

User's Guide

 **NOVELL**®

for WINDOWS

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TABLE OF CONTENTS

INDEX

WordPerfect 6.1

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Table of Contents

	License Agreement	6
Getting Started	Welcome	13
	Installing WordPerfect	13
	Things You Need to Know	16
	A Quick Tour of WordPerfect	21
	Getting Help	31
Reference	Abbreviations	39
	Advance	40
	Append	41
	Bar Code	41
	Baseline Placement	45
	Binding/Duplexing Options	45
	Bookmarks	47
	Borders	50
	Bullets & Numbers	59
	Center Line	60
	Center Page	62
	Characters	62
	Close and Exit	63
	Columns	65
	Comment	71
	Compare Document	73
	Convert Case	75
	Convert Files	75
	Convert Preferences	78
	Counters	79
	Cross-Reference	83
	Cut, Copy, Paste	86
	Date	88
	Delay Codes	89
	Delete	92
	Display Preferences	93
	Document Information	98
	Document Summary	99
	Drag and Drop Text	101
	Drop Cap	103
	Envelopes	107
	Environment Preferences	110
	Equations: Create	114
	Equations: Edit	123
	Equations: Examples	128
	Fax	135
	File Preferences	136
	Find and Replace	143
	Flush Right	148
	Font	150
	Font: Cartridges, Fonts, and Print Wheels	154
	Font: Document Font Mapping	157
	Footnotes and Endnotes	160
	Generate	164
	Go To	165
	Grammatik	165
	Graphics: Adding to a Document	174
	Graphics: Creating and Editing Captions	187
	Graphics: Editing Images	194

Graphics: Editing the Box Appearance	211
Graphics: Editing the Box Position and Size	215
Graphics: Lines	220
Headers and Footers	227
Help	233
Hidden Text	241
Hide Bars	242
Hypertext	243
Hyphenation	246
Indents	248
Index	249
Initial Codes Style	254
Insert Filename/Path and Filename	255
Insertion Point Movement	256
Justification	258
Keep Text Together	260
Kerning	262
Keyboard Preferences	263
Keyboards: Keyboard Editor	264
KickOff	266
Labels	269
Language	277
Language: Character Mapping	279
Language Resource File	280
Line Height and Leading	283
Line Numbering	284
Line Spacing	286
Linking and Embedding	287
Lists	292
Macros	294
Make It Fit Expert	300
Managing Files and Directories	301
Margins	308
Master Document	310
Menu Access	315
Menu Bar Editor	318
Merge	320
Merge: Data Files	322
Merge: Form Files	328
Merge: Perform Merge	332
Merge: Tables and Envelopes	336
Mouse	338
New	342
Open and Insert File	350
Other Codes	352
Outline	354
Overstrike	358
Page Break	359
Page Numbering	361
Paper Size	365
Paragraph Format	370
Paste Special	373
Power Bar	373
Preferences	377
Print	378
Print: Add Printer	382
Print: Define Color Printing Palette	384
Print Output Options	388
Print Preferences	390
Print: Select Printer	392

Printer Commands	394
Printer Setup	396
QuickCorrect	398
QuickFinder	399
QuickFormat	406
QuickList	408
Repeat	410
Return: Soft and Hard	411
Reveal Codes	412
Ruler Bar	415
Save and Save As	417
Scan Image	420
Screen Colors	420
Select	421
Send Mail	426
Show Symbols	427
Sort	428
Sound	434
Spell Checker	436
Spreadsheet/Database Import and Link	443
Status Bar	451
Styles	453
Styles: Graphics	459
Subdivide Page	462
Suppress	465
Table of Authorities	466
Table of Contents	470
Tables: Create	473
Tables: Edit Structure	477
Tables: Format Text	484
Tables: Lines, Borders, and Fill	488
Tables: Names	498
Tables: Spreadsheet and Floating Cell	502
Tabs	515
TextArt	521
Thesaurus	523
Toolbar	525
Toolbar Editor	529
Typeover	533
Undelete	534
Undo and Redo	535
View Modes	536
Viewer	537
Watermarks	542
Windowing	547
Word Spacing and Letterspacing	553
WordPerfect Draw	554
Writing Tools Preferences	558
Zoom	559

Appendix

Appendix A: Merge Expressions	562
Appendix B: Merge Programming Commands	567
Appendix C: Merge Variables	595
Appendix D: Networking WordPerfect	598
Appendix E: Program Files	604
Appendix F: Startup Options	608
Appendix G: Table Functions	611
Appendix H: Troubleshooting	635
Appendix I: Customer Services	646
Appendix J: International Affiliates	651

Index

Index	656
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REMBOURSÉ. EN OUTRE, NOVELL S'ENGAGE À REMPLACER GRATUITEMENT TOUTE DISQUETTE OU ÉLÉMENT DÉFECTUEUX CONTENU DANS L'EMBALLAGE QUI SERA RETOURNÉ DANS UN DÉLAI DE 90 JOURS, À COMPTER DE LA DATE D'ACHAT.

TOUTE AUTRE GARANTIE, EXPRESSE OU IMPLICITE, Y COMPRIS TOUTE GARANTIE IMPLICITE D'APTITUDE À LA COMMERCIALISATION OU D'APTITUDE À UNE UTILISATION PARTICULIÈRE, EST EXPRESSÉMENT EXCLUE. EN AUCUN CAS, NOVELL NE SAURAIT ÊTRE RESPONSABLE DES DOMMAGES DIRECTS OU INDIRECTS, Y COMPRIS TOUTE PERTE DE PROFIT OU DE BÉNÉFICE OU AUTRES DOMMAGES INDIRECTS OU ACCESSOIRES CAUSÉS PAR L'UTILISATION OU L'IMPOSSIBILITÉ D'UTILISATION DU LOGICIEL ET CE, MÊME SI NOVELL OU L'UN DE SES REPRÉSENTANTS AGRÉÉS A ÉTÉ AVERTI DE LA POSSIBILITÉ DE TELS DOMMAGES.

Certaines juridictions ne permettent pas l'exclusion ou la limitation de garantie implicite ou la limitation de responsabilité pour des dommages indirects ou accessoires. En outre, certaines juridictions prévoient des dispositions particulières relatives à la protection du consommateur, lesquelles pourraient remplacer les dispositions qui précèdent. En conséquence, la limitation de responsabilité peut, conformément à la loi en vigueur dans votre juridiction, ne pas vous être applicable.

ASSISTANCE TECHNIQUE

Dans le cadre de sa politique d'assistance technique, Novell s'efforcera de répondre aux questions d'ordre technique concernant le Logiciel. Cependant, il est convenu que ce service ne constitue qu'une obligation de moyen et que Novell ne saurait satisfaire toute demande d'assistance. Novell ne supportera le Logiciel que dans la mesure où celui-ci est utilisé dans les conditions et selon les configurations matérielle et logicielle pour lesquelles il a été conçu. Les services offerts par l'Assistance technique peuvent être altérés sans préavis.

GÉNÉRAL

Au cas où une disposition quelconque de ce contrat serait illégale, nulle ou non exécutoire, pour quelque raison que ce soit, cette disposition sera réputée non écrite, et la validité et le caractère exécutoire des autres dispositions de ce contrat n'en seront pas affectés.

RÉPONSES À VOS QUESTIONS

Si vous avez des questions à propos de ce Contrat, ou à propos des conditions spéciales accordées aux établissements scolaires et aux organisations caritatives, veuillez contacter la filiale dont vous dépendez, ou votre distributeur agréé, ou écrire à WordPerfect, Novell Applications Group, Attn. Sales Center, 1555 N. Technology Way, Orem, Utah 84057-2399 U.S.A., ou appelez le (800) 321-2318.

Getting Started

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Welcome

Welcome to WordPerfect®. WordPerfect 6.1 for Windows offers a number of new product advancements that allow users to write better, work smarter, transition easier, and integrate perfectly. From small, time-saving touches to revolutionary new ways of processing documents, WordPerfect is the word processor used by more people.

Registering WordPerfect

Before continuing, please complete the Customer Registration card and return it to WordPerfect, the Novell Applications Group (WPGroup). That way, you'll receive important software and information update notices.

If you're an upgrade user of WordPerfect, your license/serial number is found on your original Certificate of License. Enter the number from your original Certificate of License when prompted during installation. Once you've entered a license/serial number, you can choose **About WordPerfect** from the **Help** menu to view or edit the number.

Your license number is proof that you own a legal copy of WordPerfect. You will need the number when you call Customer Support, and it will be required if you upgrade to a new version of WordPerfect or order replacement disks.

If you have licensing questions, you can call Customer Registration at the following number:

Customer Registration **(801) 222-4500** (toll)

Installing WordPerfect

Recommended System Requirements

- Personal computer using a 386 processor
- 6M RAM or more
- Hard disk with 27M free disk space
- Windows 3.1 running in enhanced mode
- VGA graphics adapter and monitor
- Maintain 4M or more of available disk space for temporary files

Because some WordPerfect features are not accessible from the keyboard, we recommend that you use a mouse.

Installing WordPerfect on a Hard Disk

To install PerfectOffice, see the installation instructions in the *Up and Running* guide.

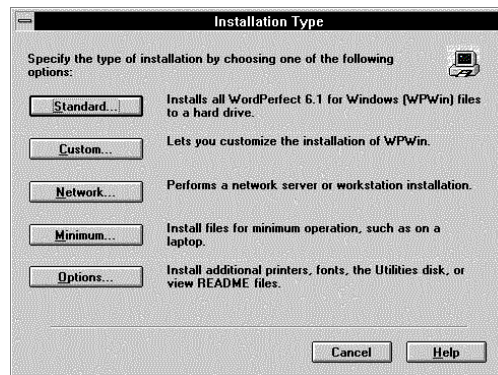
Because the WordPerfect files are compressed, you must use the WordPerfect setup program to place the files on your hard disk. You'll follow the same steps whether you're installing WordPerfect for the first time or as a new (upgrade) version.

If you have questions before you install, refer to *Questions and Answers about Installing* later in this section.

To install WordPerfect on your hard disk,

- 1 Start Windows if you've not already done so.
- 2 Insert the **Install 1** disk into drive A (or drive B).
- 3 Choose **Run** from the **File** menu in the Windows Program Manager.
- 4 Type **a:setup** (or **b:setup**), then choose **OK**.
- 5 Type in your name and product license number, then choose **Continue**.

- 6 Choose **Install**, choose one of the installation types, then follow the on-screen prompts to finish installing WordPerfect. (You will be able to install to any drive you want.)



If you have questions about installing, you can choose **Help** in the Install windows.

We recommend a Standard installation for most users. For more information about installation options, refer to *Questions and Answers about Installing* later in this section.

IMPORTANT: When you've finished installing the program on your hard disk, put the original disks in a safe place. Avoid exposing them to sunlight, dust, and magnetic fields (even televisions, telephones, and stereo speakers contain magnets).

Installing WordPerfect on a Network

For information about installing WordPerfect on a network, see *Appendix D: Networking WordPerfect*.

Questions and Answers about Installing

Do I need to delete earlier versions of WordPerfect before I install?

No. A Standard installation replaces the existing copy of WPWin 6.0, wherever it is. Existing documents, graphics, and macros will not be copied over. However, any customizations you made to WordPerfect 6.0 will be lost when you install WordPerfect 6.1.

Which installation option should I choose?

The Standard installation is the recommended installation type for most users. The following table shows which installation option to choose:

Installation Type	Use
Standard	To install WordPerfect for the first time or to install a new (upgrade) version
Custom	To customize your installation by installing only part of the program or sets of files to directories you specify
Network	To install WordPerfect for use by many users on a network server or workstation
Minimum	To install the minimum files necessary to run WordPerfect for Windows
Options	To install printer drivers, fonts, the Utilities disk, or to view README files.

When installing WordPerfect, a prompt tells me that I don't have enough room to install all the WordPerfect files. What should I do?

Exit the setup program and delete unnecessary files from your hard disk to make more disk space available. You can also choose Custom or Minimum installation.

Several files, such as Spell Checker, Thesaurus, and sound driver files are not required to run WordPerfect. These files can be added later using Custom installation. See *Appendix E: Program Files* for a list of the files necessary to run WordPerfect.

How can I conserve disk space?

Choose Minimum installation to install only the files necessary for running WordPerfect. This option requires a minimum of 12M of free disk space and does not install the Spell Checker, Thesaurus, Grammatik, macros, graphics, preset Toolbars, and Help files.

You can also choose Custom installation and install the program files plus any other files you want.

After you install, you may be able to delete some files, depending on your computer setup. See *Appendix E: Program Files* to see which files you can delete.

Which directories were installed?

WordPerfect for Windows is located in two main directories: \OFFICE\SHARED\WPC20, which includes files used in other WPGroup products, such as Spell Checker and Thesaurus, and \OFFICE\WPWIN, which includes files specific to the WordPerfect program. If you installed a previous version of WordPerfect 6.0 for Windows, WordPerfect 6.1 is installed over the files in those same directories.

[Illustration not shown]

Directory	What it contains
GRAPHICS	Clip art images that you can insert in your document.
TEMPLATE	Subdirectories containing template documents.
MACROS	Useful macros that are included with WordPerfect.
WPDOCS	Nothing, after you install. However, this is where you may want to save your files.

I chose Minimum as the Installation Type. Why can't I run the Spell Checker, Thesaurus, or Grammatik?

A Minimum installation will install only those files necessary to run WordPerfect. If you want to install writing tools such as Spell Checker, Thesaurus, or Grammatik, choose Custom installation, then install the files you want.

I accidentally deleted some WordPerfect files. Can I reinstall only part of WordPerfect 6.1?

Yes. Start the WordPerfect setup program, choose Custom installation, then select those files you want to reinstall.

How can I remove WordPerfect 6.1 for Windows from my computer?

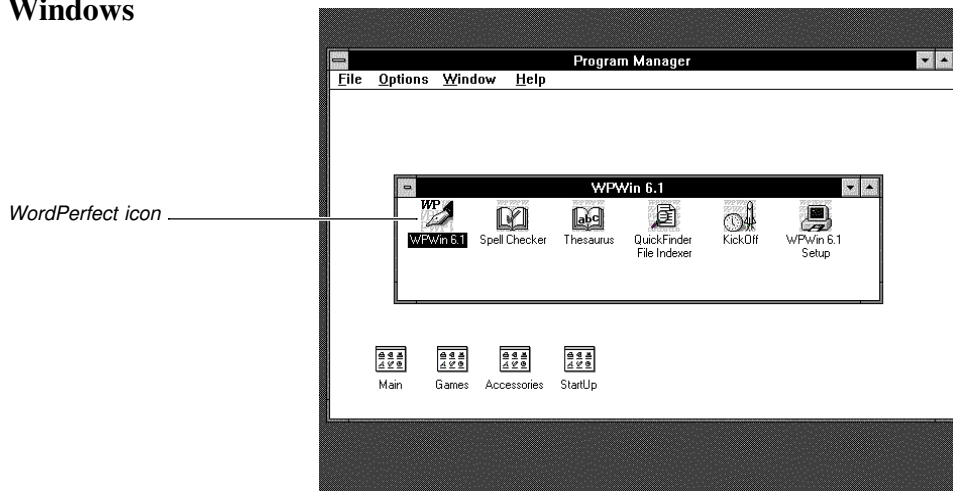
The setup program includes an Uninstall option, which allow you to remove WordPerfect 6.1 for Windows files from your computer. From the Program Manager in Windows, double-click the **WPWin 6.1 Setup** icon. Choose **Standard** to remove all files that WordPerfect installed, or choose **Custom** to select the files you want to remove. Files you created or modified will not be removed.

Things You Need to Know

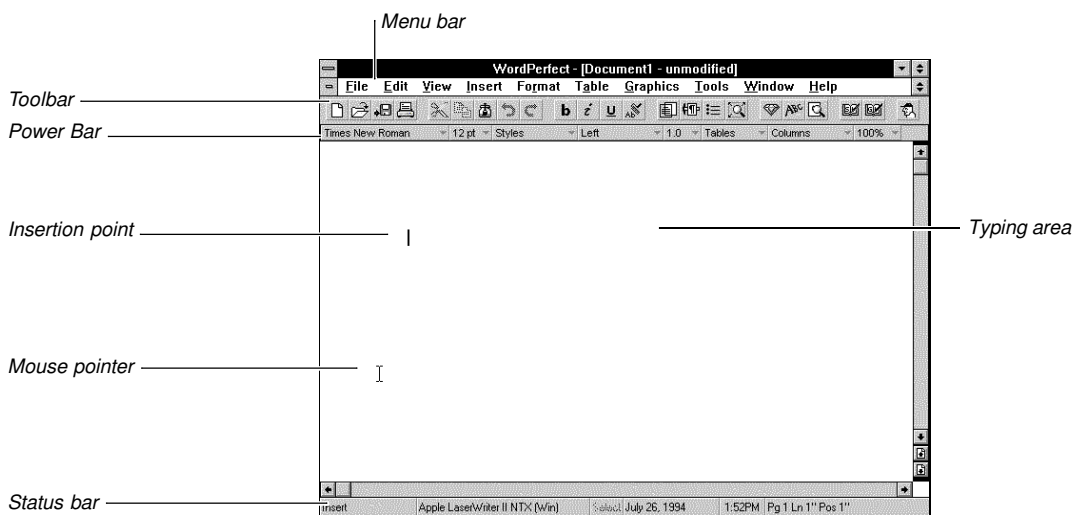
If you are new to WordPerfect and word processing, we suggest you begin with the Tutorial available from the Help menu in WordPerfect.

Starting WordPerfect for Windows

If you haven't already done so, start Windows, then double-click the WordPerfect icon.



WordPerfect 6.1 for Windows offers an intuitive interface where you can customize the Power Bar, Toolbar, status bar, keyboards, and menu bars.



The document window

WordPerfect 6.1 for Windows Terms

To remain consistent with other Windows applications, we refer to common terms, features, and objects by their Windows names. The following table is a comparison of WordPerfect for DOS terms that are different in WordPerfect 6.1 for Windows:

WordPerfect for DOS

Block (5.1, 6.0)
Compose (5.1, 6.0)
Cursor (5.1, 6.0)
Editing screen (5.1)
Exit (5.1, 6.0)
List Files (5.1)
Look (5.1)
Macro Define/Execute (5.1)
Move/Copy/Retrieve (5.1)
Print Preview (5.1, 6.0)
Printer Functions (5.1, 6.0)
Program (5.1, 6.0)
Retrieve (5.1, 6.0)
Save (5.1)
Search (5.1, 6.0)
Setup (5.1, 6.0)
Text In/Out (5.1)

WordPerfect 6.1 for Windows

Select
WP Characters
Insertion Point
Document Window
Exit/Close
Open
View
Macro Record/Play
Cut/Copy/Paste
Full Page View
Typesetting
Application
Open or Insert File
Save/Save As
Find
Preferences
Open/Save As

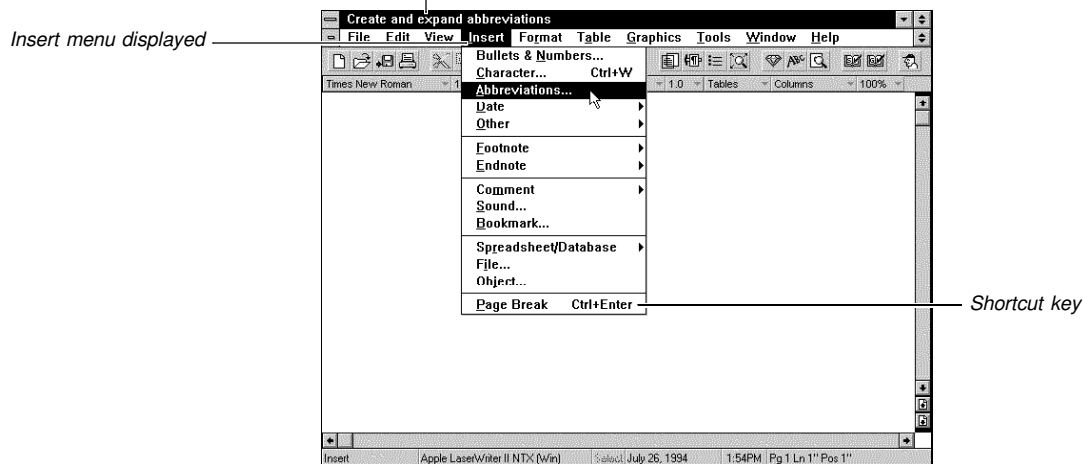
Using Menus

WordPerfect provides both pull-down menus and QuickMenus that make it easy to find and use program features. You can customize pull-down menus for quick access to the features you use most often.

Pull-Down Menus

Display pull-down menus by clicking a menu name from the menu bar (such as Insert). You can also hold down Alt and press any of the highlighted or underlined letters (such as Alt+i for the Insert menu).

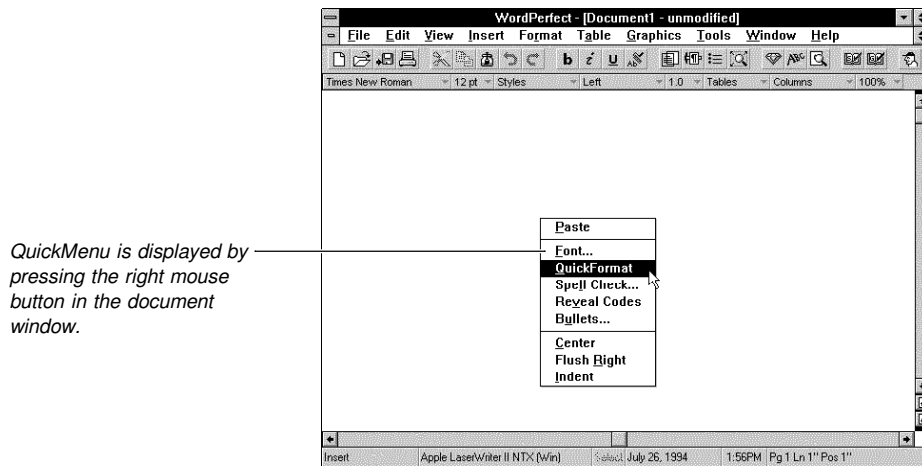
The help prompt gives information on the highlighted menu item.



Help prompts also appear when you position the pointer over other areas of the document window, such as the Power Bar, Toolbar, and status bar.

QuickMenus

QuickMenus provide easy access to specific WordPerfect features. To display a QuickMenu, place the mouse pointer in the document window, then click the right mouse button.

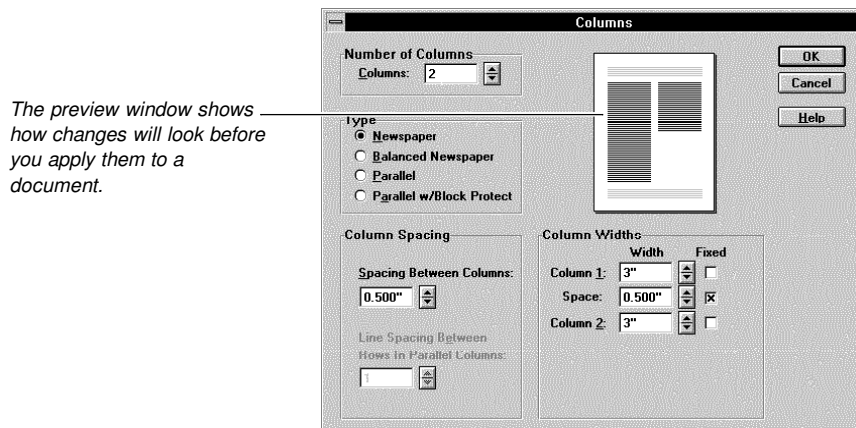


QuickMenu is displayed by pressing the right mouse button in the document window.

Click the left mouse button in another area of the document window to close the menu without selecting an option.

Using Dialog Boxes

WordPerfect 6.1 for Windows dialog boxes include preview windows that show how changes will look before they are applied to a document. You can also access Help from any dialog box to get information about dialog box options.



The preview window shows how changes will look before you apply them to a document.

To exit from a menu or dialog box without performing any action, press **Esc** or choose **Cancel**.

Typing, Editing, and Formatting Hints

If you're new to word processing, choose **Tutorial** from the **File** menu. Here are some typing and editing tips:

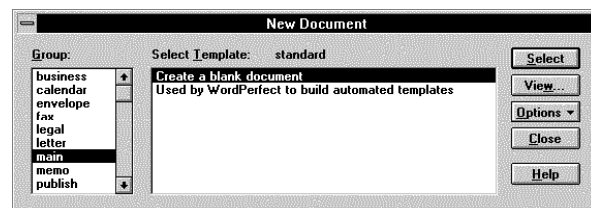
- When you're typing, do not press **Enter** at the end of each line. The text you type will automatically wrap to the next line. Press **Enter** when you finish typing a paragraph.
- Don't use the space bar to indent the beginning of a paragraph or to center text—the text in your document may not align properly when you print it. To indent the first line of a paragraph, press **Tab**. To center a line, choose **Line** from the **Format** menu, then choose **Center**.

- Don't use the space bar to go to the next line. If you use the space bar to go to the next line, those extra spaces will remain when you edit your document. As a result, you may have gaps in your paragraphs. Instead, press **Enter** to go to the next line.
- Don't use the Enter key to move to the next page. If you press Enter several times to move to the next page, you may end up with unwanted blank lines in the middle of a page after you edit your document. Instead, press **Ctrl+Enter** to start a new page.
- Take time to learn WordPerfect. It may seem tedious at first, but you'll end up saving a lot of time.

Using Templates

Every time you create a new document, you use a *template* to establish all formatting and screen settings for the document. Templates let you achieve a consistent look in your documents. You can also tie macros, custom Toolbars, or custom menus to templates. When you open WordPerfect, the default template is selected.

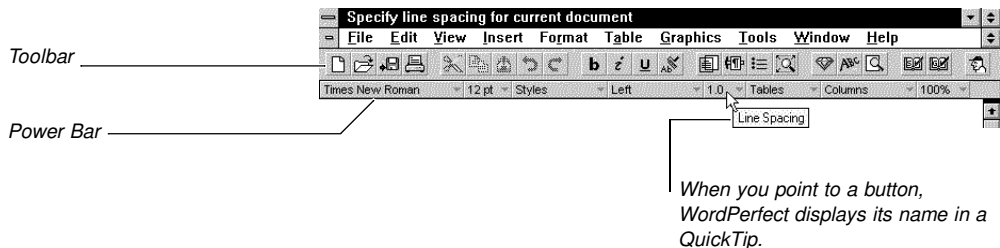
You can create your own templates or use the predefined templates that come with WordPerfect.



When you select a template, WordPerfect automatically opens a new document window using the selected template.

Using the Power Bar and Toolbar

The Power Bar, a narrow horizontal strip of buttons near the top of the screen, gives you a quick way to access features you use often. The Power Bar can be customized to suit your needs.



Notice that a help prompt describing the feature appears across the top of the screen when you place the pointer over an icon on the Power Bar.

The Toolbar gives you quick access to editing features. It also lets you automate the menu items, features, executable files, macros, and other Toolbars you use most often. You can select from one of many predefined Toolbars that are included with WordPerfect, or you can create your own.

Printing

To print a document in WordPerfect, you must first select a printer and specify which port you are using. If a printer is not selected, or if you want to change the printer that is currently selected, see *Print: Select Printer*.

Exiting WordPerfect

You should exit WordPerfect before you turn off your computer.

- 1 Choose **Exit** from the **File** menu.
- 2 Choose **No** to close any open documents without saving changes and to exit WordPerfect.

or

Choose **Yes** to save changes to your document, then name the file if needed.

A Quick Tour of WordPerfect

Go through the following Quick Tour to review word processing skills and to learn about some of the new, time-saving features WordPerfect 6.1 for Windows offers.

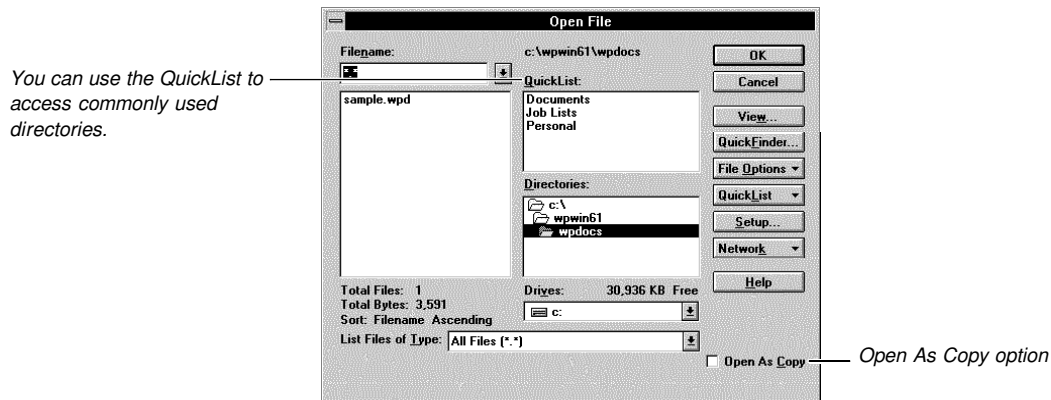
HINT: If you are new to word processing, choose **Tutorial** from the **Help** menu.

Opening a Document

WordPerfect 6.1 provides easy conversions from the WordPerfect 5.x file format. In addition, WordPerfect 6.1 converts many other major application formats, such as Microsoft Word 6.0 and Ami Pro 3.01. You can also convert WordPerfect 5.x macros.

To open an existing document,

- 1 Choose **Open** from the **File** menu.



The Open File dialog box gives you all the capabilities of a file manager program.

The Open File dialog box lists files in the directory in which you last saved or opened a document.

- 2 Select **Open As Copy**.

When you open a document with Open As Copy selected, the document is opened as a read-only copy of the original file, which you can't save over the original file. However, you can save the document with a different name. Selecting this option removes the risk of saving unwanted changes to a document and saves time, because you can base your new document on something you have already created.

- 3 Select **sample.wpd**, which is located in the WPDOCS directory, then choose **OK**.

If you can't find this file to open, open any document, or type a couple of paragraphs in the document and continue.

HINT: To quickly open one of the last documents you worked on, you can choose the document name from the bottom of the **File** menu.

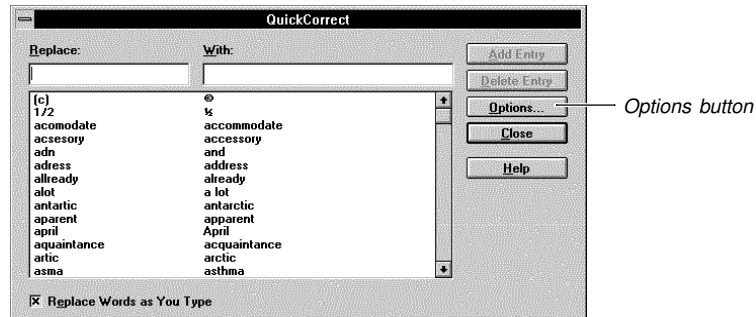
Typing and Editing Text

WordPerfect has added several new features that will make your work easier.

Using QuickCorrect

You can turn on QuickCorrect to automatically fix errors and improve your documents as you type.

- 1 Choose **QuickCorrect** from the **Tools** menu.

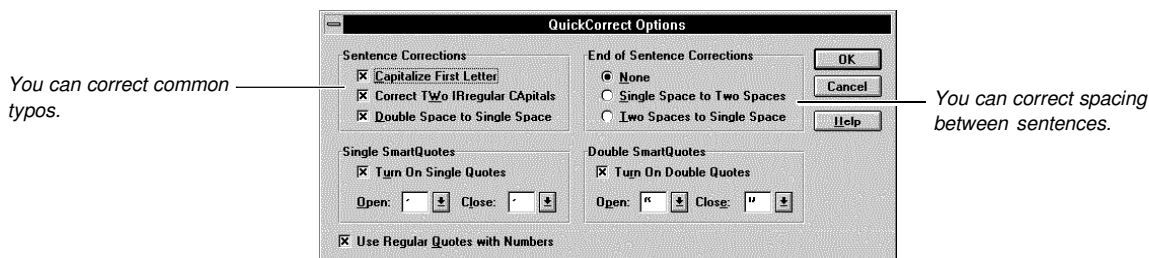


As you type, any word in the left column will be replaced with the corresponding word in the right column.

- 2 Type **tehn** in the Replace text box, press **Tab**, type **then** in the With text box, then choose **Add Entry**.
- 3 Add any other common typos you make, such as “canada” (“Canada”) and “bagal” (“bagel”).

Not only can QuickCorrect fix spelling errors as you type, but it will also correct capitalization, clean up extra spaces, put in typeset-quality quotation marks, and more.

- 4 Choose **Options**.



You can correct common typos.

You can correct spacing between sentences.

You can let WordPerfect correct capitalization and use double quotes (“ ”) as you type.

- 5 Select or deselect any options you want, then choose **OK**.
- 6 Choose **Close** to return to your document.
- 7 At the end of the first large paragraph, type **Teh solution tehn is to teach safety**.

Notice that “teh” turned into “the” and “tehn” turned into “then” as you typed.

Using QuickSelect

You can select words, sentences, and paragraphs using a variety of methods.

- 1 To use QuickSelect, click a word, then drag to select word by word.

You can also click three times, then drag to select sentence by sentence, or you can click four times, then drag to select paragraph by paragraph.

- 2 Click once in the left margin to select the nearest sentence.

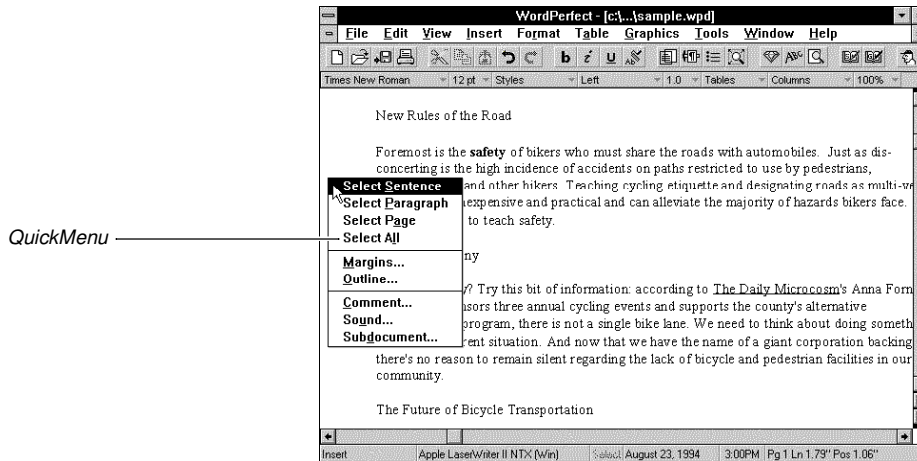
If you double-click in the left margin, the nearest paragraph will be selected. If you drag the pointer down the left margin, text will be selected one sentence at a time.

3 Place the insertion point in the word “safety” (first paragraph) below the title.

4 Click **b** to turn on bold.

If no text is selected when you apply an attribute, such as bold or italic, the current word is formatted.

5 Click the *right* mouse button in the left margin, then choose **Select Sentence**.



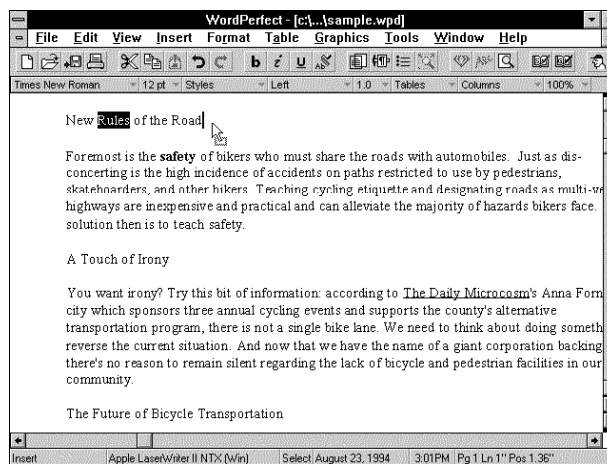
You can click in the margin with the right mouse button to display a QuickMenu.

Dragging and Dropping Text

You can use the mouse to move or copy selected text.

1 Double-click the word “Rules” in the title at the top of the document.

2 Move the mouse pointer over the selected word, drag the insertion point to end of the line, then release the mouse button.



You can use the mouse to drag text from one place to another.

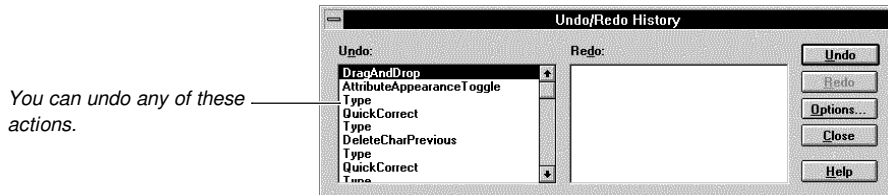
Whenever you move text using cut and paste or drag and drop, WordPerfect 6.1 “cleans up” the spaces, which means you don’t have to go back and manually add or delete spaces.

HINT: If you want to copy text, hold down the **Ctrl** key while you release the mouse button, and the text will be copied instead of moved.

Using Multiple Level Undo and Redo

In order to give you the freedom to safely explore document editing and formatting options, WordPerfect 6.1 offers you up to 300 levels of Undo and Redo.

- 1 Choose **Undo/Redo History** from the **Edit** menu.



You can undo multiple editing actions one at a time or several at a time.

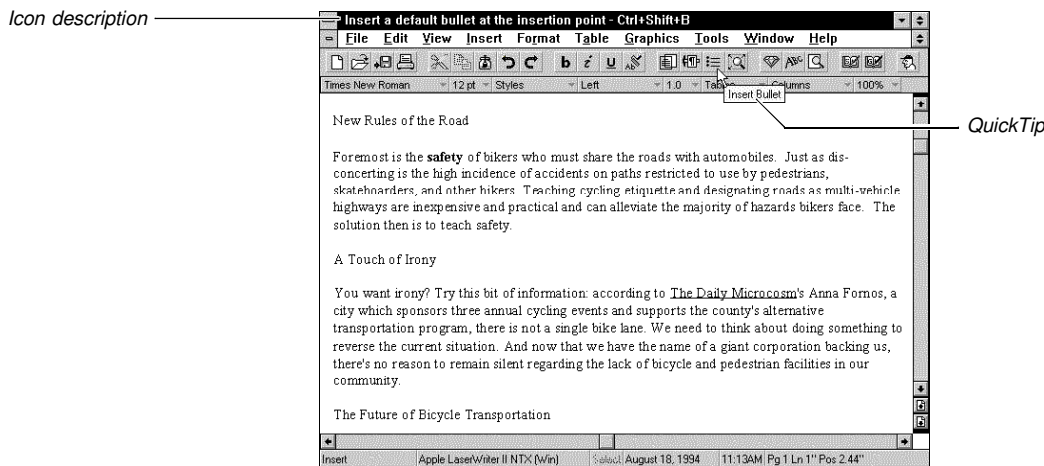
- 2 Select **DragAndDrop**, then choose **Undo**.
- 3 Choose **Close**.

Using the Toolbar

Using QuickTips

If you don't know what an icon on the Toolbar does, just place your pointer over an icon to view a QuickTip.

- 1 Place your mouse pointer over  on the Toolbar.

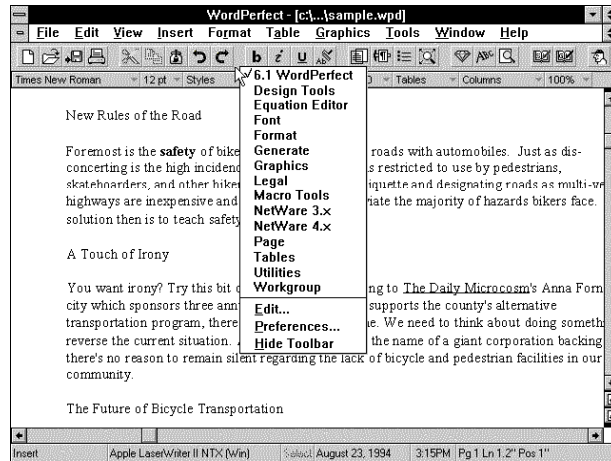


Hold the pointer over an icon to see what it does.

Using Additional Toolbars

WordPerfect 6.1 offers several different Toolbars that help you get your work done. Some of the Toolbars appear automatically when you choose a feature. For instance, when you create a table, the Table Toolbar is displayed. Other Toolbars help you accomplish specific tasks.

- 1 Click the Toolbar with your right mouse button.



You can select a different Toolbar using the QuickMenu.

- 2 Choose **Design Tools** from the QuickMenu.
- 3 Experiment with some of the design tools located on the right side of the Toolbar.
- 4 To display the default Toolbar again, click the Toolbar with your right mouse button, then choose **6.1 WordPerfect**.

Finding and Replacing Word Forms

You can now search for all forms of a word, and you can even replace them with the correct forms of another word. For example, you could find all forms of the word "speak" (spoke, speaking) and replace them with the correct form of the word "talk" (talked, talking).

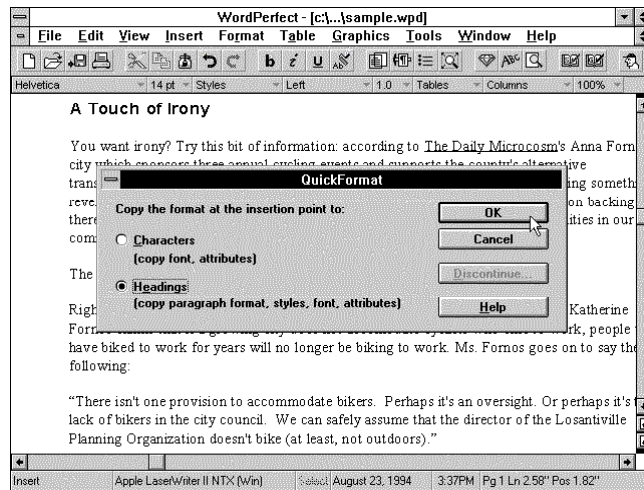
- 1 Press **Ctrl+Home** to move the insertion point to the beginning of your document.
- 2 Choose **Find and Replace** from the **Edit** menu.
- 3 Choose **Word Forms** from the **Type** menu on the dialog box.
- 4 Type **ride** in the Find text box, press **Tab**, then type **bike** in the Replace With text box.
- 5 Choose **Find**, then choose **Replace**.
- 6 Replace the next two word forms.
- 7 Choose **OK** when all the word forms have been found, then choose **Close**.

Using QuickFormat with Auto Update

If you already use QuickFormat in WordPerfect for Windows, you know how easy it is to "pick up" formatting from one section of text and "paint" it to other locations. Now with WordPerfect 6.1, QuickFormat automatically ties text together so that if you make changes in one location, all other text previously painted is automatically updated as well.

- 1 Select the heading "A Touch of Irony," then choose **Font** from the **Format** menu.
- 2 Select a different font and size, then choose **OK**.

- 3 Place the insertion point within the text you just formatted, then choose **QuickFormat** from the **Format** menu.



If you select **Headings**, all text on which you've used QuickFormat can be automatically updated.

- 4 Make sure **Headings** is selected, then choose **OK**.
- 5 Click the paintbrush pointer in "The Future of Bicycle Transportation" and "What We Can Do."
- 6 Choose **QuickFormat** from the **Format** menu to turn off QuickFormat.

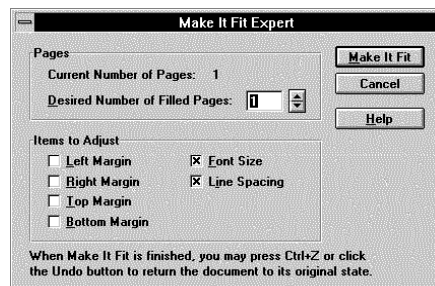
You will see how you can quickly update your text.

- 7 Select "What We Can Do," then change its format, such as italicizing or centering it. Notice that the other two headings are automatically updated.

Using Make It Fit Expert



If you have ever spent time changing fonts and other settings to make a document fit on a certain number of pages, you'll appreciate the new Make It Fit Expert feature. This great time-saver can, for example, take a letter that is more than one page and shrink it down to fit on a page in one easy step. Or it can expand your 9-page report to 12 pages or more.

- 1 Choose **Make It Fit Expert** from the **Format** menu.



You can specify which items you want WordPerfect to adjust.

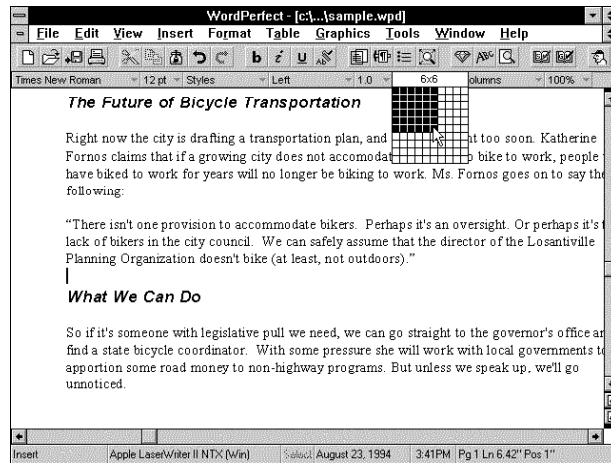
- 2 Type **1** for the number of pages you want, then choose **Make It Fit**.

- 3 Click  to view the entire page.
- 4 Click  again to return to the previous view.
- 5 Choose **Undo** from the **Edit** menu.

Using the Table Expert

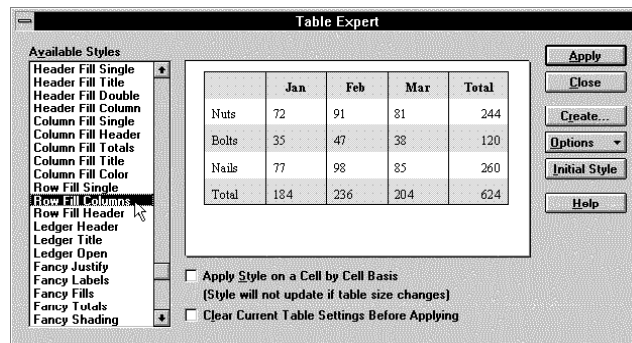
Formatting a table with borders, lines, and fills to look just right can be a time-consuming process. The Table Expert makes this easy by offering you a large number of predefined table styles to choose from.

- 1 Place the insertion point on the blank line above the “What We Can Do” heading.
- 2 Drag across the Tables button on the Power Bar to create a 6x6 table.



You can use the Power Bar to create tables quickly.

- 3 With the insertion point anywhere in the table, choose **Expert** from the **Table** menu.
- 4 To see how you can format your table, click some of the items in the Available Styles list box.

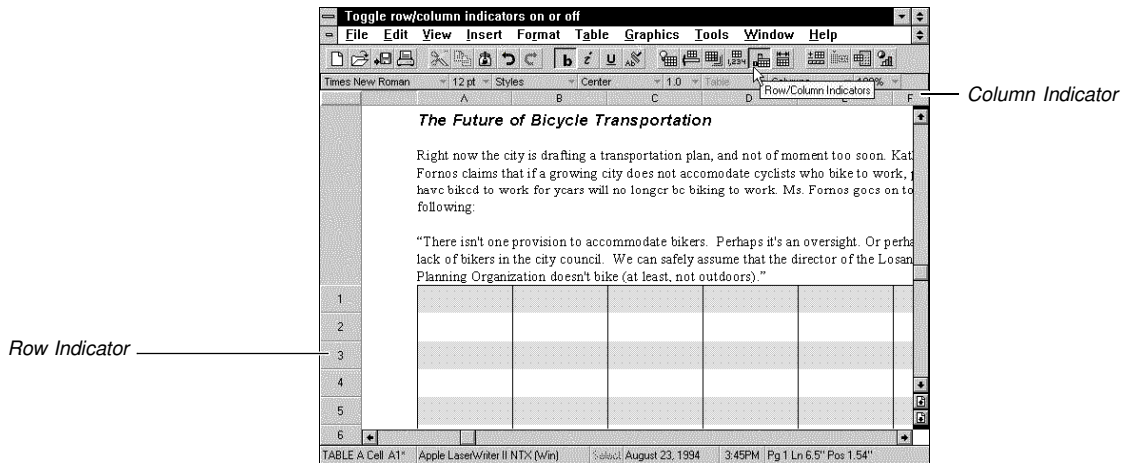


You can use the Table Expert to format a table instantly.


- 5 Select one of the table styles, then choose **Apply**.

With WordPerfect 6.1, row and column indicators let you easily create formulas, select rows, columns, or the entire table, and quickly find your way around complex tables.

6 Click  on the Toolbar.



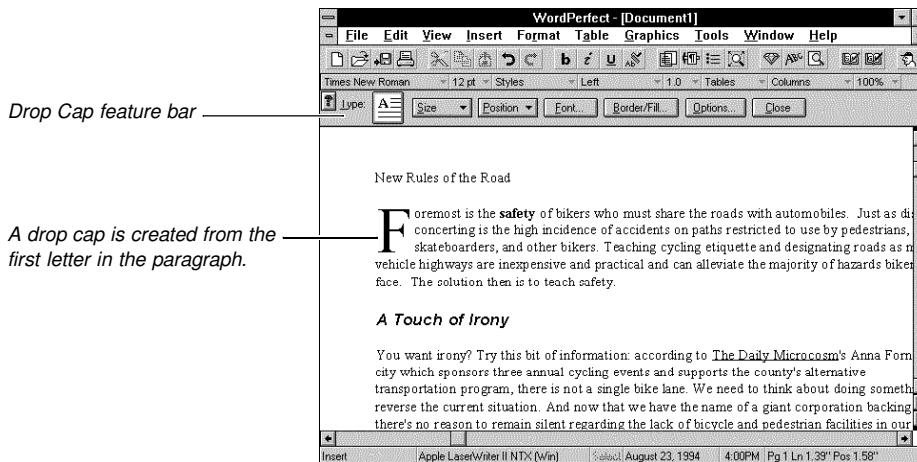
You can display column and row indicators for your tables.

7 Click  on the Toolbar to turn off row and column indicators.

Using Drop Caps

A great way to add a professional touch to documents is to use a drop cap at the start of a paragraph. You can select from any of 12 predefined styles or customize your drop caps with margin positioning, borders, and fills. And when you use a drop cap, your documents will still function correctly with other features, such as the Spell Checker.

- 1 Place the insertion point in the paragraph below “New Rules of the Road.”
- 2 Choose **Drop Cap** from the **Format** menu.



Inserting drop caps in your documents can make them look professionally designed.

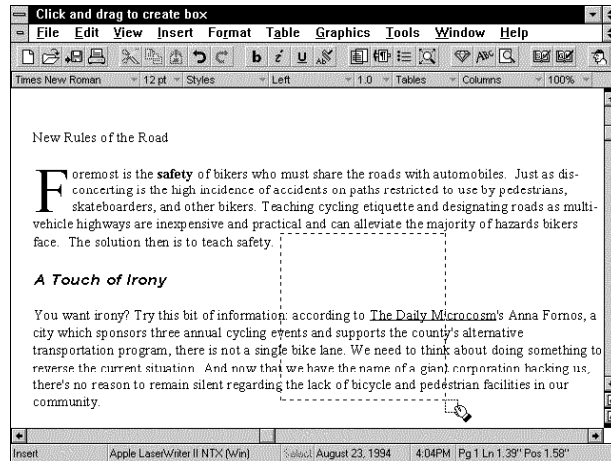
- 3 Choose **Close** on the feature bar.

Dragging to Create Graphics

When you need to place a graphics image or text box in just the right place, WordPerfect 6.1 now lets you draw the box exactly where you want it—before you insert the graphic. Once you select the option, you can use it for graphics, text boxes, equations—any kind of graphics box you might use to insert information or objects into your document.

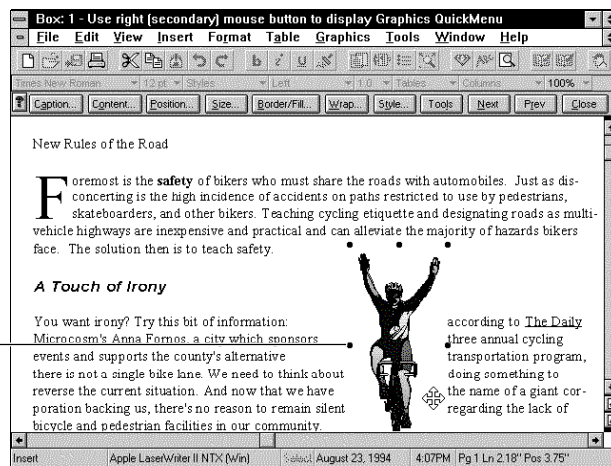
- 1 Choose **Drag to Create** from the **Graphics** menu, then choose **OK** to select it.

- 2 Choose **Image** from the **Graphics** menu.
- 3 Drag the graphics pointer across the area where you want your image to appear.



Use *Drag to Create* to insert a graphics image.

- 4 Select a filename (such as **winrace.wpg**) to insert in your document, then choose **OK**.



Sizing handles

The graphic appears where you dragged your mouse pointer.

You can use the mouse to size and move graphics.

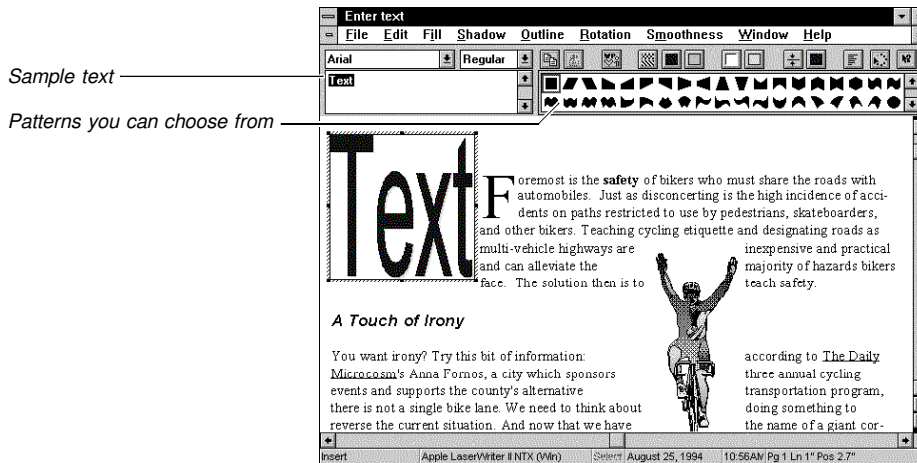
- 5 Choose **Close** on the feature bar.
- 6 Click the image to select it, then drag it to a new location.
- 7 Drag one of the handles to size the graphic.
- 8 Click outside the graphic to deselect it.

Using TextArt

You can use TextArt to create fancy text.

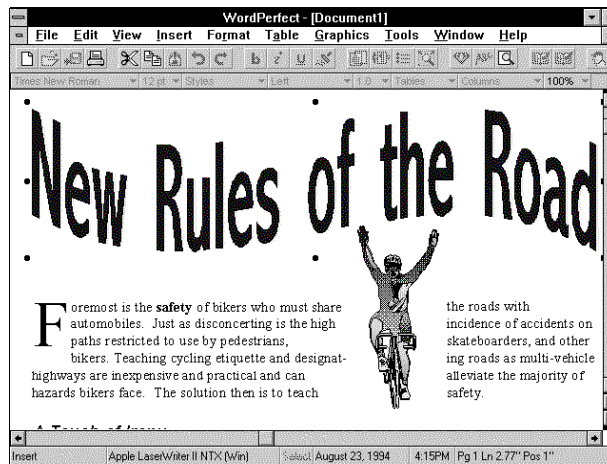
- 1 Select "New Rules of the Road" at the top of the document.
- 2 Choose **Cut** from the **Edit** menu.

3 Choose **TextArt** from the **Graphics** menu.



You can use TextArt to create logos, letterheads, and other fancy text.

- 4 Select the sample text ("Text"), then choose **Paste** from the **Edit** menu.
- 5 Select one of the patterns, then click anywhere in your document window to close TextArt.
- 6 Click the TextArt image you just created, then drag a sizing handle so that the image covers the width of the page.



You can move and size TextArt images like any graphic or text box.

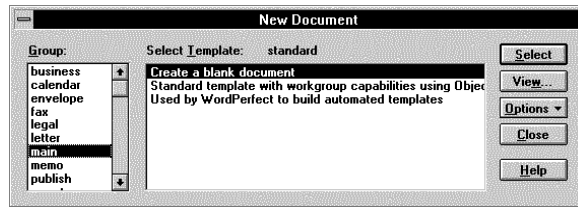
- 7 Click outside the graphics box to deselect it.

Creating a Calendar from a Template

WordPerfect includes document templates, all easily accessed each time you choose **New** from the **File** menu. These documents can be used for the most common document tasks, such as writing letters, fax cover sheets, memos, and more.

To create a new document based on a template,

- 1 Choose **New** from the **File** menu.



You can base your new document on one of the templates in these groups.

- 2 Select **Calendar** in the Group list box, select **Monthly Calendar - Landscape Orientation**, then choose **Select**.
- 3 Specify the month and year, then choose **OK**.
- 4 Choose **Close** from the **File** menu, then choose **No** to close the document and return to the first document you opened.
- 5 Close SAMPLE.WPD without saving it.

You have finished a Quick Tour of WordPerfect. Please continue with the next section, *Getting Help*.

Getting Help

When you need information, online Help is your best solution. It's convenient, sensibly organized, and easy to use. Help is structured in a way that makes finding the information you need quick and enjoyable.

Using Online Help

Help appears in a separate window on your screen. For quick access, you can keep the Help window displayed on top of the application you're working in. Help is also context sensitive, which means that you can access Help wherever you are in the program, including menus and dialog boxes.

To use context-sensitive Help,

- 1 Press **Shift+F1**.
- 2 Place the pointer on the item you want information about, then click.

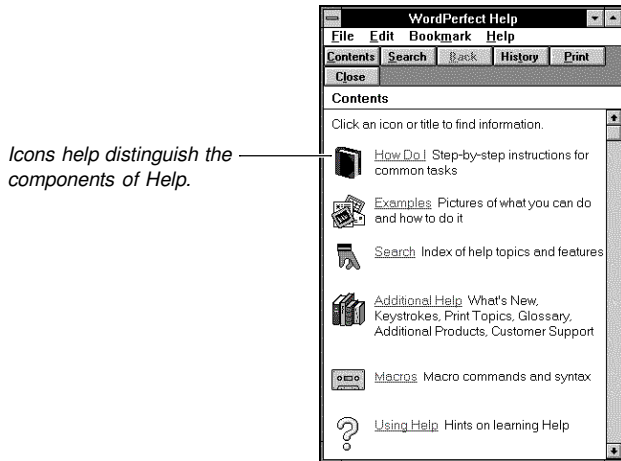
HINT: To bypass steps 1 and 2, place the pointer on the item you want information about, then press **F1**.

Contents

Use Contents to access the main components of Help. You can think of it as the *table of contents* of Help.

To access a Help component,

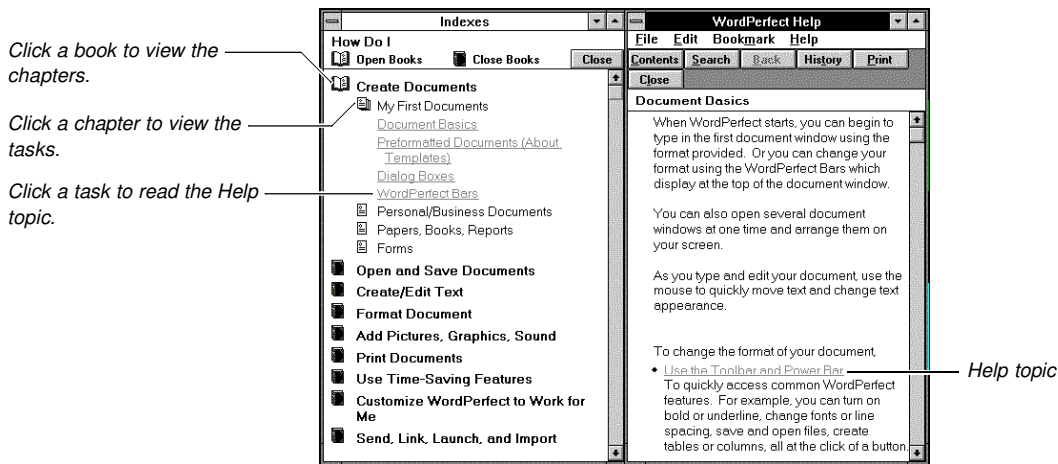
- 1 Choose **Contents** from the **Help** menu.



- 2 Click a Help icon.

How Do I

When you need information about performing a specific task, use How Do I. The information in How Do I is organized into books, chapters, and pages and displayed in an expandable outline.



To find steps for performing a specific task, start at the book level. Each book listed in How Do I represents a category of tasks.

- 1 Click a book to open it.

Chapters contain specific tasks, or pages. (Some books contain only pages.)

- 2 Click a chapter to see the list of pages.

The pages represent individual Help topics.

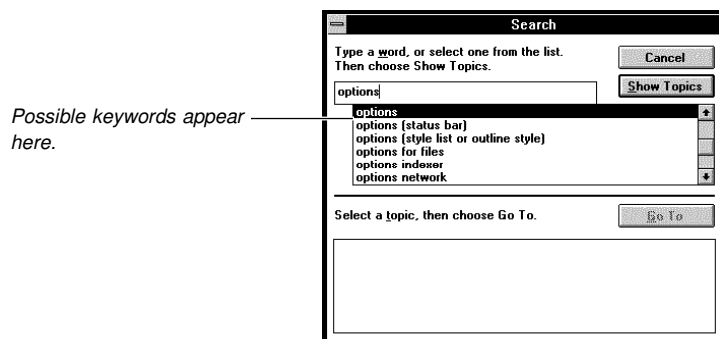
- 3 Click a page to see the corresponding Help topic.

Clicking an open book or chapter closes it. Clicking Open Books at the top of the How Do I window displays all levels of How Do I (books, chapters, pages). Clicking Close Books closes all books, leaving only book titles displayed.

Search for Help on

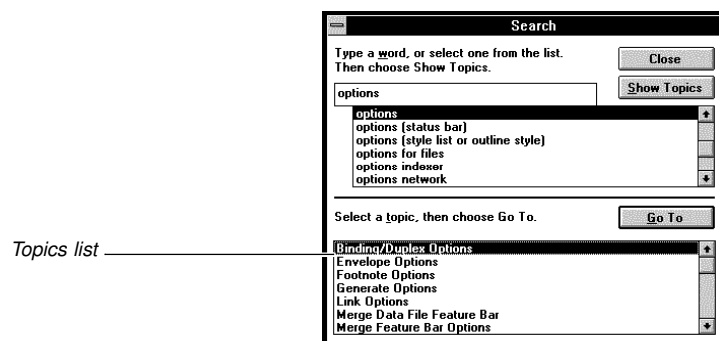
Use Search for Help on to find information by typing in a feature name, a keyword, a synonym, or a phrase.

- 1 Type a keyword or phrase for the subject that interests you.



- 2 Select a keyword from the keywords list, then choose **Show Topics**.

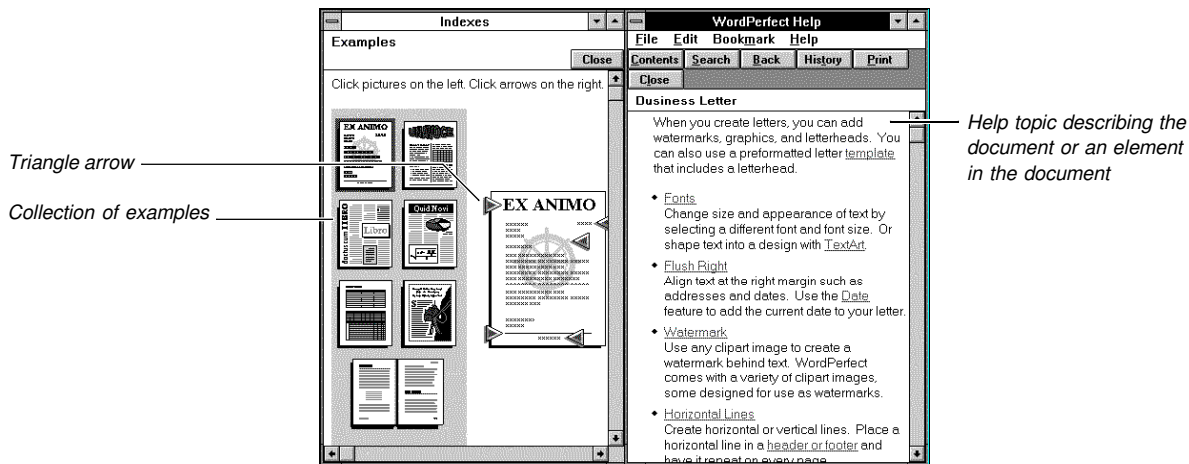
A list of related Help topics appears in the lower part of the dialog box.



- 3 Select a topic from the topics list, then choose **Go To**.

Examples

Examples is a collection of sample documents that illustrates some of the capabilities of the program. It's also a powerful Help tool that lets you search for and locate information *visually* instead of textually. You can find information about a specific feature or task without knowing the correct terminology.



- 1 Click an example from the collection.

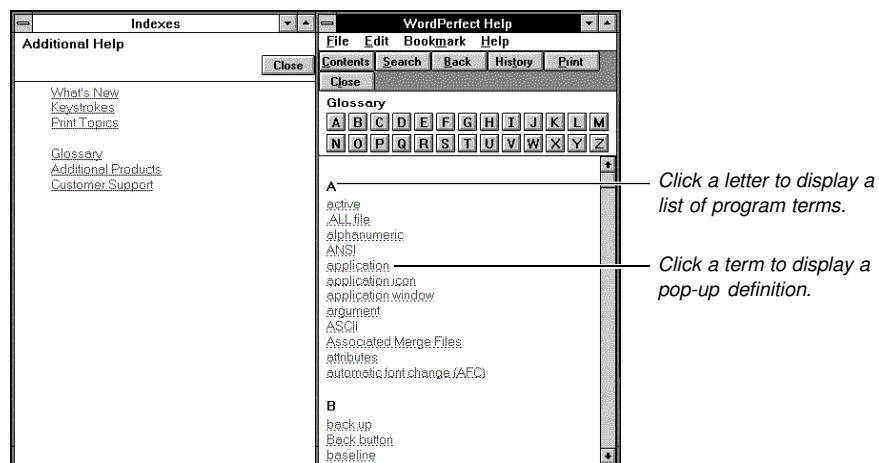
Triangle arrows label and define the various elements in the document.

- 2 Click a triangle arrow pointing to the element that interests you.

A Help topic appears on the right side of your screen describing that element of the document.

Additional Help

Additional Help contains supplementary information such as Tips and Tricks, Customer Support, Glossary, Keystrokes, Common Questions, What's New, Available Products, and other useful information.

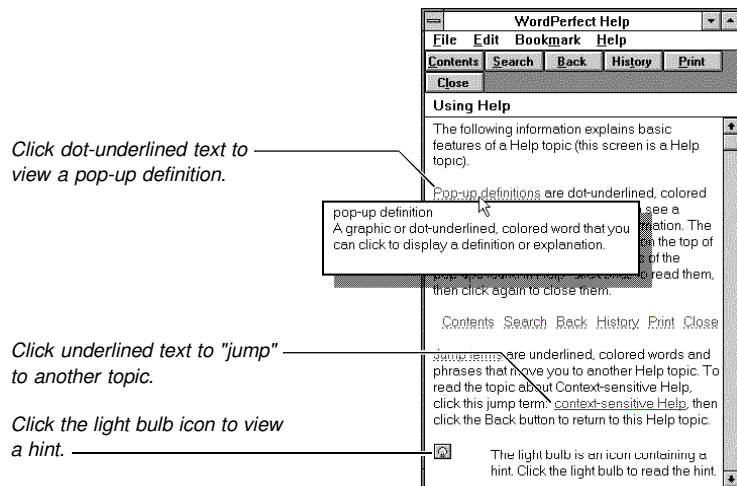


Macros

Macros contains a comprehensive list of macro commands with a description of how to use them. It also includes information about recording and playing your own macros.

Using Help

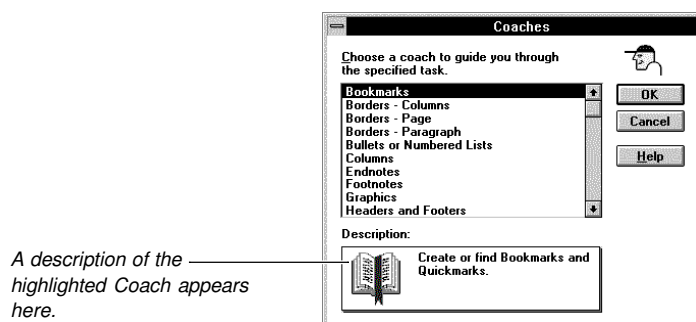
This section describes the elements of a Help topic (jump terms, pop-up definitions, icons), and shows you how to use them.



Coaches

Use Coaches to learn how to perform specific tasks. The Coach guides you through a task one step at a time.

- 1 Choose **Coaches** from the **Help** menu.

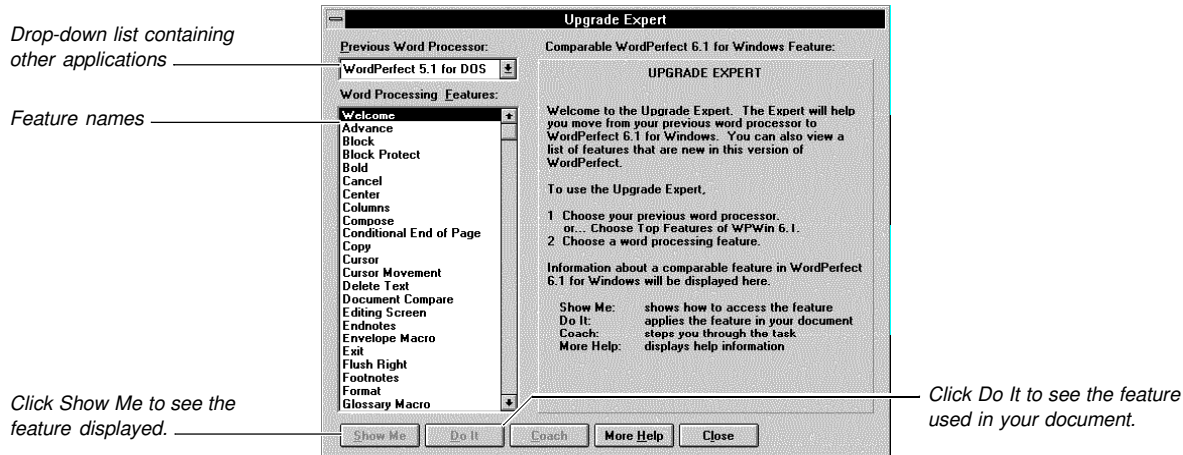


- 2 Select a Coach, then choose **OK**.
- 3 Follow the on-screen prompts to complete the task.

Upgrade Expert

Use Upgrade Expert to compare feature names with those used in competitor products, or to compare terms in the current version of your program with those used in a previous version. In addition, Upgrade Expert can show you how to access features from pull-down menus. You can also use it to apply features to your current document.

1 Choose **Upgrade Expert** from the **Help** menu.



2 Select an application from the drop-down list.

3 Select a feature.

The function of each button at the bottom of the screen is explained below.

Button	Description
Show Me	Demonstrates the selected feature
Do It	Applies the feature to your current document
Coach	Leads you step-by-step through the task
More Help	Displays a Help topic about the feature

Common Help Tasks

The following table describes actions you can perform when using Help.

To do this when Help is open:

- View a pop-up explanation
- Jump to another topic
- View a hint
- Keep Help on top while you work in a document
- Return to the topic you viewed last
- Choose from a list of recently viewed topics
- Print the current Help topic
- Copy the current Help topic to the Clipboard
- Add a note to the current Help topic
- Read a note that has been added to a topic
- Delete a note that has been added to a topic

Do this:

- Click a dot-underlined word or phrase. You may also be able to click graphics and view a pop-up explanation.
- Click an underlined word or phrase.
- Click the hint (light bulb) icon.
- Choose **Always on Top** from the **Help** menu in the Help window.
- Click the **Back** button.
- Click the **History** button.
- Click the **Print** button.
- Choose **Copy** from the **Edit** menu in the Help window.
- Choose **Annotate** from the **Edit** menu in the Help window, type your note, then choose **Save**.
- Click the paper clip icon above the purpose statement.
- Click the paper clip icon above the purpose statement, then choose **Delete**.

To do this when Help is open:

Add a bookmark to the current Help topic

Move to a bookmark that has been added to a topic

Delete a bookmark that has been added to a topic

Do this:

Choose **Define** from the **Bookmark** menu, type a name for the bookmark, then choose **OK**.

Choose the bookmark name from the **Bookmark** menu in the Help window.

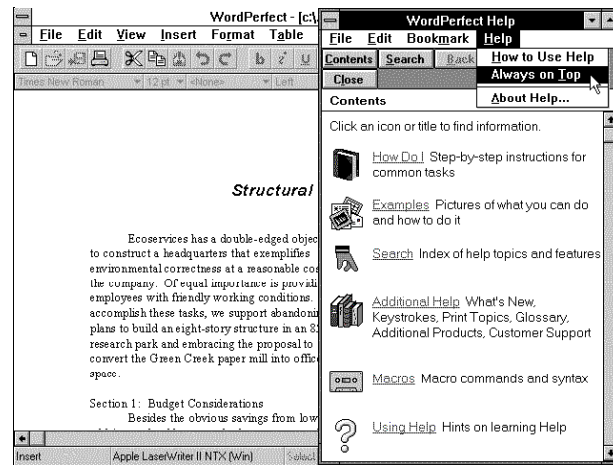
Choose **Define** from the **Bookmark** menu, select the bookmark name in the list box, then choose **Delete**.

Displaying Help Always on Top

For quick access, you can keep the Help window open on top of the application you're working in until you exit.

- 1 Choose **Always on Top** from the **Help** menu in the Help window.

When you click the document window, the document becomes active, but the Help window remains on top.



HINT: You can size and drag the Help window to see the area of the document you are working on.

Printing Help Topics

- 1 Choose **Print Topic** from the **File** menu in the Help window.

or

Click the **Print** button in the Help window.

Customer Support

For information about Customer Support, see *Appendix I: Customer Services*.

Reference

.....

Abbreviations

Use Abbreviations to quickly insert information you often include in your documents. For example, if you frequently type your company address, you can use an abbreviation for the address in your document, then quickly “expand” the abbreviation into the address when you’re ready.

Creating an Abbreviation

- 1 Select the information you want to create an abbreviation for. See *Select*.
- 2 Choose **Abbreviations** from the **Insert** menu, then choose **Create**.
- 3 Type an abbreviation for the information, choose **OK**, then choose **Close**.

Abbreviations are case sensitive. For example, if you create an abbreviation in lowercase letters, such as “jsg,” you can create another abbreviation for the same document or template using those letters in uppercase, such as “JSG.”

Inserting an Abbreviation

- 1 Place the insertion point where you want to insert the information represented by the abbreviation.
- 2 Type the abbreviation.

You can expand the abbreviation during any WordPerfect session.

Expanding an Abbreviation

- 1 Select the abbreviation, or place the insertion point anywhere on it.
- 2 Choose **Abbreviations** from the **Insert** menu, then choose **Expand**.

HINT: You can also press **Ctrl+a**.

Changing the Text Associated with an Abbreviation

You can easily change the text associated with an existing abbreviation.

- 1 Select the new information you want represented by the abbreviation.
- 2 Choose **Abbreviations** from the **Insert** menu.
- 3 Select the abbreviation, choose **Replace**, choose **Yes**, then choose **Close**.

Copying Abbreviations from One Template to Another

- 1 Choose **Abbreviations** from the **Insert** menu, then choose **Copy**.
- 2 Select the template you want to copy from in the Template to copy from drop-down list. See *New*.
- 3 Select the abbreviation you want to copy in the list box.
- 4 Select the template you want to copy to in the Template to copy to drop-down list, choose **Copy**, then choose **Close**.

Renaming an Abbreviation

- 1 Choose **Abbreviations** from the **Insert** menu.
- 2 Select the abbreviation you want to rename, then choose **Rename**.
- 3 Type a new name for the abbreviation, then choose **OK** and **Close**.

See Also

- QuickCorrect

Advance

Use Advance to place text at an absolute position on a page or at a position relative to the current insertion point position.

Advance is especially useful for filling in pre-printed forms such as the one below.

HALVA International
1345 Bowling Green Ave., Manhattan, NY 10004

INVOICE

HALVA International
P.O. Box 1122, Manhattan, NY 10030

Bill To: _____ Ship To: _____

Date: _____ Invoice No. _____
Terms: _____ Order No. _____
Customer No. _____

Advance text to the Customer No. line—5.3" right and 6" down.

Relative Measurements

Use Up From Insertion Point, Down From Insertion Point, Left From Insertion Point, or Right From Insertion Point to advance to a position that is *relative* to the current insertion point position.

For example, if the insertion point is on a line at position 3.5" and you select Left From Insertion Point and specify 1", the insertion point will move left to position 2.5" on the same line.

IMPORTANT: You cannot advance text past a page break onto another page.

Absolute Measurements

Use From Top of Page or From Left Edge of Page to advance the insertion point to an *absolute* location on the page. From Top of Page is a vertical measurement from the top edge of the page, while From Left Edge of Page is a horizontal measurement from the left edge of the page.

For example, if you select From Top of Page and type 3" and then select From Left Edge of Page and type 4", the insertion point is positioned 3" down from the top edge of the page and 4" in from the left edge of the page.

IMPORTANT: You cannot advance text past a page break onto another page.

Advancing Up, Down, Left, or Right from the Insertion Point

- 1 Choose **Typesetting** from the **Format** menu, then choose **Advance**.
- 2 Select **Left From Insertion Point** or **Right From Insertion Point**, then specify a horizontal distance.
- 3 Select **Up From Insertion Point** or **Down From Insertion Point**, then specify a vertical distance.
- 4 Choose **OK**.

Advancing to a Position or Line

- 1 Choose **Typesetting** from the **Format** menu, then choose **Advance**.
- 2 Select **From Left Edge of Page** or **From Top of Page**, then specify a distance.
- 3 To place the advanced text *below* the position measured from the top of the page, rather than *above* it, deselect **Text Above Position**.
- 4 Choose **OK**.

Additional Information

Changing Units of Measure

The units of measure (such as inches or centimeters) used in the Advance dialog box are determined by the options you choose in Units of Measure. See *Display Preferences* for more information.

Deleting Advance

You can delete an advance by removing the Advance code from Reveal Codes. This will return the text to its original position. See *Reveal Codes*.

See Also

- Baseline Placement
- Kerning
- Line Height and Leading
- Line Spacing

Append

Use Append to add selected text to the end of the contents on the Windows Clipboard.

Appending to the Clipboard Contents

- 1 Select the text you want to append. See *Select*.
- 2 Choose **Append** from the **Edit** menu.

The text stays on the Clipboard until you use Cut or Copy to replace it with new text, or until you exit Windows.

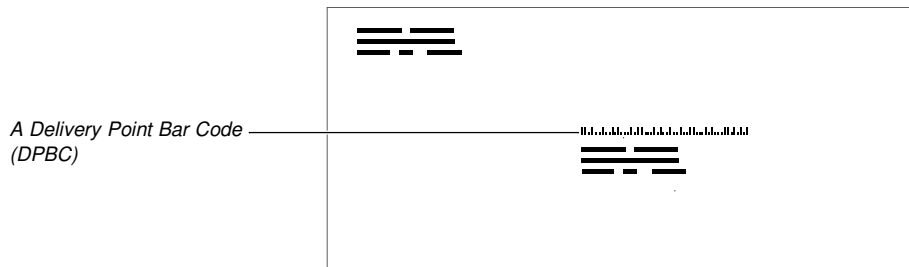
You can paste the Clipboard contents into a document by choosing **Paste** from the **Edit** menu. If you exit WordPerfect, the text stays on the Clipboard so you can paste it into another application. See *Cut, Copy, Paste*.

Bar Code

You can speed mail sorting, increase delivery accuracy, and reduce postage costs by including a POSTNET (Postal Numeric Encoding Technique) bar code with the mailing address on your envelopes or labels.

You create a POSTNET bar code by entering a 5-digit ZIP Code, a 9-digit (ZIP + 4) Code, or an 11-digit Delivery Point Bar Code (DPBC) in either the POSTNET Bar Code dialog

box or the Envelope dialog box. When you print the document, envelope, or labels, WordPerfect converts the digits into a combination of tall and short lines called a bar code.

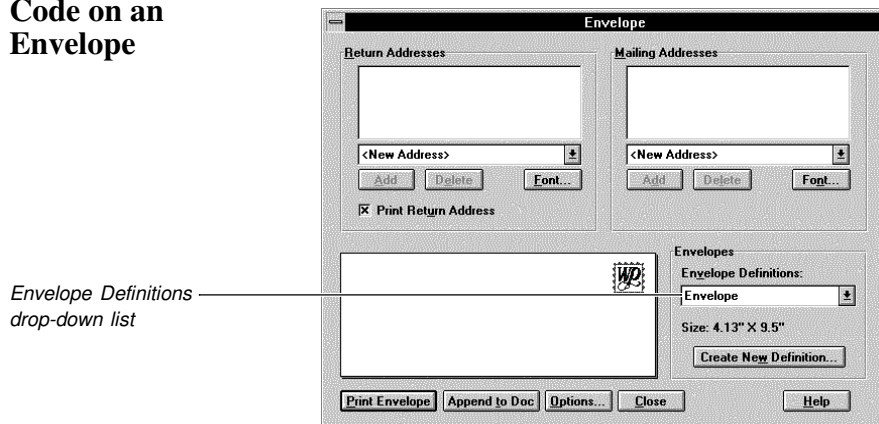


The Bar Code feature in WordPerfect creates POSTNET bar codes that meet the specifications outlined by the U.S. Postal Service (USPS).

IMPORTANT: For detailed information on how you can use POSTNET bar codes to take advantage of USPS discounts on mass mailings, check with your local postmaster, post office account representative, or Postal Business Center.

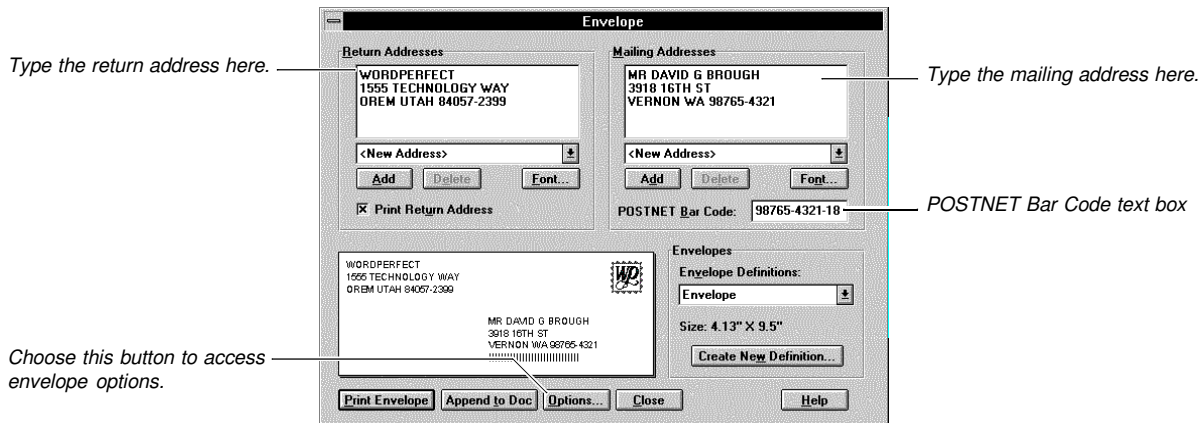
Creating a POSTNET Bar Code on an Envelope

- 1 Choose **Envelope** from the **Format** menu.



- 2 Select an envelope size from the Envelope Definitions drop-down list.
or
Choose **Create New Definition** to create a new envelope size. See *Envelopes* for more information.
- 3 Type the return address and mailing address (including the USPS ZIP Code).

- 4 Choose **Options**, select **Include and Position Above Address** or **Include and Position Below Address**, then choose **OK**.



The ZIP Code or ZIP + 4 Code in the mailing address text box is automatically inserted into the POSTNET Bar Code text box.

To create a DPBC, you must type two additional digits at the end of the ZIP + 4 Code in the POSTNET Bar Code text box. Information on how to obtain the correct two digits is available from the USPS or by having your mailing list analyzed by CASS-certified software. (CASS stands for *Coding Accuracy Support System*.)

- 5 Choose **Print Envelope** to print the envelope and return to your document.

or

Choose **Append to Doc** to insert the address information, along with the bar code, at the end of your document.

or

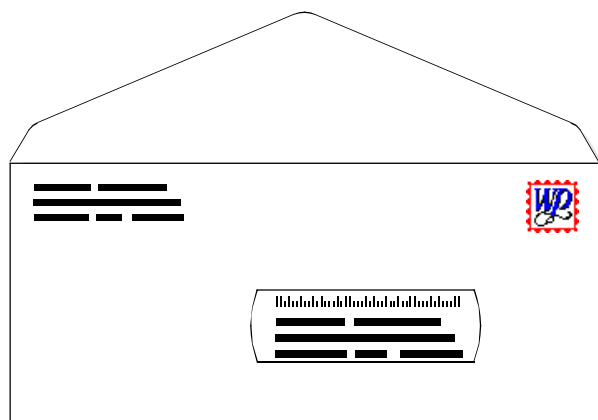
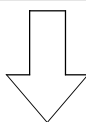
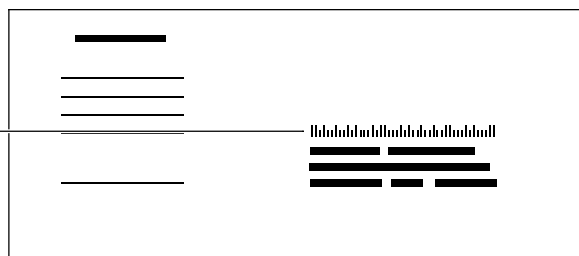
Choose **Close** to close the Envelope dialog box and return to your document.

For further information about creating envelopes or about envelope options, see *Envelopes*.

Adding a POSTNET Bar Code to a Line of Text

You can add a POSTNET bar code anywhere in a document. This feature is a time-saver if you are using window envelopes to mail inserts (such as letters or cards).

A bar code and mailing address on an insert



Window envelope

- 1 Place the insertion point where you want the bar code to appear in your document.
- 2 Choose **Other** from the **Insert** menu, then choose **Bar Code**.
- 3 Type a USPS ZIP Code in the Bar Code Digits text box.
- 4 Choose **OK**.

Changing an Existing Bar Code in a Document

- 1 Place the insertion point at the end of the bar code.
- 2 Press **Backspace** to delete the bar code.

If you change your mind after deleting the bar code, choose Undo from the Edit menu. See *Undo and Redo* for more information.

- 3 Choose **Other** from the **Insert** menu, then choose **Bar Code**.
- 4 Type a USPS ZIP Code in the Bar Code Digits text box, then choose **OK**.

Additional Information

Typing Bar Code Numbers

When you type a ZIP + 4 Code or a DPBC in the POSTNET Bar Code text box or the Bar Code Digits text box, you can include hyphens (for example, 84057-8602 or 84057-8602-81).

Printing Envelopes with Bar Codes for Mass Mailings

If you frequently do mass mailings, you can save time when creating envelopes or addresses with bar codes by using Merge. See *Merge: Tables and Envelopes* for more information.

Printing Address Labels

You can print address labels that contain a bar code much like printing envelopes for mass mailings. See *Labels* and *Merge* for more information.

Baseline Placement

Use Baseline Placement for Typesetting to place the first baseline at the top margin of the page.

Baselines

Baseline _____ Ecoservices has a

The *baseline* is the line that the characters in a line of text sit on. Normally, WordPerfect places the *top* of the first line of text even with the top margin and places the first baseline at the *bottom* of the first line of text. This means that the placement of the first baseline on a page varies depending on the font and font size you are using.

To place text at a precise location on a page, the first baseline must remain constant. To accomplish this, you can place the first baseline even with the top margin of the page. Since the top margin and the first baseline are now the same, the baseline of your text is placed consistently on the top margin of every page, regardless of the font and font size.

Baseline Placement and Other Features

Setting the baseline at the top margin affects any WordPerfect feature that places text in a specific position on the page.

Placing the Baseline at the Top Margin

- 1 Choose **Typesetting** from the **Format** menu, then choose **Word/Letter Spacing**.
- 2 Select **Baseline Placement for Typesetting**.
- 3 Choose **OK**.

See Also

- Advance
- Line Height and Leading

Binding/Duplexing Options

If you are planning to bind a document that is printed on both sides of the page, use Binding/Duplexing Options to shift text away from the bound edge. This feature is especially useful if you have a printer that supports duplexing (double-sided printing).

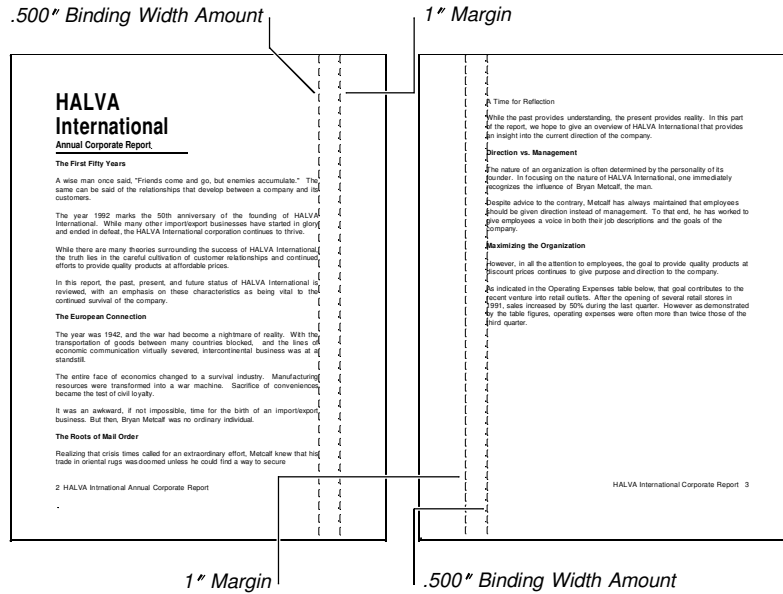
Binding

Binding/Duplexing Options create additional space for binding by shifting text away from the bound edge of the page. You can specify which edge of the text will be shifted for binding, the amount that your text will be shifted, and whether you want to print your document on both sides of the page. Once you have specified the Binding/Duplexing

Options in a particular document, they remain in effect from that page forward in your document until you change the settings.

Margin Settings

Binding/Duplexing Options work in conjunction with margin settings. The inside margin (the edge of the paper that will be bound) is increased by the amount you specify. In other words, if the left and right margins are each set to 1" and you want the inside margin to be 1.5" to allow for binding, specify .500" in the binding width Amount text box.



IMPORTANT: Binding/Duplexing Options create additional space along the bound edge by reformatting the text on a page. As a result, if you plan to use this feature, it is best to set the various binding/duplexing options before you create your document. If you set them after your document is created, the formatting in your document will be altered.

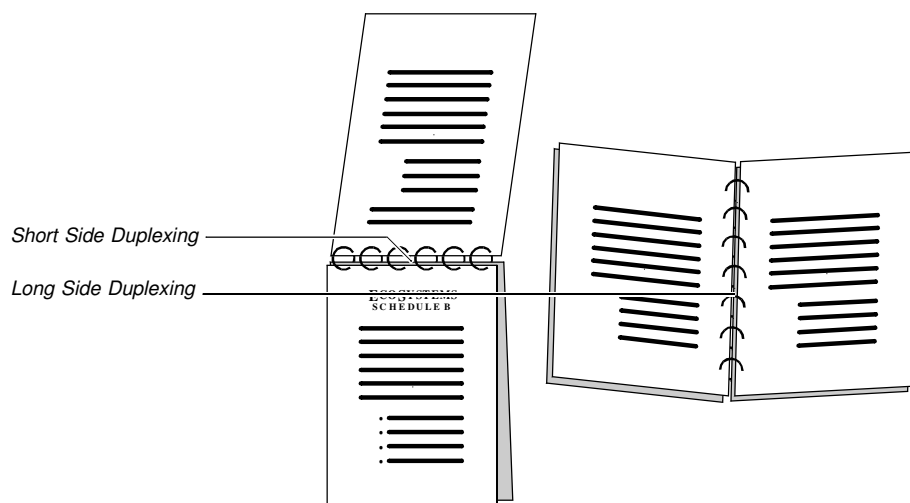
Binding Width Settings

The Binding Width settings let you specify the edge of the paper from which the text will be shifted and the amount the text will be shifted. You can specify the Left, Right, Top, or Bottom edge, depending on your plans for binding the document. The default setting (Left) shifts text from the left edge on odd-numbered pages and from the right edge on even-numbered pages. The Top setting shifts text down from the top edge on odd-numbered pages and up from the bottom edge on even-numbered pages.

Duplexing (Double-sided Printing)

If your printer supports *duplexing* (printing on both sides of the page), select one of the Duplexing options. If you plan to bind the document on the short side of the page (like a

flip chart) choose **From Short Edge**. If you plan to bind the document on the long side of the page (like a book), choose **From Long Edge**.



If your printer does not support duplex printing, you can still print on both sides of a page by using Print Odd/Even Pages. For complete instructions, see *Print Output Options*.

Setting the Binding/Duplexing Options

- 1 Choose **Page** from the **Format** menu, then choose **Binding/Duplex**.
- 2 Select the edge from which the text will be shifted (left, right, top, or bottom).
- 3 Specify the amount of space that you want to shift the text in the Amount text box.
- 4 Select one of the duplexing options (if the selected printer supports duplexing).
- 5 Choose **OK** to save your settings and return to your document.

Additional Information

Binding Width Display

If you are using Page view or Two Page view, the area designated for binding will appear marked with a crosshatch pattern in the document window. This allows you to see how your text will be positioned on the page when it is printed. It also lets you see which edge of the text is currently being shifted, based on whether you are on an odd or an even page.

Binding One-Sided Documents

If you are planning to bind a document that is printed on only one side of the page, use Left Margin Adjustment rather than using the Binding/Duplexing Options. For information about Left Margin Adjustment, see *Paragraph Format*.

See Also

- Paper Size
- Print

Bookmarks

Use Bookmark to mark a location in a document so that you can return to that location quickly.

For example, if you were editing a large document and had to leave your work for a time, you could set a bookmark to keep your place. When you return to your work and open the document, you can quickly return to the place you had marked.

Bookmark Names

You can have several bookmarks in a single document. Each bookmark must have a unique name.

QuickMarks

A QuickMark is a generic bookmark. You can have only one QuickMark in a document at a time. If you place a second QuickMark in the document, the first one will be deleted.

Setting a QuickMark

- 1 Place the insertion point where you want the QuickMark.
- 2 Choose **Bookmark** from the **Insert** menu, then choose **Set QuickMark**.

HINT: You can also press **Ctrl+Shift+q** to set a QuickMark.

Finding a QuickMark

You can go to the QuickMark from anywhere in your document.

- 1 Choose **Bookmark** from the **Insert** menu, then choose **Find QuickMark**.

HINT: You can also press **Ctrl+q** to find the QuickMark.

Keeping Your Place When You Save a Document

You can have WordPerfect automatically place a QuickMark at the insertion point whenever you save a document.

- 1 Choose **Preferences** from the **Edit** menu, then double-click the **Environment** icon.
- 2 Select **Set QuickMark on Save**.
- 3 Choose **OK** and **Close** to return to your document.

Creating a Bookmark

- 1 Place the insertion point where you want the bookmark, then choose **Bookmark** from the **Insert** menu.
- 2 Choose **Create**.

The Bookmark Name text box contains a sample of the text immediately following the insertion point. The text may contain words that will help you identify the location of the bookmark. If not, you can specify another name for the bookmark.

- 3 Choose **OK**.
or
Type a name for the bookmark, then choose **OK**.

Marking Selected Text with a Bookmark

You can select text and then mark the text using a bookmark. When you return to the bookmark, the text can be automatically selected again. See *Finding a Bookmark* below.

- 1 Select some text in your document.
- 2 Choose **Bookmark** from the **Insert** menu.
- 3 Choose **Create**.
- 4 Choose **OK**.
or
Type a name for the bookmark, then choose **OK**.

Finding a Bookmark

- 1 Choose **Bookmark** from the **Insert** menu.
- 2 Select the name of the bookmark that you want to find.
- 3 Choose **Go To** to move the insertion point to that bookmark.
or
Choose **Go To & Select** to move the insertion point to that bookmark and select the text. This option only works with a bookmark that was created from selected text.

Renaming a Bookmark

- 1 Choose **Bookmark** from the **Insert** menu.
- 2 Select the name of the bookmark that you want to rename.
- 3 Choose **Rename**.
- 4 Type the new name, then choose **OK** and **Close**.

Moving a Bookmark

- 1 Move the insertion point to the place where you want to move the bookmark.
- 2 Choose **Bookmark** from the **Insert** menu.
- 3 Select the name of the bookmark that you want to move.
- 4 Choose **Move**.
- 5 Choose **Close** to return to your document.

Deleting a Bookmark

- 1 Choose **Bookmark** from the **Insert** menu.
- 2 Select the name of the bookmark that you want to delete.
- 3 Choose **Delete**, then choose **Yes**.
- 4 Choose **Close** to return to your document.

See Also

Coaches

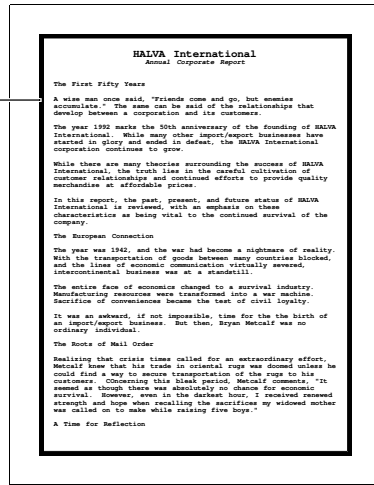
Choose **Coaches** from the **Help** menu, then choose:

- Bookmarks

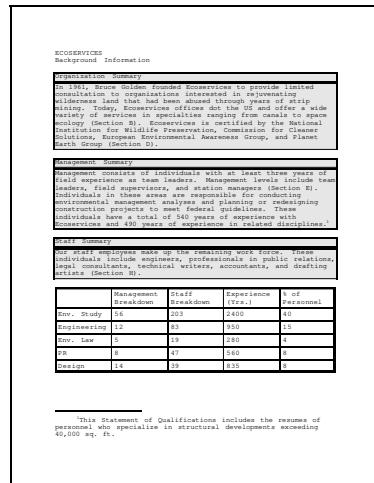
Borders

Use the Border feature to add a border around a paragraph, page, or column. You can choose a border from a list of predefined border line styles, or you can create a custom border.

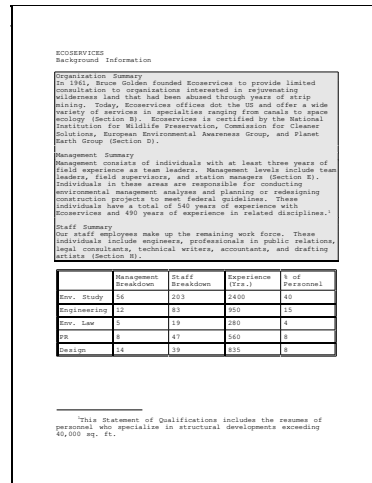
Border around a page



Adding a Paragraph Border



A paragraph border surrounding individual paragraphs

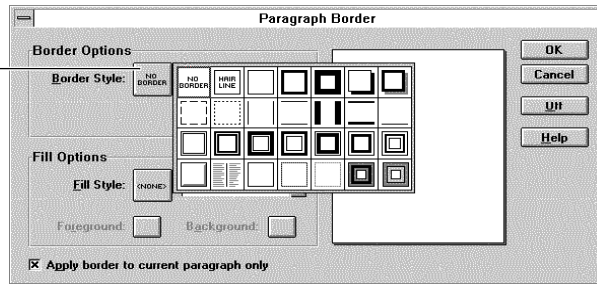


A paragraph border surrounding multiple paragraphs

- 1 Place the insertion point anywhere in the paragraph where you want the border to appear.

- 2 Choose **Paragraph** from the **Format** menu, then choose **Border/Fill**.

Select the Border Style palette to display line styles.



- 3 Select a border style from the Border Style palette or drop-down list.

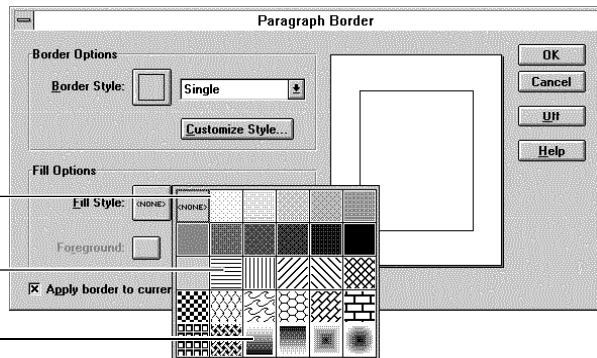
If you want to add horizontal separator lines between paragraphs, select **Column Between** from the Border Style drop-down list.

- 4 Select a shade, pattern, or gradient fill style from the Fill Style palette or drop-down list.

Shade fills

Pattern fills

Gradient fills



If you select a pattern fill style or a gradient fill style, you can select a foreground color (for the pattern or first gradient color) and a background color (for the spaces between the pattern or the second gradient color).

- 5 Select a foreground color from the Foreground palette.
- 6 Select a background color from the Background palette.
- 7 Select **Apply border to current paragraph only**.

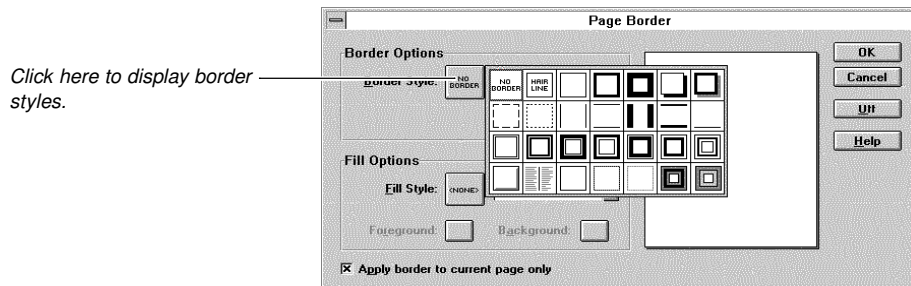
If you deselect **Apply border to current paragraph only**, the border will surround the current paragraph and all subsequent paragraphs in the document.

- 8 Choose **OK**.

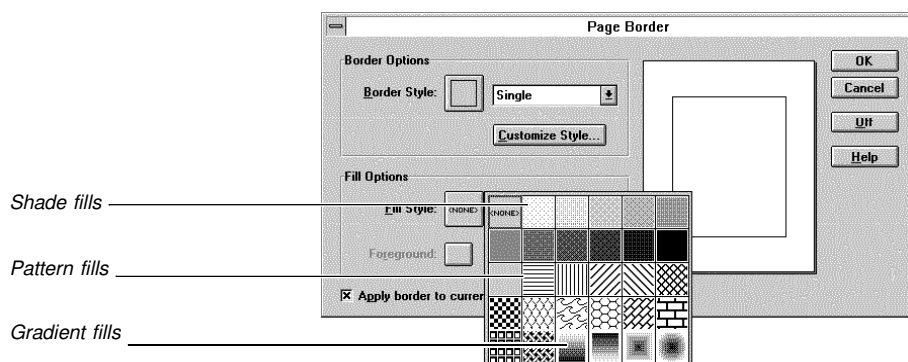
Adding a Page Border

Place the insertion point anywhere on the page where you want the border to appear.

- 1 Choose **Page** from the **Format** menu, then choose **Border/Fill**.



- 2 Select a border style from the Border Style palette or drop-down list.
- 3 Select a shade, pattern, or gradient fill style from the Fill Style palette or drop-down list.



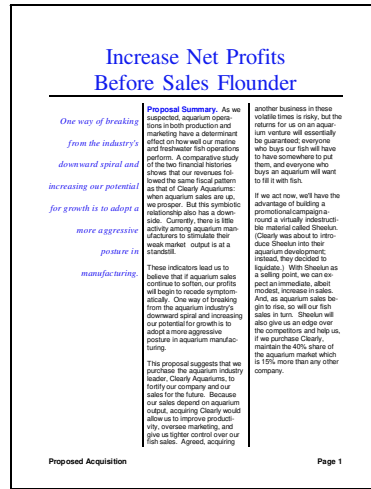
If you select a pattern fill style or a gradient fill style, you can select a foreground color (for the pattern or the first gradient color) and a background color (for the spaces between the pattern or the second gradient color).

- 4 Select a foreground color from the Foreground palette.
- 5 Select a background color from the Background palette.
- 6 Select **Apply border to current page only**.

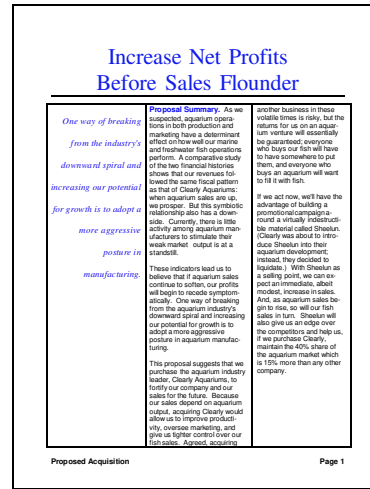
If you deselect **Apply border to current page only**, the border will surround the current page and all subsequent pages in the document.

- 7 Choose **OK**.

Adding a Column Border

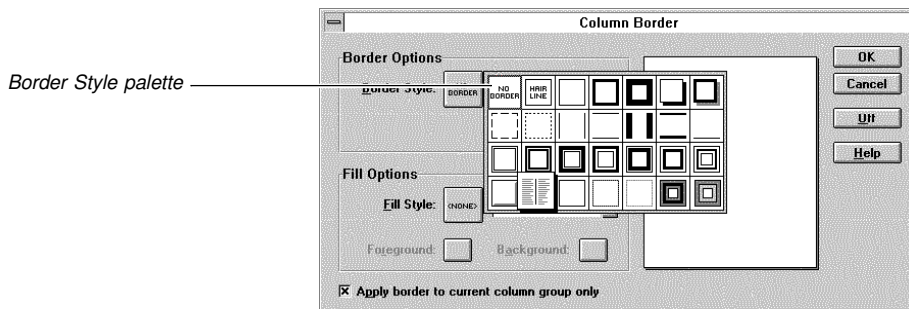


Column Between



Column All

- 1 Place the insertion point anywhere in a column. The border will surround all the columns in your document. See *Columns*.
- 2 Choose **Columns** from the **Format** menu, then choose **Border/Fill**.

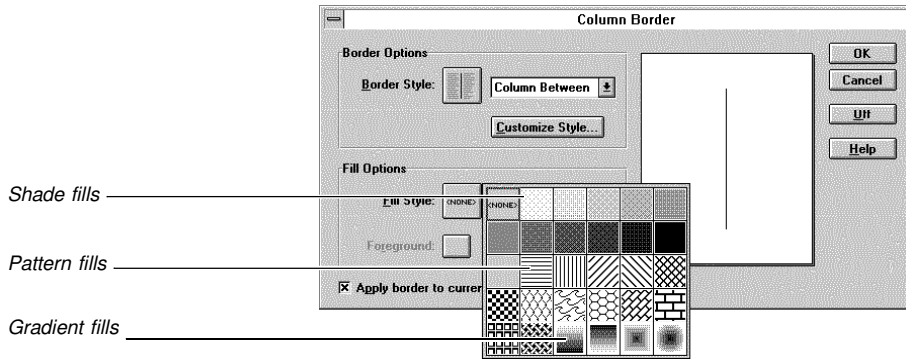


- 3 Select **Column Between** from the Border Style drop-down list if you want only a vertical separator line between columns.

or

Select **Column All** from the Border Style drop-down list if you want a column border on the outside edge of the column text and a vertical separator line between columns.

- 4 Select a shade, pattern, or gradient fill style from the Fill Style palette or drop-down list.



If you select a pattern fill style or a gradient fill style, you can select a foreground color (for the pattern or the first gradient color) and a background color (for the spaces between the pattern or the second gradient color).

- 5 Select a foreground color from the Foreground palette.
- 6 Select a background color from the Background palette.
- 7 Select **Apply border to current column group only**.

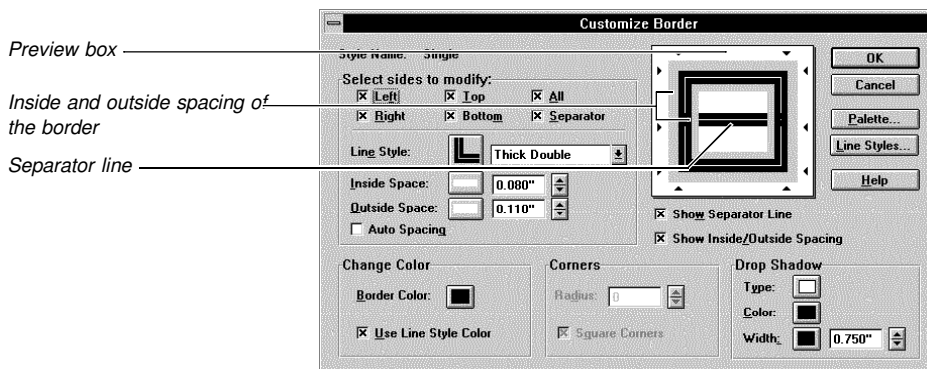
If you deselect **Apply border to current column group only**, the border will surround all columns on the current page and all subsequent pages in the document.

- 8 Choose **OK**.

Customizing a Border

You can create a custom paragraph, page, or column border.

- 1 Follow steps 1–3 under *Adding a Paragraph Border*, *Adding a Page Border*, or *Adding a Column Border* earlier in this section.
- 2 Choose **Customize Style**.



- 3 Choose from the border customizing options in the table below.

Customize border option	What it does
Select sides to modify	Lets you select the sides of the border you want to edit. The Separator option is available only for paragraph and column borders. It inserts a horizontal line between paragraphs or a vertical line between columns.
Line Style	Lets you select a border line style.
Inside Space, Outside Space, Auto Spacing	Lets you select automatic border spacing or specify the inside and outside border space.
Change Color	Lets you use the line color specified in the current line style or select a color from the palette.
Corners	Lets you select square border corners or specify a corner radius for rounded border corners. Note that a rounded border corner can be used only with page borders. It cannot be used with paragraph borders or columns borders.
Drop Shadow	Lets you specify the drop shadow type, color, and width.
Show Separator Line	Lets you specify whether to show the separator line in the Preview box. This option is available only for paragraph and column borders.
Show Inside/Outside Spacing	Lets you view the inside and outside spacing width in the Preview box.

- 4 Choose **OK** until you return to your document.

Customizing the Fill Style Inside a Border

You can use a predefined fill style as the basis to create a custom fill style within a border.

- 1 Choose **Graphics Styles** from the **Graphics** menu.
- 2 Select **Fill** from the Style Type group box, then choose **Create**.
- 3 Type a name for the new fill style.

You can also edit an existing fill style. See *Styles: Graphics*.

- 4 Select **Pattern**, then choose a foreground color, a background color, and a pattern.
or

Select **Gradient**, choose a foreground color, a background color, and a gradient pattern (linear, circular, or rectangular), then specify any gradient options you want. Gradient options are explained in the table below.

Gradient Options	What it does
Vertical Offset	Lets you specify the vertical center of a circular or rectangular gradient, or the top of a linear gradient.
Horizontal Offset	Lets you specify the horizontal center of a circular or rectangular gradient, or a rotated linear gradient.
Rotation Angle	Rotates a linear or rectangular gradient counter-clockwise inside the border.
Steps	Lets you specify how smoothly the foreground and background colors are blended.
Auto Steps	Automatically calculates the number of steps for a given gradient type.

- 5 Choose **OK** and **Close** to return to your document.

Now create your border as you normally would by following the steps under *Adding a Paragraph Border*, *Adding a Page Border*, or *Adding a Column Border* earlier in this section. Be sure you select the new fill style from the Fill Style drop-down list.

Editing a Border in a Document

You can easily change the appearance of an existing border in your document.

- 1 Place the insertion point in a paragraph, page, or column surrounded by the border you want to edit.
- 2 Choose **Paragraph** or **Page** or **Columns** from the **Format** menu, then choose **Border/Fill**.
- 3 Select a border style from the Border Style palette or drop-down list.
or
Select a fill style from the Fill Style palette or drop-down list.
or
Choose **Customize Style** to edit the border lines, line color, inside and outside spacing, shadow type, corner type, or line style. See *Customizing a Border* earlier in this section.
- 4 When you are finished editing the border, choose **OK** to return to your document.

To edit a border that surrounds a header or footer you must be inside the header or footer.

Turning Off a Border

You can turn off a border at any point in your document.

- 1 Place the insertion point anywhere in the paragraph, page, or column surrounded by the border you want to turn off.
- 2 Choose **Paragraph** or **Page** or **Columns** from the **Format** menu, then choose **Border/Fill**.
- 3 Choose **Off**.

If you have more than one border of the same type in a document (such as two different page borders), only the border on the page where the insertion point is located will be turned off.

Additional Information

Applying a Border to Selected Paragraphs

You can select any amount of text in the paragraphs you want to surround with a border. For example, if you want to surround two consecutive paragraphs with a border, select the paragraphs, then follow steps 2–8 under *Adding a Paragraph Border* earlier in this section.

Color Palette

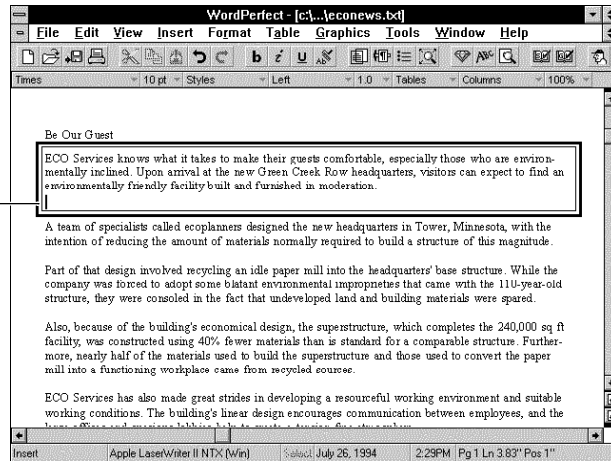
For information on the color printing palette, see *Print: Define Color Printing Palette*.

Creating a Paragraph Border as You Type Text

- 1 Place the insertion point anywhere in the paragraph where you want the border to appear.
- 2 Follow steps 2–8 under *Adding a Paragraph Border* earlier in the section.
- 3 Type the text you want.

- 4 When you are finished typing text, press **Enter** to insert a hard return.

Insert a hard return after the last sentence.



- 5 Choose **Paragraph** from the **Format** menu, then choose **Border/Fill**.

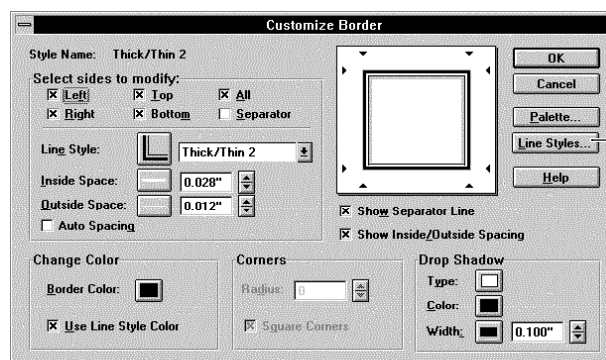
- 6 Choose **Off** from the Paragraph Border dialog box.

Customizing the Line Style for a Border

When you create a border, there are many predefined line styles you can choose from, such as a double border line or a thick/thin border line.

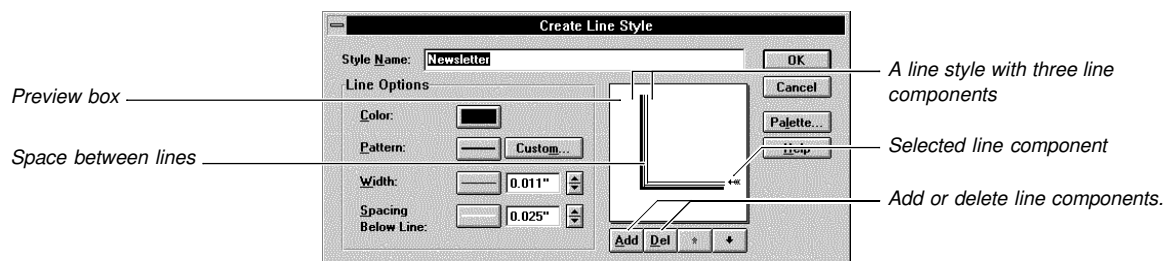
You are not limited to using only these border line styles. For example, if none of the line styles meet your needs, you can edit a predefined line style, or you can create a new line style and customize it by specifying the color, pattern, and width you want.

- 1 Follow steps 1–3 under *Adding a Paragraph Border, Adding a Page Border, or Adding a Column Border* earlier in this section.
- 2 Choose **Customize Style**.



- 3 Choose **Line Styles**.

- 4 Highlight the line style you are currently using, then choose **Edit** to edit the line style.
OR
 Choose **Create**, then type a name for the new line style in the Style Name text box.



- 5 Choose from the line style customizing options in the table below.

Line Option	What it does
Color	Lets you select the color of a line component.
Pattern	Lets you select a predefined line pattern or create a customized line pattern by adjusting dash and space lengths.
Width	Lets you specify the width of a line component.
Spacing Below Line	Lets you specify the amount of space you want between line components.
Add, Del, ↑, ↓	Let you add, delete, or select a line component.

- 6 Choose **OK**, highlight the new or edited line style, choose **Select**, then choose **OK**. You can also add a fill style to your border, then choose **OK** to return to your document.

Border Styles

When you create or edit a border style, you can use that style in other documents. See *Styles: Graphics*.

See Also

• Graphics: Editing the Box Appearance • Graphics: Lines • Tables: Lines, Borders, and Fill

Coaches

Choose **Coaches** from the **Help** menu, then choose:

• Borders - Columns • Borders - Page • Borders - Paragraph

Bullets & Numbers

Use Bullets & Numbers to insert bullets and numbers in your document. The numbers you insert increment automatically. You can choose from several bullet and number styles, or you can edit the styles to suit your needs.

[Illustration not shown]

Inserting Bullets and Numbers Before Typing Text

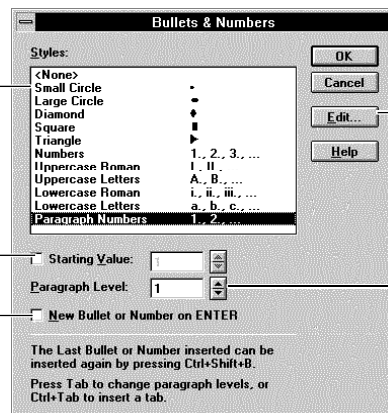
You can insert bullets and numbers and then begin typing text.

- 1 Choose **Bullets & Numbers** from the **Insert** menu.
- 2 Select a bullet or a number style.

Choose from among several bullet or number styles.

Select a starting value for the number you insert (1 is the default starting value).

Insert a new bullet or number every time you press Enter.



Edit a bullet or number style.

For paragraph numbers only, select a paragraph level for the number you insert (1 is the default paragraph level).

- 3 If you choose a number style, you can select a Starting Value, then specify the value to begin numbering. (1 is the default value.)
- 4 If you want to insert a new bullet or number every time you press Enter, select **New Bullet or Number on ENTER**.
- 5 Choose **OK**.

Applying Bullets and Numbers to Existing Text

You can apply bullets and numbers to existing paragraphs you have selected.

- 1 Select the paragraphs where you want to apply bullets or numbers.
- 2 Choose **Bullets & Numbers** from the **Insert** menu.
- 3 Select a bullet or a number style.
- 4 Choose **OK**.

Editing Bullets and Numbers

If the predefined bullet and number styles don't meet your needs, you can choose Edit to edit them using the Styles Editor. For example, you can change the small circle bullet style (•) to a musical note (♪). Or, you can place periods in number styles.

See *Styles* for information about using the Styles Editor to edit bullets and numbers. Although you can edit bullet and number styles, you cannot change the name of the original bullet or number style in the Bullets & Numbers dialog box.

Additional Information

Using Paragraph Numbers

Unlike the other types of numbers, paragraph numbers are associated with paragraph levels. The paragraph level determines the appearance of the number. For example, if you use default paragraph numbers, the numbers at level one appear as 1., 2., 3., etc., and the numbers at level two appear as a., b., c., etc. A paragraph level is the same as an outline level (see *Outline*).

Inserting Paragraph Numbers • Paragraph numbers are inserted only at the insertion point; you cannot apply them to existing text. You can insert paragraph numbers anywhere in a line of text.

Changing Paragraph Levels • To change a paragraph level, put the insertion point immediately to the right of the paragraph number. Then press **Tab** to change the number to the next paragraph level, or press **Shift+Tab** to change to the previous paragraph level.

Inserting Tabs and Back Tabs • With the insertion point immediately to the right of a paragraph number, use **Indent** or press **Ctrl+Tab** to move to the next tab stop. Press **Ctrl+Shift+Tab** to insert a back tab.

Editing Paragraph Numbers • Because paragraph numbers are associated with outline levels, you edit paragraph numbers using the Edit Outline Definition dialog box instead of the Styles Editor. See *Outline* for information about editing outline definitions.

See Also

• Characters • Counters • Page Numbering

Coaches

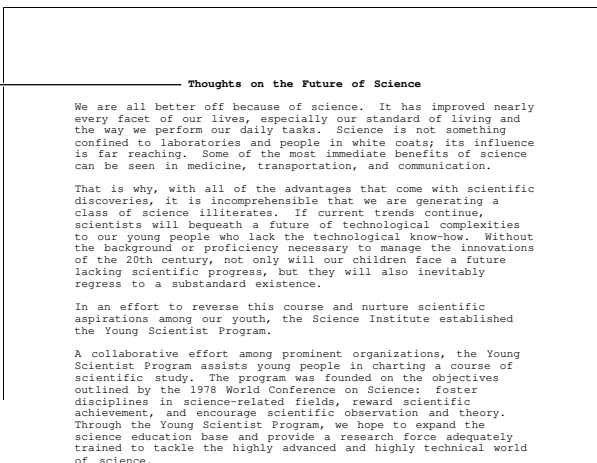
Choose **Coaches** from the **Help** menu, then choose:

• Bulleted or Numbered Lists

Center Line

You can center a single line of text between the left and right margins of your document.

This title is centered between the left and right margins.



Typing Centered Text

- 1 Place the insertion point at the beginning of the line where you want to type centered text.
- 2 Choose **Line** from the **Format** menu, then choose **Center**.

HINT: You can also click the right mouse button in the document window, then choose **Center**.

- 3 Type the text you want to center, then press **Enter**.

You can also center existing text by placing the insertion point in front of the text, then following step 2 above.

Additional Information

Typing Centered Text in Columns

To type centered text in a column, place the insertion point at the left margin of a column, then follow the steps under *Typing Centered Text* above.

Typing Centered Text with Dot Leaders

- 1 Perform this step twice: choose **Line** from the **Format** menu, then choose **Center**.

HINT: You can also perform this step twice: click the right mouse button anywhere in the document window, then choose **Center**.

- 2 Type the text you want to center.

- 3 Press **Enter** to turn off centering.

or

If you want the dot leader to continue from the end of the text to the right margin, perform this step twice: choose **Line** from the **Format** menu, then choose **Flush Right**.

HINT: You can also perform this step twice: click the right mouse button anywhere in the document window, then choose **Flush Right**.

Centering Text from the Insertion Point

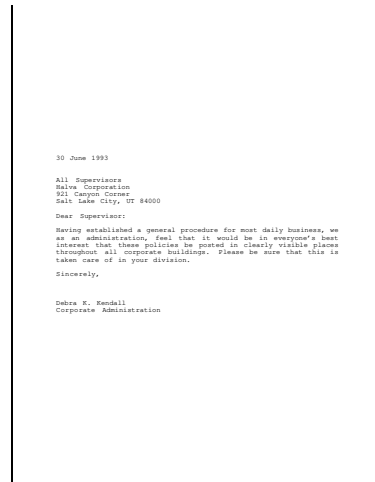
You can space or tab to any position on a line, then use Center to center text around that position.

See Also

- Justification • Tabs

Center Page

Use Center Page to center text between the top and bottom margins, as shown in the following illustration.



Turning Page Centering On or Off

- 1 If you are turning on centering for a single page, place the insertion point on that page.
or
If you are turning centering on or off for several pages, place the insertion point on the page where you want centering to begin or end.
- 2 Choose **Page** from the **Format** menu, then choose **Center**.
- 3 Select an option to indicate what pages you want to center (or to turn off centering), then choose **OK**.

To see how the centered text will look when printed, choose **Page** or **Two Page** from the **View** menu.

Characters

In addition to the characters and symbols on your keyboard, you can use Character to insert international characters, ASCII, math, scientific, and typographic symbols into your WordPerfect document.

Character Sets

WordPerfect provides more than 1,500 characters and symbols, which are grouped into fifteen character sets. Each numbered character set contains a certain type of character. For example, character set 0 contains ASCII characters, and character set 8 contains Greek characters. Most of these characters are listed in the WordPerfect Characters dialog box. See *Inserting Characters into a Document* below. To see *all* of the characters in the WordPerfect character sets, print the file CHARMAP.WPD. This file should be in the WPC Shared Products directory.

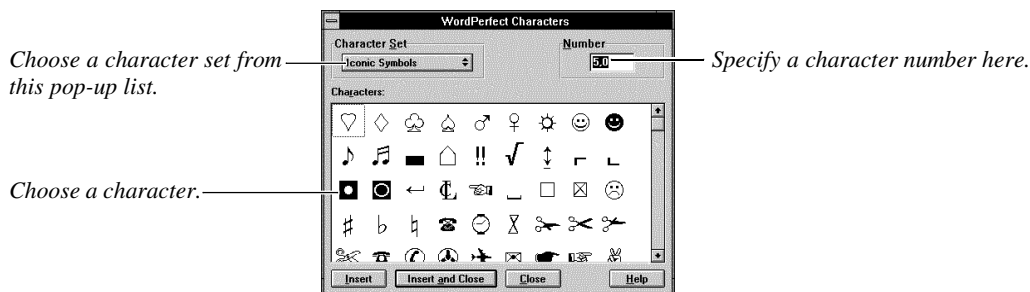
Each individual character in a set is also numbered. The combination of the set number and the character number identifies each character. For example, £ (Italian currency symbol) is in character set 4, and is number 61. Therefore, character £ is 4,61.

If you already know the number of the character you want to use in your document, you can simply type the number in the Number text box of the WordPerfect Characters dialog box. See *Inserting Characters into a Document* below.

Inserting Characters into a Document

- 1 Place the insertion point where you want the character to appear in your text, then choose **Character** from the **Insert** menu.

HINT: You can also open the WordPerfect Characters dialog box by pressing **Ctrl+w**.



- 2 Choose the WordPerfect character set you want from the Character Set pop-up list.
- 3 Select the character you want, then choose **Insert and Close**.
or
Select the character you want, choose **Insert**, then select another character.

HINT: You can also double-click on a character to insert it.

Additional Information

Viewing Characters on the Screen

Not all fonts include all characters. Depending on the font you are using, some characters in the WordPerfect character sets may not display in your document window. These characters are represented by a hollow box □ on your screen. They will print, however, if your printer supports graphics.

Resizing the WordPerfect Characters Dialog Box

You can resize the WordPerfect Characters dialog box by dragging its frame.

Keyboard Mapping

You can assign a character you use frequently to a specific key on the keyboard. See *Keyboards: Keyboard Editor* for more information.

See Also

- Overstrike

Close and Exit

Use Close to exit the current document. Use Exit to exit any open documents, then exit WordPerfect. WordPerfect prompts you to save changes you have made to a document before you close or exit it.

Closing the Current Document

Close prompts you to save the current document only if you have made changes since the last time you saved it.

- 1 Choose **Close** from the **File** menu.

If you haven't changed the document since you last saved it, the document closes. If you have changed the document, you are prompted to save your work.

2 Choose **Yes** to overwrite the previous version and close the document.

or

Choose **No** to close the document without saving your changes.

If you choose Yes and you haven't named the file yet, the Save As dialog box appears so that you can specify a path and filename. See *Save and Save As* if you need help using this dialog box.

HINT: If you want to close a document quickly without saving your changes, you can press **Ctrl+Shift+F4**.

Exiting WordPerfect

1 Choose **Exit** from the **File** menu.

You are prompted to save any documents you have modified. Documents you haven't named are identified by a number (for example, "Document1").

2 Choose **Yes** to overwrite the previous version and exit the document.

or

Choose **No** to continue exiting without saving the document.

If you choose Yes and you haven't named the file yet, the Save As dialog box appears so that you can specify a path and filename. See *Save and Save As* if you need help using this dialog box.

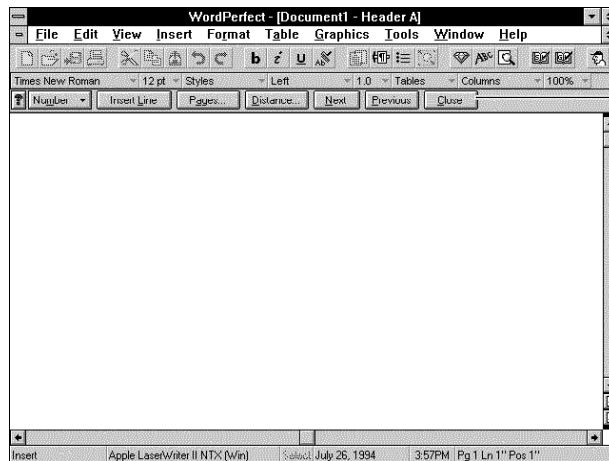
Additional Information

Cancel

If you change your mind at any time during the closing or exiting process, you can choose **Cancel** to return to the document window. All documents that were open before you chose Close or Exit remain open.

Close Buttons in Editing Areas and Dialog Boxes

When you are editing items such as headers and footnotes, you can choose **Close** on the feature bar to save your changes and return to your document text.



Lets you save your changes and return to your document

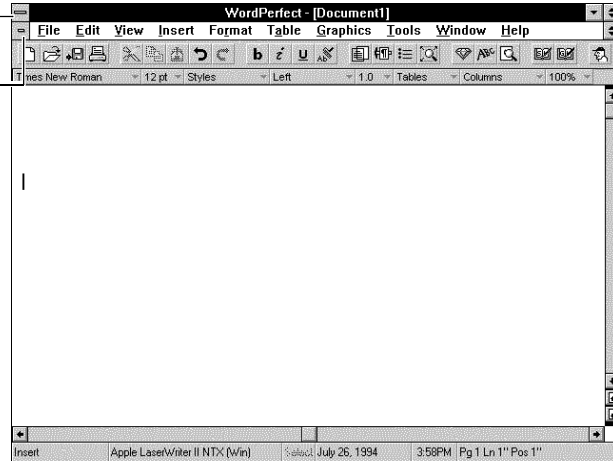
Likewise, when you are using a dialog box that contains a Close button, you can choose Close to save your changes and return to your document.

Close in Control Menus

Choosing Close from a dialog box Control menu closes the dialog box. Choosing Close from the document Control menu lets you close the document window. Choosing Close from the WordPerfect Control menu lets you exit WordPerfect. See *Windowing*.

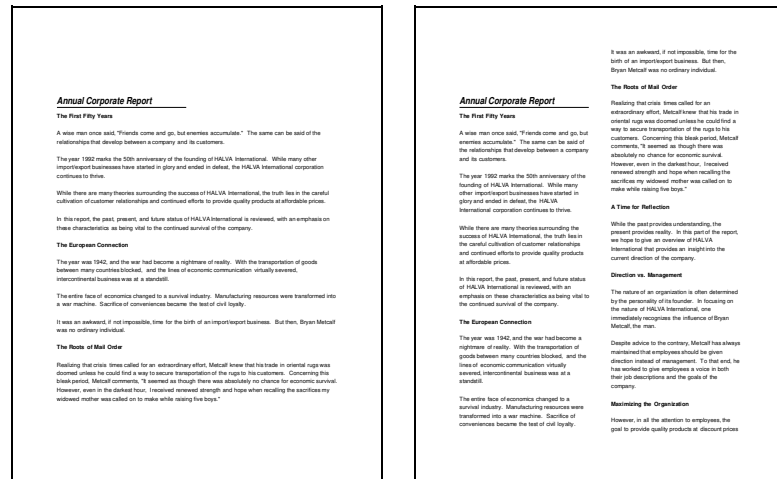
Click here to open the WordPerfect Control menu.

Document Control menu; choosing Close from this menu lets you close the document.



Columns

Use Columns to vertically divide text on a page.



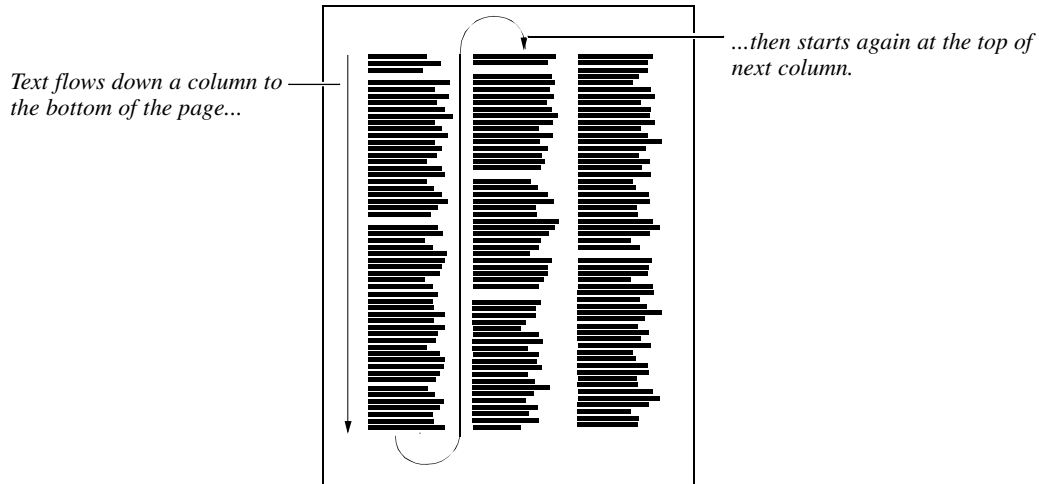
Normal formatting

Same text in 2-column format

Columns can help you create newsletters, glossaries, scripts, inventory lists, or other documents in which you want to divide text vertically on the page. You can specify as many as 24 columns on a page.

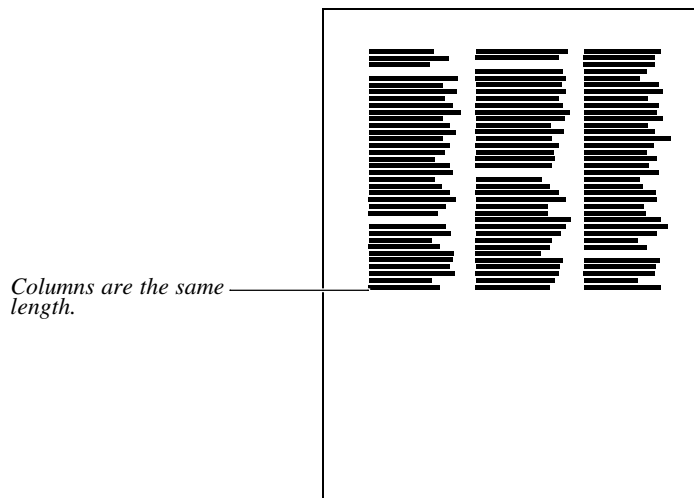
Newspaper Columns

Text in a newspaper column flows down the column to the bottom of a page or column break, then starts again at the top of the next column to the right, as it does in a newspaper article.



Balanced Newspaper Columns

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



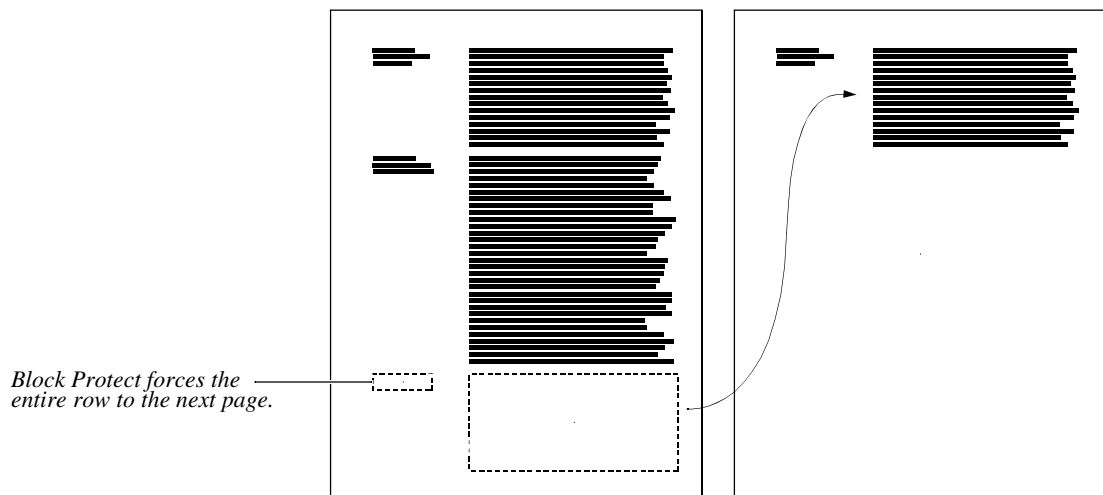
Parallel Columns

Text in parallel columns is grouped across the page in rows. The next row starts below the longest column of the previous row. Parallel columns are useful for resumes, scripts, charts, or inventory lists.



Parallel Columns with Block Protect

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. This same effect can be created using Tables. See *Tables: Create*.



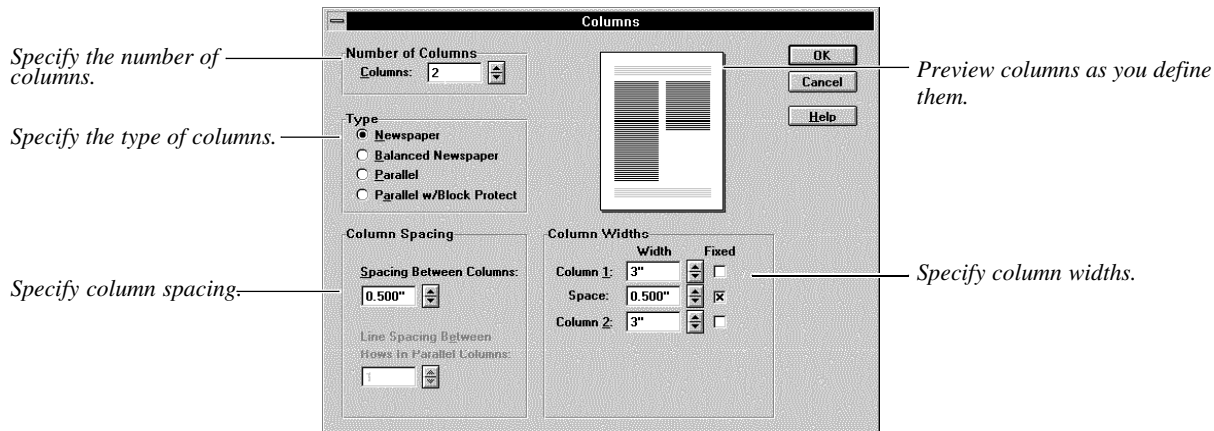
Using Several Types of Columns

If a column definition has already been specified in the document, you can change the definition, or you can create another definition. A document can contain several types of columns.

Turning On and Defining Columns

- 1 Place the insertion point in the paragraph where you want columns to start.
- 2 Choose **Columns** from the **Format** menu, then choose **Define**.

3 Specify a number of columns in the Number of Columns text box.



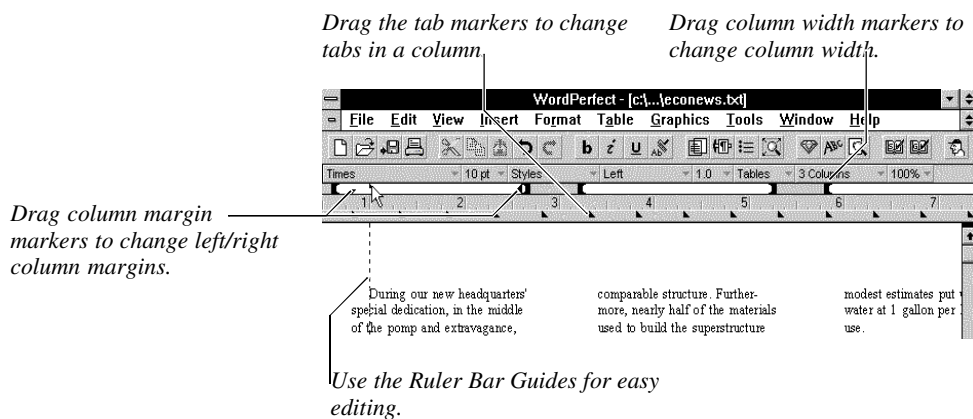
4 Select **Newspaper**, **Balanced Newspaper**, **Parallel**, or **Parallel w/Block Protect**.

5 Choose from the following options, then choose **OK** to return to your document.

Option	Lets You
Spacing Between Columns	Set a default space between columns.
Line Spacing Between Rows In Parallel Columns	Change the space between rows in parallel columns.
Column x	Specify the width of a column, where x is the number of the column (numbered left to right).
Space	Adjust the amount of space between specific columns.
Fixed	Keep the width of the current column or space regardless of width or margin changes in other columns.

Editing a Column with the Ruler Bar

You can quickly change column width, left and right column margins, and column tabs using the Ruler Bar. See *Ruler Bar*.



Use the Ruler Bar Guides for easy editing.

- 1 Choose **Ruler Bar** from the **View** menu.
- 2 Drag the tab markers to change tabs in a column.
- 3 Drag column margin markers to change left and right column margins.

- 4 Drag column width markers to change column width.

Inserting Text in Columns

- 1 Move the insertion point into a column.
- 2 Type text.
- 3 Choose **Columns** from the **Format** menu, then choose **Column Break** to move the insertion point to the next column.

HINT: You can also press **Ctrl+Enter**.

Moving from Column to Column

You can move the insertion point from column to column by clicking the mouse in any column you want, or you can press **Ctrl+g**, then use *Go To*. See *Go To*. You can also use the keystrokes below.

To Move	Press
To the top of a column	Alt+Home
To the last line of a column	Alt+End
To the previous column	Alt+Left Arrow
To the next column	Alt+Right Arrow

Turning Off Columns

- 1 Place the insertion point at the position where you want to turn columns off.
- 2 Choose **Columns** from the **Format** menu, then choose **Off**.

Deleting Columns

To delete a column definition from your document,

- 1 Choose **Reveal Codes** from the **View** menu.
- 2 Move the insertion point just before the column definition code (for example, [Col Def: Newspaper, Total:2]).
- 3 Press **Delete**.

HINT: You can bypass steps 2 and 3 above by dragging the column definition code out of the Reveal Codes window.

If you mistakenly delete a column definition code, immediately choose **Undo** from the **Edit** menu. See *Undo and Redo*.

Adding Tables to Columns

[Illustration not shown]

- 1 Place the insertion point where you want to insert the table.

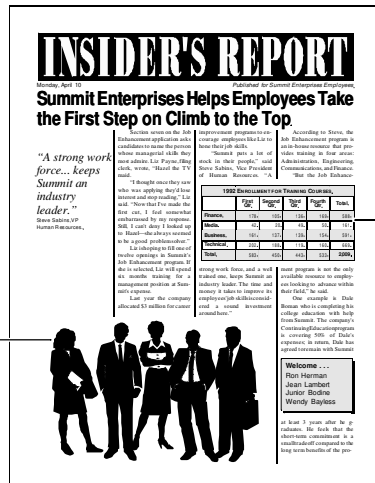
- 2 Choose **Create** from the **Table** menu.
- 3 Specify the number of columns and rows, then choose **OK**.

If you want a table to span several columns, place the table in a Graphics Table Box. See *Adding Graphics to Columns* below. See *Tables: Format Text* for more information about formatting tables.

Adding Graphics to Columns

You can add any kind of graphics box to columns.

A graphics box can span several columns.



A table can span several columns if you put the table in a Graphics Table box.

- 1 Place the insertion point where you want to insert a graphics box.
- 2 Choose **Image** from the **Graphics** menu, select the image you want to retrieve, then choose **OK**.
- 3 Make any editing changes to the figure, then choose **Close** from the Graphics feature bar.

See *Graphics: Adding to a Document* for more information.

Additional Information

Moving to the Next Column

To quickly insert a column break and move to the next column, press **Ctrl+Enter**.

Converting Existing Text into Columns

It is often easier to create and edit document text before you put it into columns. To convert the text to columns, move the insertion point to the beginning of the paragraph you want in columns or select the text you want to place in columns. Then follow the steps under *Turning On and Defining Columns* earlier in this section.

Status Bar

When columns are turned on, the status bar can display the number of the column in which the insertion point is currently located. See *Status Bar* for more information.

Justifying Text in Columns

You can use all the justification options within column text (Left, Center, Right, Full, and All). See *Justification*.

Comments

You can display comments in columns. See *Comment* for more information.

See Also

- Tables: Create • Tabs

Coaches

Choose **Coaches** from the **Help** menu, then choose:

- Columns

Comment

Use Comment to add comments to your text. You can place comments in document text including footnotes, endnotes, and outlines. Comments are not printed as part of the document.

Uses for Comments

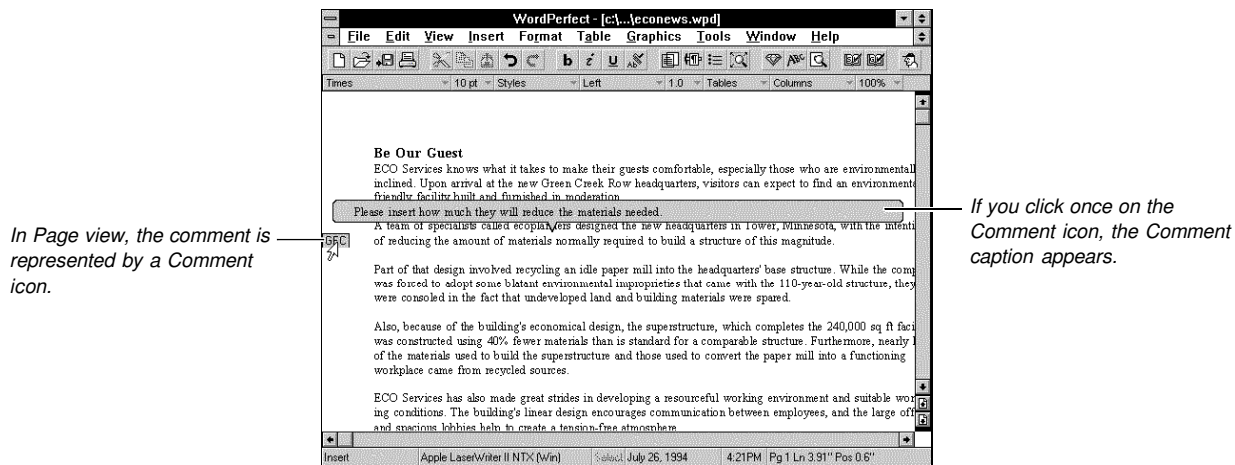
You can use comments to note scheduling changes you need to make, to record announcements, to give instructions, or to store information. Comment can also be used to pool comments or suggestions from several people who are reviewing or editing the same document.

Customizing a Comment Icon

A comment icon appears on the screen for each comment you create. The comment icon can be customized to include your initials and can display a background color of your choice. See *Environment Preferences*.

Comment Display

The comments in your text will display differently on screen depending on the view mode you are using.



If you have more than one comment on a line, you can click the multiple-comment icon in the margin to display a comment icon for each comment. You can then click one of the comment icons to display that comment.

In Draft view, comments are displayed in highlighted bars between lines of regular text.

Creating a Comment

You can place one or more comments in a line of text.

- 1 Place the insertion point where you want the comment to appear.
- 2 Choose **Comment** from the **Insert** menu, then choose **Create**.

- 3 Type the comment text.
- 4 Choose **Initials**, **Name**, **Date**, and **Time** if you want to include any of these options in your comment.

HINT: Your initials and your name are available only if you have previously specified them. See *Environment Preferences*.

- 5 Choose **Next** or **Previous** if you want to see other existing comments in your text.
- 6 Choose **Close** to return to your document.

Editing a Comment

- 1 Place the insertion point just after the comment you want to edit.
- 2 Choose **Comment** from the **Insert** menu, then choose **Edit**.

HINT: If you are using Page view, you can edit the comment by double-clicking its icon, or you can click the comment icon with the right mouse button, then choose **Edit**.

- 3 Edit the comment.
- 4 Choose **Close** to return to your document.

Deleting a Comment

- 1 Place the mouse pointer over the comment.
- 2 Click the right mouse button, then choose **Delete**.

Converting a Comment to Text

- 1 Place the insertion point just after the comment you want to convert to text.
- 2 Choose **Comment** from the **Insert** menu, then choose **Convert to Text**.

HINT: If you have more than one comment on a line, you can click the multiple-comment icon in the margin to produce individual comment icons, click one of the individual comment icons with the right mouse button, then choose **Convert to Text**.

IMPORTANT: Because the comment text is inserted at the location where the comment was originally placed, you may need to add spacing and punctuation before and after the comment to blend it into the existing text.

Converting Text to a Comment

- 1 Select the text you want to convert.
- 2 Choose **Comment** from the **Insert** menu, then choose **Create**.

Hiding Comments

- 1 Choose **Preferences** from the **Edit** menu, double-click the **Display** icon, then deselect **Comments**.
- 2 Choose **OK**, then choose **Close**.

If you want comments to display, repeat these steps, selecting **Comments** in step 1.

Additional Information

Columns and Tables

In Draft view, any comments in columns and tables will display as comment icons.

WordPerfect Features and Comments

You can use most WordPerfect formatting features and text appearance attributes in comments. For example, you can change fonts, justification, margins, and tabs. You can include a graphic or table, and you can also use the Spell Checker and Thesaurus.

Printing Comments

Comments do not affect or appear in printed text. You can print comments that you have converted to text. You can also choose **Print** from the **File** menu while editing a comment.

See Also

- Hidden Text

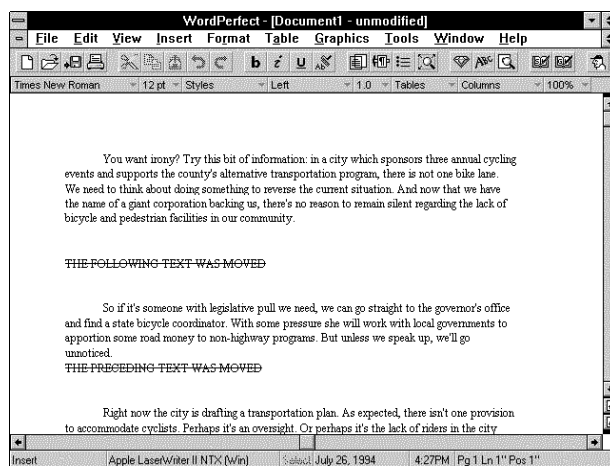
Compare Document

Use Compare Document to contrast the current document with a different version of the document. WordPerfect adds markings to the current document to indicate text that has been added, deleted, or moved.

Indicators that Show Differences

When you compare a new version of a document to an old version on disk, WordPerfect applies strikeout to any deleted information, and redline to any added information.

Moved text is indicated by the messages shown in the illustration below.



Graphics Boxes, Headers, Footers

Compare Document marks changes in footnotes, endnotes, and tables, but it does not mark changes in graphics boxes, headers, footers, watermarks, or comments.

Comparing Documents

- 1 Make sure the newest version of the document you want to compare is open.
- 2 Choose **Compare Document** from the **File** menu, then choose **Add Markings**.
- 3 Select **Word**, **Phrase**, **Sentence**, or **Paragraph** to indicate how you want to compare the documents.

If you want information about how WordPerfect determines where words, phrases, sentences, and paragraphs begin and end, see *Words, Phrases, Sentences, and Paragraphs* under *Additional Information* later in this section.

- 4 If you want to compare the opened document with the old version of the document on disk, choose **OK**.

or

If you want to compare the opened document with a document that has a different filename, type the path and filename of that document in the text box or select it using the list button. Then choose **OK**.

While Document Compare is working, a progress dialog box appears on your screen for a short time. If you want to make sure you have time to read the information in this dialog box before it closes, choose **Hold Display**. When you are ready to close the dialog box, choose **Hold Display** again.

Removing Markings

You can remove redline markings and strikethrough text all at once.

- 1 Choose **Compare Document** from the **File** menu, then choose **Remove Markings**.
- 2 If you want to return the document to the way it was before you compared it, select **Remove Redline Markings and Strikethrough Text**.
or
If you want to keep the markings for added text but remove all other text and markings inserted by the comparison, select **Remove Strikethrough Text Only**.
- 3 Choose **OK**.

Additional Information

Changing the Printed Appearance of Redline Text

- 1 Choose **Document** from the **Format** menu, then choose **Redline Method**.
- 2 Select the method you want.

Printer Dependent lets you use the redlining method specific to your printer (usually a shaded background). Mark Left Margin and Mark Right Margin use a character (normally a vertical bar) to mark redlined text in the left margin or right margin. Mark Alternating Margins marks redlined text in the left margin for even-numbered pages and in the right margin for odd-numbered pages.

- 3 If you chose one of the margin options and you want to mark redline text with a character other than a vertical bar (|), type a new character in the Redline Character text box.

HINT: You can press **Ctrl+w** to open the WordPerfect Characters dialog box and insert a special character. See *Characters* if you need help using this dialog box.

- 4 If you want to use the selected method as the default redline method every time you use WordPerfect, choose **Use as Default**.
- 5 Choose **OK**.

Words, Phrases, Sentences, and Paragraphs

The list below explains how WordPerfect defines words, phrases, sentences, and paragraphs.

Option	Definition
Word	Text that ends with a space, period, comma, colon, semicolon, question mark, exclamation point, hard return, hard page break, footnote or endnote number, or end of the document.
Phrase	Text that ends with a period, comma, colon, semicolon, question mark, exclamation point, hard return, hard page break, or end of the document.
Sentence	Text that ends with a period, question mark, exclamation point, hard return, hard page break, or end of the document.
Paragraph	Text that ends with a hard return, hard page break, or end of the document.

Convert Case

Use Convert Case to convert text to uppercase or lowercase letters.

Case Sensitivity

When you convert text to lowercase, the following words remain capitalized:

- The word “I”
- Words starting with “I” followed by an apostrophe (such as “I’m” and “I’d”)
- The first word in each sentence

Converting to Initial Capitals

The Initial Capitals option capitalizes the first letter in each word of selected text, except words like *and* and *the*.

A file called WT60xx.ICR (where xx is a language code) contains the list of capitalization exceptions for each language. This file can be edited in WordPerfect.

Using Convert Case

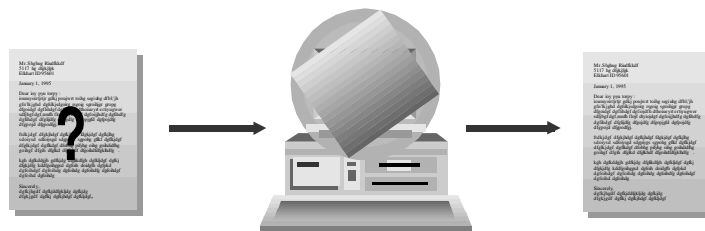
- 1 Select the text to be converted. See *Select*.
or
Place your insertion point in the word to be converted.
- 2 Choose **Convert Case** from the **Edit** menu.
- 3 Choose **Lowercase**, **Uppercase**, or **Initial Capitals**.

When you choose Lowercase, the first word in each sentence will remain capitalized.

HINT: You can also press **Ctrl+k** to convert the case of selected text. If the selected text begins lowercase, pressing **Ctrl+k** will convert the text to all capitals, and pressing the keystroke a second time will convert the selected text back to lowercase.

Convert Files

You can convert files created in many other programs into WordPerfect format. You can also convert WordPerfect files into many other formats.



To view a list of all the file formats your version of WordPerfect supports, choose **Save As** from the **File** menu, then scroll through the Save File as Type drop-down list.

Converting a Document to WordPerfect 6.0/6.1 Format

- 1 Choose **Open** from the **File** menu, or choose **File** from the **Insert** menu.
If you need information about these two features, see *Open and Insert File*.
- 2 Select the file you want to convert, then choose **OK**. If you need help, see *Managing Files and Directories*.
- 3 Make sure the current format of the file is displayed in the Convert File Format dialog box, then choose **OK**.

If the displayed format is incorrect, choose the correct format from the drop-down list.

Note that the Convert File Format dialog box does not appear if you are converting a file from WordPerfect 5.x format. Files you save in WordPerfect 5.x format from any platform (DOS, Windows, or OS/2) are automatically converted when you open them into WordPerfect 6.1.

- 4 If necessary, edit the document.
- 5 Choose **Save As** from the **File** menu. See *Save and Save As*.
- 6 If necessary, type a new path and filename for the converted file.

If you use the original filename, the original file will be replaced with the file converted into WordPerfect 6.0/6.1 format.

- 7 Make sure WordPerfect 6.0/6.1 is selected in the Save File as Type drop-down list, then choose **OK**.

Converting a WordPerfect Document to Another Format

- 1 Choose **Save As** from the **File** menu.
- 2 If necessary, specify a path and filename for the file.
- 3 Select the format you want to use from the Save File as Type drop-down list.
- 4 Choose **OK**.

Additional Information

Conversion Tip

Conversion is a powerful tool, but your document may not look exactly the same after you convert it. If you plan to convert a document into another format, try to use simple formatting features as you create it. This will keep you from losing your formatting when you convert the document.

Supported Graphics Formats

To see a list of supported graphics formats,

- 1 Choose **Image** from the **Graphics** menu, then scroll through the List Files of Type drop-down list.

Saving Graphics Files in Other Formats

To save a graphics image in WordPerfect Graphics 1.0 or 2.0 format, or Presentations 2.0 format,

- 1 Click the right mouse button on the graphic, then choose **Content**.
- 2 Choose **Image on Disk** from the Content pop-up list.
- 3 If necessary, type a new filename for the graphic.
- 4 Choose the format you want from the Save File as Type drop-down list, then choose **OK**.

Graphics files with other formats are automatically converted when you retrieve them into a WordPerfect document. See *Graphics: Adding to a Document*.

Macros

Many macros created in WordPerfect 5.1/5.2 for Windows are compatible with WordPerfect 6.0/6.1 for Windows macros. See *Macros*. For information about converting macros that are not compatible, see the online macros manual (choose **Macros** from the **Help** menu).

Saving Documents in Other WordPerfect Formats

You can save your documents in WordPerfect 4.2, 5.0, or 5.1/5.2 format when you want to edit them using a previous version of WordPerfect. Some software applications accept WordPerfect files in these older formats only.

Keep in mind that some formatting created by new WordPerfect 6.1 features may not convert when the document is converted to a previous version format.

Converting WordPerfect Character Sets

Some of the characters in the WordPerfect character sets are not supported in other applications. If a character is not supported in the file format you are converting your document to, it is replaced by a space (ASCII text character 32).

Editing System Files

If you use WordPerfect to edit your CONFIG.SYS file or AUTOEXEC.BAT file (or another special file with a .BAT or .TXT extension), save the file in ASCII (DOS) Text format.

If you save such a file as a WordPerfect document, DOS will no longer recognize it as a batch or system file. If you accidentally save a system file as a WordPerfect file, retrieve the file into WordPerfect again, then resave it in ASCII format.

WordPerfect for Windows might assume an ASCII text file is in ANSI format if the file has a .INI extension. If this is the case and you want the file converted as an ASCII text file, follow the steps under *Converting a WordPerfect Document to Another Format* earlier in this section, and select ASCII (DOS) Text in step 3.

Spreadsheet and Database Files

You can convert Quattro Pro, Lotus, Excel, and PlanPerfect spreadsheet files into WordPerfect and maintain your formulas, text, and fonts. See *Spreadsheet/Database Import and Link* for detailed information.

Use the ASCII (DOS) Delimited Text format to retrieve spreadsheet or database files into a WordPerfect merge data file. This format contains delimiters (characters) that mark the beginning and end of each field or record. See *Merge* for information about WordPerfect data files. See *Environment Preferences* for more information about setting delimited text defaults.

ASCII (DOS) Text Format and ANSI (Windows) Text Format

Both ASCII (DOS) Text and ANSI (Windows) Text files contain text, spaces, and carriage returns. The terms “ASCII Text” and “ANSI Text” each refer to a specific character set the computer uses to generate text on the screen and on the printed page. ASCII Text is the standard character set the DOS operating system uses (it is also often referred to as DOS text). The ANSI (or Windows) character set defines the standard used by Windows applications. ANSI Text shares characters 32–126 with ASCII Text (sometimes called the printable character set in DOS). However, the Windows characters in the ranges 1–31 and 127–256 (the *extended* character set) differ from the ASCII Text character set.

ANSI Text Files

The ANSI Text (or Windows) file format preserves the text of the document without any formatting codes. ANSI Text files are commonly used in Windows applications. You can create an ANSI Text file when you use Windows applications such as Notepad.

WordPerfect for Windows might assume an ANSI text file is in ASCII format if all of the characters in the file are defined in ASCII. If this is the case, and you want the file converted as an ANSI text file, follow the steps under *Converting a WordPerfect Document to Another Format* earlier in this section, and select **ANSI (Windows) Text** in step 3.

WordPerfect 4.2, DCA, and DisplayWrite Documents

You can specify import options for WordPerfect 4.2, DCA, and DisplayWrite documents you open into WordPerfect 6.1. See *Convert Preferences* for more information.

Code Pages

You can specify the input and output file code page when you convert WordPerfect documents. See *Changing the Code Page in Environment Preferences*. Use Input File Code Page to specify the code page that should be used when you open different file formats in WordPerfect. Use Output File Code Page to specify the code page that should be used when you save a WordPerfect document in another format.

Convert Preferences

Use Convert Preferences to specify how graphics files, ASCII delimited text files, WordPerfect 4.2, DCA, and DisplayWrite documents are converted into WordPerfect.

ASCII Delimited Text Files

The ASCII Delimited Text file format contains delimiters, or characters that mark the beginning and end of each field or record. Depending on the application that created the file, these delimiters may be different. You can specify which delimiters you want to use to mark each field and record.

Converting Graphics Files

You can bring a Windows graphic (metafile) into WordPerfect by pasting it from the Clipboard into a document or by retrieving a .WMF file on disk into a graphics box. You can specify how you want the graphics image stored in your WordPerfect document—as a Windows .WMF file only, a WordPerfect .WPG file only, or save the image in both formats. See *Using Windows Metafile Options* later in this section for more information.

Specifying Delimiters and Characters

- 1 Choose **Preferences** from the **Edit** menu, then double-click the **Convert** icon.
- 2 Type the delimiters and characters you want to use in the text boxes.

HINT: You can also choose options from the pop-up lists on the right of the text boxes to use tabs, line feeds (soft returns), form feeds (hard page breaks), and carriage returns (hard returns).

Text box	Specify the character you want to use to
Field	Separate one field from the next
Record	Separate one record from the next
Encapsulated	Enclose each field of data
Strip	Identify unnecessary characters (for example, encapsulating characters) you want stripped from the data file when you import it

- 3 Choose **OK** and **Close**.

Using Windows Metafile Options

The Windows Metafile format is a graphics format that is common to most Windows applications. WordPerfect offers three options for dealing with these types of graphics when you insert them into a WordPerfect document.

- 1 Choose **Preferences** from the **Edit** menu, then double-click the **Convert** icon.
- 2 Select an option under Windows Metafile Options, then choose **OK** and **Close**.

Format	Characteristics	Restrictions	When to Use
.WMF	Retains the original format and attributes. The picture will display the same in WordPerfect as on the Clipboard or in another Windows application.	Does not display in WordPerfect on other platforms.	You will not be transferring the document to WordPerfect for DOS.
.WPG	Converts the graphic to a .WPG file.	Some details of the drawing may be lost.	You want to retrieve the document into WordPerfect for DOS (or another platform).
Both	Creates one .WPG file which contains both .WMF and .WPG formats.	Uses more disk space.	You want to use the graphic or document in WordPerfect for DOS.

Using the Options Drop-Down List

You can change the code page and specify conversion options for WordPerfect 4.2, DCA, and DisplayWrite documents.

- 1 Choose **Preferences** from the **Edit** menu, then double-click the **Convert** icon.
- 2 Choose an option from the **Options** drop-down list, make any changes, then choose **OK**, **Save**, or **Close** until you return to your document.

Option	Lets you
Code Pages	Change the code page; see <i>Convert Files</i> and <i>Environment Preferences</i> if you need help.
Document	Specify settings for converting documents when you open them.
WP 4.2 Fonts	Specify the fonts you used for WordPerfect 4.2 documents you want to convert. You can use Edit to change the font assigned to each number (1–8).
DCA/DisplayWrite Fonts	Specify the fonts you used for DCA and DisplayWrite documents you want to convert. You can use Edit to change the font assigned to each number (26, 27, and so on).

See Also

- Merge
- Spreadsheet/Database Import and Link

Counters

Use Counters to count or number anything in your document. Counters can display numbers, letters, and Roman numerals anywhere in your document.

Counters and Numbering

WordPerfect has features that can automatically number things like pages, figures, paragraphs, and footnotes. However, if you want to control how and when numbers display, increase, and decrease, use counters.

IMPORTANT: Counters do not work automatically. You must set values and insert codes in your document where you want numbers to appear.

How to Use Counters

There are three basic steps involved in using counters. Each step is explained in detail later in this section.

- Create the counter.
- Specify where you want the numbers to increase or decrease.
- Specify where you want the numbers to be displayed.

Creating Counters

To use counters, you must first create the counter and give it a name. You can count using numbers, letters, or Roman numerals, and you can set a starting value. You can also define several numbering levels.

Increasing and Decreasing Numbers

When you use counters, you must decide where to increase (or decrease) the numbers in your document. Common places to increase a counter might be at the beginning of sections or chapters. To increase (or decrease) a number, you must move the insertion point to the location where you want the number to change, then increase (or decrease) it.

Displaying Numbers

You can decide where numbers will be displayed in your document. Common places to display a counter might be in captions or as paragraph numbers. To display a number, you must move the insertion point to the place you want a number to appear, then display it.

IMPORTANT: Display and Increase (or Decrease) functions are independent. Counters can increase (or decrease) without being displayed, and vice-versa.

Counter Levels

You can create counters with several numbering levels (such as l, i, a). When you use several numbering levels, you must increase (or decrease) and display each level individually. However, when you increase, decrease, or set a value for one level of a counter, the value for all lower levels is reset to 1.

For example, a three-level counter has been increased to 2,4,5. When Level 1 is increased to 3, Levels 2 and 3 are reset to 1. When all three levels of the counter are then displayed, the numbers will be 3,1,1.

System Counters

WordPerfect uses five predefined system counters to number the various boxes used in the Graphics and Equations features. When you use these features, the counters are displayed and increased automatically.

You can edit these system counters if you wish to change the numbering level or the numbering method. See *Editing Counters* later in this section.

Creating a Counter

- 1 Choose **Other** from the **Insert** menu, then choose **Counter**.
- 2 Choose **Create**.
- 3 Type a name for the counter in the Counter Name text box.
- 4 If you want to use more than one numbering level, specify the number of levels you want.

- To change the numbering method for a counter with only one numbering level, select a method from the Single Level Method pop-up list (numbers, letters, or Roman numerals).

or

To change the numbering method for a counter level, select a method from the appropriate Numbering Method pop-up list.

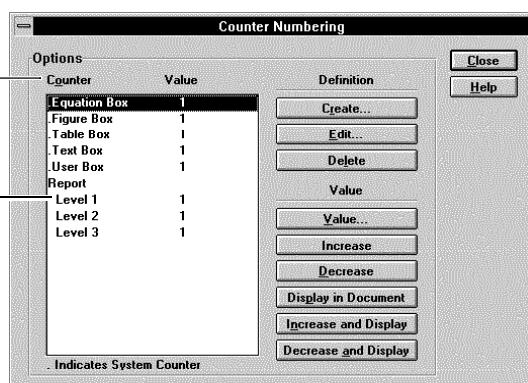
- Choose **OK** and **Close** to return to your document.

Displaying Counters

- Place the insertion point where you want to display a counter number.
- Choose **Other** from the **Insert** menu, then choose **Counter**.
- Select a counter or counter level from the Counter list.
- Select **Display in Document**.

Select counters from this list to display, increase, decrease, or edit.

Select the level itself, rather than the counter name above, to display, increase, decrease, or edit the level.



Increasing (or Decreasing) a Counter

When you create a counter, the counter value starts at 1 (or A, or i). You must manually increase (or decrease) the counter.

- Place the insertion point where you want to increase (or decrease) the counter number.
- Choose **Other** from the **Insert** menu, then choose **Counter**.
- Select a counter or counter level from the Counter list.
- Select **Increase** (or **Decrease**).

IMPORTANT: If you intend to display a number with a value equal to the starting value of the counter, you should do it before you increase (or decrease) the counter. Otherwise the first number displayed will have increased (or decreased) one up (or down) from the starting value.

Increasing (or Decreasing) and Displaying Counters in One Step

You can increase (or decrease) and display a counter in one step.

- Place the insertion point where you want to increase (or decrease) and display a counter number.
- Choose **Other** from the **Insert** menu, then choose **Counter**.
- Select a counter or counter level from the Counter list.

- 4 Choose **Increase and Display**.
or
Choose **Decrease and Display**.

Editing Counters

- 1 Choose **Other** from the **Insert** menu, then choose **Counter**.
- 2 Select a counter or counter level from the Counter list.
- 3 Choose **Edit**.
- 4 If desired, edit the counter name.

IMPORTANT: You cannot edit the name of system counters.

- 5 If you want to change the number of levels for the counter, specify the number of levels you want.
- 6 To change the numbering method for a counter with only one numbering level, select a method from the Single Level Method pop-up list (numbers, letters, or Roman numerals).
or
To change the numbering method for a counter level, select a method from the appropriate Numbering Method pop-up list.
- 7 Choose **OK** and **Close** to return to your document.

Setting the Value of Counters

When you create a counter, its starting value is 1. You can set (change) the value of a counter, or change the numbering method, anywhere in your document.

For example, if the value of a counter in your document is 3, you can change the value to 7. When the counter is next increased, its value will be 8.

Changes made in the Set Value/Number Method dialog box affect counters only from the point the change was made to the end of the document.

- 1 Place the insertion point where you want to set (change) the value of a counter.
- 2 Choose **Other** from the **Insert** menu, then choose **Counter**.
- 3 Select a counter or counter level from the Counter list.
- 4 Choose **Value**, then specify a new value.
- 5 If you want to change the numbering method (numbers, letters, Roman numerals), select a method from the Numbering Method pop-up list.
- 6 Choose **OK**.

Additional Information

Counter Example

In order for a counter to put the numbers 1, 2, and 3, respectively, on three consecutive pages, these steps must be followed.

- Create a counter.
- Display the counter on the first page.
- Increase the counter, then display it on the second page.
- Increase the counter, then display it on the third page.

Counter Codes

When you use counters, you insert the following codes into your document:

Code	Description
Counter Display [Count Disp]	Displays the number in your document.
Counter Increase [Count Inc]	Makes the number increase by 1.
<i>or</i>	<i>or</i>
Counter Decrease [Count Dec]	Makes the number decrease by 1.
Set Counter Value (optional) [Count Set]	Sets the value of the counter to a new number.

See Also

• Bullets & Numbers • Line Numbering • Outline • Page Numbering

Cross-Reference

Use Cross-Reference to refer your reader to other pages, figures, and notes. References such as figure numbers, page numbers, or footnote numbers may change as you edit your document. The Cross-Reference feature lets you create references that can be updated as your document changes.

Creating Cross-References

Creating cross-references involves two processes:

- Setting up references, targets, and target names
- Generating (compiling) the cross-references

References, Targets, and Target Names

The *reference* is the place in your document where you direct a reader to other parts of the document.

The *target* is the place you are telling the reader to look.

The *target name* ties a reference and target together. When WordPerfect generates cross-references, it uses the target name to match a reference with a target.

Section 1: Budget Considerations

Besides the obvious savings from lower construction costs in the Green Creek plan (see table), we should not overlook one outgrowth from the Green Creek plan. As Ivan Divac stated, it is an increase in employee productivity that, calculated into overall expenses, ultimately saves Ecoservices money.

Going Up is Cost

Remodelling a paper mill to accommodate 2,330 employees is no small enterprise. Already we're looking at \$90 a square foot. Still, that figure is roughly half the cost of constructing the eight-story complex.

Cost Analysis				
	Cost per square foot	Avg. Office Space	Employee Count	Total Cost
Low Rise	\$95	150 sq ft	2,300	35,625,000
(Remodel)	\$90	100 sq ft	3,300	31,500,000
High Rise	\$190	140 sq ft	2,500	66,500,000
	\$192	90 sq ft	3,300	60,480,000

Section 2: Environmental Considerations

Our business is based on finding that *one* ounce of prevention will save us from having to repair our environment later. It stands to reason that we should select the plan that best conserves on land and building materials.

Low Impact Building

Ecoservices can spare 85 acres of unspoiled land by adopting the more resourceful approach of refashioning the paper mill. Except for a few minor adjustments (a 20,000-square-foot addition to the main building and an expanded parking lot), Ecoservices can transform the mill into a fully operational headquarters without heavily disrupting the mill's natural surroundings.

Protecting Our Natural Resources

Constructing the eight-story tower will require 60% more building materials than the Green Creek mill conversion. And unlike the remodeling project, (see table, page 1) building the multistory structure will severely limit the amount of recycled materials we could use to complete the task.

Section 3: Time Factor

Ecoservices can transform the Green Creek mill into office space in half the time it would take to build the high rise. And, because the Green Creek complex can be completed section by section, employees will only experience minor interruptions and can resume full productivity before the project is completed.

High Rise vs. Low Rise

Organizational ecologists are citing evidence that buildings exceeding five stories hamper employee communication and reduce office efficiency. The less vertical Green Creek mill complex would maximize employee performance, encourage employee interaction, and create a better working environment.

Target name ties reference and target together.

The target name is used only when you generate cross-references. It is not printed and is displayed only in Reveal Codes.

Creating Cross-References

Marking a Reference

- 1 Place the insertion point where you want to create the reference.
- 2 Type any introductory text for the cross-reference (such as *See page*).
- 3 Choose **Cross-Reference** from the **Tools** menu.
- 4 Choose a reference type from the Reference drop-down list on the Cross-Reference feature bar.
- 5 Type a target name in the Target text box on the Cross-Reference feature bar.
or
If you have already created targets, choose a target from the drop-down list.
- 6 Choose **Mark Reference** from the Cross-Reference feature bar.

IMPORTANT: The target name must be the same for the reference and the corresponding target.

A question mark (?) will appear in the text at the reference until you use Generate.

Marking a Target

- 1 Place the insertion point immediately after the target.
You may want to use Reveal Codes to make sure your insertion point is in the right place.
- 2 If the Cross-Reference feature bar is not displayed, choose **Cross-Reference** from the **Tools** menu.
- 3 Type a name in the Target text box.
or
If you have already created targets, choose a target from the drop-down list.
- 4 Choose **Mark Target** from the Cross-Reference feature bar.

IMPORTANT: The target name must be the same for the target and the corresponding reference.

Generating Cross-References

When you have marked all your references and targets, you are ready to generate the cross-references.

- 1 Choose **Generate** from the Cross-Reference feature bar or from the **Tools** menu.
- 2 Choose **OK** to continue.

Be sure to generate the cross-references again whenever you edit your document. See *Generate*.

Additional Information

Creating Complex Cross-References

You can cross-reference the same target with one or more reference types (for example, *See page 23, figure 2*). You can also cross-reference one or more targets with the same reference type (for example, *See pages 10, 24, 29*).

Multiple References • To cross-reference a target with two or more references, you need to mark a separate reference for each reference type (for example, pages, figures, or tables). However, you only need to mark one target for all the references.

For example, in the cross-reference shown below, you should mark two references—one a page reference and one a caption number reference.

One target with several references

The Next Fifty Years

While the recent upswing in the forth of HALVA International is a welcome indicator, there are also potential problems that need to be addressed.

However, if these needs are met, the company can look forward to a bright and exciting future through the decade of the 1990s and beyond.

Expanding Markets
From oriental rugs to imported jewelry, HALVA International has always provided a variety of merchandise to its customers. However, the variety of products has often been limited to those items that are a known quantity.

Recent trends indicates, however, that there is profit to be made in areas such a oriental furniture and music boxes. In fact, our research indicates that music boxes may become a long-term, profitable investment (see page 4, figure 2).

Expanding Resources

As long as all references use the same target name, you only need to mark the target once.

Multiple Targets • To cross-reference several targets with one reference, you only need to mark the reference once, then mark each target separately, using the same target name. For example, in the cross-reference shown below, you would mark just one reference.

One reference with several targets

This report reviews the past, present, and future status of HALVA International (see pages 4, 10, 12), with and emphasis on these characteristics as being vital to the continued survival of the company.

The European Connection
The year was 1939, and the rumors of war had become a nightmare of reality. With the transportation of goods between many countries blocked, and the lines of economic communication virtually severed, intercontinental business was at a standstill.

"Suddenly, the entire face of economics changed to a survival industry. Manufacturing resources were transformed overnight into a war machine. Sacrifice of conveniences became the test of civil loyalty."

It was an awkward, of not impossible, time for the birth of an import/export business. But then, Bryan Metcalf was not ordinary individual.

The Roots of Mail Order

Then you would mark each of the targets. When you generate the cross-references, each one will be separated by a comma and a space.

Marking Targets for Various Reference Types

You can cross-reference footnotes and endnotes, pages and secondary pages, counters, paragraph numbers, chapters, volumes, outlines, and captions for graphics boxes.

To mark a target for most of these items, move the insertion point to the immediate right of the item, then mark the target. For example, to mark a graphics box, use Reveal Codes to move the insertion point to the immediate right of the graphics box code you want to cross-reference, then mark the target.

The following are exceptions:

- If you are marking a page number, simply move to the text on the page that you want to cross-reference, then mark the target. Make sure you mark the target within the text you are referencing. This ensures that the cross-reference will be correct even if the text is moved to a different page.

- If you are referencing a counter that displays and increments automatically, the target must be before the counter.

See Also

- Counters • Page Numbering

Cut, Copy, Paste

Use Cut with Paste to move selected information, or use Copy with Paste to copy selected information.

Cutting and Copying Information

- 1 Select the text or graphics you want to cut or copy. If you need help, see *Select*.
- 2 Choose **Cut** or **Copy** from the **Edit** menu.

HINT: If you have selected text (not graphics), you can also click the right mouse button anywhere in the document window, then choose **Cut** or **Copy**.

You can now paste the information. It will remain on the Windows Clipboard until you cut or copy something else, or until you exit Windows.

Pasting Information

Once you have cut or copied information, you can paste it anywhere in the current document, in another document, or in another application.

- 1 Place the insertion point where you want to paste the information.

IMPORTANT: Any selected information in your document will be replaced with the Clipboard contents when you choose Paste.

- 2 Choose **Paste** from the **Edit** menu.

HINT: You can also click the right mouse button anywhere in the document window, then choose **Paste**.

Because information remains on the Clipboard until you cut or copy another selection (or until you exit Windows), you can paste the same selection into many different locations.

If you need information about Paste Special, see *Linking and Embedding* and your Windows documentation.

Additional Information***Append***

Append lets you add a selection to the Clipboard without deleting the Clipboard contents. See *Append*.

Paste Simple

You can use Paste Simple to make cut or copied text look exactly like the existing text at the insertion point. Paste Simple is only available using the keyboard unless you add it to the Toolbar. See *Adding Paste Simple to the Toolbar* later in this section.

The pasted text will take on the font style and size, text color, and any attributes (such as bold or italics) of the existing text at the insertion point.

If you pasted the text on a blank line in your document, the text will take on the default font style, color, and size, and remove any attributes.

Using Paste Simple •

- 1 From the document window, select the part of text that you want to cut or copy.

- 2 Choose **Cut** or **Copy** from the **Edit** menu.
- 3 Place the insertion point where you want to paste the text.
- 4 Press **Shift+Ctrl+v**.

Adding Paste Simple to the Toolbar • Instead of pressing Shift+Ctrl+v to use Paste Simple, you can save time by adding Paste Simple to the Toolbar.

To add Paste Simple to the Toolbar,

- 1 Choose **Preferences** from the **Edit** menu, then double-click the **Toolbar** icon.
- 2 Choose **Edit**, then make sure **Activate a Feature** is selected.
- 3 Choose **Edit** from the Feature Categories drop-down list.
- 4 Select **Paste Simple** from the Features list, then choose **Add Button**.
- 5 Choose **OK**, then choose **Close** twice to return to your document.

Clipboard

You can see the Clipboard contents using the Windows Clipboard application. For more information, see your Windows manual.

Text Appearance Attributes

Any text appearance attributes (such as bold or italics) are placed on the Clipboard with the text you have cut or copied. However, these attributes may not be retained if you paste the text into an application other than WordPerfect.

Space Added When Pasting Complete Words and Phrases

When you paste a complete word or phrase, WordPerfect inserts a space before or after, if necessary, to keep the word or phrase separate from surrounding text. For example, if you paste the phrase *of the story* immediately before the period in *This is the end.* you will get a correct sentence: *This is the end of the story.* instead of *This is the endof the story.*

See Also

- Drag and Drop Text

Date

Use the Date feature to place the current date and time in your documents and to change the date format.

Inserting the Date

- 1 Place the insertion point where you want to insert the date.
- 2 Choose **Date** from the **Insert** menu, then choose **Date Text** or **Date Code**.

Date Text inserts the date into your document. Date Code is updated to the current system date and time each time you open, insert, or print the document.

Selecting a Different Date Format

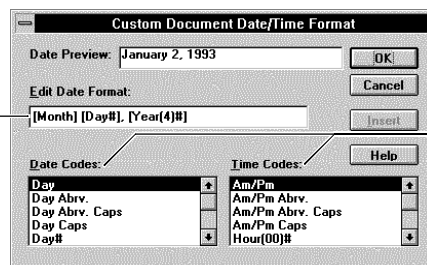
- 1 Choose **Date** from the **Insert** menu, then choose **Date Format**.
- 2 Select a format, then choose **OK**.

WordPerfect uses the new format for all dates you insert from that point forward in the current document.

Customizing a Date Format

- 1 Choose **Date** from the **Insert** menu, then choose **Date Format**.
- 2 Select the format you want to edit, then choose **Custom**.
- 3 Select and insert codes from the Date Codes and Time Codes list boxes to create a new date and time format.
- 4 Type any punctuation, spaces, and text, including WordPerfect characters, you want to include with the date in the Edit Date Format text box. You can also delete punctuation, spaces, text, and codes.

You can type punctuation or extra spaces in the date.



Let you insert new date and time codes

- 5 Choose **OK**.

WordPerfect uses the new format for all dates you insert from that point forward in the current document.

Additional Information

Default Date Format

If you want to use the same date format for all documents, insert a date format into your initial codes style. See *Initial Codes Style*.

Wrong Date and Time

If the wrong date and time are being displayed, you can correct them using the Windows Control Panel. See your Windows documentation if you need help.

Language

If you have selected a different language, the date displays according to the conventions of that language. See *Language* and *Language Resource File*.

Including the DATE Command in Merge Files

You can include a DATE command in a form file or a data merge file. WordPerfect then inserts the current date when you perform the merge. See *Merge* and *Appendix B: Merge Programming Commands*.

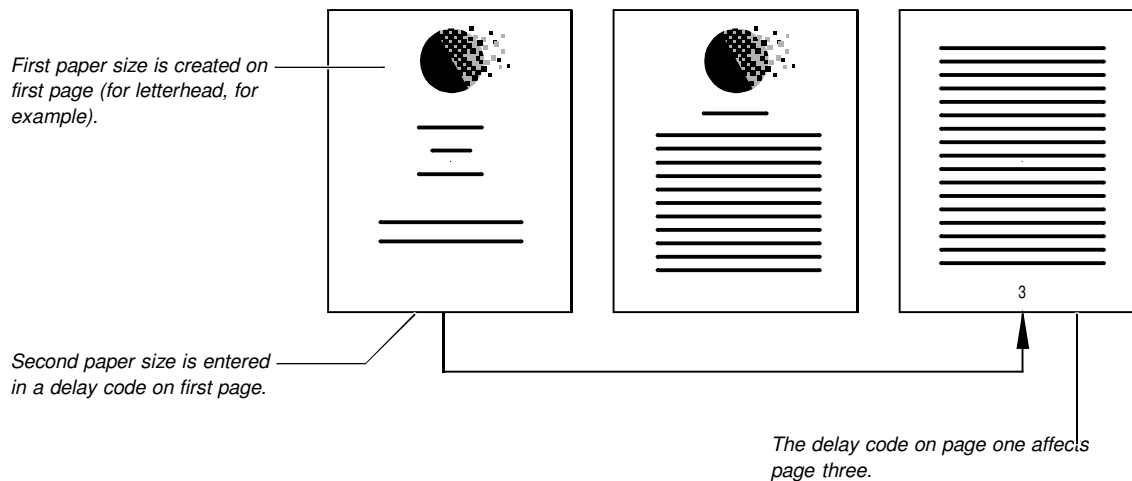
Delay Codes

Use Delay Codes to start features and insert codes that will take effect a specified number of pages after the current page.

How Delay Codes Works

When you use Delay Codes, you can select certain formatting features and graphics to take effect on a later page.

For example, if you are using letterhead for the first pages of your document, but you are using normal paper for the rest of the document, you can set the paper size for all pages at the beginning of your document. After you set up the first paper size, you can then place a second paper size in Delay Codes.



Codes You Can Delay

You can delay any open code or graphic. An open code takes effect from the code forward in your document or until another open code of the same type is encountered. Features that use open codes include Paper Size, Justification, Line Numbering, Font, Tab Set, and Margins.

Because a paired code requires a beginning and an ending code, you cannot delay paired codes. Features that use paired codes include Bold, Italics, and Tables. If you choose a paired code in Delay Codes, it is removed when you return to your document.

In addition, you cannot delay certain typing oriented codes (such as Indent, Center, Flush Right, or Tab).

Creating Delayed Codes

You can create delayed codes from any page in your document, and the delayed code will be placed at the top of your document (or at a previous hard page break).

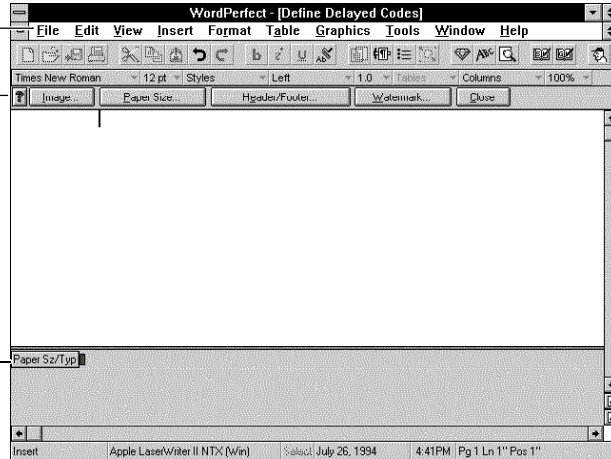
- 1 Place the insertion point on the page in your document where you want to delay codes.
- 2 Choose **Page** from the **Format** menu, then choose **Delay Codes**.

- Specify the number of pages you want to delay codes, then choose **OK**.

Choose features from the menus or use keystrokes.

Choose options from the Delay Codes feature bar.

Codes are displayed in Reveal Codes.



- Choose font and formatting options from the menus, or use the Delay Codes feature bar.

You can see the delayed codes in the Reveal Codes window.

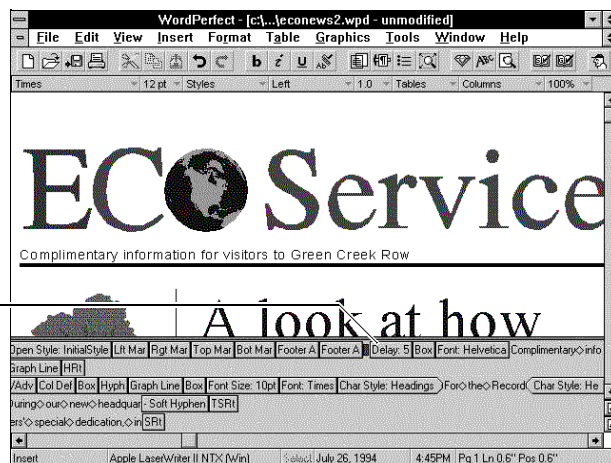
- When you have finished entering codes, choose **Close** from the Delay Codes feature bar.

Additional Information

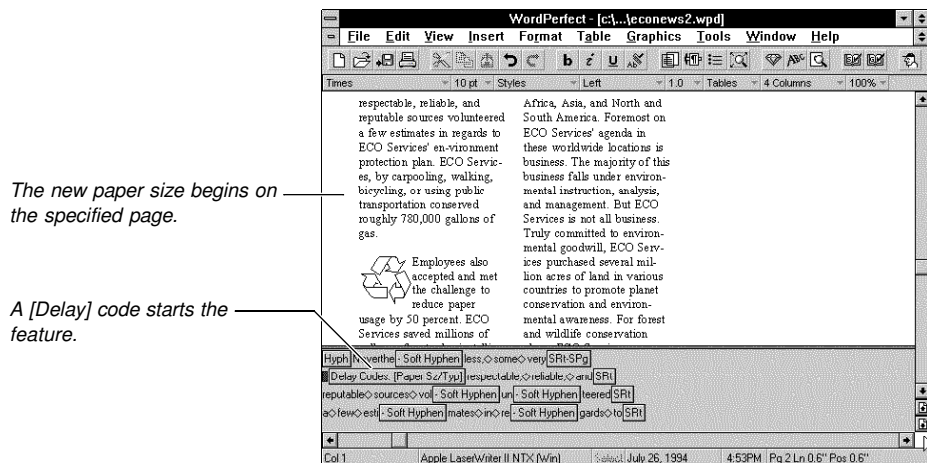
Delay Codes

When you create a delay code, a [Delay:#] code is inserted at the top of your document (or at a previous hard page break if one exists). The # sign represents the specified number of pages to delay codes.

A [Delay:#] code at the top of your document delays features for a specified number of pages.



On the page where changes take effect, a [Delay Codes] code turns on the features specified for that page.

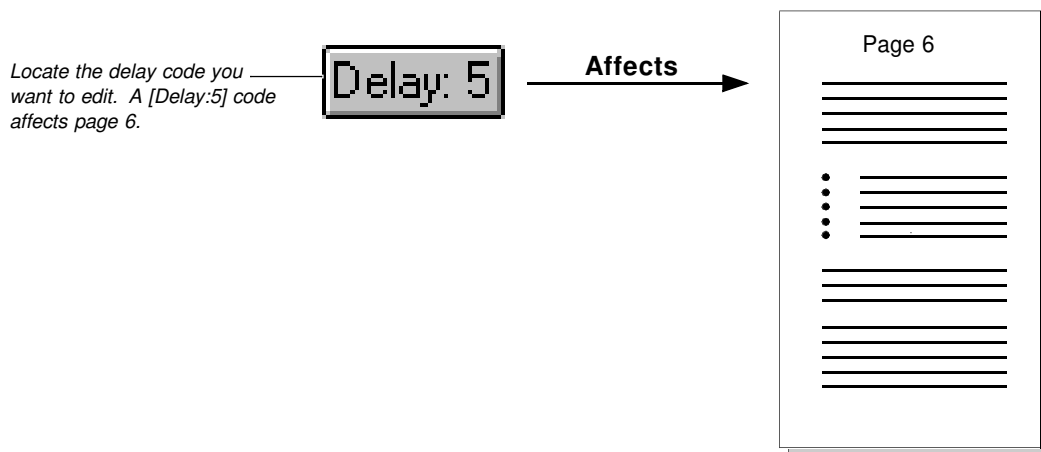


Delay Codes Entered For You

WordPerfect sometimes enters a delay code for you. For example, if you want to enter a second paper size code on page 6, simply go to page 6 and select a paper size. WordPerfect enters the second paper size code into a [Delay:5] code at the top of the document. The second paper size is then delayed from the top of the document to the insertion point.

Editing a Delay Code

When you delay codes for a page that is already affected by delay codes, the existing delay code displays in the Delay Codes window. You can then edit the delayed codes for that page.



- 1 Return to the top of your document or to a previous hard page break.
- 2 Choose **Reveal Codes** from the **View** menu.
- 3 Double-click on the [Delay] code you want to edit.

or

Choose **Page** from the **Format** menu, choose **Delay Codes**, specify the page number as displayed in the delay code you want to edit, then choose **OK**. (For example, if you want to edit the delay codes for page 6, specify 5 pages.)

- 4 Make font or formatting changes, then choose **Close** from the Delay Codes feature bar.

Delay Codes in Initial Codes Style

If you want to delay certain codes for all future documents, you can place the delay code in your initial codes style. See *Initial Codes Style*.

Deleting a Delay Code

To delete a delay code, choose **Reveal Codes** from the **View** menu, then drag either the main [Delay:#] code or the [Delay Codes] code out of the Reveal Codes window. The main [Delay:#] code is at the top of the document or at a previous hard page break. The [Delay Codes] code is on the page where changes take effect.

See Also

- Suppress

Delete

Use Delete to remove text, graphics, or codes from a document in a variety of ways.

Deleting Text and Graphics

- 1 Select the information you want to delete. If you need help, see *Select*.
- 2 Press **Delete** or **Backspace**.
or
Type new text.

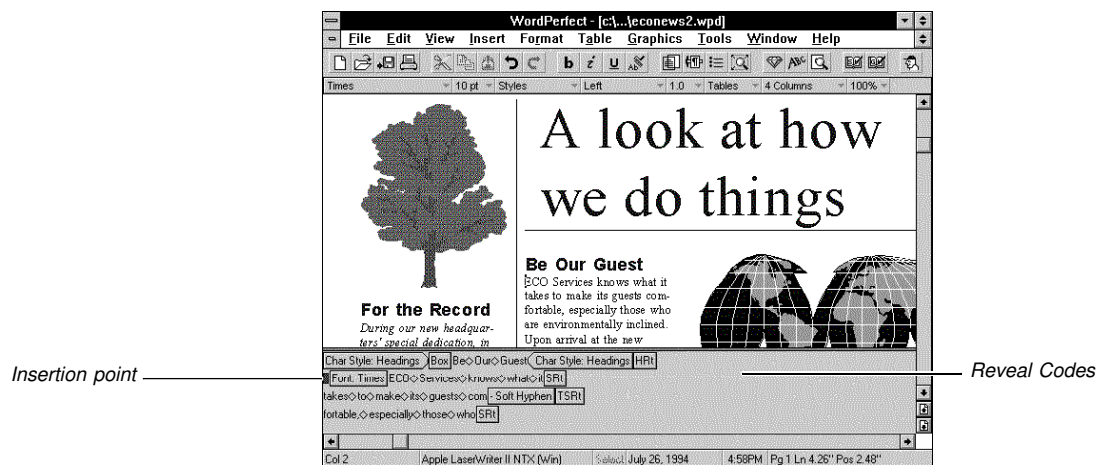
HINT: When you have selected information, you can also delete it by clicking the right mouse button anywhere in the document window, then choosing **Delete**.

You can also use the keystrokes listed below to delete text without selecting it. When you use these keystrokes to delete text, any codes within the text are also deleted.

Keystroke	Deletes
Delete	Character after the insertion point
Backspace	Character before the insertion point
Ctrl+Backspace	Word at the insertion point
Ctrl+Delete	From the insertion point to the end of the line
Ctrl+Shift+Delete	From the insertion point to the end of the page

Deleting Codes

- 1 Choose **Reveal Codes** from the **View** menu.



- 2 Place the insertion point on the immediate left or right of the code you want to delete.
- 3 Press **Delete** to delete the code to the right of the insertion point.
or
Press **Backspace** to delete the code to the left of the insertion point.

HINT: You can also delete a code by dragging it out of the Reveal Codes area with the mouse. See *Reveal Codes*.

Additional Information

Undeleting Information

You can undelete any of your last three deletions. The restored information is placed at the insertion point position. See *Undelete*.

You can also use Undo to restore your last deletion in its original location. See *Undo and Redo*.

Finding Codes

You can search for codes you want to delete. See *Find and Replace*.

Deleting Files

See *Managing Files and Directories* for information about deleting files.

See Also

- Cut, Copy, Paste

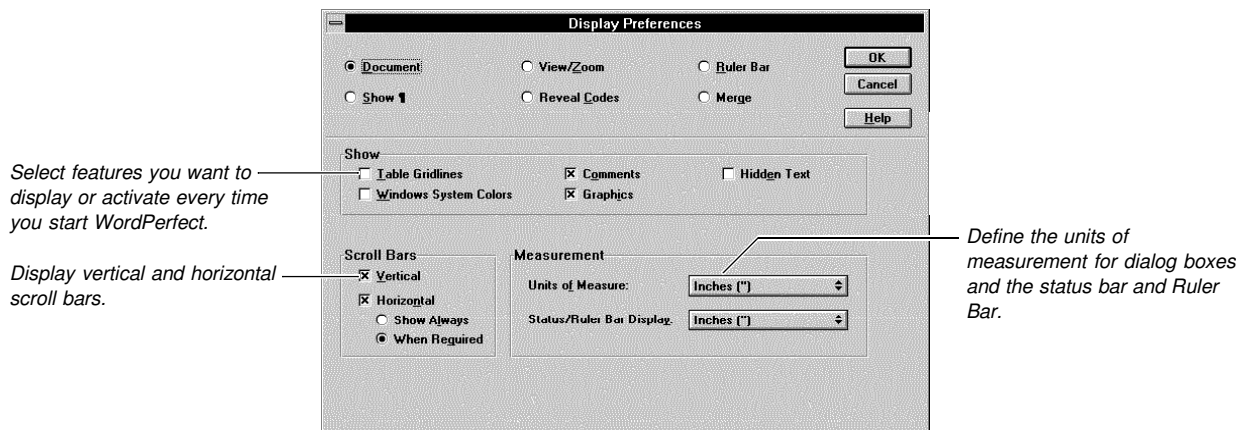
Display Preferences

Use Display Preferences to change options for the document window and to set options for Reveal Codes, Ruler Bar, Merge, and Zoom.

The changes you make in Display Preferences remain in effect until you change them again.

Changing Document Display Preferences

Use Document Display Preferences to display and activate features that affect the document window.



- 1 Choose **Preferences** from the **Edit** menu, then double-click the **Display** icon.

HINT: You can also place the insertion point on a scroll bar, click the right mouse button, then choose **Preferences**.

- 2 Select **Document**.
- 3 Select from the following scroll bar options:

Option	Lets You
Vertical	Display the vertical scroll bar.
Horizontal	Display the horizontal scroll bar.
Show Always	Display the horizontal scroll bar all the time.
When Required	Display the horizontal scroll bar only if the page extends beyond the right edge of the document window.

- 4 To change the units of measurement used on dialog boxes and displayed in Reveal Codes, select a unit of measurement from the Units of Measure pop-up list.
- 5 To change the units of measurement used on the status bar (see *Status Bar*) and Ruler Bar, select a unit of measurement from the Status/Ruler Bar Display pop-up list.
- 6 Select any other document preferences, described in the table below, then choose **OK** and **Close**.

Option	Lets You
Comments	Display or hide comments in your document. The way comments display depends on the View setting. See <i>Comment</i> .
Table Gridlines	Display dashed lines to represent table lines when you have turned off table lines. Gridlines help you see the location of cells in your table for quick editing. See <i>Tables: Lines, Borders, and Fill</i> .
Graphics	Display or hide graphics as well as the graphics boxes in your document. Deselect this option if you want the screen to redisplay faster and display gridlines for borders. See <i>Graphics: Adding to a Document</i> .
Hidden Text	Show hidden text. See <i>Hidden Text</i> .

Option

Windows System Colors

Lets You

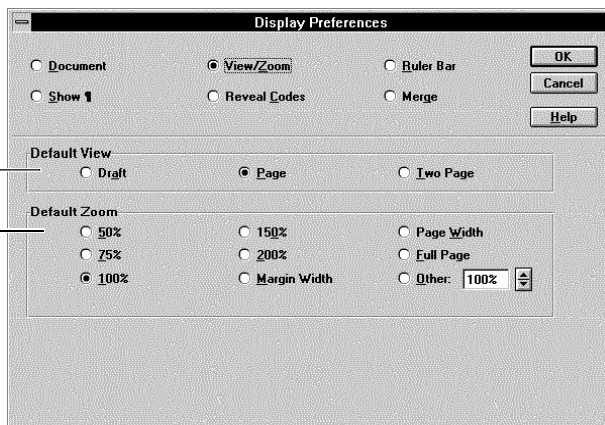
Display Windows System Colors for text and dialog boxes. See *Font*.

Changing View/Zoom Display Preferences

Use View/Zoom Preferences to select a default view mode and to specify the default Zoom percentage for all documents. See *Zoom* and *View Modes*.

Select a default View.

Select a default Zoom percentage or type.



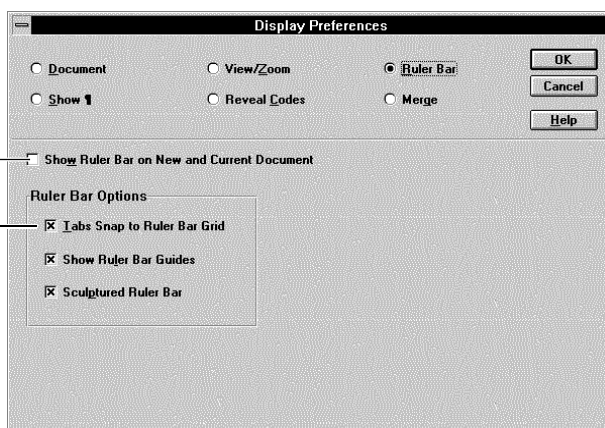
- 1 Choose **Preferences** from the **Edit** menu, then double-click the **Display** icon.
- 2 Select **View/Zoom**.
- 3 Select **Draft**, **Page**, or **Two Page** to specify the view WordPerfect uses as the default.
- 4 Select a predefined zoom percentage.
or
Specify a custom percentage in the Other text box (from 25% to 400%).
or
Select **Margin Width**, **Page Width**, or **Full Page** to calculate a zoom percentage based on your selection.
- 5 Choose **OK** and **Close** to return to your document.

Changing Ruler Bar Display Preferences

Use Ruler Bar Preferences to customize the way the Ruler Bar functions. See *Ruler Bar*.

Display the Ruler Bar every time you start WordPerfect.

Make tabs snap to the Ruler Bar grid, show Ruler Bar guides, and make the Ruler Bar appear three-dimensional.



- 1 Choose **Preferences** from the **Edit** menu, then double-click the **Display** icon.

2 Select **Ruler Bar**.

HINT: You can also click the right mouse button on the Ruler Bar, then choose **Preferences**.

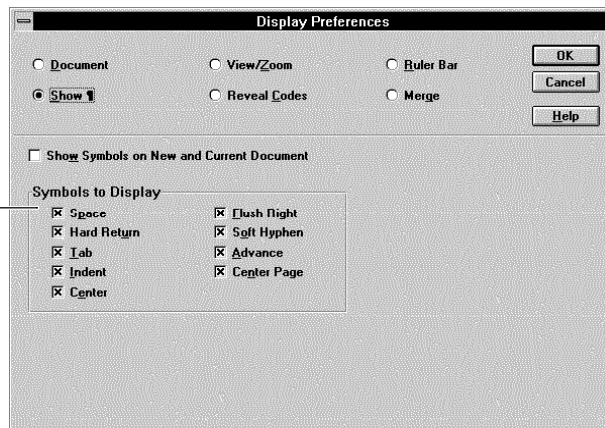
3 Select Ruler Bar options, described in the table below, then choose **OK** and **Close**.

Option	Lets You
Show Ruler Bar on New and Current Document	Show the Ruler Bar for the current and subsequent WordPerfect sessions.
Tabs Snap to Ruler Bar Grid	Make tabs “snap” to invisible gridlines in your document that occur every millimeter or 1/16 of an inch.
Show Ruler Bar Guides	Display a dotted vertical line (ruler guide) that extends from any tab or margin marker to the bottom of the document window when moving the tab or margin marker.
Sculptured Ruler Bar	Display the Ruler Bar so that it looks three-dimensional.

Changing Show ¶ Options

Use Show ¶ Display Preferences to display a symbol wherever there is a space, a hard return, a tab, or an indent. Symbols also display when you use center, flush right, soft hyphen, advance, or center page. See *Show Symbols*.

Display symbols for many WordPerfect features.



1 Choose **Preferences** from the **Edit** menu, then double-click the **Display** icon.

2 Select **Show ¶**.

3 Make sure that the options you want to display symbols for are checked.

HINT: If you choose **Show Symbols on New and Current Document**, all of the symbols you select will appear in the current document and each new document.

4 Choose **OK**, then choose **Close**.