
Welcome to Corel WordPerfect

Corel WordPerfect is a powerful, yet easy-to-use, word processor that can help you create all the documents you use at work, school, or home.

With WordPerfect, you can quickly and easily create letters, memos, reports, newsletters, books, and many other types of documents.

WordPerfect combines standard and advanced word processing features with drawing capabilities, superb graphics handling, and support for Apple technologies such as QuickTime, Apple Events, and WorldScript.

To help you get started with WordPerfect, this chapter includes:

- ♦ What Should I Do First?
- ♦ Hardware and Software Requirements
- ♦ Installing WordPerfect
- ♦ Starting WordPerfect
- ♦ Getting Help

What Should I Do First?

New to Macintosh Computers?

If you are new to computers, or to the Macintosh,

- 1 Use your Apple manuals or tutorial to become familiar with the basic functions of the Macintosh, such as pointing, clicking, and dragging. You should also become familiar with terms such as the desktop or finder, scroll bars (sliders), close box, and zoom box.
- 2 Read through this *Getting Started* section while at your computer to install WordPerfect and become familiar with the WordPerfect environment.
- 3 Work through the lessons in *Chapter 3: Learning the Basics*.
- 4 Refer to this *User's Guide* to answer questions as you use WordPerfect.

Experienced with Macintosh?

If you have used other word processors for the Macintosh but are new to WordPerfect,

- 1 Glance through this *Getting Started* section to install WordPerfect and become familiar with the WordPerfect environment.
- 2 Work through the lessons in *Chapter 3: Learning the Basics* if you want guided instructions for creating, editing, and formatting your first WordPerfect document.
- 3 Refer to this *User's Guide* to answer questions as you use WordPerfect.

Experienced with WordPerfect for Macintosh?

If you are familiar with WordPerfect but are new to version 3.5,

- 1 Glance through this *Getting Started* section to install WordPerfect and become familiar with the new WordPerfect environment.
- 2 Refer to this *User's Guide* to answer questions as you use WordPerfect.
- 3 Refer to the *Read Me* files in the *WordPerfect: Documentation* folder for additional information.

Hardware and Software Requirements

Macintosh

- ♦ A Macintosh Plus or later, with a hard disk and 9 MB free for complete installation
- ♦ System 6.0.7 or later
- ♦ 2 MB available RAM (System 6.0.x) or 4 MB available RAM (System 7.0 or later)

Power Macintosh

- ♦ Hard disk with 11 MB free for complete installation
- ♦ 4.5 MB available RAM
- ♦ System 7.1.2 or later

If you want to use features such as QuickTime (movies), Publish and Subscribe, or Balloon Help, you need to use System 7.0 or later. If you want to use features such as QuickDraw GX Printing, you need to use System 7.5 or later. If you do not have the proper system version, see your Apple dealer to obtain an update.

Installing WordPerfect

Before you install WordPerfect, you may want to make a backup copy of the WordPerfect disks.

Make sure you always store your disks in a safe place. Avoid exposure to sunlight, dust, and magnetic fields (including televisions and stereo speakers). If a disk becomes damaged or lost, you may not be able to recover the contents of the disk.

To install WordPerfect,

- 1 Quit any applications that are active.

If your system uses anti-virus or file compression extensions, you may need to turn them off and restart the computer to avoid possible conflicts with the

installation. If you wish, you can scan the WordPerfect disks with an anti-virus program before installing.

2 Insert the WordPerfect 1 disk in any drive.

The Installer disk opens, and the Installer window appears.

3 Double-click **Install WordPerfect**.

4 Follow the prompts on your screen.

For step-by-step instructions, refer to the *Read Me* file that appears on your screen. You may also print the Read Me file.

Custom Installation

Use the Custom Installation option when you want to install only selected parts of the program or when you want network users to be able to install WordPerfect from a network server rather than from disks. See the *Installation Read Me* file for more information.

Network Installation

If you want to install WordPerfect on a network server so that network users can run WordPerfect from the server, follow the regular installation instructions.

If you want to install WordPerfect on a network server so that network users can install WordPerfect on their computers from the network (rather than from disks), see the *Installation Read Me* file.

Memory

The installer assigns memory to WordPerfect based on your individual system and memory. If you want to change the amount of memory given to WordPerfect after installing it, select the WordPerfect application icon, choose **Get Info** from the **File** menu (outside of WordPerfect), then enter the new amount in the **Current Size** box (or the **Preferred Size** box if you are using System 7.1 or later).

The Current Size (or Preferred Size for machines using System 7.1 or later) should be 1800K for machines with 4 MB or less, 2400K for machines with 5 to 7 MB, and 3000K for machines with 8 MB or more.

If your machine uses System 7.1 or later, you can also set Minimum Size allocated to WordPerfect. The default setting is 1200K. It should never be adjusted to less than 1200K for Macintosh or 800K for Power Macintosh. If you wish to change the amount of memory allocated to WordPerfect, you should adjust the Preferred Size setting, not the Minimum Size setting.

Virtual Memory and Power Macintosh

Virtual memory allows you to use part of your hard disk as memory. Turning on virtual memory allows Power Macintosh programs like WordPerfect to use memory more efficiently. By default, virtual memory is turned off. If you use a Power Macintosh, we recommend that you turn virtual memory on, especially if your Power Macintosh has only 8 MB of RAM.

To turn on virtual memory,

- 1 Choose **Control Panels** from the **Apple** menu, then double-click **Memory**.
- 2 Click the **On** button to turn on virtual memory.
- 3 Open the pop-up menu, then choose a hard disk to use for virtual memory.
- 4 Click the up and down arrows to choose the amount of disk space to be used.

Set the virtual memory to the size of your machine's built-in RAM, plus one (for example, 9 MB if your computer has 8 MB of RAM). You can increase the space allotted to virtual memory later if you find that your Power Macintosh applications are running out of memory. You should avoid allotting more space than necessary to virtual memory because it takes space on your hard disk and may slow your computer's performance.

- 5 Choose **Restart** from the **Special** menu.

Power Macintosh applications use less memory when virtual memory is turned on. If you select the WordPerfect application icon, then choose Get Info from the File menu, you will see that the memory requirements have changed.

For more information about memory and your Power Macintosh, refer to the documentation that came with your computer.

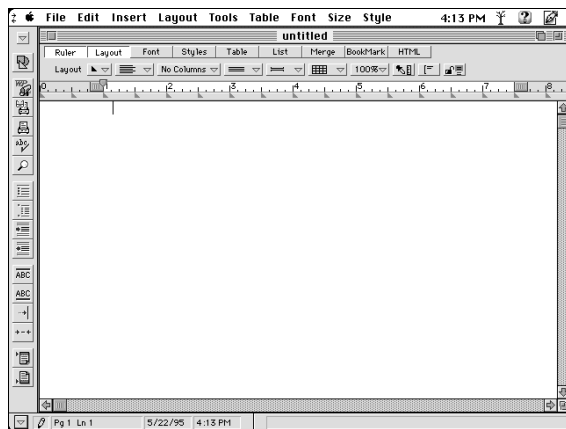
Starting WordPerfect

Once you have installed WordPerfect on your hard disk, you are ready to start WordPerfect.

The WordPerfect application should remain in the WordPerfect 3.5 folder. For convenience, you may make an alias to the application and store it where you wish.

- 1 Double-click the WordPerfect application icon in the WordPerfect 3.5 folder.

The document window opens with an untitled document. At this screen, you can either create a new document or open an existing document.



Getting Help

Even the most experienced user needs help or additional information on occasion. WordPerfect provides several ways for you to get the instruction and information you need.

This section includes:

- ♦ Available Resources
- ♦ Online Help
- ♦ Apple Guide

Available Resources

When you need information, the following steps will help you check the resources that are available to you.

- 1 Choose **Help** from the **Apple** menu or the **Help** (balloon) menu to view online information about a variety of topics.

See *Online Help* later in this section for more information.

- 2 Choose **Show Balloons** from the **Help** menu (System 7.0 or later) if you want to view pop-up explanations of various areas on screen.

- 3 Choose **WordPerfect Guide** from the **Help** menu (System 7.5 or later) to view Apple Guides for common WordPerfect tasks.

See *Apple Guide* later in this section for more information.

- 4 Refer to this *User's Guide* for instructions to perform specific tasks and information about program commands.

HINT: If you encounter a problem while using WordPerfect, see *Chapter 16: Troubleshooting*.

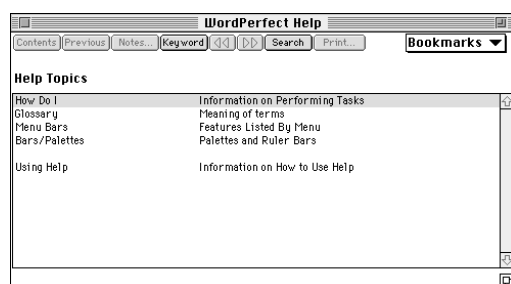
- 5 Refer to the *Read Me* files in the *WordPerfect 3.5: Documentation* folder for additional information, including information about any changes made to the program after the documentation was printed.

Online Help

Opening the Online Help

- 1 Choose **WordPerfect Help** from the **Apple** menu or the **Help** menu at the top right of the screen.

The Help Contents screen appears with a list of often-used Help categories.

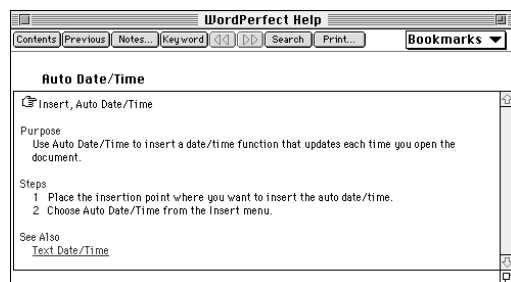


The Help menu also offers direct access to the Help Keyword Search, How Do I..., macros help, and grammar help.

- 2 Click a category, then click the topic you want to open.

Balloon explanations are available for terms or items that appear with a dotted underline. To open the balloon, point to the item and hold down the mouse button.

You can access information about any term or item that appears with a solid underline; to do so, click the underlined item.



Moving Through the Online Help

In addition to clicking underlined topic names, you can move through the Help system by using buttons.

To move to:	Do this:
The last Help screen you looked at	Click the Previous button in the Help window.
The main list of Help topics	Click the Contents button.
The Help index	Click the Keyword button.

Use the Backward and Forward Browse buttons as available to move through screens that contain sequential information.

Searching the Help System

To search the Help system for all topics that include a specific word or phrase,

- 1 Click the **Search** button in the **Help** window.
- 2 In the **Search For** box, type the word or phrase you want to search for.
- 3 If you want to search titles of Help topics, select **Titles**.
- 4 If you want to search the text of the Help topics, make sure the **Text** checkbox is selected.
- 5 If you want to search for text exactly as you typed it, including capitalization, make sure the **Case Sensitive** checkbox is selected.
- 6 Click **Start Search**.

When the search is complete, the topics containing the search text appear in the Topics list. You can click any of the listed topics to open them.

Adding Notes to Online Help Topics

To add a note to a Help topic,

- 1 Open a Help topic, then click the **Notes** button.
- 2 Type the note that you want to attach to the Help topic, then click **OK**.

The text of the note is stored in the Help.note file (in the WordPerfect 3.5: Help folder). An icon appears next to the topic name.

To read a note that has been attached to a Help topic, click the icon next to the topic name.

To delete a note that has been attached to a Help topic, click the icon next to the topic name, select all of the text in the note, press **Delete** (**Backspace** on some keyboards), then click **OK**.

Adding Bookmarks to Online Help Topics

Use Bookmarks to mark Help topics that you want to be able to return to quickly.

To place a bookmark in a Help topic,

- 1 Open a Help topic, then choose **Define** from the **Bookmarks** pop-up menu.
- 2 Type a name for the bookmark, then click **OK**.

The bookmark name appears on the Bookmarks pop-up menu.

To move to a bookmarked Help topic,

- 1 Choose the bookmark name from the **Bookmarks** pop-up menu.

The marked Help topic opens.

To remove a bookmark from a Help topic,

- 1 Choose **Remove** from the **Bookmarks** pop-up menu.
- 2 Select the name of the bookmark you want to remove, then click **Remove**.

Printing an Online Help Topic

To print the text of a Help topic,

- 1 Open a Help topic, then click the **Print** button.

The Print dialog box opens. The options available on this dialog box vary according to the system version and printer you use.

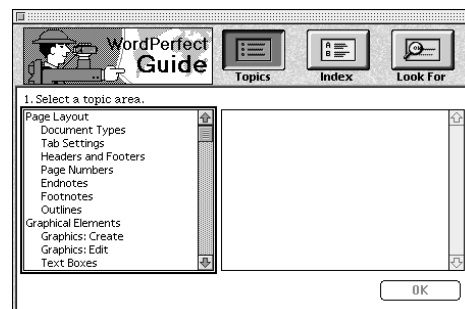
- 2 Select any options you want from the Print dialog box, then click **Print**.

Apple Guide

If you have System 7.5 or later, you can take advantage of the Apple Guide system of online instruction. The guides walk you through many common word processing tasks.

- 1 Choose **WordPerfect Guide** from the **Help** menu.

The WordPerfect Guide screen appears with a list of categories and topics.



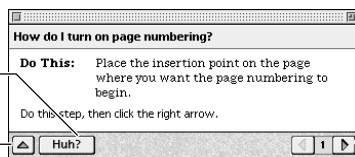
- 2 Click a category in the list box on the left to display the related topic names.

HINT: You can also use the Index and Look For buttons to find topics. To choose a topic from an alphabetical list, click **Index**, then type a letter or drag the slider to the display topic names. To look for topics relating to a certain word or phrase, click **Look For**, type the word or phrase, then click **Search**.

3 Double-click the topic you want to open.

Click to view definitions of unfamiliar terms.

Click to return to main contents screen.



Click these buttons to move through the pages of a topic.

4 Follow the prompts and instructions to complete your task.

To close the guide at any time, click the close box at the top left corner of the window.

See *Appendix D: Additional Help* for *Customer Support*, *InfoShare*, and *WordPerfect BBS* information.

Chapter 2: Introducing WordPerfect

The Screen

The Menus

The Button Bars

The Ruler Bars

The Status Bar

Key Commands and Mouse Techniques

Dialog Boxes

Libraries and the Librarian

Formatting Codes

Chapter 2: Introducing WordPerfect

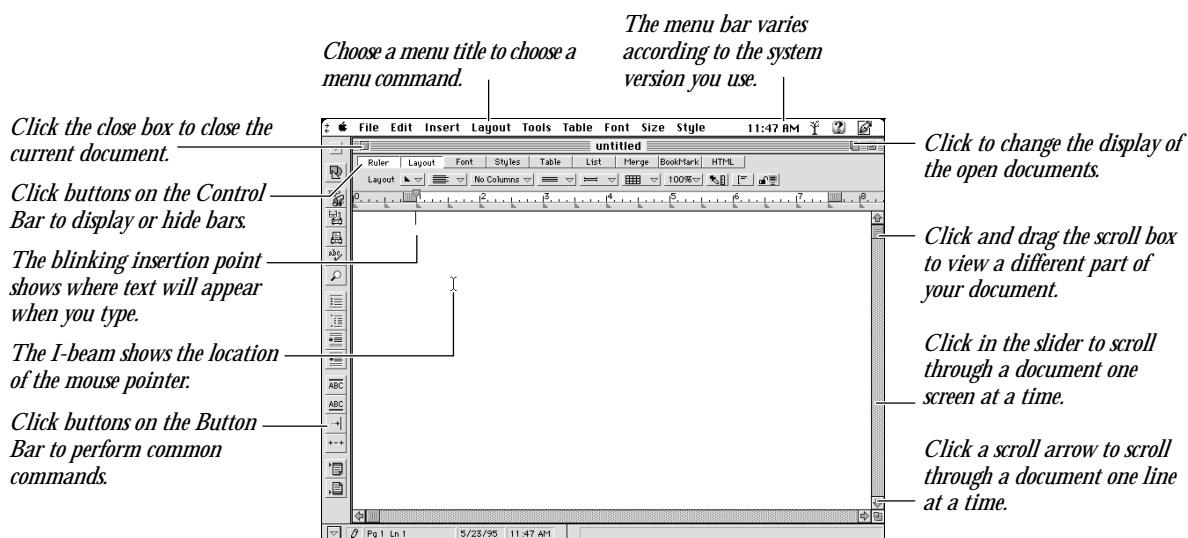
The Screen

WordPerfect provides three main editing windows and a preview window that appear on your screen to help you create, edit, and view your documents. This section introduces you to each of the four windows:

- The Document Editor
- The Graphics Editor
- The Equation Editor
- The Print Preview Window

The Document Editor

When you start WordPerfect, the Document Editor appears on your screen.



Use this screen to enter text, format your documents, and place and size graphics, equations, and movies.

From this window, you can also switch to the Graphic or Equation editors to create or edit graphics or equations.

The Graphics Editor

Use the Graphics Editor to create and edit graphics.

Opening the Graphics Editor

1 Place the insertion point where you want to create a graphic.

You can adjust the placement of the graphic after creating or editing the graphic.

2 Choose **Graphic** from the **Tools** menu, then choose **New**.

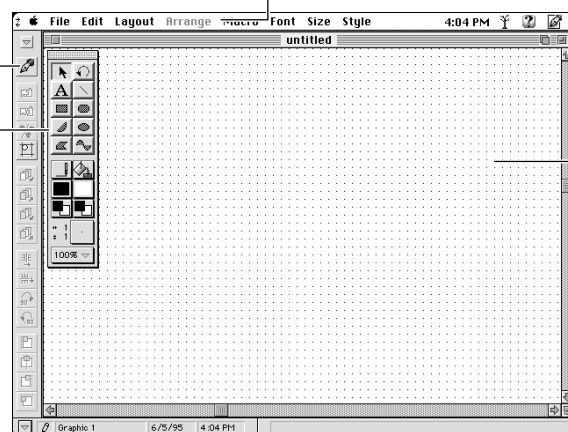
HINT: If you want to edit an existing graphic, double-click the graphic.

The method of opening the Graphics Editor varies when you want to create or edit a watermark or overlay. See *Creating Watermarks* or *Creating Graphic Overlays* in *Chapter 10: Working with Graphics*.

Click and drag a menu title to choose a menu command.

Click to return to the document window.

Use the palette to create one or more objects or adjust the draw options.



Click a scroll arrow to scroll the view one line at a time.

Objects snap to points on the grid. Use the Layout menu to hide the grid or turn off Grid Snap.

The Graphics Editor opens. If you double-clicked an existing graphic, it appears in the Graphics Editor, so you can edit it.

For more information about graphics, see *Chapter 10: Working with Graphics*.

The Equation Editor

Use the Equation Editor to create and edit equations in your document.

Opening the Equation Editor

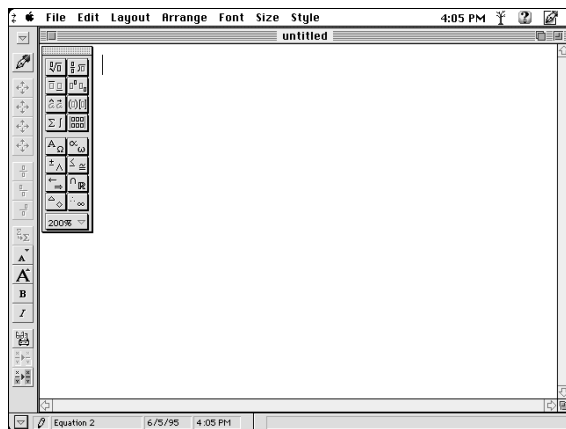
1 Place the insertion point where you want to create an equation.

You can adjust the placement of the equation later.

2 Choose **Equation** from the **Tools** menu, then choose **New**.

HINT: If you want to edit an existing equation, double-click the equation.

The Equation Editor opens. If you double-clicked an existing equation, it appears in the Equation Editor, so you can edit it.



For more information, see *Chapter 11: Working with Equations*.

The Print Preview Window

The Print Preview window lets you view your document as it will appear when printed, including any of the following formatting devices that do not appear in the document editing window:

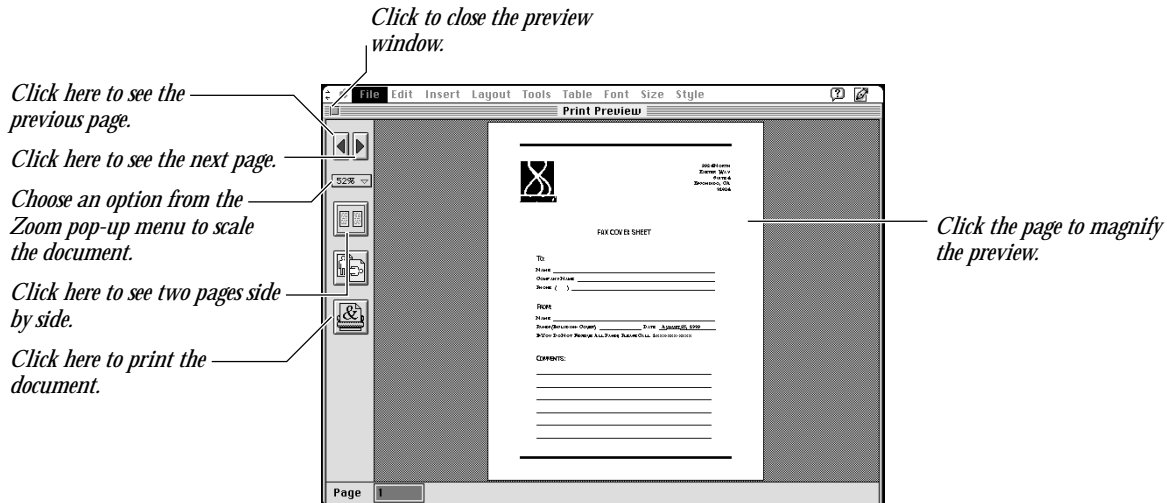
- ♦ Headers and footers
- ♦ Footnotes and endnotes
- ♦ Watermarks
- ♦ Page centering
- ♦ Page numbering

Previewing Documents

To preview the current document page,

- 1 Choose **Print Preview** from the **File** menu.

The Print Preview window opens.



With the Print Preview window open, you can:

- ◆ View the previous page, next page, or any other page that you specify
- ◆ View two pages side-by-side
- ◆ Open the Page Setup dialog box
- ◆ Print the document

HINT: If you choose an option from the Zoom pop-up menu that does not show the whole page on-screen, a hand tool appears. Hold down the mouse button and drag the hand tool to view different areas of the page.

While you cannot edit the document using the Print Preview window, you can view a full page in the Document Editor. See *Changing the View Size* in *Chapter 5: Creating Documents*. You can also view a full page in the Graphic and Equation editors.

HINT: If you want to preview a document before opening it, choose Open from the File menu, select the document you want, then make sure Preview is selected. The document text appears in the dialog box preview window.

The Menus

	Choose this command:	To do this:
🍏	About WordPerfect	View the version number, license number, and copyright information.
	WordPerfect Help	Find online information about WordPerfect commands and procedures.

The 🍏 menu may contain additional items according to the contents of your System Folder and Apple Menu folder.

File	New	Open a new, untitled document.
	Open	Open an existing document or perform file management functions.
	Open Latest	Open one of the last documents you closed. You can specify how many documents to include on the menu (in the Files dialog box in Preferences).
	Templates	Open any of the template documents in the Templates folder.
	Close	Close the active document.
	Save	Save the active document.
	Save As	Save the active document with a new name or in a new location.
	Page Setup	Choose the paper type, page orientation, and other printing options before printing.
	Custom Page Setup	Choose the paper type, page orientation, and other printing options for the current page (available with System 7.5 and QuickDraw GX installed).
	Print	Print the active document.
	Print One Copy	Print a single copy of the current document.
	Print Preview	View the active document as it will appear when printed.
	Print Envelope	Print envelopes with addresses and bar codes.
	Quit	Quit the current WordPerfect session.

	Choose this command:	To do this:
Edit	Undo	Undo the last formatting or editing change you made.
	Cut	Cut a selected graphic or piece of text, and place it on the Clipboard.
	Copy	Copy a selected graphic or area of text, and place it on the Clipboard.
	Paste	Place the contents of the Clipboard in the active document at the insertion point.
	Paste Special	Place either the text or the font, size, and style of the contents of the Clipboard in the active document at the insertion point.
	Select All	Select everything in the active document or graphic window.
	Find/Change	Find (or change) text or codes in the active document.
	Find Code	Find a particular code in the active document.
	Go To	Move to a particular page in the active document.
	Publishing	Link information from one document to another (System 7.0 or later).
	Show/Hide ¶	Display (or hide) the hidden symbols for spaces, tabs, returns, index marks, and so forth.
	Show/Hide Codes	Display (or hide) the formatting codes at the bottom of the document window.
	Show/Hide Clipboard	Display (or hide) the contents of the Clipboard.
	Preferences	Customize the WordPerfect environment including the screen, colors, backup options, and other settings.
Insert	File	Insert an existing document into the current document.
	Page Break	Begin a new page.
	Column Break	Begin a new column (when columns are defined).

	Choose this command:	To do this:
	Paragraph Above	Insert a blank line above a table (when the insertion point is in the first row of a table). Outside a table, this command inserts a blank line above the current line.
	Indent	Indent a paragraph of text.
	Left/Right Indent	Indent a paragraph on both the left and right sides.
	Back Tab	Move the current line one tab stop to the left.
	Symbols	Insert a symbol or special character.
	Text Date/Time	Insert the current date/time as text in the document.
	Auto Date/Time	Insert the date/time in the document. This date/time will update automatically each time you open the document.
Layout	Show/Hide Ruler	Display (or hide) the Ruler and ruler bars you have selected on the Control Bar.
	Show/Hide Button Bar	Display (or hide) the Button Bar.
	Margins	Change the top, bottom, left, or right margins.
	Make It Fit	Automatically shrink or expand a document to fill a specified number of pages.
	Tabs	Change the location or type of tab stops.
	Kerning	Adjust the space between two characters.
	Borders	Place a border around, above, or below text (characters, paragraphs, pages, or columns).
	Header/Footer	Create or edit a header or footer.
	Footnotes	Create or edit a footnote.
	Endnotes	Create or edit an endnote.
	Page Numbers	Turn on page numbering beginning on the current page.
	Line Numbers	Turn on line numbering at the current line.

	Choose this command:	To do this:
	Suppress	Suppress the appearance of a header, footer, watermark, or page number on the current page.
	Keep Together	Keep the selected block or text or a specified number of lines from being split between two pages, or turn on widow/orphan control.
	Hyphenation	Turn on automatic hyphenation and define the hyphenation zone.
Tools	Macro	Record, edit, or run a macro to perform automated functions.
	Speller	Check spelling.
	Thesaurus	Look up synonyms or antonyms of a particular word.
	Grammatik	Check grammar, style, and mechanics.
	QuickCorrect	Correct common spelling, typing, and capitalization errors as you type.
	Word Count	Calculate the number of words, sentences, pages, and so forth (in the current document).
	Language	Create subtitles, use the Inline feature, or indicate the language of your text to ensure correct spell-checking, hyphenation, or sorting.
	Graphic	Create or edit a graphic figure.
	Text Box	Create or edit a text box.
	Equation	Create or edit an equation.
	Movie	Insert or play a QuickTime movie (System 7 or later).
	Watermark	Place text or graphics behind the regular text of a document.
	Overlay	Place text or graphics over the regular text on a page.
	List	Create an index, table of contents, table of authorities, generated list, or cross-reference.
	Outlining	Create an outline or number paragraphs.

	Choose this command:	To do this:
	Sort	Alphabetize or sort lists of information.
Table	New	Create a new table of information in a document.
	Text to Table	Place selected text in a table.
	Table to Text	Convert a table to regular text.
	Insert	Insert a row or column in a table.
	Delete	Delete a row or column from a table.
	Column Width	Adjust the width of columns.
	Row Height	Adjust the height of rows.
	Cell Margins	Adjust the margins of table cells.
	Table Border	Place a border around a table.
	Position	Adjust the vertical alignment of text in a table.
	Header Rows	Place a title row at the top of each page of a table.
	Decimal Offset	Change the decimal location (when using decimal alignment in a table).
	Calculate	Calculate math in tables.
	Protect Table	Lock cells so the insertion point cannot enter the cell.
Font	Any of the fonts available on your computer	Type text in a particular typeface.

On some small monitors, the Font menu also includes the standard font sizes (9, 10, 12, 14, 18, and 24) and Other. Choose a font size to type text in that size, or choose Other to specify a different size.

Size	9, 10, 12, 14, 18, 24, 36, 48, 72	Set the font size.
	Other	Set the font size to a non-standard size.
	Larger	Make the font size one point size larger than the current size.
	Smaller	Make the font size one point size smaller than the current size.

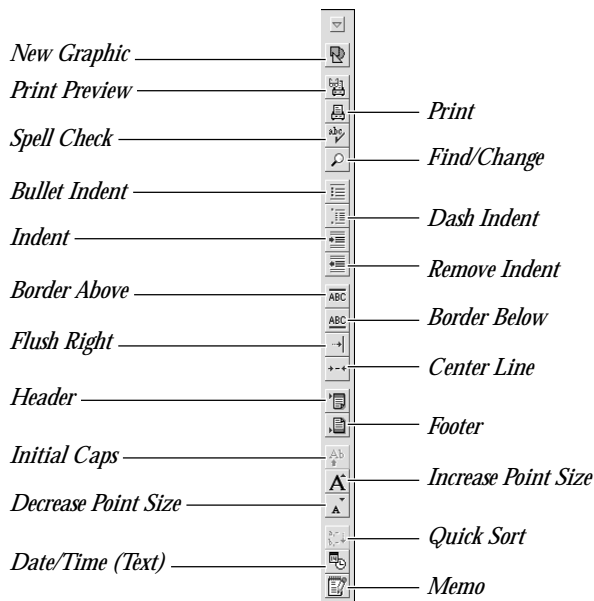
On some small monitors, the Size menu appears under the Font menu.

Style	Plain text	Set the text style back to plain text.
	Bold	Bold text.

Choose this command:	To do this:
Italics	Italicize text.
Underline	Underline text.
Small Caps	Use small capital letters.
Superscript	Create superscript characters.
Subscript	Create subscript characters.
Other	Apply other text styles, sizes, or colors, or change the settings for underlining.
Redline	Mark text that has been added to a document. The redline mark appears as a line in the margin.
Strikeout	Place a line through text that may be removed from a document.
Remove	Delete text marked with Strikeout, or remove Redline markings.
Uppercase	Change selected text to uppercase letters.
Lowercase	Change selected text to lowercase letters.
Initial Caps	Capitalize the first letter of each selected word.

The Button Bars

WordPerfect includes four customizable Button Bars: the Default Button Bar, the Graphics Button Bar, the Equation Button Bar, and the Applications Button Bar. (*Button Bar* is the same as *Toolbar*.) The Default Button Bar (shown below) appears when you use the Document Editor.



If you have a small monitor, some buttons may not appear on your Button Bar unless you move it to the top or bottom of your screen.

When you use the Graphics or Equation editors, the corresponding Button Bar is displayed with functions specific to that editing window. See *Chapter 10: Working with Graphics* or *Chapter 11: Working with Equations* for more information about the other Button Bars.

The Applications Button Bar allows you to integrate WordPerfect with other applications with the click of a button if you are using System 7.0 or later. You can add or remove buttons from the Button Bar. See *Editing Button Bars* later in this section.

This section includes:

- ♦ Changing the Location of the Button Bar
- ♦ Displaying a Different Button Bar
- ♦ Creating New Button Bars
- ♦ Editing Button Bars
- ♦ Saving Button Bars with Documents

Changing the Location of the Button Bar


- 1 Choose **Top**, **Bottom**, **Left**, or **Right** from the  on the Button Bar.



The Button Bar is displayed in the location you choose.

You can hide the Button Bar by choosing **Hide Button Bar** from the **Layout** menu.


Displaying a Different Button Bar

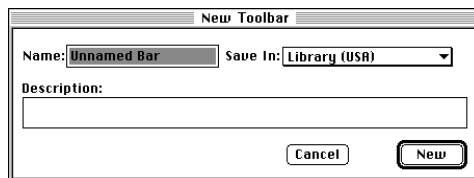
- 1 Choose the name of the Button Bar you want to display from the  pop-up menu.

The Button Bar you chose is displayed.

Creating New Button Bars

You can create as many Button Bars as you want.

- 1 Choose **New** from the  pop-up menu on the Button Bar.



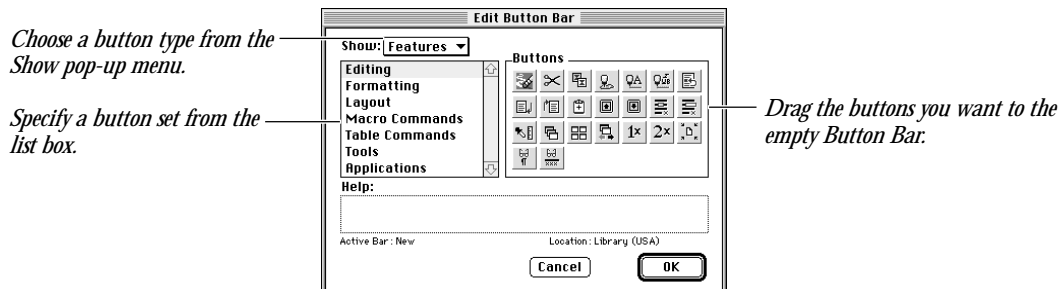
- 2 Type a name for the new Button Bar in the **Name** text box, then specify whether you want to save the Button Bar in the Library or with the active document.

If you save the Button Bar in the Library, you can use it with any document in WordPerfect. If you save it with the active document, you can use it only when that document is active. Unless you specify otherwise, the Button Bar is saved in the Library.

HINT: If you later want to move a Button Bar from a document to the Library (or vice versa), use the Librarian. See *Chapter 13: Using Libraries* for more information.

- 3 Click **New**.

The Edit Button Bar dialog box opens, so you can choose which buttons to display on the new Button Bar.



- 4 Choose an option from the **Show** pop-up menu, then choose an option from the list box.

The available buttons in the Buttons box vary according to the options you specify.

- 5 Drag the buttons you want to the empty Button Bar.


or

Double-click each button you want on the Button Bar.

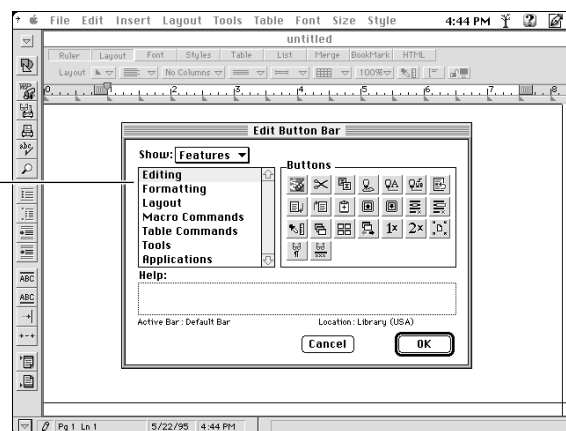
HINT: You can move a button by dragging it to a new location on the bar. You can remove a button from the Button Bar by dragging it off the bar.

- 6 When you are finished adding buttons to the bar, click **OK**.

Editing Button Bars

- 1 Display the Button Bar you want to edit.
- 2 Choose **Edit** from the  pop-up menu on the Button Bar.

To display additional buttons, choose options from the Show menu and list box.




- 3 If you want to add a button to the bar, choose an option from the **Show** pop-up menu, choose an option from the list box, then drag the desired button from the dialog to the Button Bar.
- 4 If you want to remove a button from the Button Bar, drag it off the bar.
- 5 If you want to move a button to a new location on the bar, drag it to the new location.

HINT: If you have edited the default Button Bar and want to revert to the original settings, first display a different Button Bar, then use the Librarian to remove the default Button Bar from the Library. Quit WordPerfect, then restart it. WordPerfect will then rebuild the original default Button Bar. See *Renaming or Removing Resources* in *Chapter 13: Using Libraries*.

Creating Custom Buttons

You can create a custom button by assigning a command, macro, template, or style to a button.

- 1 Display the Button Bar to which you want to add a custom button.
- 2 Choose **Edit** from the  pop-up menu on the Button Bar.
- 3 Choose **Custom** from the **Show** pop-up menu, then choose an option from the list box.

You can choose Commands, Macros, Templates, or Styles according to the type of function you want to assign to the button.

A variety of button icons appears in the Buttons box.

- 4 Double-click the button to which you want to assign a function.
- 5 Select the command, macro, template, or style you want to assign to the button, then click **Assign**.

The button appears on the Button Bar, assigned to the function you chose.

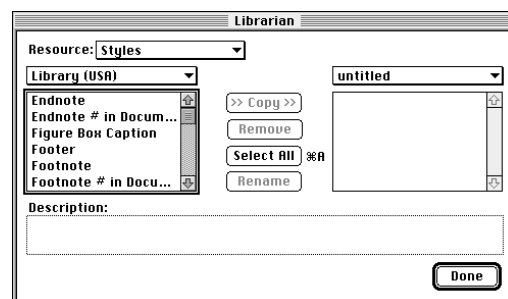
Saving Button Bars with Documents

Saving a Button Bar as part of a document is useful if you plan to take the document to another computer and want to use a particular Button Bar with it. You can save only one Button Bar per document.

To save a Button Bar with a document when you are creating a new Button Bar, see *Creating New Button Bars* earlier in this section.

To save an existing Button Bar with a document,

- 1 Choose **Preferences** from the **Edit** menu, then click **Librarian** in the Preferences window.



- 2 Choose **Button Bar** from the **Resource** menu.
- 3 From the left list box, select the Button Bar you want you save with the document.
- 4 Make sure the name of the active document appears above the right list box, then click **Copy**.
- 5 Click **Done** to close the dialog box.

You should save the document immediately after you are finished saving the Button Bar with the document so that the change is saved on disk.

The Ruler Bars

WordPerfect includes several ruler bars and the Ruler, which can be displayed at the top of the document window. The ruler bars are designed to provide easy access to the following features:

- ♦ The Ruler
- ♦ Layout features
- ♦ Fonts and text attributes
- ♦ Formatting styles
- ♦ Tables
- ♦ Math (for use in tables)
- ♦ List features (such as cross-references, index, and table of contents)
- ♦ Merge commands
- ♦ Bookmarks, including Hyperlinks
- ♦ Hypertext Markup Language (HTML) features
- ♦ Electronic Mailing
- ♦ Text-to-Speech features

To see what a ruler bar button does, move the pointer over the button, then read the information on the status bar at the bottom of the screen.

To display a ruler bar (or hide a ruler bar that is already displayed), click the appropriate button on the Control Bar above the text area of the document window.

HINT: If you are using a black and white monitor, the Control Bar contains checkboxes instead of buttons. Click the appropriate checkbox to display or hide a ruler bar.



The Control Bar

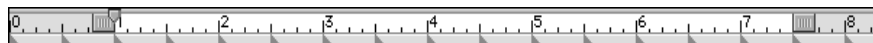
This section includes:

- ♦ The Ruler
- ♦ The Layout Bar
- ♦ The Font Bar
- ♦ The Styles Bar
- ♦ The Table Bar
- ♦ The Extended Table Bar
- ♦ The List Bar
- ♦ The Merge Bar
- ♦ The BookMark Bar
- ♦ The HTML Bar
- ♦ The Mailer Bar
- ♦ The Speech Bar

The Ruler

Use the Ruler to:

- ♦ Set or change the left and right margins
- ♦ Set or change tabs
- ♦ Set or change the first-line indent
- ♦ Change column margins when columns are defined
- ♦ Change the column width in tables



The Layout Bar

Use the Layout bar to:

- ♦ Change the type of tab or clear tabs from the Ruler
- ♦ Change alignment
- ♦ Set up columns
- ♦ Change line spacing
- ♦ Change the space between paragraphs
- ♦ Create a table
- ♦ Change the view size
- ♦ Copy the Ruler settings

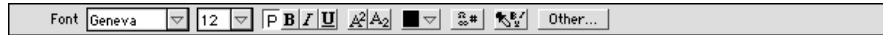
- ♦ Center a page vertically
- ♦ Keep selected lines of text together



The Font Bar

Use the Font bar to:

- ♦ Change fonts or font size
- ♦ Use **Bold**, *Italics*, or Underline
- ♦ Remove font attributes
- ♦ Use ^{sup}script or _{sub}script
- ♦ Change text color
- ♦ Insert symbols or special characters
- ♦ Copy attributes
- ♦ Change other character formats



The Styles Bar

Use the Styles bar to:

- ♦ Apply a formatting style
- ♦ Update text that uses a formatting style
- ♦ Create or edit a formatting style
- ♦ Assign a keystroke to a style, or select other styles options
- ♦ Link or base a style to another style



For more information about styles, see *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks*.

The Table Bar

After creating a table, use the Table bar to:

- ♦ Insert a row
- ♦ Insert a column
- ♦ Delete a row or column
- ♦ Place borders on a table
- ♦ Use fill colors or patterns in a table
- ♦ Change vertical alignment of text
- ♦ Join or split cells
- ♦ Lock a table



The Extended Table Bar

When you create a table with figures, click the Math button to extend the Table bar to include math features:

- ♦ Enter a formula in a table cell
- ♦ Calculate math in a table
- ♦ Change the format of numbers in a table



For more information about tables, see *Using Tables in Chapter 5: Creating Documents*.

The List Bar

Use the List bar to:

- ♦ Create an index
- ♦ Create a table of contents
- ♦ Create a table of authorities
- ♦ Generate lists
- ♦ Cross-reference information

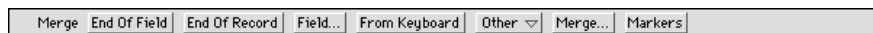


For more information about using the List features, see *Generating Lists in Chapter 5: Creating Documents*.

The Merge Bar

Use the Merge bar to:

- ♦ Create a merge data file (such as an address file)
- ♦ Create a form file (such as a form letter)
- ♦ Merge multiple documents
- ♦ Merge a document with input from the keyboard
- ♦ Display merge command markers in a document (on screen or printed page)

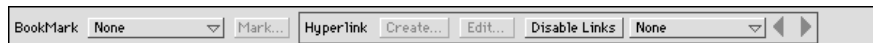


For more information about merging, see *Merging Documents in Chapter 14: Saving Time with Automated Tasks*.

The BookMark Bar

Use the BookMark bar to:

- ♦ Create bookmarks in your documents
- ♦ Quickly find the bookmarks you created
- ♦ Sort the bookmarks you created
- ♦ Create hypertext links



For more information about using the BookMark bar, see *Using BookMarks in Chapter 14: Saving Time with Automated Tasks*.

The HTML Bar

Use the HTML bar to:

- ♦ Create documents for publishing on the World Wide Web (WWW)
- ♦ Import pages from the WWW

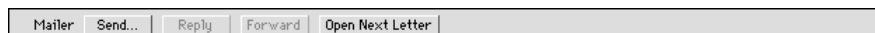


For more information about the HTML bar, see *Using Hypertext Markup Language (HTML)* in *Chapter 12: Using Language Tools*.

The Mailer Bar

Use the Mailer bar to:

- ♦ Send electronic mail
- ♦ Receive and read electronic mail

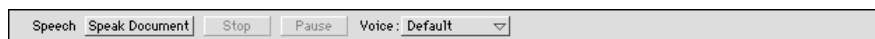


For more information about using the Mailer bar, see *Appendix C: Apple Technology and WordPerfect*.

The Speech Bar

Use the Speech bar to:

- ♦ Have WordPerfect speak a document or selection
- ♦ Change the voice WordPerfect uses when speaking

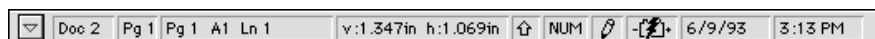


For more information about using the Speech bar, see *Using Text-to-Speech Technology* in *Chapter 12: Using Language Tools*.


The Status Bar

The status bar, located at the bottom of the screen, can be used to display any of the following information:

- ♦ The date and time
- ♦ The document number, page number, and line number
- ♦ The physical page number
- ♦ The position of the insertion point
- ♦ The cell number (if the insertion point is in a table)
- ♦ Caps Lock on and Numbers Lock on (when appropriate)
- ♦ Battery charge (if using a portable Macintosh)
- ♦ QuickCorrect status (on or off)



Choosing Items to Display on the Status Bar

- 1 From the  pop-up menu on the status bar, choose the items you want to display on the status bar.



To remove an item from the status bar, simply drag it off of the bar. To move an item to a different location on the bar, drag it to the desired location.

Key Commands and Mouse Techniques

In addition to using the menus to initiate commands, you can perform many functions with either a keystroke (called a *key command*) or a mouse technique (clicking a certain area on screen).

Key Commands


You can find out what key commands are assigned to various functions by:

- ♦ Noting the key commands that appear on the menus
- ♦ Using the Keyboard dialog box

Key Commands on Menus

WordPerfect displays the key commands for many functions next to the corresponding command on the menus.

You may display additional key commands on the menus by selecting the appropriate Environment option.

- 1 Choose **Preferences** from the **Edit** menu, then click **Environment** in the Preferences window.
- 2 Choose **Extra Menu**  **Keys** from the **Options** menu in the dialog box, then click **OK**.

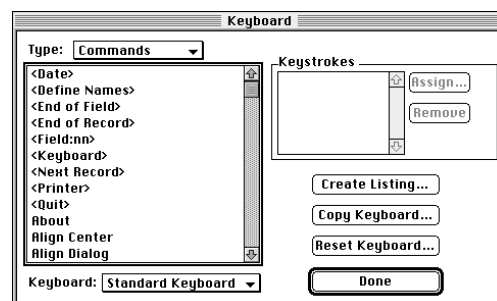
This setting remains in effect each time you use WordPerfect until you deselect the option.

Keyboard Dialog Box

In addition to other keyboard-related functions, the Keyboard dialog box allows you to look up a key command for a particular function and to create a listing of all the assigned key commands.

To look up the key command for a particular function,

- 1 Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the Preferences window.



- 2 Scroll through the list box and select the desired function.

You can type the first letter of the function to move through the list more quickly.

When you select the function in the list box, the assigned key command appears in the Keystrokes box. If no key command is assigned to the selected function, you can assign one.

For information about changing key command assignments or creating a listing of all the current key command assignments, see *Customizing Keyboard Assignments* in *Chapter 15: Customizing WordPerfect* for further instructions.

Mouse Techniques	To perform this task:	Use this mouse technique:
	Move through a document one line at a time	Click one of the scroll arrows.
	Move through a document, scrolling continuously	Press one of the scroll arrows.
	Move through a document one screen at a time	Click above or below the scroll box.
	Move to the top or bottom of the document	Drag the scroll box to the top or bottom of the slider.
	Open the Tabs dialog box	Double-click a tab icon on the Ruler.
	Open the Paragraph Format dialog box (for First-Line Indent and Space Between Paragraphs settings)	Double-click the First-Line Indent icon (hollow triangle) on the Ruler.
	Open the Margins dialog box	Double-click the margin area on the Ruler.

To perform this task:	Use this mouse technique:
Open the Column Format dialog box	Double-click a column gutter on the Ruler (the gray area between columns when columns are defined).
Open the Environment dialog box	Double-click a number (or the area between numbers) on the Ruler.
Open the Graphics Editor	Click the Graphic button on the Default Button Bar.
Display the ruler bars or Button Bars	Click the appropriate buttons on the Control Bar.
Close a document	Click the close box at the upper left corner of the document window.

Dialog Boxes

Even if you are familiar with dialog boxes, some conventions used in WordPerfect may be new to you.

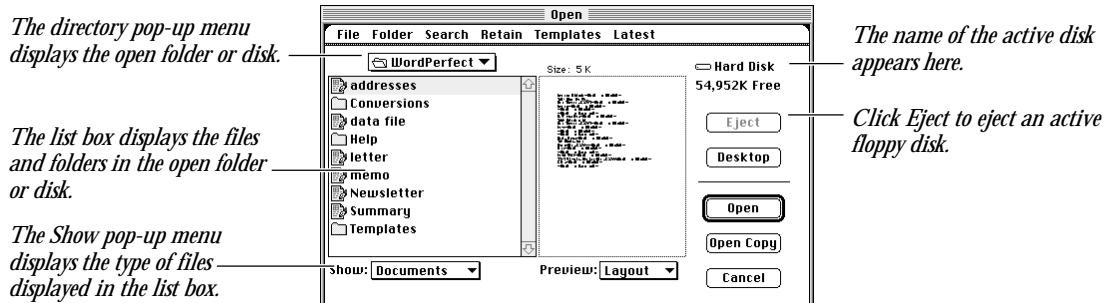
To familiarize you with the WordPerfect dialog box conventions, this section includes:

- ♦ Directory Dialog Boxes
- ♦ Dialog Menu Bars
- ♦ Pop-up Menus
- ♦ Moveable, Sizeable Dialog Boxes
- ♦ Command Keys in Dialog Boxes

Directory Dialog Boxes A directory dialog box displays a list of files and folders on the current disk or in a folder and helps you locate and access the disks, folders, and files available to you.

WordPerfect uses directory dialog boxes to perform filing tasks such as opening folders, changing disks, and selecting documents or files.

The Open dialog box is a typical directory dialog box.



Using Directory Dialog Boxes

When you open a directory dialog box, the directory pop-up shows the last-used active folder or disk, and the list box shows the contents of that folder or disk.

HINT: You can set WordPerfect to show a specific folder each time you open a directory dialog box by setting a default folder for documents. See *Setting Up Default Folders* in *Chapter 15: Customizing WordPerfect*.

To use a directory dialog box,

- 1 Click **Desktop** to display the names of other disks (and items on the desktop).

If you do not have System 7.0 or higher, the directory dialog boxes have a Drive button instead of a Desktop button; click **Drive**.

The list box shows the items contained on the desktop or active drive. If the entire list does not fit in the list box, you can use the scroll arrows to scroll through the list.

- 2 Double-click each folder you want to open to continue through the hierarchy of folders.

or

If you want to open a folder or document that is at a higher level of the hierarchy, choose a higher level from the directory pop-up menu.

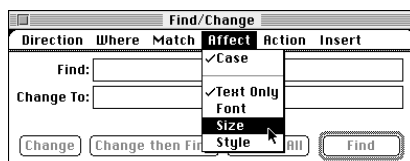
- 3 Continue using the directory pop-up menu and list box until you locate the folder or file you want.

HINT: The Show pop-up menu allows you to limit the files and folders that appear in the list box to specific types of files. If you want to see all types of files, choose **All** from the **Show** pop-up menu.

- 4 When you locate the file you want, double-click it to perform the action assigned to the dialog box (such as Open or Save).

Dialog Menu Bars

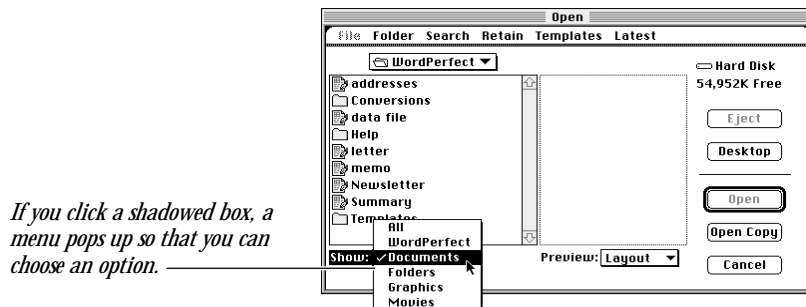
Several WordPerfect dialog boxes have dialog box menu bars. Menu bars make it possible for a dialog box to contain many options and yet remain compact and easy to use.



Choose an option the same way you choose a command from a regular menu. In some menus, you can choose more than one option. A check mark appears next to each option that is selected.

Pop-up Menus

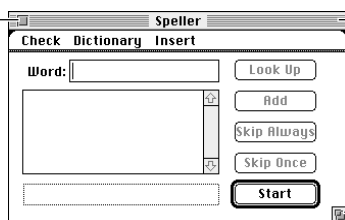
Many WordPerfect dialog boxes use pop-up menus. You can choose only one option per menu.



Moveable, Sizeable Dialog Boxes

All WordPerfect dialog boxes can be repositioned on the screen, a few can be resized, and several remain open while you work in your document. The Speller is an example of a dialog box that does all three.

The dialog box remains open until you click the close box.



Drag the title bar to move the dialog box anywhere on the screen.

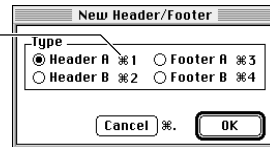
Drag the zoom box to resize the box and display a larger list of replacement words.

If you want to see the Speller window while you work on your document, reposition the dialog and resize your document so that both appear on screen. Otherwise, when you click your document, it will cover the Speller dialog.

Command Keys in Dialog Boxes

You can use keystrokes to choose buttons and options inside many dialog boxes. To see all of the available keystrokes in a dialog box, hold down the Command key while the dialog box is open.

Hold down Command to see the available keystrokes.



Libraries and the Librarian

A *Library* is a special type of file that stores styles, macros, character maps, keyboards, and Button Bars (collectively called *resources*).

The *Librarian* is a dialog box that allows you to remove, rename, or copy resources to other libraries or regular documents.

The Library

The Library file (in the System Folder: Preferences: WordPerfect folder) contains several resources; you can use them any time you work in WordPerfect.



For information about additional resources included with WordPerfect, see the *Read Me* files in the *WordPerfect: Documentation* folder.

In addition to the resources provided with WordPerfect, you can also create customized resources (such as styles or macros) and store them in the Library for use with multiple documents.

For more information about creating styles or macros, see *Chapter 14: Saving Time with Automated Tasks*. For information about adding resources to the Library, see *Copying Resources to Libraries or Documents* in *Chapter 13: Using Libraries*.

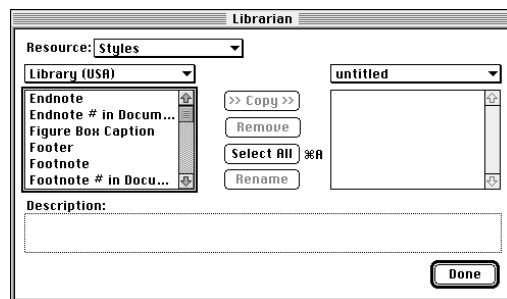
Opening the Librarian

You can use the Librarian to store resources in the Library (in the System Folder: Preferences: WordPerfect folder), another library file, or a regular document.

HINT: Use separate libraries to store resources you use occasionally. Store resources (such as macros or styles) in a regular document if you plan to use the resources only with that particular document or if you plan to use the resources with the document on another computer.

To open the Librarian,

- 1 Choose **P**references from the **E**dit menu, then click **L**ibrarian in the Preferences window.



The Resource pop-up menu lists the types of resources available. You can use the pop-up menus above the list boxes to open other libraries or documents. For more information, see *Chapter 13: Using Libraries*.

Formatting Codes

When you make formatting choices, WordPerfect stores codes in the document that determine how the document will look.

You can view and edit the formatting codes by showing the codes window. Viewing the codes can be useful if you want to delete a certain formatting code or if you want to know why your document looks the way it does.

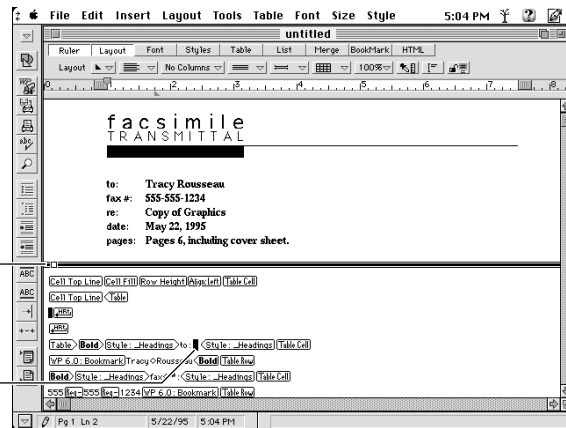
Showing the Codes Window

To see the codes with the text of your document,

- 1 Choose **Show Codes** from the **Edit** menu.

Click here to close the codes window.

A vertical bar indicates the location of the insertion point.



Drag this horizontal bar up or down to resize the codes window.

- 2 To close the codes window, choose **Hide Codes** from the **Edit** menu or click the close box on the horizontal bar.

A list of all WordPerfect codes appears in the Find Codes dialog box. See *Using Formatting Codes in Chapter 7: Formatting Documents* for further information about how you can use codes.

Chapter 3: Learning the Basics

Typing Your First Document

Editing Your First Document

Formatting Your First Document

Drawing Your First Graphic

Saving Your First Document

Printing Your First Document

Quitting WordPerfect

Chapter 3: Learning the Basics

This chapter is designed to provide guided instruction through a series of brief, sequential lessons. We recommend that you complete the lessons in the order they are presented.

The lessons in this chapter take approximately 30 minutes to complete.

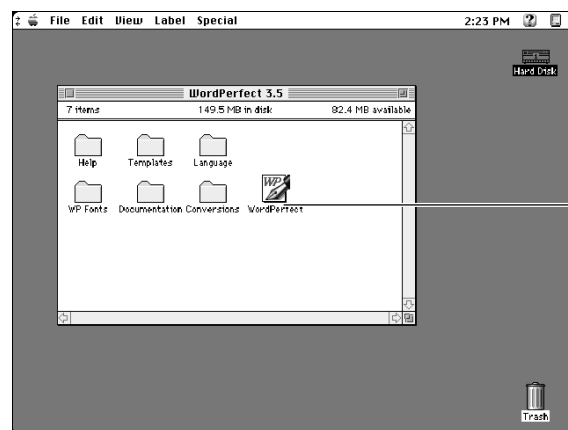
Typing Your First Document

This section includes:

- ◆ Starting WordPerfect
- ◆ Typing Text
- ◆ Inserting the Date
- ◆ Inserting More Text
- ◆ Inserting a Line

Starting WordPerfect

1 Double-click the WordPerfect v. 3.5 application icon.



*WordPerfect v. 3.5
application icon*

When you start WordPerfect, the document window opens with an untitled document, ready for you to begin typing.

Typing Text

As you type text, do not press Return at the end of each line— the text wraps automatically. Press Return once to begin a new paragraph on the next line, twice to double-space between paragraphs.

- 1 Type the following text. Press **Tab** twice after To:, From:, Date:, and once after Subject:. Then press **Return** three times. Do not type the date yet.

Memo

To: Production Dept.

From: Nancy

Date:

Subject: WordPerfect

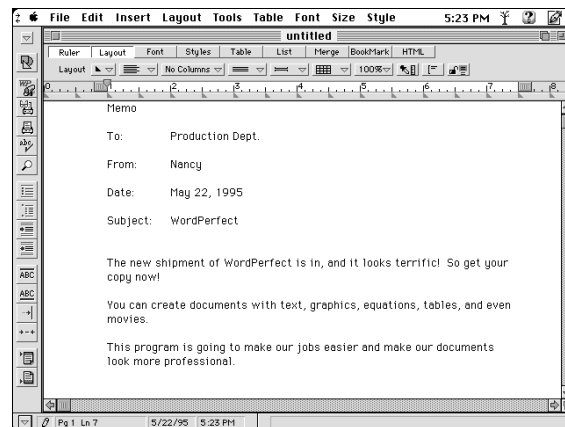
The new shipment of WordPerfect is in, and it looks terrific! So get your copy now!

You can create documents with text, graphics, equations, tables, and even movies.

This program is going to make our jobs easier and make our documents look more professional.

Inserting the Date

- 1 Click in the space after “Date:,” then choose **Text Date/Time** from the **Insert** menu.



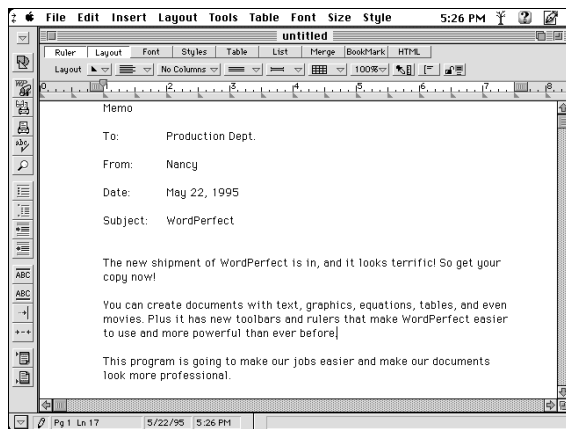
WordPerfect inserts the date as text in your document.

Inserting More Text

To insert more text in the document, first you must place the insertion point where you want the new text to appear.

- 1 Click in the space after “and even movies.” to move the insertion point to that location.

You can also move the insertion point by pressing the arrow keys on your keyboard.



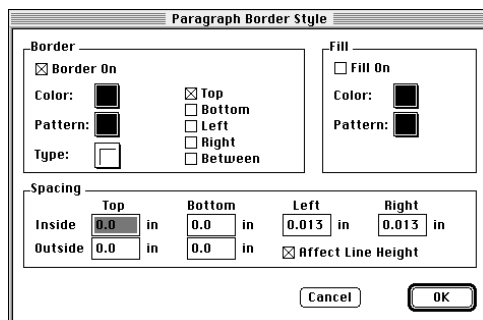
- 2 Press the space bar, then type **Plus it has new toolbars and ruler bars that make WordPerfect easier to use and more powerful than ever before.**

The text you type appears at the insertion point.

Inserting a Line

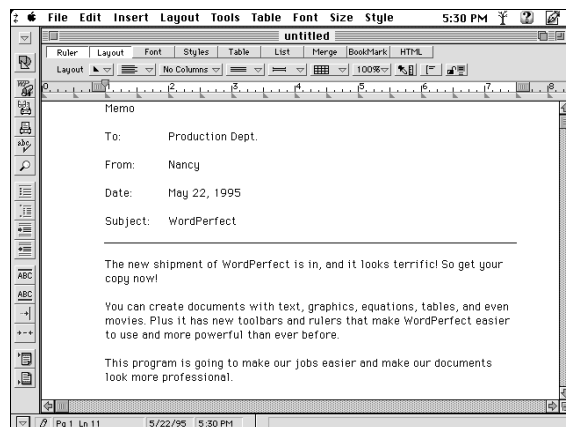
In this memo, we will create a line by placing a top border on one of the blank lines between the subject line and the text of the memo.

- 1 Click in the space between the subject line and the first sentence of the memo.
- 2 Choose **Borders** from the **Layout** menu, then choose **Paragraph**.
- 3 Deselect the **Bottom**, **Left**, and **Right** checkboxes to create only a top border.



- 4 Click **OK** to close the dialog box.

A line appears between the subject line and the first sentence.



Editing Your First Document

This section includes:

- ◆ Deleting Text
- ◆ Undoing the Last Action
- ◆ Moving Text

Deleting Text

To delete a section of text, simply select the text and press Delete (Backspace on some keyboards).

1 Select the text **So get your copy now!** in the first paragraph.

To select text, hold down the mouse button and drag the I-beam across the area you want to select.

2 Press **Delete** (**Backspace** on some keyboards) to delete the selected text.

The selected text is removed from the document.

HINT: If you typed a single space between sentences, WordPerfect removes the extra spaces. If you typed double spaces between sentences, the selected text is deleted, but the extra spaces remain.

Undoing the Last Action

To restore text that you just deleted, you can *undo* the deletion.

- 1 Choose **Undo** from the **Edit** menu.



The text should appear as it did before you pressed Delete. The text remains selected.

Most actions, such as typing, deleting, inserting text or graphics, and changing formats like margins and tabs, can be reversed with the Undo command. WordPerfect does not let you undo an action that did not change the document. For example, you cannot undo actions such as scrolling, moving the insertion point, or selecting a draw tool.

Moving Text

There are two ways to move text. One is *Drag and Drop*. The other is *Cut and Paste*. We will use Drag and Drop in this example. For information about Cut and Paste, see *Moving Text* in *Chapter 6: Editing Documents*.

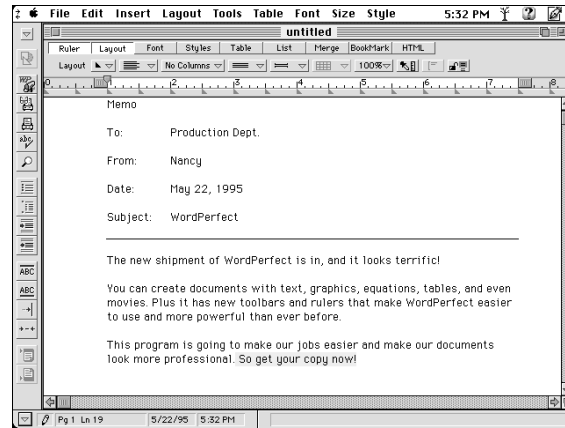
To drag and drop text,

- 1 Make sure the sentence **So get your copy now!** is selected.
- 2 Drag the selection to the end of the text on the page.

The insertion point moves as you drag.

When you release the mouse button, the selected text moves to the new location and remains selected.

- 3 Click anywhere in the document to deselect the text.



Formatting Your First Document

This section includes:

- ◆ Centering Text
- ◆ Changing the Font, Type Size, and Text Style
- ◆ Changing the Margins

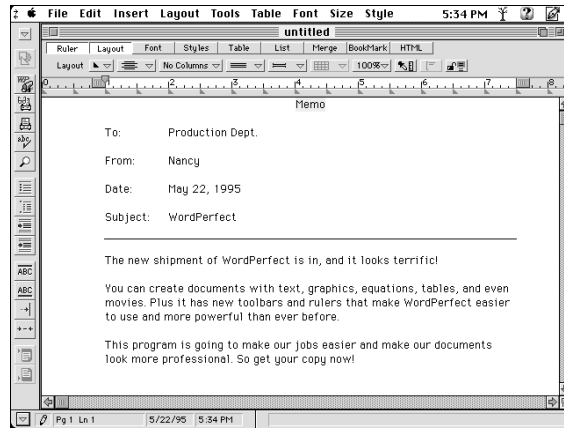
Centering Text

You can center text from left to right either before typing the text or after selecting the text. In this document, you will center the word "Memo."

- 1 Double-click the word "Memo" to select it.
- 2 Choose **Center** from the **Alignment** pop-up menu on the **Layout** bar.



“Memo” is centered between the left and right margins.



Changing the Font, Type Size, and Text Style

You can change the font, type size, and text style before or after typing the text.

In this memo, you will change the font, size, and style of selected text.

- 1 If the word “Memo” is not already selected, drag across it to select it.
- 2 Choose **18** from the **Size** menu.

or

If your monitor does not display the Size menu, choose **18** from the **Font** menu.

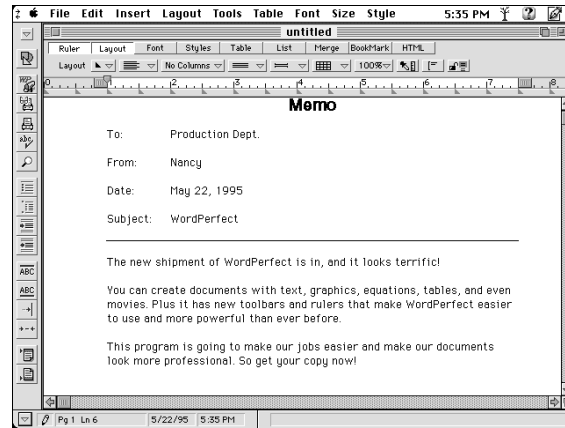
- 3 Choose **Bold** from the **Style** menu to change the text style to bold.
- 4 Choose **Helvetica** from the **Font** menu.

Helvetica is a font that comes with the Macintosh system. If you have removed Helvetica from your system, you may choose another font.

HINT: You can also select fonts, sizes, and text styles from the Font bar. See *The Ruler Bars* in *Chapter 2: Introducing WordPerfect* for more information about the Font bar and other ruler bars.

The word Memo appears in the new font, size, and style.

- 5 Click anywhere in the document to deselect the word.

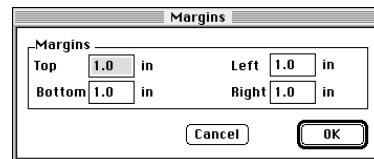


Changing the Margins

- 1 Choose **Margins** from the **Layout** menu.

or

Press **⌘-M**.



- 2 Type **2** in the **Top** text box to change the top margin to 2 inches.

HINT: If you change the left and right margins, the changes take effect beginning on the line where the insertion point is located. Top and bottom margin changes affect the current page and subsequent pages.

- 3 Click **OK**.

The top of the memo now appears 2 inches from the top of the page. To view the change, choose Print Preview from the File menu. Click the close box when you are ready to return to the Document Editor.

HINT: You can use the Margins dialog box or the Ruler to change left and right margins. For more information, see *Formatting Pages* in *Chapter 7: Formatting Documents*.


Drawing Your First Graphic

This section includes:

- ♦ Drawing a Graphic Object
- ♦ Creating a Text Object
- ♦ Moving the Graphic

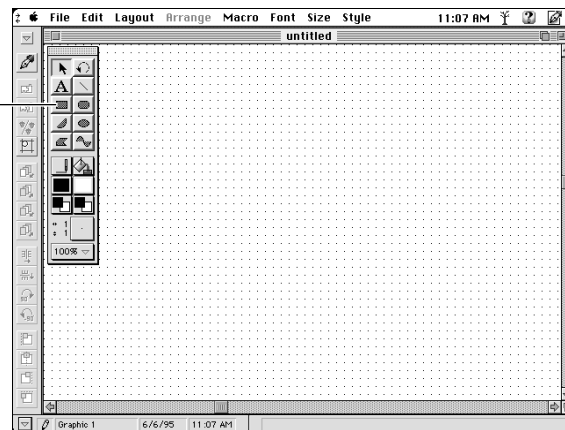
Drawing a Graphic Object

Before drawing an object, you must decide approximately where you want it to appear. In this memo, the graphic will appear to the right of the subject line, above the dividing line.

- 1 Place the insertion point after “WordPerfect” on the subject line of the memo.
- 2 Click  on the **Default** Button Bar.

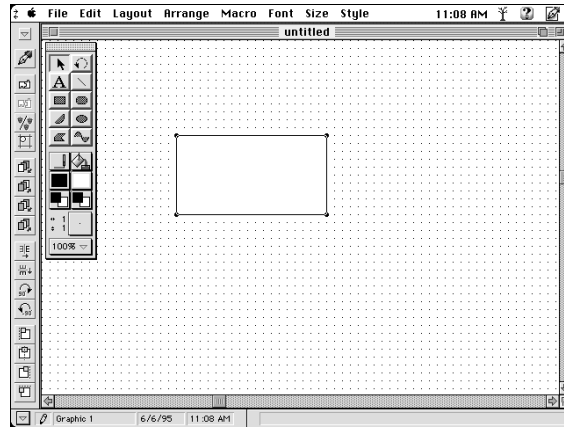
The drawing window opens, showing the Draw tool palette and grid.

Rectangle tool —



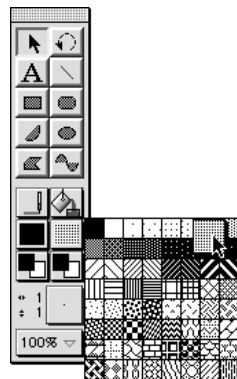
- 3 Click the **Rectangle** tool on the **Draw** tool palette.
- 4 Drag anywhere in the grid to create a rectangle. Release the mouse button when the rectangle is approximately two inches wide and one inch high.

HINT: Use the measurements displayed on the status bar (below the document window) to gauge the size of the object as you drag.

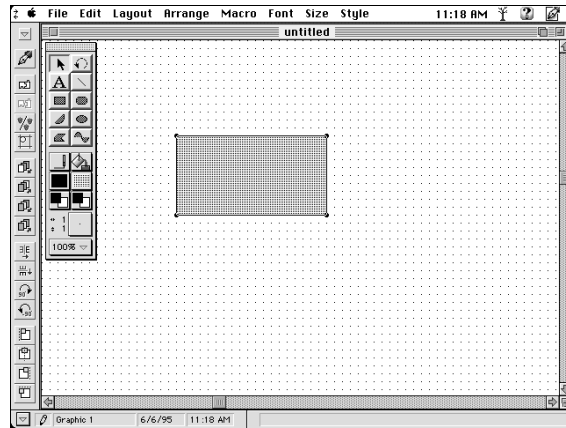


Handles appear at each corner of the object to show that it is selected.

- 5 Click the **Fill Pattern** tool on the tool palette, and choose a pattern for the rectangle.



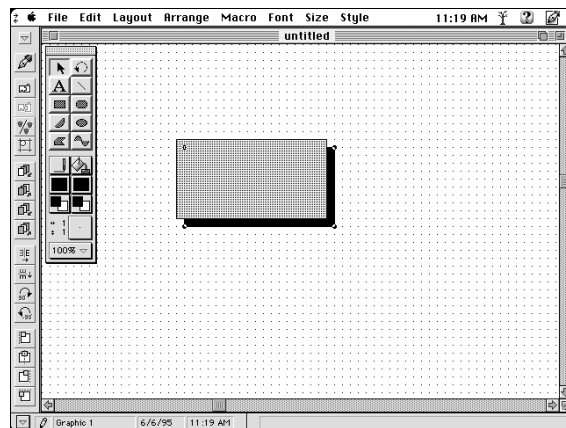
The rectangle is filled with the pattern you selected.



- 6 Choose **Duplicate** from the **Edit** menu to duplicate the object, then choose solid black from the **Fill Pattern** tool palette.

The second rectangle appears filled with black.

- 7 Choose **Move to Back** from the **Arrange** menu to move the black object to the back layer of the graphic.

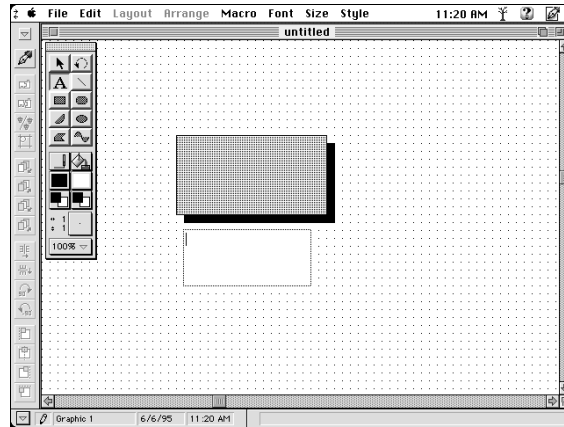


Creating a Text Object

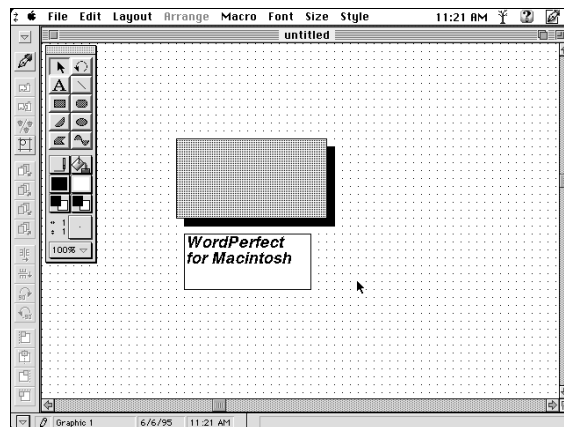
You can include text in graphic objects by using the Text tool.

- 1 With the two rectangles showing in the draw window, click the **Text** tool on the tool palette.
- 2 Drag to create a text box below the rectangles. Release the mouse button when the text box appears slightly smaller than the top rectangle.

You can adjust the size of the text object later, if needed, by dragging one of the handles.

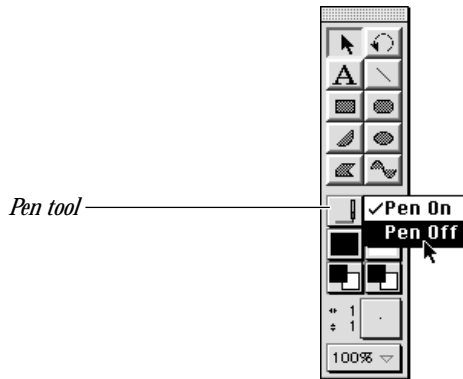


- 3 Choose **18** from the **Size** menu.
or
If your monitor does not display the **Size** menu, choose **18** from the **Font** menu.
- 4 Choose **Helvetica** from the **Font** menu.
- 5 Choose **Italics** from the **Style** menu, then choose **Bold** from the **Style** menu.
- 6 Type **WordPerfect for Macintosh**, then click outside the text box.



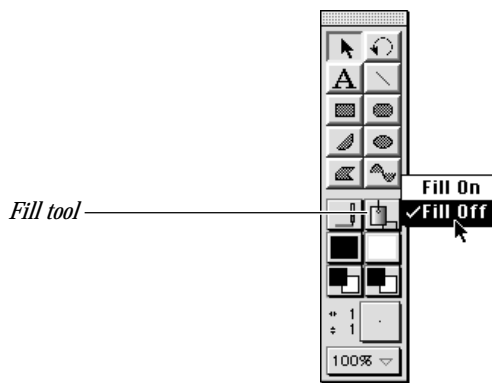
The text box appears with a solid border. If you need to adjust the size of the box, click it to select it, then drag one of the corner handles.

- 7 Click the text box to select it, then click the **Pen** tool on the tool palette and choose **Pen Off**.



The border is removed.

- 8 Click the Fill Tool icon on the tool palette, then choose **Fill Off** to remove the white background from the text box.

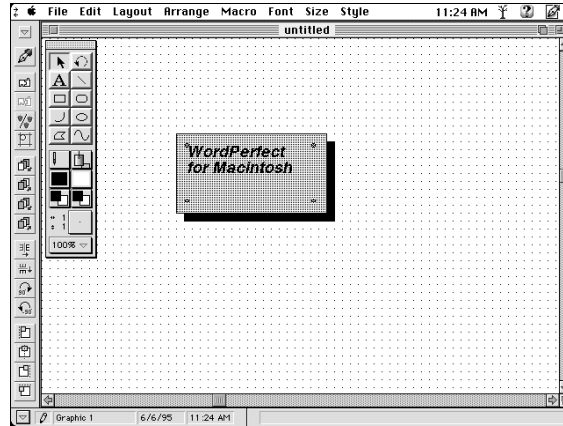



The placement of the objects can be adjusted by dragging them. Objects snap to the grid unless you turn off Grid Snap.

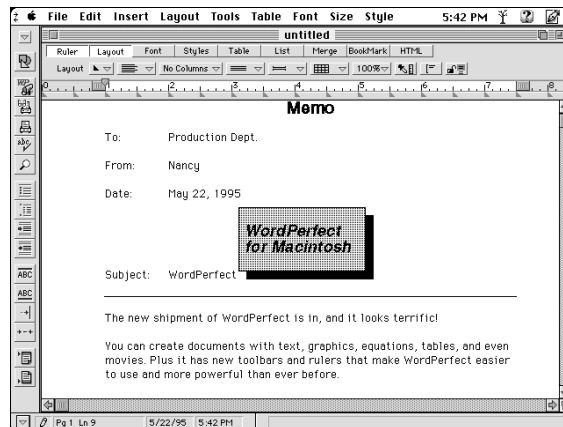
- 9 Choose **Grid Snap Off** from the **Layout** menu.

With Grid Snap off, you can place objects in between grid points.

10 Drag the text object onto the top rectangle.



11 Click  on the **Graphics Button Bar** to return to the document. The graphic appears in the document at the insertion point.

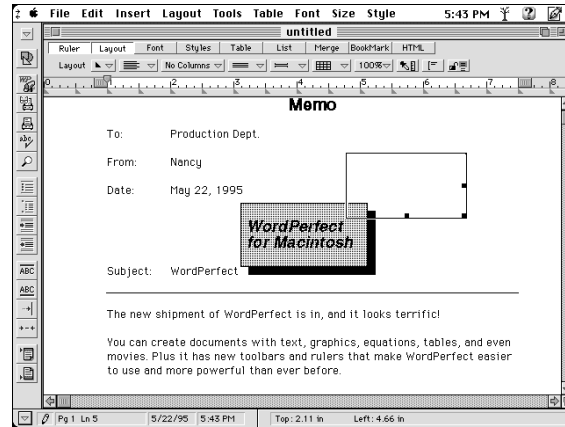


Moving the Graphic

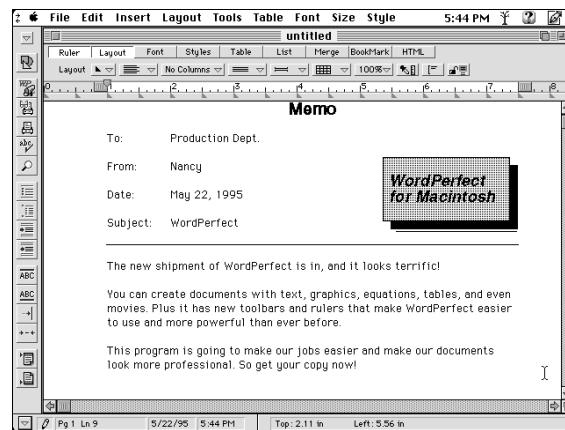
Initially, the graphic is treated like a character, so the line of text where it appears is as tall as the graphic. After you move the graphic, it becomes anchored to the page and is treated independent of the text, so the text flows around it.

1 Click the graphic to select it in the document window.

- 2 Drag the graphic to the area next to the right margin, even with the “From” line.



When you release the mouse button, the text reformats and the graphic appears in the new location.



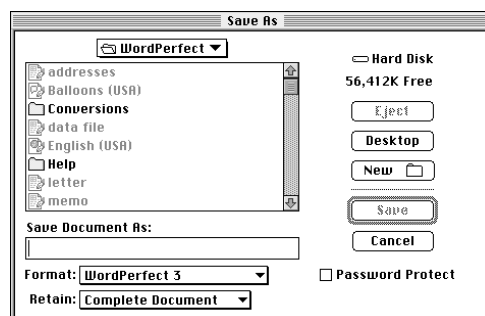
- 3 Click anywhere in the document to deselect the graphic.

Saving Your First Document

Even if you plan to make more changes to your document, you should save your document periodically. Saving the document stores it on your hard drive (or other disk that you specify) and protects your work in the event of a power failure or other electronic problem.

- 1 Choose **Save As** from the **File** menu.

The Save As dialog box appears to let you name and save the document.



- 2 Type **Lesson Memo** in the **Save Document As** text box.

You can use the directory pop-up menu and list box to specify a different folder or disk, or you can save the document in the current directory. For more information about directory dialog boxes, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect*.

- 3 Double-click **Documentation** in the directory list box to open the Documentation folder.
- 4 Click **Save** to close the dialog box and save the document.

The document is stored in the Documentation folder. A copy of the document remains open in the document window until you close it or quit the program.

Printing Your First Document

This section includes:

- ♦ Selecting a Printer
- ♦ Printing the Document
- ♦ Closing the Document

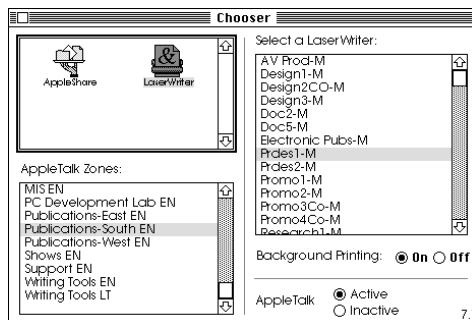
Selecting a Printer

Before you print the document, you must have a printer selected.

- 1 If you have not selected a printer, select **Chooser** from the **Apple** menu. If you have already selected a printer, proceed to *Printing the Document* below.

Apple's Chooser allows you to select printers and other devices.

- 2 Click the appropriate printer icon in the upper left box inside the Chooser, then select the printer name in the list box on the right side of the Chooser.



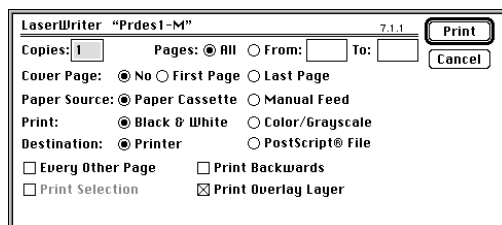
If no printers appear in the Chooser, please refer to your printer manual, your Macintosh owner's manual, or contact your Apple dealer for information about setting up a printer. For more information about selecting printers, see *Choosing a Printer* in *Chapter 9: Printing Documents*.

- 3 Click the close box.

Printing the Document

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

The Print dialog box appears. The appearance of this dialog box varies according to the printer you have selected and the system version you are using. For complete information about your Print dialog box, see *Chapter 9: Printing Documents*, your Macintosh owner's manual, or your printer manual.



Usually you will not need to change any of the settings in the Print dialog box.

- 2 Click **Print**.

One copy of the active document is sent to the printer.

Closing the Document

- 1 Choose **Close** from the **File** menu to close the active document
or
Click the close box at the upper left corner of the document window.

Quitting WordPerfect

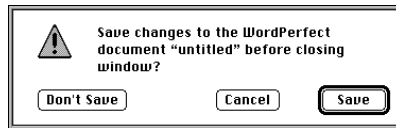
When you are finished using WordPerfect,

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

or

Press **⌘-Q**.

If you made changes to the document since you saved it, an alert box appears to let you save the changes.



If you choose **Save**, WordPerfect will save the current version of the active document and return you to the desktop.