could enter two customers who have the same name, but by also keying in the phone number field, you prevent users from entering the same customer twice.

When you establish a key, Paradox creates one or more files that contain an index of the field's values and their locations. This is why the primary key is also referred to as the primary index. You cannot see the index, however, the index is referred to when Paradox refers to the index file when locating and displaying the records in a table.

Paradox allows you to establish both primary and secondary indexes in any table.

Links

In order to create an efficient database that is easy to maintain, you need to create tables that can be linked together. The most common way of linking tables is through common fields. For example, in order to be able to link a customer information table with a customer orders table, you may decide to include a Customer number field in both tables.

In order for Paradox to identify fields in two tables as identical, the following conditions must apply:

- The fields must have the same name, including capitalization.
- The fields must have the same field size.
- The fields must have the same field type.
- One of the fields must be a primary key in one of the tables.

When you meet these conditions, Paradox recognizes these fields as containing the same data. Then, whenever you update the information in one table, the information in all other tables containing that field is updated, ensuring that data integrity is maintained across your database.

If you are new to databases, you can read "Case Study: the MAST company" in the Help, which is an example of how one company created its database.

The relationship between key fields and links

You link tables by defining a relationship between the fields of two tables. In other words, both tables must have an identical field. In one (or both) of these tables, that field must be the key field. With this relationship intact, the two tables can be linked by Paradox and you can manipulate data from both of them. This is called querying tables.

Both Paradox and dBASE let you create indexes to specify the order in which records are accessed. However, the way indexes work is different for Paradox and dBASE tables.

For more detailed information, see "Defining and removing keys" on page 344.

Referential integrity

When you create your tables, you will want to establish referential integrity among your tables. Referential integrity ensures that the links between like data in separate tables cannot be broken. When you are entering data in a table, the validity of the value is verified before it is accepted. For example, if you establish referential integrity between your Customer and Orders tables on their Customer number fields, and then enter a value in the Customer number field of the Orders table, the Customer table is searched and the value is accepted or rejected depending on whether it is an existing customer number.

In the following diagram, you are prohibited from entering a value in the **orders.db** CustomerNo field that doesn't match an existing value in the **customer.db** CustomerNo field.

For more information about data integrity, see "Maintaining data integrity" on page 327.

Data normalization

Data normalization is the arrangement of data into separate tables in which each table contains the fewest number of fields necessary to establish unique categories. Rather than using one large, complex table that contains numerous fields, normalized tables distribute information over many tables using fewer fields.

When a database is completely normalized, which is the ultimate goal for any database, the only fields that are duplicated across the database are those that link tables. Normalized tables provide more flexibility in terms of analysis and are the key to creating an efficient database.

Validity checks

Validity checks are rules you impose on different fields in your tables that require the data entered to meet certain criteria before it is accepted as valid. Validity checks help minimize data entry errors. Paradox allows you to impose many types of validity checks on a table's fields. For example, you can specify maximum or minimum values for number fields, specify a default value for a field, or require that users enter a value in a given field before moving on to the next record. Implementing a few validity checks in your database can increase productivity by decreasing the time it takes someone to enter information and greatly reduce data entry errors.

For more information about data integrity, see "Maintaining data integrity" on page 327.

Understanding Paradox objects

In Paradox, the database components that store, display, retrieve, and present data are called objects. The main objects you work with in Paradox are tables, forms, queries, and reports. You may also work with ObjectPAL scripts and libraries, data models, or SQL files. In addition, Paradox offers a wide variety of design objects that you can use to customize your forms and reports. Objects and design objects have attributes or characteristics called properties.

Paradox uses the following objects to store, display, and present information:

- files
- tables
- forms
- reports
- queries
- data models
- ObjectPAL scripts
- libraries
- SQL

Design objects are objects you create with toolbar tools and place in forms and reports in a design window. Design objects include the following:

- text objects
- boxes, lines, and ellipses
- crosstabs
- charts
- buttons
- graphics
- OLE objects
- document pages

Tables

Creating a table involves storing attributes about entities. The only condition is that the information must be organized into a basic structure, which consists of a series of columns that represent the table fields and rows, that represent the individual records. Think of a field as a column heading, such as Name, Address, State/Province, or Employee ID. Once you have created a table with all the appropriate fields, and defined the field types, you can start creating records by adding data to rows.

Some elements, such as field names, types, and sizes, are common in creating all types of tables. However, to ensure data integrity and establish the sharing and verification of data between tables, some fields need special properties assigned to them. Maintaining data integrity is essential to a good database. You can use the following Paradox features to help ensure the proper functioning of your database: validity checks, table lookups, passwords, and referential integrity.

Paradox also provides a unique tool for creating, restructuring, and linking tables, called the Visual Database Designer. You can use it to create, restructure, and link tables. It is ideal for creating a visual representation of your database.

For more detailed information about Tables, see “Creating and modifying tables” on page 321.

Forms

Sometimes it’s more convenient to work with the data from your tables one record at a time, rather than with an entire table full of data. Forms let you see as much or as little of your data as you want in the format you prefer. The following figure shows a form created by Paradox that displays only one record at a time.

When you view data in a form, you see the same data as in the table, but it is arranged differently. If you edit data in the form, it is updated in the table.

You can use Paradox to create custom form layouts. You can design forms that display several records from a table, or even records from several tables at the same time.

For more detailed information about forms, see "Creating forms" on page 347.

Reports

Many people want to see their data in printed reports. Paradox reports are flexible and powerful. You can sort and group records, calculate fields and totals, and arrange your data in various formats.

Reports, like forms, take advantage of Paradox design features and tools. Using these tools, you can customize the way your reports look. You can link tables together and combine data from several tables into one report.

For more information about reports, see "Using reports" on page 351.

Data models

A data model is the graphical representation of the relationships between tables in a database. Data models let you choose which tables you want to work with, what data from each table you want to display, and how these tables are linked.

Data models exist in two ways:

- As part of a form or report. When you create a form or report, you need to specify which tables to use and how the tables are linked (on which fields). When you create a data model for a form or report, you use the **Data model** dialog box.
- As a separate file. You can create a data model separately without creating a form or report. This type of data model is known as a reference data model; you can create data models separately for use at a later time. These data model reference files have a filename extension of **.dm**, and are created using the Data Model Designer.

The **Data model** dialog box and the **Data model designer** allow you to do exactly the same things. The only difference is that when you are creating a data model in conjunction with a form or report, Paradox opens the **Data model** dialog box; when you are creating a data model separately, Paradox opens the **Data model designer**.

A data model can be based on a single table or on multiple tables. To use information on a form, report, or query from more than one table, you must create a multi-table data model. You then define relationships between the tables to link them. Before you can link tables to create a data model, you must structure the tables correctly using keys and indexes.

You can create a data model independent of any form, report, or query, and use the **Data model** dialog box to design a document or run a query.

Queries

A Paradox query is a question you ask about the data in your tables. You can use queries to

- find or select data from a table
- combine data from more than one table
- perform calculations on the data in a table

Paradox gives you a simple yet powerful way to ask questions about a table's data called Query By Example (QBE). In the Paradox query window, you choose which tables you want to ask questions about and then enter an example of the data you want. By doing this, you are running a query and generating an Answer table based on your example.

Paradox also allows you to run live queries that generate a live, editable view of the data you described in the query. When you edit the live query view, you actually change the data in the table you queried. Live query views give you a simple way to limit your view of data to just what you need to work with.

Printing, saving, closing, and exiting

You can print tables, forms, reports, or scripts created in Paradox files.

While working with Paradox, you can save the tables, forms, reports, queries, and other objects. Files are saved differently, depending on the file type. For example, you must manually save form and report designs, but Paradox automatically saves data as you enter it. Paradox will prompt you to save a modified file upon closing it or quitting the application.

To print a table, form, report, or script

- Click **File** ▸ **Print**.

To save your work

- Click **File** ▸ **Save**.

To close a window

- Click **File** ▸ **Close**.

To close all windows

- Click **Window** ▸ **Close all**.

To exit Paradox

- Click **File** ▸ **Exit**.

You can also exit Paradox by pressing **Alt + F4**.

Using the Project Viewer

Because databases can be very large and contain many different objects such as tables, forms, reports, and queries, Paradox offers several features to help you organize database projects. The Project Viewer is a graphical interface that lets you view all the objects of one or more type contained in a given directory by clicking on the type name(s). Contained within the Project

Viewer are the directories, both working and private, that store your work.

You can specify that the Project Viewer open each time you run Paradox. You can also display a menu of commands for Project Viewer items. In addition, you can add or remove references.

The Project Viewer is a central feature of the Paradox desktop. It provides a quick way for you to organize database projects.

To open the Project Viewer

- Click **Tools** ▸ **Project Viewer**.

To have the Project Viewer open each time you run Paradox

1 Click **Tools** ▸ **Settings** ▸ **Preferences**.

2 Click the **General** tab.

3 Enable the **Open Project Viewer on startup** check box.

To display a menu of commands for Project Viewer items

- Right-click an object name on the right panel of the **Project Viewer**.

If you are viewing all files, you will see that some files do not have menus. This is because some files are automatically created with a Paradox object and are modified only when you modify the object. (For example, **.px files**, **.tv files**, and **.mb files** are associated with Paradox tables.)

You can change your working directory from the Project Viewer.

To add a reference to the Project Viewer

1 Right-click the object you want to reference, and click **Create shortcut**.

2 Right-click the shortcut, and click **Cut**.

3 In the **Project Viewer**, display the folder where you want to add the reference.

4 Right-click the right panel of the **Project Viewer**, and click **Paste**.

To remove a reference from the Project Viewer

- In the right panel of the **Project Viewer**, right-click the object you want to remove, and click **Delete**.

You can follow these steps to add items created outside of Paradox to the Project Viewer. If the item's filename extension is associated with a program, you can double-click the item to open it. Refer to your Windows documentation for information about associating filename extensions with programs.

Removing a reference from the Project Viewer does not delete an object; it only deletes the reference to that object.

Understanding the ObjectPAL scripting language

ObjectPAL (Object Paradox Application Language) is an object-based, event driven, visual programming language. You can use ObjectPAL to customize applications with new buttons, menus, dialog boxes, prompts, warnings, and online Help. ObjectPAL can be used to extend the regular Paradox functions, or to create non-database applications. You can also create scripts, libraries, and SQL files in ObjectPAL.

ObjectPAL and Paradox are tightly integrated; the more you know about Paradox, the more you can take advantage of it in your ObjectPAL programming. If you think of ObjectPAL as a tool that extends the power of Paradox, you can discover ways of using the language to perform tasks that would be awkward, difficult, time-consuming, or impossible to perform without it.

ObjectPAL supports variables, control structures, such as IF, FOR, WHILE, LOOP, and many of the same data types as other programming languages. You can use methods and procedures supplied by ObjectPAL, or you can create your own custom methods and custom procedures.

Scripts

Scripts are pieces of ObjectPAL code that you can create to perform operations automatically. ObjectPAL code is usually attached to objects in forms, but you can also create standalone scripts that perform operations you specify independently of a form. For example, you can write a script to open a particular table and perform a calculation on one or more of its fields. Paradox runs this type of script directly from the desktop, not from triggering an event on an object in a form.

Libraries

A library is an object you can use to store commonly used ObjectPAL code. It lets you easily share code among forms, scripts, and other libraries.

SQL Files

An SQL file is an object that contains code you write in SQL (Structured Query Language).

You can use the SQL Editor to write SQL code to perform operations on remote data using Corel SQL Links. You can also write query scripts using SQL that you can run on local Paradox or dBASE data.

Creating and modifying tables

Paradox lets you create and modify database tables.

In this section, you'll learn about

- creating and opening tables
- saving tables
- copying tables
- deleting tables
- viewing tables

Creating and opening tables

Before creating tables in Paradox, you need to plan your table structure because well organized tables are the foundation of a successful relational database. When you are in the planning stage, it is important that your tables contain only the information that you need.

Each table should contain data about one entity, or subject, in a database. For example, you can create a table about an entity called customer. The customer table should include all vital information about the entity or, in this case, a customer. The information about the entity customer is called an attribute, which is represented by a column in a table. The customer table can include attributes such as customer number, name, address, and phone number. It is also important that the attributes are not duplicated within a table or between other tables.

Paradox lets you create tables by applying a new structure or by borrowing the structure of an existing table. When you borrow a table's structure, you can specify which table properties you want to borrow. For example, you can borrow a table's primary key or validity check definitions.

When you are ready to create the table, you must first define the fields. A field is a column of information in a table. A collection of related fields makes up one record. Field definition involves not only choosing a name for the field, but also specifying a field type and size. You must also decide whether the field will be a key field for the table.

You can also open existing tables and tables that contain a password.

To create a blank table

1 Click **File** ▸ **New** ▸ **Table**.

2 Click **Blank**.

3 In the **Table type** dialog box, choose a table type from the **Select type** list box.

4 Click **OK**.

5 In the **Create Paradox table** dialog box, type a field name in the Field Name column, and click **OK**.

6 Click a field in the **Type** column, and choose a field type from the list box.

If you choose a field type that requires a size, click a field in the **Size** column and choose a field size from the list box.

7 Specify validity checks for the valid field.

If you want to create a primary or composite key, click in the key column.

8 Click **Create** to save the table.

For a detailed description of each field type, see Paradox field types in the Reference section of the online Help.

For more information about validity checks, see "Validity checks" on page 330.

You can create a Paradox table using Local SQL by specifying the .db file extension when naming your table. If you omit the file extension for a local table name, the table created is the table type specified in the Default Driver setting in the System page of the BDE Configuration Utility.

To create a table with a borrowed structure

1 Click **File** ▸ **New** ▸ **Table**.

2 Click **Blank**.

3 In the **Table type** dialog box, choose a table type from the **Select type** list box.

4 In the **Create Paradox table** dialog box, click **Borrow**.

5 In the **Select borrow table** dialog box, choose the drive and folder where the table is stored.

6 Click the filename.

7 In the **Options** area, enable any of the following check boxes:

- **Primary index** — borrows the primary key from the table
- **Validity checks** — borrows the validity checks from the table
- **Lookup table** — borrows the lookup table assignments from fields in the table
- **Secondary indexes** — borrows secondary indexes from the table
- **Referential integrity** — borrows referential integrity relationships from the table

To open a table

1 Click **File** ▸ **Open** ▸ **Table**.

2 Choose the drive and folder where the table is stored.
3 Double-click the filename.

To open a table with a password

1 Click **File ▸ Open ▸ Table**.
2 Choose the drive and folder where the table is stored.
3 Double-click the filename.
4 Type the master password in the **Password for** box.

You can also	
Add a master password to the Paradox passwords list.	Click **Add**.
Delete a master password from the Paradox password list.	Click **Remove**.
Delete all master passwords from the Paradox passwords list.	Click **Remove all**.

For more information about creating passwords, see "Creating modifying and deleting a master password" on page 333.

When you add a master password to the password list, this allows you to gain access to any table that recognizes that password during your current Paradox session without having to re-enter the password.

Saving tables

Tables are automatically saved when you create them. However, if you restructure a table, you can save the table to retain the changes.

To save a table

1 In the **Restructure Paradox table** dialog box, click **Save as**.
2 Choose the drive and folder where you want to store the table.

Copying tables

Paradox lets you copy tables while keeping the table structure intact. If you copy a table to a network, Paradox must acquire a read lock on the original table and an exclusive lock on the copy. A read lock allows a user to open and read a table, but not modify it. An exclusive lock prevents users from viewing, changing, or locking the table. Therefore, no user can change the contents or the structure of the table you're copying.

To copy a table

1 Click **Tools ▸ Utilities ▸ Copy**.
2 Choose the drive and folder where the table is stored.
3 Click the file name.
4 Click **OK**.
5 In the **Copy to** dialog box, choose the drive and folder where you want to store the copied table.
6 Type the table name in the **File name** box.

If you copy to an existing table, there can be no locks open on that table. If there is a record lock, write lock, or exclusive lock on the table you're copying, you won't be able to make the copy until the lock is removed.

The table elements are copied only when you copy the table to another table of the same type. In other words, they are copied only when you copy a Paradox table to another Paradox table or a dBASE table to another dBASE table.

If the directory has an alias, you can choose it from the **Alias** list box. The dialog box displays the name and files of the new directory. However, when you copy a table from an external alias to a new location, select another alias before choosing another location.

Deleting tables

Paradox allows you to delete a table file and all the files that are related to that table. For example, one table in Paradox may involve more than one MS-DOS file containing a table's primary index, secondary indexes, validity checks, referential integrity, or BLOB data.

You cannot delete a table that is identified as the parent in a referential integrity relationship. You must first delete the referential integrity from the child table, empty the child table, or delete the child table. For more information about referential integrity, see "Defining referential integrity" on page 327.

Once you delete a table, you can't undo the deletion. Therefore, before deleting a table, be sure that the table isn't being used by any forms, reports, or queries. The forms, reports, or queries that depend on the table are not deleted when the table is deleted.

If you are deleting a table on a network, Paradox must acquire an exclusive lock on the table, which means no user can access the table in any way. Also, if there is a lock of any type open on the table, you must wait until it's released before you can delete it. This means you cannot delete a table that is open on your desktop.

To delete a table

1 Click **Tools** ▸ **Utilities** ▸ **Delete**.

2 Choose the drive and folder where the table is stored.

3 Click the filename.

4 Click **Delete**.

If you use the MS-DOS DELETE command or delete files in Windows Explorer, you may not be deleting all your table's related files. The Paradox Delete command, however, deletes all files correctly.

Before deleting a table, make sure that the table window, and any of its associated document windows, are closed.

If the directory has an alias, you can choose it from the **Alias** list box. The dialog box displays the name and files of the new directory. However, when you copy a table from an external alias to a new location, select another alias before choosing another location.

Viewing tables

Once a table is created, you may need to reference its structure. For example, if you are creating a child table, you may need to find the parent table's primary key. Paradox lets you display the structure of a table, including any key, validity check, index, table lookup, or dependent tables.

When you create a large table that contains numerous fields that cannot be viewed all at once, you can set a lock on columns so that they remain in view. As you scroll to the right to view additional fields, the columns you locked remain in view. The horizontal scroll lock displays in the bottom left corner of the table window to indicate that the columns are locked.

To view table structure information

1 Click **Tools** ▸ **Utilities** ▸ **Info structure**.

2 Choose the drive and folder where the table is stored.

3 Click the filename.

4 Click **Open**.

You cannot make changes to the table structure in the Structure information dialog box.

To set the table horizontal scroll lock

1 Position the pointer over the scroll lock until the pointer changes to a double-headed arrow .

2 Drag the scroll lock to the right of the column(s) you want to lock.

By default, the horizontal scroll lock is set to the left of the first column in the table so that all columns move as you scroll to the right.

Maintaining data integrity

Maintaining data integrity is essential to the proper functioning of a database, and Paradox offers many ways to ensure data integrity.

In this section, you'll learn about

- defining referential integrity
- repairing referential integrity
- applying validity checks
- creating a table lookup
- creating, modifying, and deleting a master password
- locking tables

Defining referential integrity

You can define a referential integrity relationship between tables in a database. You can also view dependent tables in a database. Viewing dependent tables allows you to verify referential integrity in a database. While data integrity ensures that the values in a table are valid, referential integrity requires a field or group of fields in a child table to refer to the key of the parent table to determine valid values.

Defining referential integrity verifies the validity of a value before it is accepted by Paradox. For example, you can define referential integrity between a parent table, Customer.db, and a child table, Orders.db, on their Customer Number fields. If you type a value in the Customer Number field of the Orders.db table, the Customer Number field of Customer.db is searched to determine if the value you entered is acceptable. If the value exists in Customer.db, the entry is accepted. If the value doesn't exist in Customer.db, the entry is rejected.

When you define or modify a referential integrity relationship, a secondary index is created for the referential integrity fields. The index is named with the name of the field, if it's a single-field definition, or the name of the referential integrity link, if it's a multiple-field definition. The index displays in the list of secondary indexes. If you delete the referential integrity relationship, you must manually delete the index.

You can also define a self-referential integrity relationship. Self-referential integrity is a relationship between a field in a table and the same table's key field. For example, an Employees table may have as its primary key the Employee Number field and contain a Supervisor number field. You can define a self-referential integrity relationship in the table. Because the supervisors are also employees, by linking between the Supervisor field and Employee number primary key field.

When you define a self-referential integrity relationship, you must enable the Prohibit option in the **Update rule** box of the **Referential Integrity** dialog box. This security feature prohibits changes to records in a parent table that also exist in a child table. In other words, you cannot create a circular reference, which is a relationship in which a field refers to itself.

To define a referential integrity relationship

1 Open a child table.

2 Click **Format** ▸ **Restructure table**.

3 Click the **Referential integrity** tab.

4 Click **Add**.

5 Type a name in the **Link names** list.

6 Choose a parent table from the **Parent table** list box.

7 Choose a parent key from the **Parent's key** list.

If the parent table has a composite key, add fields to match all of the parent's key fields.

8 Choose a child table field from the **Child fields** list.

9 From the **Current table** list, choose the field to which you want to add the referential integrity link, and click the right arrow.

You can also	
Specify that any change you make to the value in the parent table's key field is automatically made in the child table	In the **Update rule** area, enable the **Cascade** option.
Specify that you cannot change a value in the parent table's key field if there are records that match the value in the child table	In the **Update rule** area, enable the **Prohibit** option.
Ensure that earlier versions of Paradox, for example, Paradox for DOS, cannot access a table on which you've established referential integrity	In the **Update rule** area, enable the **Strict R I** check box.

Always set your working directory to the folder containing the tables for which you want to establish referential integrity. If you don't, you can't define the relationship.

You cannot establish referential integrity between dBASE files, Paradox 3.5 tables, or tables that do not have a key. You can use files and Structured Query Language (SQL) server tables if you need referential integrity. Please refer to your server documentation to determine if your table type supports referential integrity.

To define a self-referential integrity relationship

1 Open a child table.
2 Click **Format ▸ Restructure table**.
3 Click the **Referential integrity** tab.
4 Click **Add**.
5 Type a name in the **Link names** list.
6 Choose a parent table from the **Parent table** list box.
7 Choose a parent key from the **Parent's key** list.
   If the parent table has a composite key, add fields to match all of the parent's key fields.
8 Choose a child table field from the **Child fields** list.
9 From the **Current table** list, choose the field to which you want to add the referential integrity link, and click the right arrow.

To view dependent tables in a database

1 Click **Format ▸ Restructure table**.
2 Click the **Referential integrity** tab.
3 In the **Dependent tables** area, view the table information.

Repairing referential integrity

There is always a risk that a table may become damaged. If a table is damaged, Paradox lets you verify the integrity of a table and repair the damage. Depending on the severity of any damage, you may not always be able to correct the problem. For this reason, you should make regular and frequent backup copies of important table data. You can change the name of a backup table.

Moreover, if the table's header is damaged, the block size and file format information may display incorrectly in the **Table repair utility** dialog box. If the table's block size and file format are displayed incorrectly, you need to specify the table's original block size and file format settings. If you specify settings that are different from the original settings, you will no longer be able to recover the table.

Violations

When trying to rebuild tables, you may run into problems trying to save the repaired table. This could be because the data now violates certain validity checks or because duplicate values violate the rebuilt table's key.

If problems occur, Paradox responds as follows:

- If Paradox cannot save certain records because of data violations, it stores them in one of the auxiliary tables indicated in the **Repair settings** tab of the **Table repair utility** dialog box.
- The key violation table contains records that Paradox cannot save in the repaired table due to duplicate values in the table's key. When this occurs, the first occurrence is stored in the repaired table and all duplicates are stored in the key violation table.
- Records that violate validity checks and other data-type violations are stored in the problems table. You can view both tables by enabling the **Display error tables** option in the **Repair settings** tab of the **Table repair utility** dialog box.

To repair a table

1 Click **Tools** ▸ **Table repair**.

2 Click **Browse**.

3 Choose the drive and folder where the table is stored.

If the table's header is not damaged, the table's header information displays.

4 Click **Verify**.

If errors are detected, you are prompted the **Table repair** utility prompts whether to display errors or not. If specified, the table repair errors are displayed.

5 Choose the table's original file format from the **File format** list box.

6 Choose the table's original block size from the **Block size** list box.

7 Click **Rebuild**.

Make sure all windows are closed on the Paradox desktop before you attempt table repair.

If the table's header is damaged, the block size and file format information may be incorrect. If the table's block size and file format are displayed incorrectly, you need to specify the table's original block size and file format settings. If you specify block size and file format settings that are different from the original settings, you will no longer be able to recover the table.

If the table's header is damaged, choose **Borrow** to copy the structure from an undamaged back up table.

To change the backup table name

1 Click **Tools** ▸ **Table repair**.

2 Click the **Repair settings** tab.

3 Type a new backup table name in the **Backup table** name box.

If the table is password-protected, type the password in the **Master password** box.

By default, the table repair utility supplies a backup table name of "Copy of" with the original table name appended to it.

Applying validity checks

Paradox lets you apply validity checks to a database. Validity checks help you maintain data integrity by allowing you to place constraints on the values you can enter in a field.

You can place a required field validity check on any field type. A required field validity check specifies that you must enter a value in the field for every record in the table. When you create a required field validity check on a field, the field must contain data before the record is accepted. If you try to enter a record in a table that doesn't have a value in a required field, you receive a message that the validity check has failed, and does not let you move from the record until you enter a value in the required field.

You can also define minimum or maximum value validity checks. Minimum and maximum value validity checks allow you to define the minimum and maximum acceptable values for a field. For example, if all customer identification numbers in a table are at least five digits, defining a minimum value of 10,000 on that field, can reduce data entry errors.

You can use minimum value and maximum value validity checks for alpha, number, short, long integer, money, timestamp, time, and date field types. You cannot use a maximum validity check on an autoincrement field.

You can also apply default value validity checks, which automatically enter a value in each record of a table as soon as you create the record. For example, if most of a company's customers are located in the United States, you can define USA as the default value for the Country field in the customer information table. Whenever you insert a new record, USA would automatically appear in the Country field.

To create a required field validity check

1 Click **Format** ▸ **Restructure table**.

2 Click the **Field roster** tab.

3 Choose a field from the list.

4 Enable the **Req'd** check box.

To define a minimum or maximum value validity check

1 Click **Format** ▸ **Restructure table**.

2 Click the **Field roster** tab.

3 Choose a field from the list.

4 Click any of the following columns, and type a value:

- **Minimum** — the values entered in the field must be greater than or equal to the minimum specified
- **Maximum** — the values entered in the field must be less than or equal to the maximum specified

When you define a numeric minimum or maximum, you must use the number format currently selected in the Windows Control Panel. During data entry, however, you can use any format.

You cannot use minimum-value and maximum-value validity checks on BCE (Before the common era) dates; instead, you can define a picture validity check.

To create a default value validity check

1 Click **Format** ▸ **Restructure table**.

2 Click the **Field roster** tab.

3 Choose a field from the list.

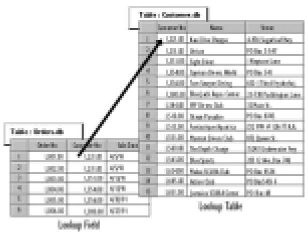
4 Type a value in the **Default value** box.

You can override the default value by clicking in a field and typing a new value. You can also delete the default value and leave the field blank, unless it also has a required field validity check.

You can use the TODAY operator to define today's date as the default value in a date field. The NOW operator can be used as a default for time and time-stamp fields.

Creating a table lookup

You can create and use a lookup table for a field to specify that the field can contain only values that are in the first field of the lookup table. When you create a table lookup; you can also specify whether the person entering data in the field can view the lookup table and copy values from it, or whether they are required to match the lookup table's values without seeing them. The following diagram demonstrates a table lookup.



This is an example of the Lookup Field looking to the Lookup Table for information.

A table lookup lets you enter data that already exists in one table to another table. To establish a more powerful tie between two tables, you can define a referential integrity relationship. While a table lookup ensures that data is copied or added accurately from one table to another, referential integrity ensures that the ties between like data in separate tables cannot be broken. For more information about referential integrity, see "Defining referential integrity" on page 327.

Follow these rules when setting up a table lookup:

- The field of valid entries must be the first field in the lookup table.
- The field that you are defining as a table lookup must have the same field type and size as the first field of the lookup table.
- For best performance, the first field should be the primary key for the lookup table.

You can use a table lookup across different directories. When you define a table lookup on a table from a different directory, Paradox stores the full path to the table.

To create a table lookup

1 Click **Format ▸ Restructure table**.

2 Click the **Table lookup** tab.

3 Choose a field from the **Fields (Current table)** list.

4 Click the right arrow .

5 Choose a lookup table from the **Lookup tables** list box.

6 In the **Lookup type** area, enable one of the following options:

  - **Current fields** — specifies that the current field gets its value from the lookup table, even if the current table and the lookup table have other fields in common.
  - **Applicable fields** — specifies that all fields that correspond to fields in the lookup table get their value from the lookup table. Corresponding fields must have identical field names and compatible field types in both

tables. Only the first field of the lookup table is used as part of the validity check.

7 In the **Lookup rights** area, enable one of the following options:

- **Fill only** — informs you when a value is invalid when editing a table, but does not allow you to view the lookup table
- **Fill and view** — allows you to display and select values from the lookup table while editing a table

The **Fill only** option is useful when you want to keep values in the lookup table secure.

You can search for a lookup table by clicking **(...)** next to the **Lookup tables** list box.

To use a table lookup

1 Click **View** ▸ **Edit data**.

2 Click **Record** ▸ **Insert**.

3 Choose a field that has an assigned lookup.

4 Press **Ctrl + Spacebar**.

5 In the Lookup table, click the field that contains the value you need.

6 Click **OK**.

You can use a table that you create from scratch that holds all pertinent values for the field as the lookup table. Remember that the first column in the table must contain the values for the other table's lookup field.

After you create the table with the pertinent values, you can follow the steps above to use it as the table lookup.

Creating, modifying, and deleting a master password

Creating a master password controls access to a table. You must input the correct password before Paradox opens the table. Typically, one person, such as a database administrator, has access to a master password. A group of users who need to perform different tasks in the table have different auxiliary passwords that provide different levels of access. For more information about auxiliary passwords, see "Creating, modifying, and deleting auxiliary passwords" in the Help.

You can also change a master password. In addition, if a password-protected table contains information that no longer needs to be restricted, Paradox lets you delete the master password.

To create a master password

1 Click **Format** ▸ **Restructure table**.

2 Click the **Passwords** tab.

3 Click **Define**.

4 Type a password in the **Password** box.

5 Retype the password again in the **Verify password** box.

A password can be 15 characters long including spaces.

Passwords are case-sensitive.

To change a master password

1 Open the table that contains the master password.

2 Type the master password in the **Password for** box.

3 Click **Format ▸ Restructure table**.

4 Click the **Passwords** tab.

5 Click **Modify**.

6 Type the new password in the **Password** box.

7 Retype the new password in the **Verify password box**.

8 Click **OK**.

9 Click **Save**.

You can also	
Add a master password to the Paradox passwords list. This lets you access any table that recognizes the master password during the current Paradox session without having to type it.	Click **Add**.
Delete a master password from the password list	Click **Remove**.
Deletes all master passwords from the passwords list	Click **Remove all**.

A password can be 15 characters long including spaces.

Passwords are case-sensitive.

To delete a master password

1 Open a table that contains a master password.

2 Type the master password in the **Password** box.

3 Click **Format ▸ Restructure table**.

4 Click the **Passwords** tab.

5 Click the master password in the **Passwords** list.

6 Click **Delete**.

7 Click **Yes**.

8 Click **Save**.

Locking tables

You can lock tables to prevent others from opening or editing table records, which is useful in a multi-user environment. You can display the table locks placed, the type of lock and who has placed each lock. For example, when you edit a value, you see the message “Record is now locked” on the status bar. As soon as you move off a field, Paradox automatically unlocks the record.

You can also choose various locks, such as a lock that locks an entire table, locks that provide varying levels of protection, and locks that must be explicitly placed and removed.

This table summarizes users’ rights under different levels of locks. The lock levels are arranged in order of increasing strength.

Lock level and your rights	Others rights and locks others can place
None, None	All, All
Open, Read (write if no other read lock is in place)	Read/Write, All except exclusive if no record lock in place
Read, Read (write if no other read lock is in place)	Read, Open/Read
Write, Read/Write	Read, Open
Exclusive, All	None, None
Image	Others sharing the table can’t modify its properties

To lock a table

1 Click **Tools** ▸ **Security** ▸ **Set locks**.

2 Choose the drive and folder where the table is stored.

3 Enable any of the following options:

- **Read lock** — prevents others from writing to the table and from placing a lock on the table that prevents you from reading it. Your right to read the table is guaranteed.
- **Write lock** — allows you to read and write to the tables, and prevents others from writing to the table
- **Exclusive lock** — prevents others from reading or writing to the table
- **No lock** — removes a lock from the table
- **Open lock** — prevents others from placing an exclusive lock on the table

To display table locks

1 Click **Tools** ▸ **Security** ▸ **Display locks**.

2 Choose the drive and folder where the table is stored.

3 Click **Open**.

Column	Shows
Type	What type of lock is on the table
User Name	The name of the user who placed the lock
Net Session	The session number of the user who placed the lock
Our Session	1 means the lock is yours; 0 means another user placed the lock
Record Number	Which record is locked and whether the lock is a record lock, not a table lock

Working with table records

Paradox offers many ways to add and manipulate table records. A record is a group of related fields of data in a table row. For example, a table may contain information about a company's customers. The customer data is stored in various fields, such as customer identification number, name, and address. Each row (record) in the table consists of the collection of information related to each customer.

Using Paradox, you can add and delete records. You can also move and navigate records. Table records can be locked to prevent others from editing or deleting them and they can be subtracted, which lets you remove the records from one table that match the records in another table.

In this section, you'll learn about

- adding table records
- deleting table records and packing tables
- moving table records
- saving table records
- locking table records
- subtracting table records

Adding table records

Paradox lets you add new records in a table and copy a record from a source table to a target table, provided the tables have the same structure.

When you copy a record to a table, Paradox acquires a read lock on the source table and a write lock on the table to which you add records. Until the records are added, others cannot change the contents or structure of either table, and they cannot perform any operation that requires a write or exclusive lock on the target table. If either table already has a write or exclusive lock on it, you must wait until the lock is removed before adding the record.

When you add records from a source table, the target table you add records to can have more fields than the source table, as long as the first fields of the table are compatible with all fields of the source. The tables must also have compatible field types appearing in the same order. Paradox places null values in the extra fields.

The source table can also have more fields than the target table, but its fields must be compatible with the first fields of the source. They must have compatible field types appearing in the same order. For fields to be compatible, Paradox must be able to change the existing field type to the new field type in a restructure operation. For example, Paradox number (N) and money ($) fields are compatible, but Paradox number (N) and graphic fields (G) are not. Paradox ignores the extra fields.

If the target table is keyed, the added records must conform to the rules of the key. Paradox places records that do not conform in the temporary keyviol.db table in your private directory.

To add a record to a table

1 In Edit mode, click **Record** ▸ **Insert**.

2 Type the record data.

3 Exit the record by moving to another record to post the data.

If you add a record to a filtered view of a table's data or a direct query view, and the record does not meet the criteria established by the filter or query, you won't see the record when it is posted.

To copy a record from one table to another

1 In a table to which you want to copy a record, click **Tools** ▸ **Utilities** ▸ **Add**.

2 Choose the file and folder where the table from which you want to copy a record is stored.

3 In the **Add records in** dialog box, choose the file and folder where the table to which you want to copy a record is stored.

4 In the **Options** area, enable one of the following check boxes:

- **Append** — adds records to the target table without affecting existing records
- **Update** — updates records already in the target table. Records in the source that don't match the target table are not added.
- **Append and update** — overwrites matching records, and adds new records to the target table

Some field type conversions result in invalid records, which are written to the temporary Problems table. If this happens, edit the records in the Problems table, and then add them again. The Problems table is not generated for Structured Query Language tables; the invalid records are dropped.

To add many records to a table, you can merge the records from another table that has the same structure. The two tables can be of different types, as long as their fields are compatible.

Deleting table records and packing tables

You can delete one or all records from a table. For example, you may want to remove a customer name from a table or remove a product when it becomes obsolete. You can also empty a table of all records while retaining the table's structure and validity checks. By deleting all records in a table, you are not reclaiming disk space; however, you have the option of reclaiming disk space by packing a table.

To delete a record from a table

1 In Edit mode, click in a record.

2 Click **Record** ▸ **Insert**.

3 Click **Record** ▸ **Delete**.

If you accidentally delete the wrong record, click **Edit** ▸ **Undo**.

You cannot retrieve deleted records from Paradox tables.

When deleting a record in a dBASE table, it is not permanently removed. You can view deleted dBASE records with the **Show deleted** command.

To delete all records from a table

1 **Tools** ▸ **Utilities** ▸ **Empty**.

2 Choose the drive and folder where the table is stored.

3 Click the filename.

4 Click **Empty**.

To reclaim disk space after deleting a record

1 Click **Format** ▸ **Restructure table**.

2 Enable the **Pack table** check box.

Packing a dBASE table removes from the table records marked for deletion.

Moving table records

You can move child records to a new parent or master table. You may need to move records if you have a record in one table that corresponds to a record in another table. This can occur in a referential integrity relationship where one record in a parent table is related to one or more records in a child table. It can also occur in a multi-table form where one record of the master table is related to one or more records in the detail table.

For example, a table containing a list of salespersons is the parent table, and it has a child table called Customers. Referential integrity is established on a common Salesperson Identification field. Each salesperson can have many customers assigned, but only one salesperson can be assigned to a customer. This is called a one-to-many relationship. If a salesperson named Jones has fifty customers assigned, then in the customer.db table, fifty customers have Jones listed as their salesperson. If Jones leaves the company, those fifty customers must be reassigned to another salesperson. This is called moving dependent records.

To move a record in a child table

1 In a child table, press **F9**.

2 Click a record that corresponds to the first field in the parent table in a referential integrity relationship.

3 Click **Record** ▸ **Reference** ▸ **Move help**.

4 In the **Move help** dialog box, click a record in the parent table.

You can move only fields for which one-to-many or referential integrity relationships have been defined.

Saving table records

Saving a record is often called posting or committing a record. When working in a multi-user environment, others do not see changes you've made until you've posted them. Paradox automatically saves (posts) changes when you exit a record, but you can save your edits before they leave the record.

If a table is keyed, Paradox automatically moves the record to its correct location in the table. If a table is not keyed, the new record stays where you added it.

To save a table record

- Click **Record** ▸ **Post/keep locked**.

When you post a record in a keyed table, the record is moved to its correct position in the table. If the record's proper position is off the screen, the record may seem to disappear as it is posted. However, if you look at the record count on the status bar, you'll see that the record has been added. Your view of the table might not change when the record is posted, but the cursor remains where it was when you pressed **Insert**.

If a record is moved to a different location when you post it, it's probably because the table is keyed and the new record is not in its correct location in the table. In that case, the record is moved to its correct location. When you click **Record** ▸ **Post/keep locked**, the moved record remains active, and the table view is updated.

Locking table records

A record is automatically locked when you edit it and the lock is removed when you exit the record; however, you can add a lock to a record. When you lock a record; others can view it, but they can't edit or delete it. Locking a record also prevents others from placing a read or write lock on the table and from performing any operations that require a read or exclusive lock, such as restructuring the table. You can also unlock a table record.

To lock a record

1 In Edit mode, select a table record.

2 Click **Record** ▸ **Lock**.

The status bar indicates that the record is locked.

Paradox automatically unlocks a record when you exit the record or switch from **Edit** mode to **View** mode.

You can also lock a record by selecting the record and pressing **F5** or **Ctrl + L**.

To unlock a table record

1 Select a locked table record.

2 Click **Record** ▸ **Unlock**.

If you have locked a record manually, you must unlock the record to release it for others to edit or delete. If you try to edit a record and discover it locked, the status bar displays the name of the person who locked the record.

Paradox automatically unlocks a record when you exit the record or switch from **Edit** mode to **View** mode.

You can also unlock a record by selecting the record and pressing **Shift + F5**.

Subtracting table records

Subtracting table records allows you to remove the records from a one table that match the records in another table, which is called the subtraction table. You can subtract records only from a keyed table. During a subtract operation, Paradox removes any record containing a value in its key that matches the corresponding field(s) of a record in the subtraction table.

You would perform a subtraction to permanently remove records from a table. For example, a company that recently mailed its customers wants to pare down customer records to include only the customers who answered the mailing. You would do this by creating a subtraction table that contains the names of all customers who didn't answer the mailing.

You would then subtract the information from the customer.db table. The subtracting process matches the subtraction table, which contains the list of customers who didn't answer the mailing, to the names in the customer.db table, and removes the records that match.

The result is a smaller customer.db table containing only the names of the customers who responded to the last mailing. Paradox deletes the records of customers who did not respond to the last mailing.

The two tables you use in a subtraction must have compatible structures. This means compatible fields in the same field order, which can be achieved by borrowing the original table's structure. In addition, if the table from which you subtract is the parent table in a referential integrity relationship, the subtraction subtracts only records that do not exist in the child table. You must first delete the referential integrity by restructuring the child table or delete the related record in the child table.

When subtracting, Paradox needs to acquire a read lock on the table that contains the records you are subtracting and a write lock on the table from which you are subtracting records. This means that until the records are subtracted, others cannot change the contents or structure of either table or perform any operation that requires a write or exclusive lock on either table. If either table already has a write or exclusive lock on it, you must wait until the lock is removed before subtracting.

To subtract records from a table

1 Click **Tools** ▸ **Utilities** ▸ **Subtract**.
2 Choose the drive and folder where the table whose records you want to match is stored.
3 Double-click the file.

4 In the **Subtract records from** dialog box, choose the drive and folder where the table from which you want to subtract records.

5 Click **Subtract**.

Because Windows lets you open several instances of the same table, you could be considered another user of a table, which would prevent you from subtracting records. You cannot subtract records from a table open in edit mode.

Because dBASE and Structured Query Language tables do not support Paradox keys, you cannot subtract records from dBASE or SQL tables. Instead, use a DELETE query.

Creating, defining, and modifying table fields

Every database table contains fields in which to store data. One data item is found in each field. All fields pertaining to one subject are referred to as a record, and all records are stored in tables. With Paradox, you can manage database tables by adding, defining, and modifying table fields.

In this section, you'll learn about

- adding and deleting fields
- defining and removing keys
- locating and repairing key violations

Adding and deleting fields

When you create a table, you can add and delete fields contained within the table. It is important to note that when you add or delete a field in a table, you alter any forms, reports, or queries associated with the table.

To add a field

1. Click **Format ▸ Restructure table**.
2. Click the **Filed roster** tab.
3. Click a name in the **Field name** column.
4. Press **Insert**.
5. Type a name.
6. Choose a field type from the **Field type** list box.
7. Click in the **Size** column and choose a field size from the **Size** list box.

   This option is not available for all field types.
8. Specify validity checks for the valid field.

If you add a new field that has a default validity check on it and choose to enforce the validity check on data, Paradox creates the new field and places the default value in each record of the table. If you define a default validity check on a field that contains data, Paradox does not overwrite the data with the new default value. Paradox does not automatically add new fields to forms, reports, or queries associated with the table; you must add the table fields yourself.

To delete a field

1 Click **Format ▸ Restructure table**.

2 Click a name in the **Field name** column.

3 Press **Ctrl + Delete**.

4 Click **Save**.

When you delete a field from a table, Paradox unbinds the field from forms and reports. Since a deletion can cause data loss, Paradox lets you confirm the deletion or cancel the operation.

Defining and removing keys

You can define primary or composite keys to link tables and to sort records. A key is a required element for any table that is to be linked to other tables in a relational database. You cannot assign a key to memo, formatted memo, graphic, OLE, binary, logical, or bytes fields. You can also remove keys. However, if you are removing keys, you may cause a key violation. For more information about key violations, see “Locating and repairing key violations” on page 345.

Primary keys

When you designate a primary key, it must be placed on the first field in the table, and it must be unique. This means that it must consist of data that could not be duplicated. For example, it is not a good idea to use Last Name as a primary key in an employee table, because you might have more than one employee with the same last name. Employee No., a number unique to each individual employee, is a better choice. Using a unique field for the primary key ensures that tables can be linked without error. If you specify Employee No. as the primary key in one table, you can relate that table only to another that also has Employee No. as a field. In the first table, Employee No. is the primary key; in the second table, Employee No. is the foreign key. For example, if you create a key for the Last Name field of the sample contacts.db table, you are organizing the table by the values in the Last Name field, as shown in the following figure.

Composite Keys

When you create a composite key, Paradox creates a primary composite index which organizes the records by the first field of the key, according to the table’s structure, and then the next field, and so on. The following figure shows the contacts.db table with a composite key made up of the Last Name and First Name fields. Records 31 and 32 illustrate the composite key by sorting the records alphabetically by first name.

When you define a key field, Paradox makes it the primary index and sorts records on it. If you choose to define a composite key, you must include enough fields to ensure the uniqueness of each table record. A composite key has to handle all cases of duplicate data; therefore, you need to define a field that identifies one and only one record of the table.

To define a primary key

1 Click **Format ▸ Restructure table**.
2 Click the **Field roster** tab.
3 Drag a field to the top of the **Field roster** page.
4 Click in the key column of the field.

To define a composite key

1 Click **Format ▸ Restructure table**.
2 Click the **Field roster** tab.
3 Click in the key column of the fields you want to define as the composite key.

The fields that make up the composite key must be unique for each record of the table. The composite key must begin on the first field in the table and must include sequential fields.

To remove a key

1 Click **Format ▸ Restructure table**.
2 Click the **key** icon in the **key** column.

If you remove a key, you must also either delete any secondary indexes or convert them to non-maintained indexes.

If you remove a primary key or key within a composite key that has other keys located beneath it, Paradox displays an error message when you try to save. To correct the error, ensure that all key fields are the first fields in the table.

Locating and repairing key violations

If you are removing keys, you may cause a key violation. A key violation means data already entered into the table violates the rules established by the key. A key violation may also occur when adding a primary key to a table that was previously unkeyed or had different keys. It can also occur if you rearrange fields so that the key fields are no longer the first consecutive fields in the table.

Removing one or more fields from a composite key may cause duplicate values in the remaining key field(s) and also cause a key violation. If this happens, the duplicate records are placed in a temporary table called keyviol.db which you can locate in the PRIVATE folder.

If you cause a key violation, you can repair it by changing the records in keyviol.db so they comply with the key requirements, and then add them back to the original table.

To locate key violations

1 Click **File ▸ Open ▸ Table**.
2 Choose the drive where the **PRIVATE** folder is stored.
3 Double-click keyviol.db.

If there is already a keyviol.db table, Paradox adds a number to the new keyviol table, so it might appear as keyviol1.db or keyviol2.db. Paradox can create up to 100 temporary tables of the same name. The first table is not numbered and the last is number 99.

To fix a key violation

1 Click **Tools** ▸ **Utilities** ▸ **Add**.

2 Choose the drive and folder where the keyviol.db table is stored.

3 In the **Add records in** dialog box, choose the drive and folder where the table you want to repair the key violation is stored.

4 Change the records in the table so they comply with the key requirements.

Creating forms

Paradox lets you create and open forms. You can specify the way forms look and create multi-page forms. Once you create a form's design, you can run the form and use it to edit table data. Any change you make to the data in the form is reflected in the table. You can also print a form's design and deliver forms to others.

In the section, you'll learn about

- creating a form
- opening forms
- adding and deleting form pages
- running forms

Creating a form

With Paradox, you can create blank forms or use the Form Expert to assist you in building a form. You can also create a form by copying the contents of another form. Forms allow you to display your table data and they can also be used to enter data into a table.

To create a blank form

1 Click **File** ▸ **New** ▸ **Form**.

2 Click **Blank**.

When you create a blank form, it is placed in the design window and is not bound to a table. It contains only a single page for forms a report header and footer, page header and footer, and record band for reports.

To create a form by using the Form Expert

1 Click **Tools** ▸ **Experts**.

2 Double-click the **Form** icon.

3 Follow the instructions in the Form Expert.

To create a copy of a form

1 Click **Tools** ▸ **Project Viewer**.

2 Click the **Forms** icon.

3 Right-click a form in the right-hand panel of the Project Viewer, and click **Copy**.

4 Right-click in the right-hand panel of the Project Viewer, and click **Paste**.

Paradox creates a copy of the form with the same name and with “Copy of” placed in front of the name.

Opening forms

Paradox lets you open forms for editing or viewing. You can also open a form that is based on a report, which creates a new form using the contents of the report’s record band, including design properties and page breaks. Because forms do not use the banded layout that reports do, objects in group, page, or report bands are not included in the new form design.

You can also open a form that uses the contents of another table.

To edit a form

1 Click **File** ▸ **Open** ▸ **Form**.

2 Choose the drive and folder where the form is stored.

3 Click the form.

4 In the **Options** area, enable the **Edit the form design** option.

5 Click **Open**.

To view a form

1 Click **File** ▸ **Open** ▸ **Form**.

2 Choose the drive and folder where the form is stored.

3 Click the form.

4 In the **Options** area, enable the **View the form** option.

5 Click **Open**.

To open a report as a form

1 Click **File** ▸ **Open** ▸ **Report**.

2 Choose the drive and folder where the report is stored.

3 In the **Options** area, enable the **Open as a form** check box.

Some objects behave differently in forms and reports. For example, calculated fields and summary fields look at data differently; therefore, you might need to modify them to get the correct results. Summary fields located in the record band of a report work correctly in a form. If the report design includes a page break in the record band, Paradox creates a multi-page form.

To open a form that uses a different table

1 Click **File** ▸ **Open** ▸ **Form**.

2 Choose the drive and folder where the form is stored.

3 Click **Change table**.

4 Choose the drive and folder where the table is stored.

5 Click **OK**.

6 Click **Open**.

Adding and deleting form pages

Paradox lets you add new pages to a form. When you add a page, it is added to the end of the existing form pages. You cannot add a blank page between existing pages, but, you can add a page and then move the pages to change their order. For more information about rearranging page order, see “Changing the display of a form page” in the Help. You can also delete form pages.

To add a page to a form

- With a form open in the form design window, click **Insert** ▸ **Page**.

When you work with multi-page forms, you can see all the pages of the form on the screen at the same time by clicking **View** ▸ **Zoom** ▸ **Best fit**.

To delete a form page

1 With a form open in the form design window, choose a page.

If a form page is selected, selection handles will display around the page.

2 Click **Edit** ▸ **Delete**.

You can delete a form page in the Object Explorer by choosing the page and clicking **Edit** ▸ **Delete**.

Running forms

Once you create a form, you can run the form to enter data in the form. You can run a form when opening the form or ruin it from the form design window.

You can also run a form that uses data from another table or from a query. This is useful, for example, if you have two types of vendors that you want to keep separate, but the table structure for each vendor is identical. You can design a form for the first vendor table and, instead of creating an identical form for the second table, open the form using the second table.

If you run a form and want to see the table on which it is based, you can view the form’s source table.

To run a form

1 Click **File** ▸ **Open** ▸ **Form**.

2 Choose the file and folder where the form is stored.

3 Enable the **View the form** check box.

When you run a form, multi-record objects can display more than one record of a table at a time in a non-tabular format.

Table frames display as many records of each table as fit in the space you allotted. However, you can navigate through the records to show any that don’t fit in the display.

To run a form from the design window

- With a form open in the form design window, click **View** ▶ **View data.**

  If you prefer, you can run a form by pressing **F9** on the keyboard.

To run a form that uses data from a different table

1. Click **File** ▶ **Open** ▶ **Form**.
2. Choose the file and folder where the form is stored.
3. Click **Change table**.
4. In the **Select replacement table** dialog box, choose the file and folder where the table is stored.
5. Click **OK**.
6. Click **Open**.

To view a form's source table

1. Run a form.
2. Click **View** ▶ **Table view**.

When you view a form's source table, you are viewing the source table of a single-table form or the master table of a multi-table form.

Using reports

Paradox lets you can create a report design and then run the report, which allows you to view the report’s data. You can print reports, publish them to various file formats, and deliver reports to others . You can also use reports to create mailing labels or merge report data to create form letters.

In this section, you’ll learn about

- creating, opening, and modifying reports
- running reports
- printing reports

Creating, opening, and modifying reports

You can create a new report by starting with a blank report and customizing it to meet your specifications. You can also create a report by using the Report Expert. The Report Expert simplifies creating a report by leading you through every step in the report design process. You can open a report to view it or to modify its design. Moreover, you can open a form as a report.

To create a blank report

1 Click **File** ▸ **New** ▸ **Report**.

2 Click **Blank**.

When you create a blank report, it is not bound to a table, and it contains only a single page for forms and reports, the report header and footer, page header and footer, and record band for reports.

Buttons, notebooks, and OLE controls are not available in reports.

To create a report by using an Expert

1 Click **Tools** ▸ **Experts**.

2 Double-click the **Report** icon.

3 Follow the instructions in the Report Expert.

To view a report

1 Click **File** ▸ **Open** ▸ **Report**.

2 Choose the file and folder where the report is stored.

3 In the **Options** area, enable the **View the report** option.

4 Click **Open**.

You can apply data from a table that is different from the table currently attached to the selected report by clicking **Change table** and choosing the file and folder where the table is stored.

To modify a report

1 Click **File** ▸ **Open** ▸ **Report**.

2 Choose the file and folder where the report is stored.

3 In the **Options** area, enable the **Edit the report design** option.

4 Click **Open**.

To open a form as a report

1 Click **File** ▸ **Open** ▸ **Form**.

2 Choose the file and folder where the form is stored.

3 In the **Options** area, enable the **Open as a report** check box.

4 In the **Options** area, enable the **Edit the report design** option.

5 Click **Open**.

When you open a report from a form, the form's layout is inserted into the record band of the report.

If you open a multi-page form as a report, page breaks are inserted at the appropriate places in the record band.

You can view the report by enabling the **View the report** option.

Running reports

Once you create a report design, you can run the report to view the report's data. You can also run a report that uses a different table's data. You can also base a report on a query or Structured Query Language (SQL) file. For example, you may have designed a report and want to apply the report's layout, colors, and other attributes to another table's data. Instead of designing a new report for the new table, you can open the existing report but apply the new table's data. Opening the report with the new table data automatically creates a report design based on the new table data, but applying the existing report's design attributes. If you plan on running a report using a different table, it is important to note that if you need to make changes to a table, you can only make changes to the master table.

When running a report, you can display a custom menu that you create using ObjectPAL. You can also size the report's window to fit the report's design.

To run a report

- In the report design window, click **View** ▸ **Run report**.

You can also	
Return to the report design window	Click **View** ▸ **Design report**.
Toggle between running a report and designing a report	Press **F8.**

To run a report that uses a different table

1 Click **File** ▸ **Open** ▸ **Report**.

2 Choose the file and folder where the report is stored.

3 Click **Change table.**

4 In the **Select replacement table** dialog box, choose the file and folder where the table is stored.

5 Click **OK**.

6 In the **Open report** dialog box, enable the **View the report** option.

If you want to print the report, enable the **Print the report** option.

7 Click **Open**.

You receive a warning if a field in the report does not have a corresponding field in the table. The report will open, but any undefined fields are given the name LABEL, and no data displays in them. If the report has calculated fields that reference missing fields, the calculated fields will have invalid expressions and must be redefined with the new table. If this occurs, you need to edit the calculated expression, remove all field references to the original table, and replace those field references with fields from the new table.

Do not use a data model to change a table being used with a report. Although it is possible to add a new table to a data model and to delete the original table from a data model, it will cause all fields in the report to display as undefined, or to be removed, along with any group bands defined from the deleted tables.

You can choose a saved query or saved Structured Query Language (SQL) file to use in the report.

To display a custom menu when running a report

1 In the report design window, click **Format** ▸ **Properties**.

2 Click the **General** tab.

3 Disable the **Standard menu** check box.

The standard menu is enabled by default.

To size the report window to fit the report's design

1 In the report design window, click **Format** ▸ **Properties**.

2 Click the **General** tab.

3 Enable the **Size to fit** check box.

Printing reports

After running a report, you can print the report data, and check the report's print history and status. In addition, you can specify various printing options, such as handling overflow, printing a report diagram in color if you have a color printer, and printing text as a graphic.

Paradox lets you print a report even if the data is being shared and another person is making changes to the data. However, when you print a report based on shared data, you run the risk of not printing the most current data. You can lock the report's tables to prevent this from happening.

To print a report

1 In a report, click **File** ▸ **Print**.

2 In the **Destination** area, choose a printer from the **Name** list box.

3 In the **Print range** area, enable the **Full file** option.

   If you are printing page numbers, type a value in the **Number on first page** box to indicate where you want page numbering to begin.

4 In the **Copies** area, type a value in the **Number of copies** box.

   If you are printing multiple copies, you can collate the pages by enabling the **Collate** check box.

5 Choose printer settings from the **Settings** list box.

6 Click **Print**.

You can also	
Preview a print job	Click **Preview**.
Print a range of pages	In the **Print range** area, enable the **Pages** option. Type a page range in the **Pages** box.
Print pages in reverse order	In the **Copies** area, enable the **Print in reverse order** check box.
Change your printer properties	In the **Print** dialog box, click the **Main** tab. Click **Properties**.

You can print with a report open in the report design window by clicking **File** ▸ **Print** ▸ **Report**.

To check print history and status

1 In the report, click **File** ▸ **Print**.

2 Click the **Main** tab and click **Status**.

You can check print history and status with a report open in the report design window by clicking **File** ▸ **Print** ▸ **Report**, clicking the **Main** tab and clicking **Status.**

To choose overflow handling options

1 In a report, click **File** ▸ **Print**.

2 Click the **Advanced** tab.

3 In the **Overflow handling** area, choose one of the following from the list box:

- **Create horizontal overflow pages as needed** — prints report data on multiple pages if the data exceeds the page's dimensions
- **Clip to page width** — cuts off any report data that exceeds the page's dimensions

You can print with a report open in the report design window by clicking **File ▸ Print ▸ Report**.

To print a report diagram in color

1. In a report, click **File ▸ Print**.
2. Click the **Advanced** tab.
3. In the **Options** area, enable the **Print in color** check box.

You can print with a report open in the report design window by clicking **File ▸ Print ▸ Report**.

To print text as a graphic

1. In a report, click **File ▸ Print**.
2. Click the **Advanced** tab.
3. In the **Options** area, enable the **Print text as graphics** check box.

You can print with a report open in the report design window by clicking **File ▸ Print ▸ Report**.

To prevent changes to data when printing a report

1. In the report design window, click **Format ▸ Restart options**.
2. Enable the **Lock tables to prevent data change** check box.

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