



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 display 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

Quick Source (Firm), Quick Source Staff

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 *Corel WordPerfect*

8.0 Quick Source Reference Guide Quick Source (Firm),Quick Source Staff,2000-06-01 Manual Word Perfect 5.0/5.1

Mary Alice Eisch,1991

Corel WordPerfect 9.0 Quick Source Reference Guide QUICK Source,Quick Source

Staff,2000-09-01

InfoWorld ,1987-09-07 InfoWorld is targeted to Senior IT professionals Content is segmented into

Channels and Topic Centers InfoWorld also celebrates people companies and projects **Science and Health** Mary Baker

Eddy,1991-04 First published in 1875 and read by more than eight million people this nondenominational book has a 119 year history of healing and inspiration To attract a new audience this time honored message of healing has a powerful new cover easy to read page layout and word index Named one of 75 Books by Women Whose Words Have Changed the World

IRS Printed Product Catalog United States. Internal Revenue Service,1999 **InfoWorld** ,1989-04-17 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

PC Mag ,1987-10-27 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **Word Perfect 9 Made Easy** Alan Neibauer,1999-11

Computerworld ,1988-08-15 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

WordPerfect 6.0 Made Easy Katie Layman,1993 For all users of WordPerfect 6 0 from beginners to more advanced students who want to learn WordPerfect for Windows This book is a step by step guide with clear keystroke instructions and many exercises **El-Hi Textbooks and Serials in Print** ,2006 Corel WordPerfect 10. 0 Quick Source Guide Quick

Source (Firm),2002-05-01

El-Hi Textbooks & Serials in Print ,2005 ,2005

PC/Computing ,1994-04

Whitaker's

Book List ,1991 *InfoWorld* ,1988-06-20 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Library Journal** ,1992-07
Books In Print 2004-2005 Ed Bowker Staff,Staff Bowker, Ed,2004

The Enigmatic Realm of **Wordperfect 11 Quick Source Guide**: Unleashing the Language is Inner Magic

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