

Chapter 1

WordPerfect Basics: Out of the Box and Raring to Go

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're discovering something new, whether it's driving a car or using WordPerfect, the best advice has always been: Start with the basics and build from there. We show you how to perform the Big Five word-processing operations: get the program (WordPerfect) running, type some text, save the text in a file on disk, open the file again later, and print the file. By reading this chapter, you find out how to coax WordPerfect into performing these five operations. Then, in later chapters, we get into some refinements, such as editing the text after you type it (Chapters 3 and 4) and making it look spiffier (Chapters 6 through 9).

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 these steps:

1. **Choose Start→All Programs (or Start→Programs if you're using Windows ME).**

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

2. **Choose WordPerfect Office 12.**

Another list appears, showing all the programs that are part of WordPerfect Office 12.

3. **Choose WordPerfect.**

WordPerfect fires up, and the WordPerfect window appears. Or, if this is the first time you've run WordPerfect 12, a dialog box appears, asking you what mode you want to work in.

4. **If you see a dialog box, asking what mode you want to work in, click the OK button to select WordPerfect mode.**

WordPerfect 12 allows you to work in different modes. For now, just click OK to select WordPerfect mode. (See Chapter 18 for details on modes.) And if you'd prefer not to see this dialog box when you start WordPerfect, uncheck the Show at startup box.

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.

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

- ✓ **Title bar:** The title bar is at the top of the window, displaying the words WordPerfect 12 - [Document1 (unmodified)]. This line tells you the name of the document you're editing (more about documents later) and reminds you that you are, in fact, running WordPerfect. The (unmodified) part tells you that you haven't typed anything yet.



- ✓ **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 return the program to the way it was by clicking the WordPerfect 12 button on the taskbar.



✔ **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.



✔ **Close button:** To put things simply, this button makes WordPerfect go away. It exits, disappears, terminates, goes poof! This button is useful, but it's also kind of dangerous if you're in the middle of working 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 16.

✔ **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 12 toolbar:** Below the menu bar is a row of buttons that make up the WordPerfect 12 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're working with in WordPerfect (we discuss using multiple documents more in Chapter 16) and status information about what's happening in WordPerfect right now. Several controls are also 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.

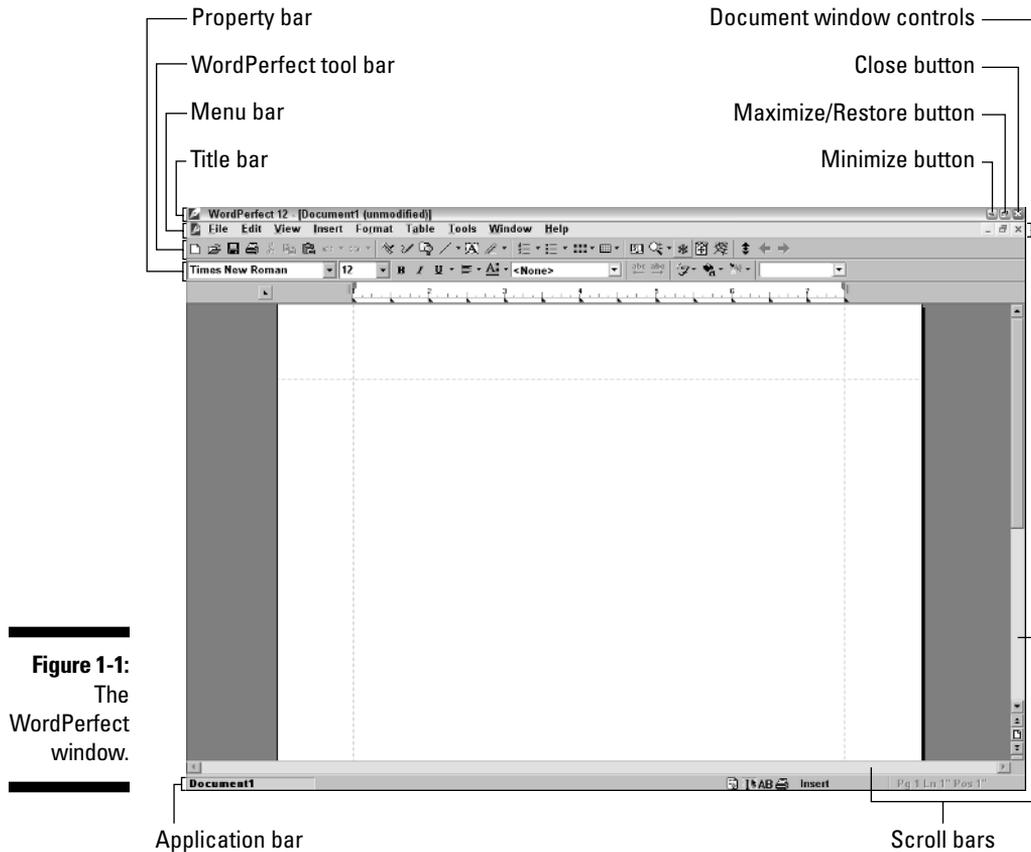


Figure 1-1:
The
WordPerfect
window.

Typing Something

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

Whatever you type appears at the cursor's location. You can use 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've just typed, click the Undo button on the toolbar. (The Undo button looks like a left 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 3 to find out how to delete larger amounts of text.

Wrapping Your Text for You

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're 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're 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 reformat 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).

Saving a document for the first time

You can save a document in at least three ways. We're sure that your insatiable curiosity will drive you to find out all three, but the following method is our favorite:



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→Save. Or, if you love pressing key combinations, press the Ctrl+S. The Save File dialog box appears, as shown in Figure 1-2. (Check out Chapter 2 to find out more than you ever wanted to know about working with dialog boxes.)

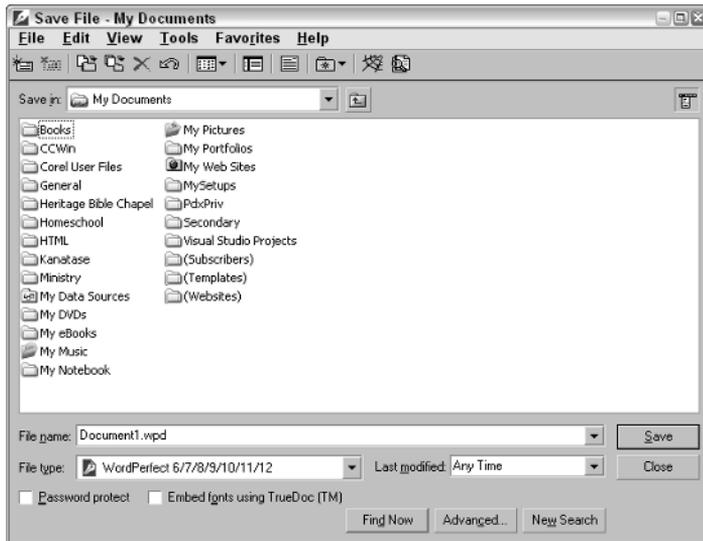


Figure 1-2:
The
WordPerfect
Save File
dialog box.

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 you want. (You don't have to type the .wpd part, although you may if you really, really want to.)

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



3. If you want, choose a different folder or disk drive for your document file:

- To save your document in some other folder in 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 My Documents (or on another disk drive), click the down arrow next to My Documents. 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. Enjoy the added functionality — on the house!

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 Document1 to whatever you named your 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 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 with the same name in the same folder; WordPerfect overwrites the old version of the file with the new version — after warning you.

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 the same as described in the preceding 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.

Chapter 16 describes useful things to know about files, including how to delete, move, and copy them.

Saving a document the third, fourth, and fifth times

When you want to save the contents of the document without renaming it, you can simply click the Save button. 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 19 for details on how you can change the setting to another interval.

Filename rules

Whether you were the teacher's pet or the rebel at the back of the class, you must follow certain rules for naming files in WordPerfect (and in other Windows programs for that matter). 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 determine what kind of file it is and allows you to perform certain actions based on the 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, certain characters 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's 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⇨Open, or press Ctrl+O.

WordPerfect displays the Open File dialog box, as shown in 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 the files in only 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.

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.

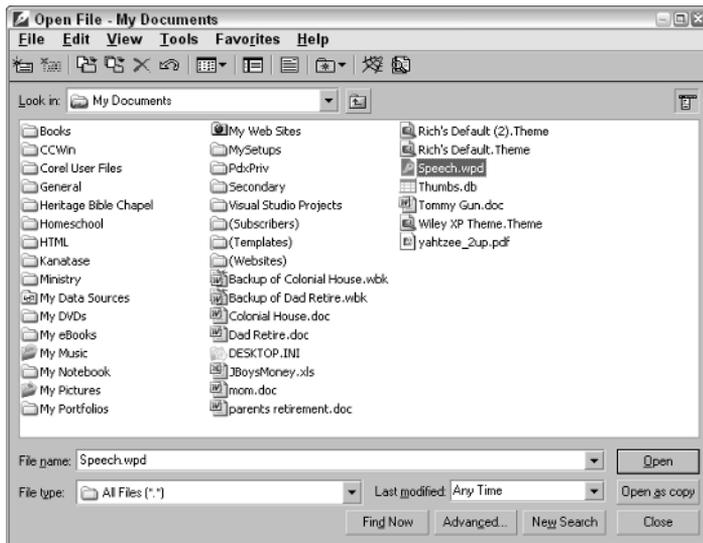


Figure 1-3:
Opening a
file you
made
earlier.

Can't see your file? To look for it in any folder shown in the dialog box, double-click the folder. To look in other disk drives or folders on your PC, click the down arrow 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. You can also just double-click the filename to open the document.



When you open a document created in 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 Chapters 13 and 14.

Printing Your Document

After you type a document or edit it until it looks the way you want it to look, you'll 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're 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 the printer has paper.

3. Click the Print button on the toolbar.



The Print button has a little printer with a piece of paper sticking out of the top — it's usually the fourth button from the left.

A big Print To (*your printer name here*) dialog box appears.

4. Click the Print button in the Print To dialog box.

WordPerfect then prints the document in all its glory. Pretty simple, huh? Chapter 5 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, go to Chapter 6 to find out how to choose which typeface (or typefaces) to use for the text. Chapter 8 tells you how to center and justify text, number pages, and 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 may want to close WordPerfect.

To shut down WordPerfect, choose File⇨Exit. (We talk more about how to use commands in Chapter 2.) If you've created or changed a document but haven't saved the document in a file, WordPerfect asks whether you want to save the document now. 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're sure that the document doesn't contain anything you ever want to see again.



You can leave WordPerfect also 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) before they could save your documents. If something unexpected happens and your computer chokes before you can exit WordPerfect, you may get some complaints the next time you start the computer. (See Chapter 19 for information about what to do if you see them.)

Getting Some Help

Calling for help in a Windows program such as WordPerfect is a little like calling for help at the Arnold Schwarzenegger School of Lifeguard Training: Prepare to be overwhelmed. You don't just get information — you get an entire, muscle-bound, information-retrieval-and-management system designed to meet your assistance requirements.

We're not even going to try to explain everything that this Dream Team of life-savers can do. Instead, we just give you the simplest way to use Help. For the fancy stuff, we recommend that you play around in Help to your heart's content.

Using the Help menu

The simplest part is calling for Help. Click Help on the menu bar (or press Alt+H). At this point, it's a good thing that you're not literally drowning when you call for help in WordPerfect, because now you must decide precisely *how* you're going to ask for help. The Help Topics option is reasonable and straightforward. The Ask the PerfectExpert option is so cool that we talk about it in its own section (see "Asking PerfectExpert," later in this chapter).

If you select Help Topics, you see a Help window with several tabs at the top, the first three of which are found in the Help windows of many programs:

- ✓ **Contents:** This option is associated with an icon that looks like a closed book. You can see a list of topics or you can click one of the question marks to see the Help information for a particular topic.
- ✓ **Index:** WordPerfect Help displays a list of all topics, arranged alphabetically. As you type the first few letters of the topic you're interested in, WordPerfect displays the index entry that starts with what you typed.
- ✓ **Find:** Okay, what you were looking for wasn't in the index. That's okay; WordPerfect Help can flip through the entire Help file, looking for any word you want. But wait — this is Windows. The first time you try to find something, a Find Setup Wizard asks you technical questions about how you want to search the Help file. Just click the Next button and the Finish button, and then go get a cup of coffee while Windows creates a word list. When it's finished, you see a screen very much like the one on the Index tab. As you type your word, WordPerfect Help shows you which words match what you typed. Click a matching word, and WordPerfect Help shows you some Help topics.
- ✓ **Corel Knowledge Base:** If you can't find the information you're looking for in the first three tabs, the Corel Knowledge Base serves as the last line of help for answers to common questions. To use the Knowledge Base, type a term you want information about (such as *thesaurus*) and click the Search button. If you're connected to the Internet, your Web browser launches, takes you directly to the Corel Web site (www.corel.com), and looks up the answer for you. The results of your search are displayed in your default Web browser.



You get the same information about a topic (and the info is displayed in the same window) whether you choose the Contents, Index, or Find method to search for it. Often, several areas of text are highlighted in green; each of these areas is itself a topic. When you click one of these areas, you get information on that topic. If you get lost in this labyrinthine Hall of Help and

want to find your way back, look for a Back button at the top of the Help window and click it. To make the Help window go away, the easiest thing to do is click the button with the *X* in it (the Close button) in the upper-right corner.

Getting context-sensitive help

If you want the Help feature to pare down the list of topics to things that are related to whatever you're doing right now, you can get context-sensitive Help by pressing F1. When you're in the middle of using a menu or a dialog box, press F1. Zap! WordPerfect figures out exactly which topic you ought to be interested in. If you press F1 with the pointer in the middle of your text, you see the same Help window that appears when you choose Help⇨Help Topics on the menu bar.

Another form of context-sensitive help is available. In the upper-right corner of almost all dialog boxes, you find a button with a question mark on it. Click that button, and your mouse pointer turns into a little cartoon "thought balloon" with a question mark on it. Click something in the dialog box, and a little yellow Help box pops up with a description of the thing you clicked.

These steps show you how to ask for help with menu commands and buttons:

- 1. Press Shift+F1.**

Or, if you're in a dialog box, click the question mark button at the top of the dialog box. The mouse pointer turns into a little pointer with a cartoon thought balloon attached to it.

- 2. Point to a menu command or button, and click it.**

- 3. If you're looking in a menu, scroll through the menu until you find the topic you want help with.**

- 4. Release the mouse button.**

The context-sensitive Help for that command appears.

Asking PerfectExpert

Another tool to help you along the way is PerfectExpert. PerfectExpert can sit by your side and guide you step-by-step through the process of creating a document. To access PerfectExpert, choose Help⇨PerfectExpert. The PerfectExpert pane (see Figure 1-4) appears on the left side of the screen. This pane contains a bunch of buttons corresponding to the steps in a writing project — at least what Corel thinks the steps in a writing project should be.

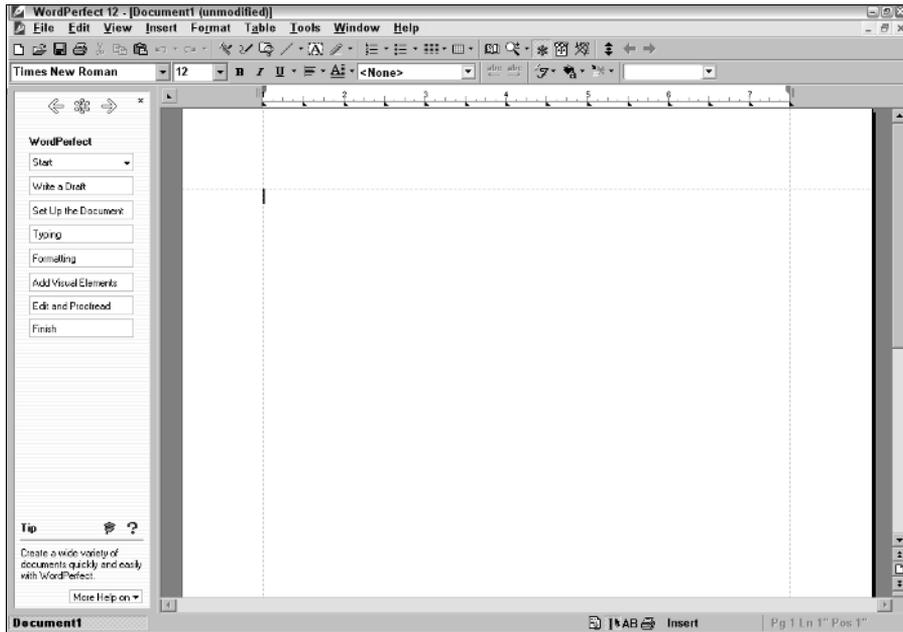


Figure 1-4:
Perfect-
Expert at
your side.

Here are some tips for using PerfectExpert:

- ✓ **Begin with the Start button and end with the Finish button.** The buttons you click in between Start and Finish are up to you.
- ✓ **Each time you click a button, you get more buttons to click; or you can just write a document in the document window, as usual.** PerfectExpert's buttons simply step you through the same features you could access through WordPerfect's commands and buttons.
- ✓ **To begin a new document, click Start.** You can then click the Blank Document button that's displayed to create a new, blank document. If you choose the New Project/Existing Document button instead, a PerfectExpert dialog box appears — the same one that appears if you choose File⇨New from Project on the menu bar.



To see a Help screen, click the More Help On button, at the bottom of the PerfectExpert panel.

See Chapter 12 for more on how to use PerfectExpert to create a variety of documents.