

Chapter 1

WordPerfect Basics

In This Chapter

- ▶ Starting WordPerfect
 - ▶ Looking at the WordPerfect window
 - ▶ Typing your text
 - ▶ Naming, editing, and printing files
 - ▶ Leaving WordPerfect
 - ▶ Switching to other Windows programs
 - ▶ Getting help
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When you are discovering something new, whether it's how to drive a car or how to use WordPerfect, the best advice is to start with the basics and build up from there. Of course, an additional bit of advice we've learned the hard way is just make sure you've got a ride home. This tidbit comes free of charge, and is based on Richard's experience as a teenager learning how to drive a car with a manual transmission on the deserted country roads in the farm belt of Indiana. Unfortunately, when they were miles from home, Richard did a major no-no while trying to work the clutch, leaving the father-son duo stranded and forced to walk all the way home.

Taking a cue from Richard's mishap, this chapter not only gets you started using WordPerfect, but also makes sure that no matter where you are within the program, you'll never get stranded and wear out your shoes walking home. We show you how to perform the Big Five operations: get WordPerfect running, type some text, save the text in a file on disk, open the file again later, and print the file. Then, in later chapters, we get into some refinements, such as editing the text after you type it (Chapters 4-5) and making it look a little spiffier (Chapter 6-8).

Starting WordPerfect

To begin using WordPerfect, you have to start the program. You don't need to step on the clutch, but you do need to follow the following steps:

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- 1. Select Start→All Programs (or Start→Programs if using Windows ME).**

A list of all the programs installed on your computer appears.

- 2. Select WordPerfect Office 11.**

Another list appears, showing all of the programs that are part of WordPerfect Office 11.

- 3. Select WordPerfect.**

WordPerfect fires up and the WordPerfect window appears.

Jumpstarting WordPerfect

If you want to start WordPerfect with a single step, you can create a shortcut to WordPerfect and place it on your Windows desktop. To do so, follow these instructions:

- 1. Select Start→All Programs.**

A list of all the programs installed on your computer appears.

- 2. Right-click the WordPerfect Office 11 option.**

A pop-up menu appears, displaying a list of commands you can perform.

- 3. Choose Copy from the list.**

- 4. Right-click anywhere on the Windows desktop.**

If you have other programs running, you may need to minimize these programs so you can see the desktop. (If you don't know how to minimize programs, see the section, "A Perfectly Good Window," later in this chapter.)

- 5. Choose the Paste Shortcut option.**

A WordPerfect shortcut is now available on your Windows desktop. You can start WordPerfect by double-clicking it.

A Perfectly Good Window

After WordPerfect is running, you see the WordPerfect window, as shown in Figure 1-1. The wide expanse of white screen is a digital version of that plain old piece of white paper you can hold in your hand.

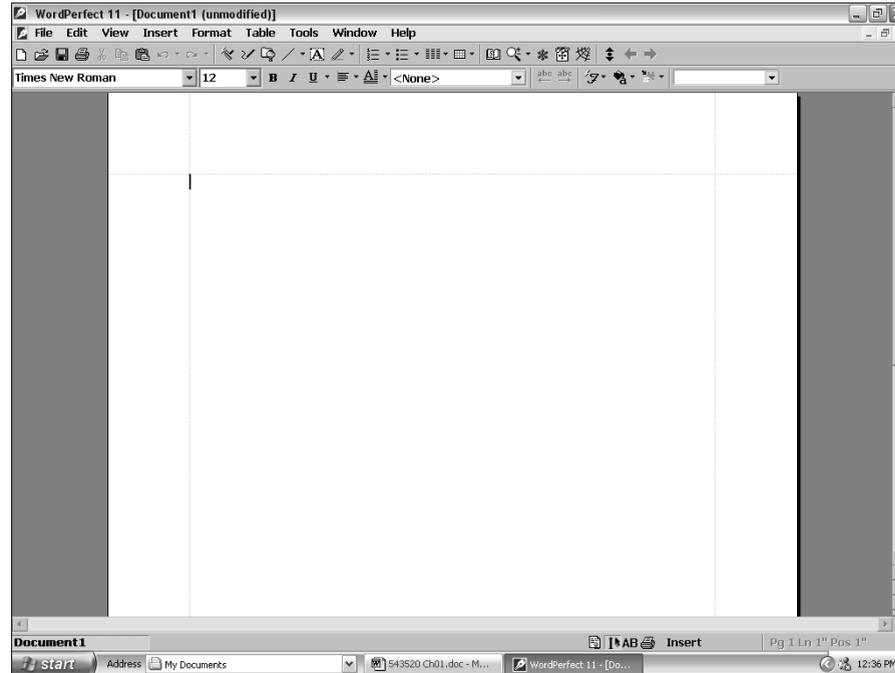


Figure 1-1:
The WordPerfect window.

The following list describes in more detail what you see in Figure 1-1:

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✓ **Title bar:** The title bar is the top edge of the window, displaying the words *WordPerfect 11 - Document1 (unmodified)*. This line tells you the name of the document that you are editing and reminds you that you are, in fact, running WordPerfect (more about documents later). The (unmodified) part tells you that you haven't typed anything yet.
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✓ **Minimize button:** Click this button to minimize WordPerfect, making it disappear into a little box on your Windows taskbar. WordPerfect is still running when you minimize it. You can restore the program by clicking the WordPerfect 11 button on the taskbar. WordPerfect jumps back into existence on your screen, exactly the way you left it.
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✓ **Maximize/Restore button:** The middle button lets you switch back and forth between having WordPerfect fill the whole screen (maximized) and filling just a part of it. Click it once to *maximize* the document. Click it again and you restore WordPerfect to its original size. The button changes its name and appearance from Maximize to Restore.
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✓ **Close button:** To put things simply, this button makes WordPerfect go away. It exits, disappears, terminates, goes poof! This button is very useful, but it's also kind of dangerous if you're in the middle of working

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on a document. Not to fear, however, because WordPerfect asks you to save changes before going bye-bye. For more information, see the section called “Leaving WordPerfect,” later in this chapter.

- ✓ **Document window controls:** You can use these three buttons to do the same thing as the WordPerfect window controls, only for your document. Minimize, maximize (or restore), or close a document. We talk all about editing many documents at the same time in Chapter 12.
- ✓ **Menu Bar:** The row of words just below the title bar is WordPerfect’s main Menu bar. We talk more about commands in Chapter 2.
- ✓ **WordPerfect 11 Toolbar:** Below the Menu bar is a row of buttons that make up the WordPerfect 11 Toolbar, which from here on we call, simply, “the Toolbar.” The buttons usually have little pictures on them. Later in this chapter, we show you how to use some of these buttons to save and print a document.
- ✓ **Property Bar:** The Property Bar has a bunch of controls that let you change how things look in your document. Whatever you’re doing in WordPerfect, the Property Bar changes to let you control all the characteristics (or properties) of what you’re working with. It’s pretty neat, actually.
- ✓ **Application Bar:** The bottom line of the WordPerfect window shows you which documents you are working with in WordPerfect (we discuss using multiple documents more in Chapter 12) and information about what’s happening in WordPerfect right now. Those are the controls on the Application Bar, and we talk about them in Chapter 2.
- ✓ **Scroll bars:** Along the right side of the window is a gray strip that helps you move around the document; you find out how to use it in Chapter 2. If your document is too wide to fit across the screen, WordPerfect displays a scroll bar along the bottom of the window, too, right above the Application Bar.

Typing Something

As a word processor, WordPerfect is designed for assembling pieces of text into something meaningful. As a result, the task of typing in all of those letters, words, phrases, and sentences seems like a rather important part of using WordPerfect.

Whatever you type appears where the cursor is currently. You can use either the mouse or the keyboard to move that cursor (as Chapter 2 explains). By default, you’re in *insert mode*, which means that whatever you type is inserted into the text. If your cursor is between two letters and you type a new letter, the new one is inserted between the two original letters.

To undo text you have just typed, click the Undo button on the Toolbar. (The Undo button looks like a left pointing arrow.) Or you can press Ctrl+Z or click Edit on the Menu bar, and then click Undo. (See Chapter 2 for more details.) To fix an earlier mistake, first move the cursor to the text that you want to change. If you want to delete just a letter or two, you can move the cursor just after the letters and then press the Backspace key a couple of times to wipe them out. Or you can move the cursor right before the letters and press the Delete key. Same difference — the letters disappear. See Chapter 5 to find out how to delete larger amounts of text.

Chapters 2 and 3 contain lots of information about using the keyboard and the mouse to do things in WordPerfect.

Typing More Than a Line

After you begin typing, you can go ahead and say what you have to say. But what happens when you get to the end of the line? Unlike a typewriter, WordPerfect doesn't go "Ding!" to tell you that you are about to type off the edge of the paper and get ink on the platen. Instead, WordPerfect (like all word processors) does something called *word wrap*. It figures out that you are almost at the right margin and moves down to the next line *all by itself*.



Not pressing the Enter key at the end of each line is important. WordPerfect, like all word processors, assumes that when you press Enter, you are at the end of a paragraph. If you press Enter at the end of each line, you'll have a hard time making formatting changes to your document later on.

If you change the margins later or use a different font, WordPerfect adjusts the formatting so that your paragraphs fit within the new margins.

If you want to split one paragraph into two, simply position your cursor just before the letter where you want the new paragraph to begin and press Enter. Voilà! WordPerfect moves the rest of the line down to a new line and re-formats the rest of the paragraph to fit.

Saving Documents

Every time you type in WordPerfect, whether it's a love letter to your secret admirer, a huffy memo to your boss, a to-do list for your spouse, or the next great American novel, you create a *document*. WordPerfect calls your unsaved documents Document1 (or Document2, Document3, and so on, depending on how many unsaved documents you have open).

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Saving a document for the first time

There are at least three ways to save a document. We're sure that your insatiable curiosity will drive you to find out all three, but this method is our favorite. Follow these steps:



1. Click the **Save** button on the **Toolbar**.

The Toolbar is the row of little buttons just below the title bar.

If you don't like clicking tiny buttons, choose File from the menu, then click Save. Or, if you love pressing key combinations, press the Ctrl+S.

The Save File dialog box appears (see Figure 1-2). Chapter 2 tells you more than you ever wanted to know about dialog boxes.

2. In the **File Name** box, type a name for the document.

When the Save File dialog box first appears, WordPerfect tries its best to supply a name for your document by putting the first line, sentence, or series of words into the File Name box, followed by a .wpd extension tacked on the end.

The text is highlighted so you can type a new name if you don't like the one WordPerfect gave you. Feel free to name your document (almost) anything that you want. (You don't have to type the .wpd part, although you may if you really, really want to.)

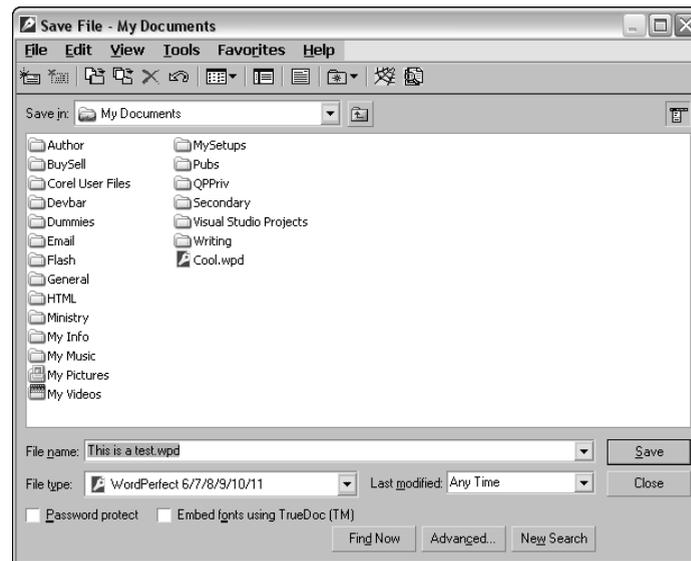


Figure 1-2:
The
WordPerfect
Save File
dialog box.

3. Choose a different folder or disk drive for your document file, if you want to.

To save your document in some other folder within My Documents, double-click any folder shown in the dialog box.

To create a new folder, choose File⇨New⇨Folder; type a name for the new folder that appears, and then press the Enter key.

To save somewhere outside of My Documents (or on another disk drive) click the down arrow next to My Documents and in the list that appears, click to choose any other folder or drive (such as A: for your floppy disk drive).



If you've used other Windows programs before, you might be surprised to see a menu bar in the Save File dialog box. You are not seeing things — WordPerfect is fairly unique in its use of a menu bar within dialog boxes. Enjoy the added functionality!

4. Press the Enter key on your keyboard or click the Save button.

WordPerfect saves the document in the file that you chose. You can tell that this procedure worked because the document's title bar changes from including the Document1 text to test.wpd (or whatever you named your file).



You can press the Esc key at any time to cancel saving the file.

Saving a file for the second time

If you make changes to a file after you've saved it, you need to save your new changes. If you want to keep two versions of the document (the original and the revised version, for example), you can do that, too. What you can't do is have two documents in the same folder that have the same name; WordPerfect overwrites the old version of the file with the new version of it. However, WordPerfect warns you about this situation before it overwrites any files.

When you try to save a file for a second time but you don't change the name slightly, a Save As dialog box appears, telling you that the file already exists and asking whether you really want to replace it (irrevocably deleting the existing file in the process). You have two, count 'em, two options here:

- ✓ Yes, to replace the existing file
- ✓ No, to enter a different name for your new file

From there, saving the file is exactly the same as described in the previous section, "Saving a document for the first time." Press the Esc key if you have second thoughts about saving the file. The dialog box disappears.

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Chapter 12 describes useful things to know about files, including how to delete, move, and copy them.

Saving a document for the third, fourth, and fifth time

You can click the Save button to update the contents of that document without needing to name the file again. WordPerfect assumes you want the document saved with the same filename and folder as before.



WordPerfect automatically saves a backup of your document every ten minutes. See Chapter 18 for details on how you can change the setting to be any interval you choose.

Filename rules

Whether you were the teacher's pet in school or the rebel at the back of the class, you must follow certain rules for naming files in WordPerfect. There's no way around them. Here they are:

- ✓ Filenames can be as long as 255 characters. Try to rein it in, now!
- ✓ Most filenames contain a period (.). What follows the period is called an extension, is usually three letters, and usually describes the type of the file. WordPerfect documents use the extensions `.wpd` (which stands for word processing document), `.frm` (which stands, obscurely, for mail merge forms, covered in Chapter 15), and `.dat` (mail merge data files, also in Chapter 15).
- ✓ You can omit the period and the extension if you want. (WordPerfect adds them by default.)
- ✓ Although you can use any extension you want for your document, we strongly recommend sticking with the standard `.wpd` extension. Windows looks at the extension to recognize the kind of file it is and allows you to perform certain actions based on file type. If you don't use a standard extension, Windows won't know what to do with the document.
- ✓ You can use letters, numbers, spaces, and almost all punctuation in the name and extension. However, there are certain characters that are no-no's to use in the filename, including the following: `\`, `/`, `:`, `*`, `?`, and `<>`.
If you try to use one of these characters, WordPerfect politely tells you about the problem and allows you to change the name.

- ✓ You can use either capital or small letters; neither Windows nor WordPerfect much cares. In fact, the programs don't even distinguish between caps and lowercase letters (they're not *case sensitive*). `PIQUED`, `MEMO.WPD`, `piqued memo.wpd`, and `Piqued Memo.wpd` all are the same filename, as far as Windows is concerned. (The `.wpd` extension may or may not show up, depending on your Windows settings.)

Opening and Editing Files

Sometimes you make a brand-new document from scratch. But often, you want to edit a document that is already stored on your computer. It may be a document that you made earlier and saved, a document created by someone else, or a love note left for you by a secret admirer. (Hmmm, secret admirers are getting more high-tech these days, aren't they?) Whatever the document is, you can look at it in WordPerfect. This process is called *opening* (or *loading*) the document.

Here's how to open a saved document:



1. Click the Open button on the Toolbar.

This button is the one with a tiny yellow folder on it — usually, the second button from the left. If you don't like clicking little buttons, choose File, then Open, or press Ctrl+O.

WordPerfect displays the Open File dialog box (see Figure 1-3).

Displaying this dialog box is the program's subtle way of saying that it wants to know which file you want to open. The Open File dialog box can show you only the files in one folder at a time; the name of the folder you're currently looking in appears in the Look In box.

2. Choose a file from the list that is displayed.

To choose a file, click a name in the list of displayed names. WordPerfect highlights the name by displaying it in another color to show that it knows the one you want.

Can't see your file? To look for it in any folder shown in the dialog box, double-click the folder. To look within other disk drives or folders on your PC, click the tiny down-triangle next to the Look In box. Double-click any folder or disk drive that appears. The place WordPerfect usually keeps its files is in your My Documents folder.

3. Click the Open button (or press the Enter key).

WordPerfect opens the file, reads the document, and displays it on-screen.

Now you can make changes in the document, save it again, print it, or whatever.

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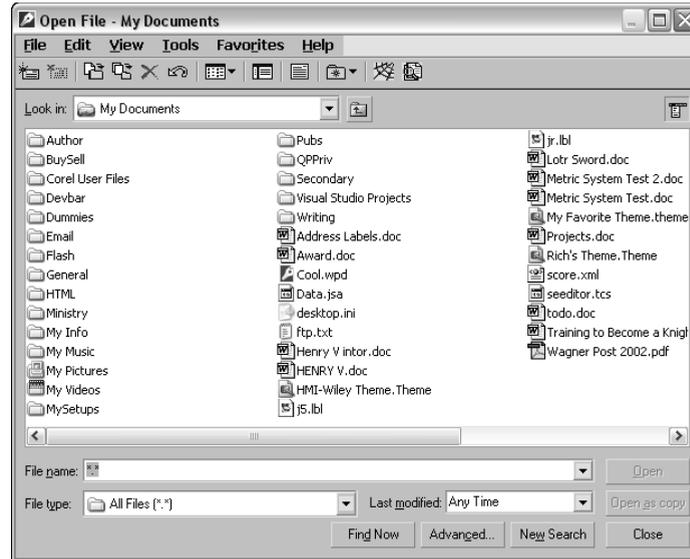


Figure 1-3:
Opening a
file you
made
earlier.



When you open a document created using another software program, you briefly see a little box with the message that a conversion is in progress. For more details, see the discussion of file types in Chapter 12.

Printing Your Document

After you type a document or edit it until it looks the way you want it to look, you will probably want to print it. After all, the goal of most word processing is to produce — on paper — a letter, memo, report, or what have you. If you work in the Paperless Office of the Future (just down the hall from the Paperless Bathroom of the Future), you may be able to send your memo or letter electronically at the touch of a button. For the rest of us, though, paper works well.

These steps show a fast way to print your document:

1. **Save the document first, just in case something goes wacky while you are trying to print it.**

To save, click the Save button on the Toolbar. (Refer to “Saving Documents,” earlier in this chapter, if you don’t know what we’re talking about.)

2. **Turn on your printer and make sure that paper is in the printer.**



3. Click the Print button on the Toolbar.

Print is the button that shows a little printer with a piece of paper sticking out of the top — usually, the fourth button from the left.

A big Print To (*your printer name here*) dialog box appears. Click the Print button in that dialog box.

WordPerfect then prints the document in all its glory. Pretty simple, huh? Chapter 11 contains lots more information about printing, including the care and feeding of your printer.

If you don't like the way your polished prose looks on the page, look in Chapter 6 to find out how to choose which typeface (or typefaces) to use for the text. Chapter 7 tells you how to center and justify text, and Chapter 8 shows you how to number pages and how to print page headers and footers.

Leaving WordPerfect

Because Windows allows you to run multiple programs at the same time, you don't have to leave WordPerfect every time you want to check your e-mail, browse Amazon.com, or play a little game of Solitaire. In fact, you may choose to leave WordPerfect running all day so that you can switch back to it in a jiffy. But sooner or later, you will need to stop running WordPerfect, at least before you exit Windows and turn off your computer.

To leave WordPerfect, you can use the Exit command on the File menu. We talk more about how to use commands in Chapter 2, but these steps show you what you have to do:

1. Click File on the Menu bar.

The File drop-down menu appears.

2. Click Exit.

If you have created or changed a document but haven't saved the document in a file, WordPerfect asks whether you want to save the document now.

3. Click Yes to save the document, click No to skip saving it, or click Cancel to return to WordPerfect without exiting.

Choose No only if you are sure that the document doesn't contain anything you ever want to see again.



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You can also leave WordPerfect by clicking the shiny red Close button at the top of the WordPerfect window.

Never turn off the computer without exiting WordPerfect and Windows; you may catch these programs unawares (with their digital pants down, as it were), and so your documents may not have saved. If something unexpected happens and your computer chokes before you can exit WordPerfect, the next time you start the computer you may get some complaints (see Chapter 19 for information about what to do if you see them).

Getting Some Help

If you get stuck anywhere in WordPerfect and don't have this book handy, you can always press F1. Pressing F1 runs the WordPerfect Help system, which contains most of the text in the WordPerfect reference manual. It's usually easier to find information in the online Help than to riffle through printed pages. Chapter 2 describes online Help.