



## Getting Started

### The WordPerfect Window



- **Title Bar** – displays the name of the active document.
- **Menu Bar** – contains all the tools for use with WordPerfect 11.
- **WordPerfect 11 Toolbar** – contains context-sensitive tools for standard WordPerfect actions and tools.
- **Property Bar** – contains context-sensitive tools for formatting and working with documents. The Property Bar provides additional tools for some features, such as creating tables or reviewing documents.
- **ruler** – displays page dimensions, tab stops, and margins.
- **Application Bar** – displays information about the active document.
- **Browser by button** – enables you to browse the document according to the selected object (i.e. page, heading, table, footnote, bookmark, etc).

### Creating a New Blank Document

To create a new blank document, select **New** from the **File** menu, press **Ctrl + N**, or click the **New Blank Document (N)** button on the WordPerfect 11 toolbar.

### Creating a Document Using a Project Template

1. Select **New from Project** from the **File** menu.
2. Click the arrow on the list box and select a category from the resulting menu.
3. Select a project template from the list of templates.
4. Click the **Create** button.

### Opening a Document

1. To open an existing document, select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open (O)** button on the WordPerfect 11 toolbar.
  2. Locate and select the document you want to open.
  3. Click the **Open** button.
- Note:* WordPerfect 11 now contains a convenient utility that allows you to quickly convert documents to the WordPerfect format.

### Saving a Document

1. Select **Save** from the **File** menu.
  2. Select the location where you want to save the document.
  3. Enter a name for the document in the **File name** box.
  4. Click the **Save** button.
- Note:* To quickly save after the initial save, press **Ctrl + S**, or click the **Save (S)** button on the WordPerfect 11 toolbar.

### Saving in Another Format

WordPerfect enables you to save a document in a variety of formats, including Excel spreadsheets, Word documents, or Rich Text Files.

1. To save a document in another format, select **Save As** from the **File** menu, or press **F2**.
2. Optional: Make changes to the file name and location.
3. Select a file type from the **File type** box.
4. Click the **Save** button when you are finished.

### Publishing to HTML, PDF, XML, or EDGAR

You can publish WordPerfect documents in HTML, PDF, XML, and EDGAR formats.

1. Select **Publish To** from the **File** menu.
2. Do one of the following:
  - To publish to HTML, select **HTML** from the resulting menu, select options, and click the **Publish** button.
  - To publish to PDF, select **PDF** from the resulting menu. Select an Acrobat version from the **Compatibility** box, select options, and click the **OK** button. *Note:* Publish to PDF format is now compatible with Acrobat 5.0.
  - To publish to XML, select **XML** from the resulting menu, select output options, and click the **Publish** button.
  - To publish to EDGAR, select **EDGAR** from the resulting menu, change the file name and location, and click the **Save** button.

## Viewing

### Switching Views

To switch the document view, click on the **View** menu and select from four document views:

- **Default** – displays the document without headers, page breaks, margins, and footers.
- **Page** – displays the document the way it will look when printed.
- **Two Pages** – displays two consecutive pages side-by-side in the same document window. This view offers the same double features as the **Page** view.
- **Preview in Browser** – displays the documents in HTML format as it will appear when viewed in a web browser.

### Enlarging or Reducing the Page Display

- To zoom in on a particular area of the active document, click the **Zoom (Z)** button on the WordPerfect 11 toolbar and then click the document in the area you want to view, or click and drag the **Zoom (Z)** pointer to select the area you want to view.
- To turn off the **Zoom** tool, click the **Zoom (Z)** button again.
- To select a specific zoom setting, click the arrow on the **Zoom (Z)** button and select a view setting from the resulting menu. When you place the mouse pointer over a view setting, you can preview the document with the selected magnification.

*Note:* The document must be displayed in **Default** or **Page** view to enlarge or reduce the page display.

### Viewing Multiple Documents

To view multiple documents at the same time, first open the documents and then select a view setting from the **Window** menu:

- **Cascade** – to display the documents in overlapping windows.
- **Title Top to Bottom** – to display the documents in separate non-overlapping windows from top to bottom (horizontal layout).
- **Title Side by Side** – to display the documents in separate non-overlapping windows from side to side (vertical layout).

# Wordperfect 11 Quick Source Guide

**Thomas Griffiths**



## **Wordperfect 11 Quick Source Guide:**

**WordPerfect 11 Quick Source Guide** Quick Source (Firm),2003-08-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses WordPerfect 11 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software Topics include Creating New Documents using Blank Screens or Project Templates Opening Saving and Publishing Documents Displaying Single and Multiple Documents in different Views Navigating within documents using the NEW Document Map feature Autoscroll the Go To feature the Browse Button Bookmarks and QuickFind Formatting Pages and Text Creating Bulleted and Numbered Lists Inserting Headers and Footers Inserting Shapes Clipart Graphics Tables and Charts Editing Documents using Spell As You Go Grammar As You Go Prompt As You Go the Dictionary QuickCorrect Find and Replace Undo and Redo and QuickWords Review Documents as a Reviewer and as an Author Printing Documents Reveal Codes Envelopes and Labels and much more An excellent instructional tool for a user new to WordPerfect 11 it also serves as a handy reference tool for the more experienced user

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## **Table of Contents Wordperfect 11 Quick Source Guide**

1. Understanding the eBook Wordperfect 11 Quick Source Guide
  - The Rise of Digital Reading Wordperfect 11 Quick Source Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Wordperfect 11 Quick Source Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Wordperfect 11 Quick Source Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Wordperfect 11 Quick Source Guide
  - Personalized Recommendations
  - Wordperfect 11 Quick Source Guide User Reviews and Ratings

- Wordperfect 11 Quick Source Guide and Bestseller Lists
- 5. Accessing Wordperfect 11 Quick Source Guide Free and Paid eBooks
  - Wordperfect 11 Quick Source Guide Public Domain eBooks
  - Wordperfect 11 Quick Source Guide eBook Subscription Services
  - Wordperfect 11 Quick Source Guide Budget-Friendly Options
- 6. Navigating Wordperfect 11 Quick Source Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Wordperfect 11 Quick Source Guide Compatibility with Devices
  - Wordperfect 11 Quick Source Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Wordperfect 11 Quick Source Guide
  - Highlighting and Note-Taking Wordperfect 11 Quick Source Guide
  - Interactive Elements Wordperfect 11 Quick Source Guide
- 8. Staying Engaged with Wordperfect 11 Quick Source Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Wordperfect 11 Quick Source Guide
- 9. Balancing eBooks and Physical Books Wordperfect 11 Quick Source Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Wordperfect 11 Quick Source Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Wordperfect 11 Quick Source Guide
  - Setting Reading Goals Wordperfect 11 Quick Source Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Wordperfect 11 Quick Source Guide
  - Fact-Checking eBook Content of Wordperfect 11 Quick Source Guide
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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