



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

# Wordperfect 11 Quick Source Guide

**M Carnoy**



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

## Reviewing **Wordperfect 11 Quick Source Guide**: Unlocking the Spellbinding Force of Linguistics

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